List of Holdings of
Presidential Records and Historical Materials
in the

Ronald Reagan Presidential Library

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A Presidential Library Administered by the National Archives and Records Administration

Preliminary List of Presidential Records and Historical Materials in the Ronald Reagan Library
April 2011**

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**** Due to the nature of our processing requirements, this Preliminary List will be updated on a frequent basis. Please note the date in the footnote on each page to determine if you have the most recent update or see our webpage for the most recent information.**

SECTION I: INTRODUCTION

1. OVERVIEW

The Ronald Reagan Presidential Library is one of the presidential libraries administered by the National Archives and Records Administration (NARA), a federal agency. The Library collects and preserves materials related to the life of Ronald Reagan, his Presidency, his terms as Governor of California, and his acting career. We make these materials available to the public through research, exhibits, and programs.

The Reagan Library's archival holdings include approximately 55 million pages of textual records, and over 1.6 million photographs, videotapes, and other audiovisual items. Currently, 25 per cent of holdings are available for research, and additional materials are opened to research periodically throughout the year.

The Presidential records of Ronald Reagan are the first to be covered by the 1978 Presidential Records Act (PRA) 44 U.S.C. Chapter 22. The Library staff processes these records and makes them available for research under provisions of the PRA and the Freedom of Information Act (FOIA). The Library also houses papers and historical materials donated by friends and associates of Ronald Reagan, and selected Federal agency collections. In addition, the Library contains Ronald Reagan's records as Governor of California (1967-1975), materials from the 1966, 1976, 1980, and 1984 campaigns, and 1980-81 transition records.

If you have any questions that are not addressed in this List of Holdings, please feel free to contact the Library staff (phone 1-800-410-8354; email reagan.library@nara.gov).

The Reagan Library on the Internet

Our web site contains further descriptions of our holdings, including lists of folder titles and topic guides. You may also access basic information on Ronald Reagan and his Presidency, read and download many Ronald Reagan speech texts, view and order selected photographs, and contact the Reagan Library with your questions.

Directions to the Reagan Library

The Reagan Library is located in Simi Valley, California, about 45 miles northwest of downtown Los Angeles and Los Angeles International Airport (LAX). The Library is approximately 30 miles northwest of the Burbank Airport

- **From the south, Los Angeles International Airport (LAX) and West Los Angeles,** take I-405 (San Diego Freeway) north to California Route 118 (Ronald Reagan Freeway) west; or from **Burbank Airport,** take I-5 north to the 118 Freeway west. From the 118 Freeway in

Simi Valley, take the second Madera Road exit (South) and proceed three miles to Presidential Drive. Turn right on Presidential Drive to reach the Library.

- **From the north (Bakersfield, Sacramento): Take I-5 south, to I-405 (San Diego** Freeway) south, to the 118 Freeway west. From the 118 (Ronald Reagan) Freeway, exit south on Madera Road and proceed three miles to Presidential Drive. Turn right on Presidential Drive to reach the Library.

- **From the north and west (Ventura, Santa Barbara):** Take US 101 (Ventura Freeway) south to California Route 23 (Moorpark Freeway) north in Thousand Oaks. From the 23 Freeway, exit at Olsen Road and turn right. Proceed 1½ miles to Presidential Drive. Turn left on Presidential Drive to reach the Library.

- **From the east:** Take I-210 (Foothill Freeway) west to the 118 Freeway west. From the 118 Freeway in Simi Valley, exit south on Madera Road and proceed three miles to Presidential Drive. Turn right on Presidential Drive to reach the Library.

Shuttle services are available from all major Los Angeles area airports. Information on local accommodations is available on request from the Library or on our website.

2. USING THE REAGAN LIBRARY'S COLLECTIONS

The Reagan Library is open to all researchers. You can contact us with research questions by regular mail, telephone, fax, or email. You can also conduct research on-site, in the Library's research room.

Doing Research at the Library

The research room is open Monday through Friday, except Federal holidays, from 9:00am to 5:00pm. Onsite researchers under the age of 16 must be accompanied by an adult researcher.

We strongly encourage you to contact us prior to doing research here. We can check our holdings for material relevant to your research, and tell you how much of it is currently open and available. We can also provide basic information on accessing holdings that are currently closed to research, supply pertinent handouts and finding aids, and send a simple researcher application that you can return to us before you arrive. This application can also be found on our website.

Research at the Library begins with an orientation by a member of our staff offering guidance on records and collections most likely to pertain to your topic. We also explain our regulations, research room procedures and services; provide information on obtaining access to Presidential records that are currently closed and unavailable for research; and answer any questions you may have. You will be asked to show personal identification, and to fill out a research application if you have not yet done so. If you have personal belongings, such as a backpack or purse, you will

be assigned a locker for them. The Library will supply pencils, paper, and note cards for your use. Personal computers may be used in the research room, personal copiers and document scanners are allowed by permission. We encourage the use of digital cameras for making copies of our documents.

A self-service photocopier is available in the research room at a cost of 20 cents per page. For copies made by Library staff, the current NARA reproduction fee is 75 cents per page ($10.00 minimum). The Library accepts checks or money orders made out to the National Archives Trust Fund, or Visa, Master Card, American Express, or Discover/Novus orders.

Locating the Documents You Need

To identify Reagan Library materials that may pertain to your research, you may consult:

- The general information that is in this guide.
- Our topic guides for records currently available for research. These guides have been developed mostly from our many Freedom of Information Act (FOIA) requests. These guides can be found in paper copy in our Research Room or online on our website.
- Lists of boxes and folder titles for collections including indications of which folder titles are available for research and which folder titles are still unavailable. Copies of these finding aids are kept in our research room, are on our web site (www.reaganlibrary.gov), or can be emailed to researchers upon request.
- The brief descriptions ("scope and content notes") that the archives staff drafts for document series or collections. These descriptions can be found on the box/folder title list inventories described above.

In addition, feel free to ask our archives staff for assistance in locating pertinent material.

Doing Research by Mail

To some extent, you can use our holdings without visiting the Library. We can email or mail to you any finding aids and handouts that are available in our research room or you may access them yourself on our website. The Library will provide photocopies at the current reproduction fee of 75 cents per page, minimum $10.00. A request for reproduction of records must describe the requested records well enough that the staff can locate the records using available finding aids. The Library will photocopy the entire contents of any folder that you can cite from a finding aid, search report, or reference letter. The Library will also copy specific material cited in the Library's list of processed Presidential records and historical material, or any specific item available for research, provided the Library staff can easily locate it. **The Library staff cannot make subjective judgments on the "best" material relating to a topic.** Mail-order copies are sent by regular mail, unless you make alternate shipping arrangements at your expense.

For information on obtaining copies of audiovisual material, please contact the Library's audiovisual archivist, Steve Branch (phone 1-800-410-8354, ext. 74006; email: steve.branch@reagan.nara.gov).

A fee schedule for reproduction services, including audiovisual material, is located at **Appendix A**. A photo order request form is located at **Appendix B.** A videotape/audiotape order request form is located at **Appendix C.**

Hiring a Research Assistant

It may be possible to hire a research assistant to conduct on-site research for you, screen open material for copying in our research room, or make self-service copies for you. Students at nearby universities are sometimes available for research work. If you are interested in a local researcher, please contact our Supervisory Archivist, Mike Duggan for possible referrals. (Phone: 1-800-410-8354, ext. 74016; email: mike.duggan@nara.gov)

Obtaining Access to Closed Records

You may request access to most materials in our holdings that are currently closed and unavailable for research. The procedures you should follow depend on the materials involved. This section gives basic guidance for obtaining access to closed records in our holdings. Feel free to contact the Library archives staff for more details.

All closed Reagan Presidential records administered under the Presidential Records Act (PRA) may be requested by submitting a Freedom of Information Act (FOIA) request. FOIA requests must be submitted in writing. The Reagan Library will accept requests through regular mail, FAX, or e-mail. Include the following information in your request:

1. Your permanent address and phone number (as well as a fax number and email address, if available)
2. Write "FOIA Request" on both your letter and envelope (or in the subject line of your e-mail). You may also use our FOIA Request Form (Appendix D)
3. Describe the records you want to access in as much detail as possible. Information that might provide such detail includes:
   Names of specific White House offices or staff members
   Specific events, speeches, issues, or folder titles
   Specific or approximate dates of events, speeches, or records

(Assistance with finding these details can be found on the textual, audiovisual and finding aids found on our website.)

If you have any questions regarding filing a FOIA request please contact a Reagan Library Archivist at reagan.library@nara.gov for assistance.

4. Your request can be mailed to:
   Ronald Reagan Presidential Library
   Attn: FOIA Coordinator
   40 Presidential Dr.
   Simi Valley, CA 93065

5. Your request can be FAXed to:

   Reagan Library FOIA Coordinator
   (805) 577-4074

6. Your request can be e-mailed to (please include "FOIA Request" in the subject line):

   reagan.library@nara.gov

You may request declassification review of **national security information** via a **Mandatory Review (MR) request.** Please contact the Library archives staff for more information for the forms and procedures for filing a mandatory review request.

Personal paper collections are governed by deeds of gift and the papers are made available to research according to the stipulations in these deeds of gift. Personal paper collections are not governed by the PRA or FOIA, and are not subject to FOIA requests**.** We will make every effort to process personal paper requests on demand within the limits of our staff and the terms of the deeds of gift for each collection.

Research Room Resources

The Library research room contains a book collection of approximately 2,500 titles, pertaining primarily to President Reagan and his administration, late 20th century politics and government, and the institution of the presidency. The research room also contains reference photocopies of a few selected Reagan Presidential records. The Research Room also contains paper copies of our collection finding aids with folder title lists and topic guides for opened records. In addition, there is a vertical file of "ready reference" on Ronald Reagan, his career, administration, and family.

About Grants

Unfortunately, the Reagan Library does not currently have a research or travel grant program. It is not known at this time when such a program might be instituted.

About Copyright Law

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction of copyrighted material is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve a violation

of copyright law.

In general, works in the public domain and **works prepared by U.S. government officials and employees as part of their official duties are not protected by copyright**. However, many other items in the Reagan Library's holdings may have copyright protection.

It is the researcher's responsibility to be aware of copyright law provisions, and obtain any necessary permission for use of copyrighted works.

Citing Reagan Library Records

Citations should identify items clearly, specify their file locations, and end with reference to the Ronald Reagan Library. Citation examples are:

> Letter, Ronald Reagan to Daniel James, Feb. 6, 1984, ID #183417, ND016, WHORM Subject File, Ronald Reagan Library
>
> Telegram, Daniel K. Inouye to George P. Shultz, March 7, 1985, folder "Inouye, Daniel K.," WHORM Alpha File, Ronald Reagan Library
>
> Memo, Elizabeth Dole to Edwin Meese, Sept. 5, 1984, folder "Air Traffic Control (AT 6605)," OA 11850, Edwin Meese Files, Ronald Reagan Library
>
> Audio tape, WH exit interview with Edwin Harper, July 5, 1983, Oral History - WH Exit Interviews, Ronald Reagan Library

SECTION II: TEXTUAL MATERIAL

1. PRESIDENTIAL RECORDS

1.1 White House Office of Records Management - File Systems

The White House Office of Records Management (WHORM) file systems consist of the following: Subject File, Alphabetical (Name) File, Bulk Mail Sample, President's Handwriting File, and the STAIRS automated databases.

WHORM SUBJECT FILE, 1981-1989. (2,488 feet)

The Subject File is sixty primary subject categories subdivided into over 3,000 secondary categories (using alphanumeric file codes). It contains over 650,000 case files (identified by a six digit numeric code). WHORM assigned these six digit numbers to each case file, and entered information about the case file into an automated database.

Fifty-eight of the primary subject categories contain Presidential records. The contents of the remaining two categories, Political Affairs (PL) and Presidential Personal (PP), are the personal papers of the President. The Freedom of Information Act does not apply to PL and PP subject categories.

Below is a full list of the 58 primary subject file categories. If the entry is **bolded** it indicates the entire category including all secondary categories is open and available for research. The library has also opened other secondary categories and individual casefiles. For access to this information please see written finding guides in our Research Room or the Subject File on our website.

The size or volume of records and manuscript collections is described in linear feet. One linear foot is roughly equivalent to 2,000 pages.

Primary Subject Category	*#Vol*
AG (Agriculture)	8
AR (Arts)	2
AT (Atomic/Nuclear Energy)	2
BE (Business-Economics)	44
CA (Civil Aviation)	18
CM (Commodities)	6
CO (Countries)	80
DI (Disasters)	7
ED (Education)	10
FA (Federal Aid)	21
FE (Federal Government)	20
FG (Federal Gov't-Org.)	478
FI (Finance)	113
FO (Foreign Affairs)	90
GI (Gifts)	30
HE (Health)	44
HI (Highways-Bridges)	2
HO (Holidays)	54
HS (Housing)	5
HU (Human Rights)	23
IM (Immigration-Naturalization)	18
IN (Indian Affairs)	6
IS (Insurance)	11
IT (International Organizations)	11
IV (Invitations)	70
JL (Judicial-Legal Matters)	68

LA (Labor) 29
LE (Legislation) 20
LG (Local Government) 4
MA (Medals-Awards) 30
MC (Meetings-Conferences) 25
ME (Messages) 235
ND (National Security-Defense).....101
NR (Natural Resources) 16
OS (Outer Space) 7
PA (Parks-Monuments).....5
PC (Peace).....2
PE (Personnel Management).....40
PO (Postal Service) 3
PQ (Procurement) 7
PR (Public Relations).....202
PU (Publications) 22
RA (Real Property) 9
RE (Recreation-Sports) 4
RM (Religious Matters).....3
RS (Reports-Statistics).....3
SA (Safety-Accident Prevention) 7
SC (Sciences).....5
SO (Social Affairs) 21
SP (Speeches minus SP501).....165
ST (State Government).....6
TA (Trade) 71
TN (Transportation) 10
TR (Trips minus TR003) 45
UT (Utilities).....11
VA (Veteran Affairs) 18
WE (Welfare).....67
WH (White House Administration) 14

Total Volume (est.) of WHORM Subject File: 2,488 l. ft

WHORM ALPHABETICAL FILE, 1981-89. (2,387 feet)

The Alphabetical (Alpha or Name) File consists of routine applications and endorsements of people for Federal appointments, general correspondence of the First Lady's Office, invitation regrets, children's correspondence, and routine letters from organizations and the general public. An index of open and available material can be found in the Library's Research Room and on our website.

PRESIDENT'S HANDWRITING FILE, 1981-89. (48 feet)

The President's Handwriting File is a collection created by the White House Office of Records Management. The Handwriting File consists of a variety of documents that the President annotated, edited, or wrote in his own hand. The Library has fully processed and made available for use the entire President's Handwriting File. Presently, it consists of five Series: Presidential Meetings, Presidential Records, Presidential Speeches, Presidential Telephone Calls, and White House Mail Reports. When creating the Handwriting File, WHORM did not transfer handwriting found within staff and office files. The Library will be creating a further series for handwriting found in White House staff and office files.

A document-by-document finding aid for the President's Handwriting File can be found in the Library Research Room and on our web page.

WHORM BULK MAIL FILE, 1981-89. (289 feet)

The Bulk Mail File is a sampling of bulk mail material disposed of during the Reagan Administration. In accordance with the Presidential Records Act, the Reagan White House disposed and/or recycled approximately 21,000 cubic feet (52,000,000 pages) of bulk mail. The remaining samples consist primarily of public opinion mail and greeting cards. They are

representative of the disposed material, and are approximately one percent of the total received. The White House staff maintained a tally of all public opinion mail received. It is located within the WHORM Subject File category **WH004-01.**

STAIRS DATABASE. (24 tapes)

The STAIRS (Storage and Information Retrieval System) automated database was developed during the Carter Administration, but not fully implemented by the White House until the beginning of the Reagan Administration. The system has six major databases:

- **CTRH** (Correspondence Tracking) – contains information on most documents in the WHORM Subject File, a few documents in the WHORM Alphabetical File and many White House staff and office file box folder lists.
- **SECLOG (**Secretary's Log) – contains information on documents seen by the President and noted by the White House Secretariat.
- **WHLEG** (White House Legal Task Force) – contains information on documents found relevant to the White House Legal Task Force formed to investigate the Iran-Contra affair and cooperate with Independent Counsel's offices.
- **Presidential** Diary – a daily outline of the President's schedule (not complete for the entire administration).
- **Photo** – an index to the over 1.5 million photographs prepared by the White House Photo Office.
- **Gift** – an index to the numerous foreign and domestic gifts received by the President.

These six databases are not currently available in an automated format for use by researchers, but the Library's archives staff is able to utilize a fully updated web-based version to search for records requested by researchers.

1.2 White House Staff & Offices

Nearly 800 White House staff and office collections were transferred to the National Archives at the end of the Reagan Administration. This section provides information on the offices in the Reagan White House and lists the collections contained within each office. For many filing reasons, we do not always have a collection for each staff member of an office. The Library continues to determine unmarked staff collections within offices.

Administration, White House Office of

This office is a federal agency responsible for administrative services to the Executive Office of the President. Separate divisions of the Office handled mail/messenger, printing and graphics, procurement and contracting, Executive Office accounting and payroll, library and information services, computer and telecommunications services recruitment and training, facilities, historic preservations, security, and their own Counsel office. For most of the Reagan administration the Director of this office was also the Special Assistant for Administration and Management and supervised the actual White House Operations administrative staff. The White House records management traditionally treats the director of this office and heads of divisions as Presidential records.

See collection entries for

Administration, WHO of
Administration, WHO of the Director
Cleveland, Carol
Elmore, Theresa
Intrater, Arnold
Miller, Jonathan
Moore, Kate
O'Donnell, Claire
Peck, Ralph
Reid, James
Rogers, John
Wilson, Edward J.

Administrative Office, White House Operations

The Administrative Office provided for a wide variety of administrative functions including accounting, budget, equipment, expense reports, parking permits, purchasing, the ordering of supplies, subscriptions to newspapers and magazines for White House staff, duplicating machines, and the issuance of travel advances and the processing of travel vouchers both official and political.

See collection entries for

Administrative Office, White House Operations
Elmore, Theresa
Lamb, Jean
Ubbens, Betty
White, Richard

Advance, Office of Presidential

This office was responsible for the logistical planning, coordination, and onsite arrangements of the President's domestic and international trips.

See collection entries for

Advance, Office of Presidential
Brennan, Joseph
Foster, Gary
Henkel, William
Hildebrand, Joanne
Hooley, James
Littlefair, Andrew
Schmidt, Robert
Skidmore, Mary Lou
Studdert, Steve
Terry, W. Grey

African Affairs Directorate, National Security Council

See collection entries for

African Affairs Directorate, NSC
Cohen, Herman J.
Ringdahl, Philip
Rosenberg, Alison P.
Soos, Helen
Wettering, Fred

Appointments and Scheduling, White House Office of

The office received and coordinated requests for the President's time, prioritized the President's time, and developed the President's daily and monthly schedules.

See collection entries for

Appointments and Scheduling, WHO of
Diarist Working Files
McCathran, Ellen
Newell, Gregory
Ryan, Fred

Arms Control Directorate, National Security Council

See collection entries for

Brooks, Linton F.
Heiser, G. William
Linhard, Robert E.
Mahley, Donald A.
Steiner, Steve S.
Tobey, William H

Arts and Humanities, White House Liaison for

See collection entries for

Arts and Humanities, White House Liaison for

Asian Affairs Directorate, National Security Council

See collection entries for

Asian Affairs Directorate, NSC
Childress, Richard T.
Kelly, James
Laux, David
Sigur, Gaston

Cabinet Affairs, White House Office of

The Office of Cabinet Affairs created the working logistics for President Reagan's belief in "cabinet" style government. The Office of Cabinet Affairs acted as the liaison and facilitator between various agencies and the White House. In the first administration, the office was heavily involved in making the seven cabinet councils work correctly – scheduling meetings, pursuing action plans, and so forth. In conjunction with the Counsellor to the President's office, Cabinet Affairs created a detailed tracking system for issues before the Cabinet and the various Cabinet Councils. These issues were marked as "CM-#" and you will find frequent reference to this tracking system within the records of the Office of Cabinet Affairs and the Counsellor to the President. While Cabinet Affairs handled the Cabinet issue tracking and worked with agencies, the actual Cabinet Council secretaries were from the Office of Policy Development.

During the second administration, the Councils were reduced to two - the Domestic Policy Council and the Economic Policy Council – and were an actual part of the Cabinet Affairs office. In early 1985, the head of this office was renamed the Cabinet Secretary. There are no actual records for an Office of the Cabinet Secretary - just material for the individuals with this title, Alfred Kingon and Nancy Risque.

See collection entries for

Cabinet Affair, WHO of
Clarey, Donald
Davis, Richard A.
Dunlop, Becky Norton
Faoro, Patsy
Fuller, Craig
Gibson, Thomas
Hall, John
Hauptli, Todd
Herbolsheimer, Lawrence
Hodapp, Nancy “Missy”
Kuttner, Hans
Neuman, David
Preston, Edward F.
Stucky, Edward

Cabinet Council On Economic Affairs

See collection entry for

Cabinet Council on Economic Affairs

Cabinet Secretary

See collection entries for

Kingon, Alfred
Risque, Nancy

Chief of Staff, White House Office of the

Considered by many to be the most powerful position in a modern White House, the Chief of Staff during the Reagan administration acted as a close advisor to the President and was responsible for the smooth operation of the White House. During the first administration, Chief of Staff James A. Baker was part of a senior staff triumvirate with the Deputy Chief of Staff Michael Deaver and the Counsellor to the President Edwin Meese. This group came to be known as "the Troika." In the second administration, Donald T. Regan (1985-87), Howard H. Baker

(1987-88), and Kenneth Duberstein (1988-89) served as Chiefs of Staff.

See collection entries for

Baker, Howard H., Jr.
Baker, James A.
Cicconi, James
Crippen, Daniel L.
Darmen, Richard
Dawson, Thomas G.
Duberstein, Kenneth
Hodsoll, Francis (Frank)
Moore, Kate
Oblesby, M.B.
Regan, Donald
Thomas, W. Dennis
Tuck, John C.

Communications, White House Office of

This office was largely an umbrella White House office over the offices of speechwriting, media relations, public affairs, public liaison, and the press office, although the mix varied somewhat during the eight years of the Reagan presidency. The primary function of this office was to ensure that the White House staff was consistent in dealing with the media, and that the White House had a focused message.

See collection entries for

Bailey, Pamela
Bistany, Joanna
Buchanan, Patrick
Gergen, David
Griscom, Thomas C.
Maseng, Mari
Reid, Kathleen

Consumer Affairs, White House Office of

See collection entry for

Knauer, Virginia

Coordination Office, National Security Council

This office primarily provided planning and coordination assistance to the President for head of state and foreign official visits, as well as other international meetings in which the President participated.

See collection entries for

Coordination Office, NSC
Deal, Timothy
Tyson, Charles P.

Correspondence, Office of White House

This office coordinated the distribution of incoming mail to the White House, and in many cases the Correspondence Office staff also prepared and sent responses. The Correspondence Office also included the Volunteer and Comment Office, which received public opinion mail and calls, and received and sent out numerous personal greetings on behalf of the President on occasions such as birthdays and anniversaries.

See collection entries for

Anderson, Robert B.
Batten, Michael
Bell, Lillie
Correspondence, WHO of
Correspondence, WHO of :
Proclamations
DeCain, Joan
Dehart, Linda
Donovan, Charles A.
Higgins, Anne
Hudson, Maureen
Ingals, Mary
Kelley, Sally
Miller, Amy
Theis, Nancy
Tobin, Loesje (Edward)

Council of Economic Advisers

The Council of Economic Advisers (CEA) was established by law in 1946, to brief the President on overall economic policy objectives and policy issues. The CEA also prepares an annual economic report to the President and an Economic Report of the President for submission to Congress. During the Reagan administration, the CEA chaired an interagency forecasting group that included the Treasury and OMB for developing economic projections.

See collection entries for

Burnham, James
Carliner, Geoffrey
Council of Economic Advisers
CEA: Staff Economist's Files
Feldstein, Martin
Hemel, Eric L.
Jordan, Jerry
Moore, Thomas
Mussa, Michael
Niskanen, William
Poole, William
Sprinkel, Beryl
Weidenbaum, Murray

Counsel to the President, Office of

This office provides legal advice to the President and White House staff. The Counsel's staff advises the President and White House staff on a wide variety of issues, including constitutional and administrative powers and duties of the President, legislation, judicial appointments, and regulatory issues. It also coordinates the screening of Presidential appointees and White House staff for security and potential conflict of interest problems. The Counsel's staff was responsible for gathering material in response to Independent Counsel requests for documents for investigations.

See collection entries for

Astrue, Michael
Boggs, Paula
Bolton, John
Brady, Phillip D.
Bryan, Patricia Mack
Cohen, Ben
Cooksey, Sherrie
Counsel to the President, Office of the
Counsel to the President, Office of the: Appointees
Counsel to the President, Office of the : Investigation Files
Counsel to the President, Office of the : Judicial Selection Files
Cox, C. Christopher
Culvahouse, Arthur
Dannenhauer, Jane
Duke, Meg Shields
Erickson, Jack
Fielding, Fred
Finan, Nancy Scott
Fitzsimmons, John
Garrett, H. Lawrence
Goldfield, H. P.
Hauser, Richard
Hewitt, Hugh
Hicks, Christopher
Holland, Dianna G.
Jameson, W. George
Janes, Nancy
Keisler, Peter D.
Koch, Kathleen D.
Kruger, Robert
Landers, Bill
Lawton, Mary
Luttig, J. Michael
Masterman, Vicki
McGrath, C. Dean
Nolan, David
Owens, Deborah
Raul, Alan Charles
Roberts, John G.
Rusthoven, Peter J.
Shepherd, J. Michael
Stephens, Jay B.
Waller, David
Wallison, Peter
Willkie, Wendell
Wilson, D. Edward

Counsellor to the President, Office of the

"Counsellor to the President" was the title given to Edwin Meese, one of the President's top advisers during the first Administration, and a long-time Reagan supporter and advisor. Mr. Meese coordinated and developed domestic policy issues and programs, although foreign and defense policy issues were also a focus during the first year of the Administration. Mr. Meese was familiar with the President's style of government and system of management from experience as Governor Reagan's chief of staff in California. The management of cabinet communication and coordination was part of his office function during the first year of the administration, and his office remained heavily involved with the Office of Cabinet Affairs and the Cabinet Council system. The collections for this office are for his direct staff and cover the

first administration only. In early 1985, Mr. Meese left the White House to become Attorney General of the United States.

See collection entries for

Cirbb, T. Kenneth
Garrick, Robert
Hearn, Roger
Jenkins, Jim
Meese, Edwin III

Counterterrorism and Narcotics, National Security Council Office of

See collection entries for

Counterterrorism and Narcotics NSC Office of
Coy, Craig
Earl, Robert
North, Oliver

Crisis Management Center (CMC), National Security Council

An outgrowth of NSDD-3, which established a NSC structure for managing national security crisises, the Crisis Management Center (CMC) was set up in the first Administration and disbanded in early 1987. As described by Robert McFarlane, the CMC was designed to "conduct pre-crisis collection and analysis of information about likely crisis areas in an effort to anticipate events and to provide extensive background information to decision makers as a crisis preventive."

See collection entries for

Beal, Richard
Crisis Management Center, NSC
McDaniel, Rodney B.
Morton, Elaine L.

Defense Policy Directorate (including Defense Policy Planning staff), NSC

See collection entries for

Cockell, William A.
Donley, Michael B.
Douglass, John W.
Dur, Philip A.
Ebner, Eugene
Gold, Sydell P.
Grant, William J.
Grimes, John G.
Helm, Robert W.
Kissell, Kenneth A.
Kraemer, Sven F.
Levine, Richard B.
Linhard, Robert E.
Miskel, James F.
Myer, Allen A.
North, Oliver L.
Pollock, Raymond
Russell, Horace L.
Shoemaker, Christopher C.
Snider, Donald M.

Defense Programs and Arms Control Directorate, National Security Council

See collection entries for

Brooks, Linton F.
Donley, Michael B.
Douglass, John W.
Grimes, John G.
Helm, Robert W.
Kraemer, Sven F.
Lehman, Ronald F.
Levin, Richard B.
Linhard, Robert E.
Mahley, Donald A.
Myer, Allen A.
Pollock, Raymond
Russell, Horace L.
Steiner, Steven S.
Wood, J. Robert
Wright, William H.

Deputy Chief of Staff, White House Office of the

While the White House had a deputy chief of staff position throughout the administration, the Deputy Chief had a separate office only when Michael Deaver held the post of Deputy Chief of Staff from 1981-1985. Michael Deaver was a long-time associate and advisor to the President and Mrs. Reagan. He formed part of the ruling "troika" with Edwin Meese and James Baker during the first administration. This office was heavily involved in advance work and event preparation. The collections listed here are for the first administration only.

See collection entries for

Canzeri, Joseph
Deaver, Michael
Hill, Kenneth John
McManus, Michael A.
Sittman, William

Domestic Affairs, White House Office of

See collection entries for

Cribb, T. Kenneth
Crippen, Daniel
Dorminey, A. Blair
McIntosh, David M.

Domestic Policy Council

Established in April of 1985, the DPC facilitated the development of the Administration's domestic policy initiatives. Along with Economic Policy Council (EPC), the DPC replaced the seven cabinet councils that functioned during the first Administration. The DPC was composed of the attorney general (who served as chairman pro tempore); the secretaries of the Interior, Health and Human Services, Housing and Urban Development, Transportation, Energy, and Education; and the director of the OMB. The secretary of this Council was Ralph Bledsoe.

See collection entries for

Bledsoe, Ralph
Johnson, Robert
Sweet, Robert

Drug Abuse Policy Office, White House

Established in the first Administration, and operating within the Office of Policy Development, the Drug Abuse Policy Office coordinated the development and implementation of Administration policy on drug abuse.

See collection entries for

Daolas, Sue
Drug Abuse Policy Office, WH
Lumpkins, Sharyn
MacDonald, Ian "Mac"
Romano, Neil
Turner, Carlton
Williams, Richard

Drug-Free America, White House Conference on a

This collection consists of records regarding the White House sponsored conference on a drug-free America. Records are mostly from the Chairwoman, Lois Harrington and various projects run in conjunction with the conference.

See collection entries for

Drug-Free America, White House Conference for a
Harrington, Lois

Economic Policy Council

Established early in the second Administration, the EPC facilitated the development of the Administration's economic policy. The EPC, along with the Domestic Policy Council (DPC), replaced the system of seven cabinet councils from the first Administration. The EPC consisted of the Secretary of the Treasury (who served as Chairman); the Secretaries of State, Agriculture, Commerce and Labor; the Director of the OMB; the U.S. Trade Representative; the Chairman of the CEA; the Vice President; and the Chief of Staff to the President. The Secretaries of this Council were Shellyn McCaffrey and Eugene McAllister.

See collection entries for

Economic Policy Council
McAllister, Eugene J.
McCaffrey, Shellyn
Tracy, Alan T.

European and Soviet Affairs Directorate, National Security Council

In 1983, the NSC reorganized and created five geographical directorates from the old Political Affairs Office. The European and Soviet Affairs Directorate was one of the five geographical directorates created. For further information on this geographical region for the first administration only, please see the Executive Secretariat, NSC: Country Files (Europe and the Soviet Union).

See collection entries for

Cobb, Tyrus
Dobriansky, Paula
Ermarth, Fritz W.
European & Soviet Affairs Directorate, NSC
Jameson, Lisa
Ledsky, Nelson C.
Lenczowski, John
Matlock, Jack F.
Perina, Rudolf V.
Rentschler, James
Sommer, Peter R.
Vail, Joan R.

Executive Clerk, White House Office of the

In existence since 1865, the Executive Clerk's Office is the oldest functioning staff office of the White House. The White House Office of the Executive Clerk is responsible for the formal certificates, preparation and disposition of all official Presidential documents. These include nominations to the Senate, commissions of appointment, acceptances of resignations, Executive Orders, Proclamations, and Messages to Congress. In addition the office serves as the official point of Presidential receipt for formal documents from the Congress, such as resolutions, enrolled bills, and Senate confirmations. The Clerk's office returns presidential vetoes to Congress and the Clerk is allowed on the Senate and House floors for this purpose.

Ronald R. Geisler served as Executive Clerk throughout the Reagan administration and his Deputy was Dan Marks.

See collection entries for

Executive Clerk, White House Office of

Executive Secretariat, National Security Council Office of the

The Executive Secretariat acts as a conduit for communication and coordination amongst agencies, and assists with internal NSC record keeping. There are 18 series within the Secretariat office records for various groupings of records such as country files, subject files, meeting files, etc. Please see the specific collection listing for these series. Record keeping practice at the NSC varied widely during the first and second Reagan administrations, and is further complicated by numerous office reorganizations – see specific collection and series descriptions for more details on these changes.

The director of the Secretariat, a legislated position, has the title "Executive Secretary." The first National Security Advisor – Richard Allen – changed this title to "Staff Secretary." It was changed back to Executive Secretary after he left. The following individuals were the Executive Secretaries for the National Security Council during the Reagan administration: Allen Lenz, Michael Wheeler, Robert M. Kimmitt, William F. Martin, Rodney McDaniel, and Paul Schott Stevens.

See collection entries for

Executive Secretariat: Agency Files
Executive Secretariat: Cable Files
Executive Secretariat: Head of State Files
Executive Secretariat: NSC Meeting Files
Executive Secretariat: NSC Meeting Files
Executive Secretariat: NSDDs
Executive Secretariat: NSPG Meetings
Executive Secretariat: NSSDs
Executive Secretariat: Subject File
Executive Secretariat: System Files
Executive Secretariat: Trip File
Executive Secretariat: VIP Visits
Kimmitt, Robert M.
Lenz, Allen J.
Luhn, Christina A.
Martin, William F.
McDaniel, Rodney B.
Miller, Jonathan
Morris, Richard C.
Neil, Elise
Pearson, Robert
Stearman, William L.
Stevens, Paul Schott
Thompson, Paul B.
Wheeler, Michael O.

First Lady, Office of the

This office provided administrative support for the various functions and program initiatives of the First Lady. It worked closely with the White House Social Office.

See collection entries for

Balfour, Deborah
Barun, Kenneth
Crispen, Elaine
Erkenbeck, Jane
First Lady, Office of the
First Lady, Office of the: Advance Office
First Lady, Office of the: Press Office
First Lady, Office of the: Projects Office
Hansen, Joanne
McCoy, Peter
Rosebush, James
Schaben, Betsy
Tate, Sheila
Verstandig, Lee
Wormser, Nina
Wrobleski, Anne

Gift Unit

This is one of the permanent offices of the White House. Gifts to the President, First Lady and other White House Staff members were processed and entered into White House databases within the gift unit. It is technically part of the Correspondence Office.

See collection entries for

Gift Unit Records

Information Policy and Security Review, National Security Council Office of

See collection entry for

Reger, Brenda S.

Intelligence Directorate, National Security Council

See collection entries for

Cannistraro, Vincent M.
Collins, James F.
deGraffenreid, Kenneth E.
Dornan, Diane S.
Godson, Roy
Gregg, Donald P.
Intelligence Directorate, NSC
Kimberling, Michael
Major, David G.
Raymond, Walter

Interagency Low Income Opportunity Advisory Board

Operating within the Office of Policy Development, the ILIOAB explored and developed policy options for improving the economic situation of low income Americans. Its staff focused on welfare reform.

See collection entries for

Germanis, Peter
Hobbs, Charles
Interagency Low Income Opportunity Advisory Board

Intergovernmental Affairs, White House Office of

This office provided communication between the White House and state, county, municipal or local governments. With the emphasis of the Reagan Administration on "federalism," this office was somewhat larger than in previous administrations. In the second administration, this office handled many of the duties previously handled by the Political Affairs Office.

See collection entries for

Alvarado, Ron
Bach, Christina
Black, Judy
Card, Andrew
Carpenter, Jane
Daniels, Mitch
Donatelli, Frank
Hawley, Edward (Kip)
Howlett, C.A.
Intergovernmental Affairs, WHO of
King, Gwen
Lauffer, Susan
McMaster, Margaret
Medas, Jim
Meeker, Jennifer
Miller, Linda
Moore, Dian
Neal, Rick
Parke, Kathleen
Peachee, Judy
Pinkerton, Jim
Rairdin, Kae
Redington, Mary
Rhodes, Steve
Richie, Sharon
Spencer, Karen
Spencer, Susan
Verstandig, Lee
Williamson, Richard

International Communications and Information Directorate, National Security Council

See collection entries for

Castine, Michael
Lord, Carnes R.
Mandel, Judyt E.
Menges, Constantine
Raymond, Walter
Steiner, Steve

International Economic Affairs Directorate, National Security Council

See collection entries for

Bailey, Norman
Bonk, Benny
Danzanksy, Stephn I.
Farrar, Stephen P.
International Economic Affairs Directorate
Levine, Richard B.
Martin, William F.
McMinn, Douglas W.
Melby, Eric D.
Platt, Alexander H.
Pugliaressi, Lucian S.
Robinson, Roger W.
Seiber, David C.
Tarbell, Marilyn J
Wigg, David S.

International Programs and Technology Affairs Directorate, National Security Council

See collection entries for

Bemis, Robert C.
Cobb, Tyrus
Curtin, Jeremy
Dean, Robert
Pugliaressi, Lucian S.
Saunders, Richard M.
Tice, Donald C.

Latin American Affairs Directorate, National Security Council

In 1983, the NSC reorganized and created five geographical directorates from the old Political Affairs Office. The Latin American Affairs Directorate was one of the five geographical directorates created. For further information on this geographical region for the first administration only, please see the Executive Secretariat, NSC: Country Files (Latin America [old name- Inter-American Affairs]).

See collection entries for

Flower, Ludlow “Kim”
Fontaine, Roger W.
Klissas, Nick
Latin American Affairs Directorate, NSC
Menges, Constantine C.
Pastorino, Robert S.
Sapia-Bosch, Alphonso F.
Tillman, Jacqueline
Vail Joan

Legal Advisor Office, National Security Council

See collection entries for

Green, Grant S.
Kimmitt, Robert M.
Legal Advisor Office, NSC
Levin, Daniel
Lilac, Robert H.
Rostow, Nicholas
Scharfen, Jonathan R.
Sommer, Peter

Legislative Affairs, White House Office of

This office handled White House liaison with members of Congress on a wide variety of topics, including pending legislation and Presidential appointments. The office also assisted members of Congress with photo opportunities and constituent service. The office was organized along Congressional lines, divided into Senate and House staffs. The office was further organized by separate Congresses – 97th Congress (1981-1983) through 100th Congress (1987-89).

See collection entries for

Addington, David
Ball, William
Bockorny, David
Cooksey, Sherrie
Donnelly, Thomas P.
Dorn, Nancy
Drew, Edie
Duberstein, Kenneth
Dyer, James W.
Frazier, Fran
Friedersdorf, Max
Gandy, Henry
Greener, Chuck
Harlow, Bryce Larry
Kabel, Robert
Kennedy, Nancy
Kranowitz, Alan
Legislative Affairs, WHO of
McClure, Frederick
McKiernan, Gerald
Moore, Powell
Oglesby, M.B.
Palmer, Nancy
Prendergast, Richard
Risque, Nancy
Royal, Debra Kopko
Sable, Ronald
Scruggs, John
Stone, Jay
Swanson, David
Thomas, W. Dennis
Turner, Pamela
Withey, Lyn
Wright, David

Legislative Affairs Directorate, National Security Council

See collection entries for

Andricos, George "Mike"
Fortier, Alison B.
Lehman, Christopher M.
Matthews, David J.
Sable, Ronald K.
Thompson, Paul B..

Library, White House

See collection entries for

Library, White House
Library, White House: Newsclippings

Media Relations, White House Office of

The Office of Media Relations was responsible for all press relations other than the White House Press Corps. This involved press briefings, press conferences for regional and local media, arranging interviews for regional media, and sending out video clips for local newscasts.

At various times it was also responsible for the recordings of Presidential video/audio-taped messages and assisting with the actual technical set-ups for outside broadcast crews. These functions consisted of many office permutations and office names throughout the Reagan administration. Since most of the staff and their physical location remained the same throughout the eight years, we have gathered all of this material under the title of the Office of Media Relations. The Office of Media Relations, in all its manifestations, was always a small office with limited staff, supplemented with several interns providing administrative support.

See collection entries for

Abdoo, Terry
Bacarisse, Charles E.
Board, Elizabeth
Brackbill, Ann
Elmets, Doug
Mahan-Duvall, Janice
Mathis-Richard, Sue
Small-Stinger, Karna
Spaeth, Merrie
Wimmer, Carolyn

Military Office, White House

See collection entries for

White House Military Office

National Security Affairs, Office of the Assistant to the President for

The Assistant to the President for National Security Affairs was the principal national security adviser to the President, and staff director of the National Security Council. Six men held this position during the Reagan Administration: Richard Allen (1981-82), William Clark (1982-83), Robert "Bud" McFarlane (1983-85), John Poindexter (1985-86), Frank Carlucci (1986-87), and Colin Powell (1987-89).

See collection entries for

Allen, Richard V.
Carlucci, Frank C.
Clark, William P.
Colson, Janet
Fortier, Donald R.
Keel, Alton
McFarlane, Robert “Bud”
Nancy, James W. “Bud”
National Security Affairs, Office of the Assistant to the President for
Odom, William E.
Poindexter, John
Powell, Colin
Reed, Thomas C.
Rodman, Peter W.

Near East and South Asia Affairs Directorate, National Security Council

In 1983, the NSC reorganized and created five geographical directorates from the old Political Affairs Office. The Near East and South Asia Affairs Directorate was one of the five geographical directorates created. For further information on this geographical region for the first administration only, please see the Executive Secretariat, NSC: Country Files (Near East and South Asia).

See collection entries for

Burns, William J.
Kemp, Geoffrey
Lazan, Michael
Near East and South Asia Affairs Directorate
Oakley, Robert B.
Putignano, Patrick A.
Ross, Dennis B.
Tahir-Kheli, Shirin R.
Teicher, Howard J.

News Summary Office, White House

See collection entries for

News Summary, WHO of
News Summaries
Friday Follies

Operations, White House

During the second administration this office assumed the control of paper to the President that had been handled by Richard Darman and the Chief of Staff's office in the first administration. Mr. Chew and Mr. Dawson reported directly to Donald Regan.

See collection entries for
Chew, David
Dawson, Rhett
O'Donnell, Claire

Photographic Office, White House

See collection entries for
Photo Office
Shaddix, Billie

Planning and Evaluation, White House Office of

See collection entries for
Beal, Richard S.
Blankley, Anthony
Bledsoe, Ralph
Chapman, Bruce
Flick, Rachel
Sullivan, Lisa

Planning and Evaluation Directorate, National Security Council

See collection entries for
Bailey, Norman
Guhin, Michael A.
Lord, Carnes
Manfredi, Arthur A.
Martin, William F.
McMinn, Douglas W.
Nau, Henry R.
Robinson, Roger W.
Weiss, Gus W.

Policy Development, Office of

Established in 1974 as the Domestic Council Staff, the Office of Policy Development (OPD, renamed in 1981) supported the formulation, coordination and implementation of domestic and economic policies. This office worked closely with the Office of Management and Budget, the seven cabinet councils during the first Administration, and the White House Domestic and Economic policy councils during the second Administration. Staff members were frequently the official "secretaries" for the first Administration cabinet councils. For a brief time in 1982, the staff was subdivided into the Office of Policy Development and the Office of Policy Information. We have not made a separate office listing for the Office of Policy Information.

See collection entries for
Anderson, Martin
Bandow, Doug
Barr, William
Bauer, Gary
Bauman, Genie
Blankley, Anthony
Bledsoe, Ralph C.
Boggs, Danny
Bradley, Melvin
Carleson, Robert
Chao, Elaine
Danzansky, Stephen
Davis, Randall
Driggs, Michael
Fairbanks, Shannon (Ann)
Ferrara, Peter
Frankum, Ron
Galebach, Stephen
Garfinkel, Eric
Gray, Ed
Gunn, Wendell
Harper, Edwin
Hemel, Eric
Hines, Pat
Hobbs, Charles
Honegger, Barbara
Hopkins, Kevin
Jacobson, James B.
Johnston, Judy
Kemp, Judith
Klenk, John
Kroeger, Beverly
Leonard, Burleigh
Li, Lehman
Mares, Jan
McAllister, Eugene
McCaffrey, Shellyn
McClaughry, John
Montoya, Velma
Policy Development, Office of
Porter, Roger
Roper, William
Selby, Beverly
Simmons, Paul
Smith, Dan
Smith, Martin
Svahn, Jack
Sweet, Robert
Uhlmann, Michael
Walters, Raymond
Warner, James

Policy Development, National Security Council Office of

See collection entries for

Dorminey, A.Blair
Fortier, Donald R.
Herbst, John E.
Levine, Richard B.
Sestanovich, Stephen R.

Political Affairs, White House Office of

This office assisted the President in the planning and coordination of his political activities as the leader of the Republican party, including fund raisers and campaign support for Republican candidates. It enjoyed a high profile during most of the first Administration, as it focused on the President's re-election. The Political Affairs office was disbanded in October 1983, with much of its staff leaving the White House for positions in the President's 1984 re-election campaign. During the campaign, Margaret Tutwiler (Office of the Chief of Staff) handled most political affairs within the White House, with Michael McManus (Office of the Deputy Chief of Staff) and Kenneth Duberstein (Office of Legislative Affairs) also handling some.

For most of the second Administration, the Political Affairs office took a lower profile, as a unit within the Office of Political and Intergovernmental Affairs (see the Office of Intergovernmental Affairs).

See collection entries for

Atwater, Lee
Donatelli, Frank
Lacy, William
Lauffer, Susan
Lavin, Frank
Lord, Jeffrey
Nofziger, Lyn
Political Affairs, WHO Of
Richardson, Anne
Rollins, Edward
Tutwiler, Margaret

Political Affairs Directorate, National Security Council

The Political Affairs office of the NSC was the umbrella grouping for all of the offices at the National Security Council organized by geographic regions of the world (Africa; East Asia and Pacific; Inter-American; Near East and South Asia; Soviet Union and Eastern Europe; Western Europe). In 1983, in an effort to more closely reflect the State Department structure, the NSC reorganized and created five geographical directorates from the old Political Affairs Office: African Affairs Directorate, Asia Affairs Directorate (formally East Asia and Pacific Affairs), Latin American Affairs Directorate (formally Inter-American Affairs), Near East and South Asia Affairs Directorate, and European and Soviet Affairs Directorate [including Canada] (combination of former Soviet Union and Eastern Europe, Western Europe). We have not divided staff material between these two structures. For example, Dennis Blair started in the Western Europe office and became part of the new European and Soviet Affairs Directorate. He is listed in both offices as are the majority of the staff members listed here.

See collection entries for

Childress, Richard T.
Dobriansky, Paula J.
Feith, Douglas J.
Fontaine, Roger W.
Fortier, Donald R.
Kemp, Geoffrey T. H.
Laux, David N.
Lenczowski, John
Lilley, James
Pipes, Richard
Rentschler, James M
Sapia-Bosch, Alphonso F.
Sigur, Gaston J.
Tanter, Raymond
Teciher, Howard J
Wettering, Fred

Political and Military Affairs Directorate, National Security Council

See collection entries for

Childress, Richard T.
Dur, Philip A.
Fortier, Donald R.
Lilac, Robert H.
North, Oliver L.
Saunders, Richard M.
Sestanovich, Stephen R.
Stark, James R.
Tahir-Kheli, Shirin R.
Teicher, Howard J.

President, Office of the

See collection entries for

Church, Misty
Evans, Michael
Osborne, Kathleen
President's Briefing Papers
President's Daily Diary
Reagan, Ronald

Presidential Diarist, Office of the

This office, located within the Appointments and Scheduling Office, prepared detailed accounts of the President's daily schedule and appointments. Compiled by a staff member of the National Archives and Records Administration, usually weeks after the event, the Presidential Diary included an automated version within the STAIRS program, and a textual version in a standardized format.

See collection entries for

Diarist Working Files
McCathran, Ellen

Presidential Personnel, Office of

The office served as the primary clearing house for presidential appointments to over 2,700 Executive and Judicial Branch positions. The office located potential appointees, checked on professional qualifications and degree of support for the President's objectives, conducted interviews, arranged for background checks (in conjunction with the Office of the Counsel to the President), and made recommendations to the President on appointments of people to carry out the President's program.

See collection entries for

Bullock, Katja
Dunlop, Becky Norton
Farrell, J. Michael
Herrington, John S.
James, E. Pendleton
Kinser, Richard
Phillips, Susan
Presidential Personnel, Office of
Roberts, A. Wayne
Timmons, William
Tuttle, Robert
Urban, Maryann
Vasiliou, Rosalie
Von Damm, Helene
Wood, Lynn Ross

Press Secretary, White House Office of the

The Press Secretary and his staff spoke for the President at press briefings, prepared news summaries for the President and his staff, briefed the President for his press conferences and other press contacts, advised on press relations, and provided logistical support to the White House press corps. After Press Secretary James Brady suffered serious wounds during the March 1981 assassination attempt on the President, Larry Speakes assumed the Press Secretary's day-to-day functions, with the title "Principal Deputy Press Secretary." In 1987, Marlin Fitzwater succeeded Speakes in this role, as the "Assistant to the President for Press Relations."

See collection entries for

Allin, Lyndon K. (Mort)
Brady, James S.
Djerejian, Edward
Fitzwater, Marlin
Heinze, Mary Kayne
Jarrett, Ben

Popadiuk, Roman
Press Secretary, WHO of the
Roussel, Peter
Sims, Robert B.
Small-Stringer, Karna
Speakes, Larry

Private Sector Initiatives, Office of

On October 14, 1981, by Executive Order 12329, President Reagan established the President's Task Force on Private Sector Initiatives. The Task Force was established to advise the President and other Executive agency heads on methods of "promoting private sector leadership and responsibility for meeting public needs." After the task force was terminated in late 1982, the Office of Private Sector Initiatives was established at the White House to continue support for the private sector initiatives program and to implement the final recommendations of the Task Force.

See collection entries for

Barnett, Tricia
Butler, Judith
Castine, Michael
Coyne, James
Fitch, John
Kelly, Anne
Kerr, Anne Marie
Moorhead, Jay
Private Sector Initiatives, Office of
Ryan, Fred
Westerman, Edie

Productivity, White House Conference on

See collection entries for

Courtemanche, Jack
Productivity, White House Conference

Public Affairs, White House Office of

Operating within the Office of Communications, this office coordinated and handled outreach activities to various public groups and the media to publicize and further the policy initiatives of the Administration.

See collection entries for

Baroody, Michael
Gibson, Thomas
Hansen, Richard
Public Affairs, WHO of
Public Diplomacy for Central America, WHO of
Rickett, Nikki
Rizzuot Christopher

Public Affairs Directorate, National Security Council

See collection entries for

Grooms, Sally
Kaminsky, Phyllis
Korengold, Robert J. “Bud”
Posa, Leonard M.
Public Affairs Direcorate, NSC
Sims, Robert
Small-Stringer, Karna

Public Liaison, White House Office of

This office was a large and important office during the Reagan Administration. The Liaison office was a conduit for various constituency groups to present their interests to the White House. Liaison office staff also contacted constituency groups and organizations to educate them about the Administration's goals and actions, and to build support for the Administration's policies. The activities of this office were often coordinated with the Communications office, the Media Relations office and the Public Affairs office. The office included specialists with various groups and issues, including blacks, Hispanics, education, the business community, religious groups and women.

See collection entries for

Abdoo, Terry
Acle, Luis
Anderson, Curt
Archie, Timothy
Arey, Linda
Bakshian, Aram
Bell, Mariam
Beserra, Rudy
Blackwell, Morton
Bolton, Roger
Bonitati, Robert
Borcherdt, Wendy
Bradley, Melvin
Breaux, Merlin
Breger, Marshall
Buckalew, Judi
Burgess, Jack
Cavaney, Red
Chavez, Linda
Chumachenko, Katherine
Danner, Donald
DeMoss, Charlotte
Dewhirst, Mary
Dole, Elizabeth
Donatelli, Frank
Duggan, Juanita
Duggin, Thelma
Eberly, Donald
Evans, Greg
Foley, Todd
Gale, Michael
Green, Max
Holladay, J. Douglas
Hornby, Carol Solon
Jacobi, Mary Jo
Jepsen, Dee
Knauer, Virginia
Kojelis, Linus
Kruke, Kevin
Lozano, Diana
Lynch, Edward
Maseng, Mari
Meloy, Mary Ann
Morrison, Trudi
Pascahll, Eliza
Paylan, Elise
Peterson, Eileen
Public Liaison, WHO of
Quint, Mary Elizabeth
Range, Rebecca
Reilly, Robert
Riggs, Douglas A.
Rousselot, John
Schnepper, Mary
Smith, Barbara
Stein, Jacob
Strother, Candace
Sundseth, Carolyn
Triplett, William
Valis, Wayne
Vila, Adis
Villalpando, Catalina (Cathi)
Waldman, Benjamin
Webber, Mildred
Whittlesey, Faith
Zachari, Matt
Zuniga, Henry

Records Management, White House Office of

See collection entries for

Allen, Marie
Records Management, WHO of

Science Adviser, White House Office of the

This post advised the President on a wide variety of scientific and technological issues. The Science Adviser also served as the Director of the Office of Science and Technology Policy (OSTP), a federal agency.

See collection entries for

Frankum, Ronald
Graham, William R.
Keyworth, George A. (Jay)

Secretariat, White House

This was a formal position for the second administration only. Richard Darman acted as the Secretariat in the first administration without actually having this title. This office tracked, controlled, and maintained material seen and acted upon by the President.

See collection entries for

Chew, David

Social Affairs, White House Office of

Under the general direction of the First Lady's office, the Social Affairs office planned and coordinated White House social events and functions, including everything from head of state dinners to the annual Easter egg roll.

See collection entries for
Brandon, Mabel (Muffie)
Faulkner, Linda
Fenton, Catherine
Gemmell, William
Graphics and Calligraphy, WHO Office of
Hodges, Gahl
Social Affairs, WHO of

Space Programs, National Security Council

See collection entries for
Dekok, Roger
May, Gerald M.
Rye, Gilbert D.

Speechwriting, White House Office of

This office, which included a speechwriting research office, drafted and coordinated the preparation and approval of the President's speeches and official statements.

See collection entries for
Dolan, Tony
Gilder, Josh
Khachigian, Ken
Klugman, Mark
Parvin, Landon
Robinson, Peter
Speechwriting, WHO of
Speechwriting, WHO of: Research Office
Speechwriting, WHO of: Speech Drafts

Summit of Industrialized Nations, Office

This office coordinated the United States hosting of the Summit of Industrialized Nations, known as the “G-7” during the 1980s. The summit was held in Williamsburg, Virginia in May 1983.

See collection entries for
Summit of Industrialized Nations

Television Office

See collection entries for
Holmes, Joseph R.

Travel and Telegraph Office, White House

This is one of the “permanent” offices at the White House. Our collection has records regarding telegraphs only.

See collection entries for
Travel and Telegraph Office, White House

United States Secret Service

This collection consists of entry logs for visitors to the White House in the 1980s. A large part of the collection is computer printouts of visitor databases maintained by the Secret Service.

Visitor's Office, White House

See collection entries for
Andrews, Melinda
McCain, Carol
Morris, Marja
Visitor’s Office, White House

Women’s Business Enterprise, Interagency Committee on

See collection entry for
Women's Business Enterprise, Interagency Committee on

1.3 White House Staff and Office Collections

The following alphabetical list of collections is for White House staff and office collections. The information provided includes the collection title, date span of the materials and approximate volume (in linear feet) and a brief description of the collection where available. When a staff member held positions in different offices, we have separated these collections. Each separate collection shows the specific dates in separate offices and different titles. In some cases, staff members held positions in multiple offices but the Library only has material for one office. Please see our print inventories or web-based inventories for a full list of positions held by any individual.

We have **bolded** collections open and available for research. The staff have also opened to research segments of many other collections in response to FOIA requests. Inventories of all collections showing individual folder titles processed and available for research can be found in the Library's Research Room and on the Library's web site.

Abdoo, Helen Terry: Files, 1984-1986 (1 foot)
Office of Media Relations: Staff Assistant.

Helen Terry Abdoo joined the White House Office of Media Relations in November 1983 as an Administrative Assistant in the Speakers Bureau. In May 1984 she became a Staff Assistant in Media Relations and was the project leader for starting the White House News. Once the White House News was functional, she edited the News.

Abdoo, Helen Terry: Files, 1986-1987 (-1 foot)
Office of Public Liaison: Research Assistant

This collection consists of a single folder.

Abshire, David M.: Files, 1986-87 (-1 foot)
Special Counsel to the President (Coordinator for Iran Inquiries).

Ambassador Abshire was brought into the White House at the end of 1986 to assist the President with the Tower Board, Congressional and Department of Justice inquiries regarding the Iran-Contra incident. His was a limited function which ended after the Tower Board was published. His collection is primarily regarding the administrative needs and set-up of his office within the White House.

Acle, Luis: Files, 1985-86 (5 feet)
Office of Public Liaison: Associate Director, Ethnic Groups and Hispanics.

Luis Acle was a native of Mexico who worked as Associate Director in the White House Office of Public Liaison handling outreach to various ethnic groups, most notably Hispanics, Asian-American, Italian-American and Arab-American organizations.

His collection has a preliminary arrangement consisting of five series: Series I: Administrative Files; Series II: Issue Files - Asian and Italian Americans; Series III: Organization Files - Asian and Italian Americans; Series IV: Events File; Series V: Organization Files - Hispanic and Arab Americans. In addition, Acle material can be found in the Rudy Beserra collection.

Addington, David S.:Files, 1987-88 (9 feet)
Office of Legislative Affairs: Special Assistant to the President, House.

Administration, National Security Council Office of: Records, 1985-88 (28 feet)

Administration, White House Office Of, Office of the Director: Records, 1981-87 (11 feet)

This office is a federal agency responsible for administrative services to the Executive Office of the President. For most of the Reagan administration the Director of this office was also the Special Assistant for Administration and Management and supervised the actual White House Operations administrative staff. The White House records management traditionally treats the director of this office and heads of divisions as Presidential records.

Administrative Office, White House Operations: Records, 1981-89 (265 feet).

The Administrative Office provided for a wide variety of administrative functions including accounting, budget, equipment, expense reports, parking permits, purchasing, the ordering of supplies, subscriptions to newspapers and magazines for White House staff, duplicating machines, and the issuance of travel advances and the processing of travel vouchers both official and political. Series for this office reflect their administrative functions. The series are: Series I:: Administration; Series II: Finance; Series III: Personnel; Series IV: Purchasing; and Series V: Travel. There are numerous subseries in each series. See the series descriptions for full information about the subseries.

Advance, Office of Presidential: Records, 1981-89 (47 feet)

The Office of Presidential Advance provided planning and support for all presidential travel and many of the local Washington, DC events involving the President. As a result, the actual "work" of the office quite frequently took place outside the confines of the White House.
Activities within this office were centered round the "trip desk," which was the coordinating point for trips and events, as well as other activities such as site surveys conducted independently of specific trips. Records related to each trip/event were gathered during and after the activity and filed at the trip desk. This system allowed for the organization and documentation of the work of the numerous "advance" volunteers used by this office. The files for local events and domestic travel were interfiled in chronological order. In general, international trips, generating significantly larger sets of records, were separated.

The office has been arranged in 9 series: Series I: Administration; Series II: Events; Series III: Domestic Trips; Series IV: Summits of Industrialized Nations; Series V: US/Soviet Union Summits; Series VI: International Trips; Series VII: Cancelled Events and Trips; Series VIII: Site Surveys; Series IX: Santa Barbara Trip Desk

African Affairs Directorate, National Security Council: Records, 1981-89 (5 feet)

Allen, Marie: Files, 1981-1984
National Archives and Records Administration – Presidential Papers (White House Office of Records Management)

Marie Allen was a detailee from the National Archives and Records Administration assigned to the White House to assist with the implementation of the Presidential Records Act. Some of the material post-dates her time at the White House and we assume Presidential Library material was added to her files.

Allen, Richard V.: Files, 1981-82 (4 feet)
Assistant to the President for National Security Affairs.

Allin, Lyndon K. (Mort): Files, 1981-83 (6 feet)
Office of the Press Secretary: Deputy Press Secretary; Assistant Press Secretary/Foreign Affairs.

Alvarado, Ronald L.: Files, 1982-84 (3 feet)
Office of Intergovernmental Affairs: Special Assistant.

Anderson, Carl: Files, 1985-1987 (15 feet)
Office of Public Liaison (Domestic Policy, Catholics, Family Issues)

Carl Anderson was a staff member in the White House Public Liaison office beginning in 1985, and resigned effective October 1, 1987. Prior to this, he served as an assistant to John Svahn, Assistant to the President for Policy Development (OPD). The Reagan Library does not currently have a Carl Anderson collection for his time in OPD.

His collection consists of three series: Series I: Correspondence; Series II: Subject File; Series III: Events

Anderson, Martin: Files, 1981-82 (46 feet)
Office of Policy Development: Assistant to the President.

The Martin Anderson collection is currently being arranged. Series I Subject File and Series II Meetings are essentially completed. The remaining collection is unarranged. Please check with a Reagan Library archivist for more information about the unarranged part of the collection.

Anderson, Robert B.: Files, 1985-87 (4 feet)
Office of White House Correspondence: Deputy Director for Operations.

Andricos, George "Mike": Files, 1987-88 (5 feet)
Legislative Affairs Directorate, NSC: Director.

Appointments and Scheduling, White House Office of: Records, 1982-88 (28 feet)

A preliminary arrangement was completed on this office resulting in six series. They are: Series I: Presidential Schedules; Series II: Set-Up Memos; Series III: Subject Files; Series IV: State Files; Series V: Event Files; Series VI: Administration.

The three directors of this office were Gregory Newell, 1981-1982; William Sadlier, 1982-1983; and Frederick J. Ryan, 1983-1989. The Library has a separate collection for both Newell and Ryan. We do not have a collection for Sadlier. His work product may be found within office series.

Mr. Ryan also served as the Director of Private Sector Initiatives, so some of the event and subject folders cross over as part of the agenda for this office.

Archie, Timothy: Files, 1986-87 (4 feet)
Office of Public Liaison: Executive Assistant and Associate Director for Youth.

Timothy Archie served as Executive Assistant to Mari Maseng, Director of the Office of Public Liaison from May 1986 to June 1987. Archie had also worked under Maseng in the Department of Transportation (1984-1985) and the

private sector (1985-1986).

Arey, Linda L.: Files, 1985-87 (19 feet)
Office of Public Liaison: Special Assistant to the President and Deputy Director; Women's Groups and Issues.

Linda Arey joined the White House Office of Public Liaison in April 1985, as the Office's number two person under its new Director, Linda Chavez. Arey was a member of the Virginia State Bar who had held various positions in the Departments of Education, Justice, and Transportation during President Reagan's first term. In the Reagan White House, she was responsible for general management of the entire Office of Public Liaison, and public liaison events involving the President or Vice President. She also directly administered the women's portfolio, serving as the Administration's conduit for women's organizations and concerns.

Arts and Humanities, White House Liaison for: Records, 1982-1982 (2 feet)

The appointment of a White House Liaison to the Committee was an outgrowth of the initial President's Task Force on the Arts and Humanities. The Task Force recommended the establishment of the Committee on Arts and Humanities to help coordinate the activities of the two Endowments (National Endowment for the Arts and National Endowment for the Humanities) and to pursue private sector funding for the arts and humanities. The Committee's honorary chairman was Nancy Reagan, and the chairman was Andrew Heiskell, Chairman of Time, Inc. The Committee had an executive director (Diane Brokaw) and its records are federal records.

In August 1982, Theresa Elmore was appointed White House Liaison for the Arts and Humanities in addition to her administrative duties at the White House. The White House had no budget or staff for this position, so Ms. Elmore performed this function on an "as-needed" and "part-time" basis. Ms. Elmore left her position in the Administrative Office in the fall of 1984 for the Office of Intergovernmental Affairs. The position of White House Liaison for the Arts and Humanities was taken over by Donna Blume until the position was eliminated in 1985.

Asian Affairs Directorate, National Security Council: Records, 1981-89 (9 feet)

Astrue, Michael J.: Files, 1988 (2 feet)
Office of the Counsel to the President: Associate Counsel to the President.

This collection consists of two series: Series I: Correspondence and Series II: Subject File.

Atwater, Lee: Files, 1981-82 (20 feet)
Office of Political Affairs: Deputy Assistant to the President for Southern States; Deputy Director.

Harvey Leroy "Lee" Atwater (1951-1991) worked in the Reagan White House from 1981 to 1983. In October 1983, he and most of the Political Affairs staff left the White House to serve in the President's re-election campaign organization.

This collection consists of three series: Series I: Subject File; Series II: States; Series III: Personnel

Bacarisse, Charles E.: Files, 1987 (-1 foot)
Office of Media and Broadcast Relations: Staff Member.

Bach, Christina L.: Files, 1981-88 (29 feet)
Office of Intergovernmental Affairs: Special Assistant, Municipal and County Officials.

Bailey, Norman A.: Files, 1981-84 (15 feet)
International Economic Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Planning and Evaluation Directorate, NSC: Director.

Bailey joined the administration for a short time in March 1981 in the Office of Policy Development. There is currently no collection of Dr. Bailey's work in the Office of Policy Development.

In May 1981, Dr. Bailey became Director of Planning and Evaluation of the National Security Council. He was responsible for international economics and "global issues" (science and technology, communications, law of the sea, nuclear proliferation, human rights, etc.) with his principal responsibilities being monetary and financial matters, economic sanctions and strategies, and policy planning. In June 1983, the international economics part of Planning and Evaluation was made into its own office and Dr. Bailey was made Senior Director of International Economic Affairs and Special Assistant to the President. Dr. Bailey left the NSC staff at the end of October 1983, but remained a consultant to the staff. In 1984 Bailey worked as a member of the campaign staff and in October 1985 was appointed to the Presidential Task Force on Project Economic Justice.

The Bailey collection is arranged in three series: Series I: Policy Planning File, Series II: International Economics File, and Series III: Chronological File.

Bailey, Pamela G.: Files, 1984-85 (11 feet)
Office of Communications: Special Assistant to the President and Director.

Baker, Howard H., Jr.: Files, 1985-88 (10 feet)
Office of the Chief of Staff: Chief of Staff to the President.

In the midst of the Iran-Contra Affair, President Reagan decided to appoint a new White House Chief of Staff in early 1987. He asked former Senator Howard Baker to take the position.

Long time Tennessee Senator Baker became Senate Majority Leader after the Republicans took control of the Senate in 1981. In the Reagan Presidency's crucial first year, Baker played a key role in getting the Reagan tax and budget agenda enacted by the Senate, and getting Congressional approval for the sale of AWACS aircraft to Saudi Arabia. As the budget deficit increased in 1981-82, however, Baker broke with more conservative Republicans to support the new taxes in the 1982 Tax Equity and Fiscal Responsibility Act (TEFRA).

As Chief of Staff, Baker helped the President and the Administration deal with the aftermath of Iran-Contra, and served President Reagan through two US-Soviet summits. However, the Democratic-controlled Congress was able to block most of President Reagan's domestic initiatives in the wake of Iran-Contra.

Howard Baker's files are arranged into four series, one of which is divided into two subseries.
They are Series I: Subject File; Series II: Outgoing Correspondence File; Series III: Congratulations File; Series IV: Public Opinion Polls

Baker, James A., III: Files, 1983-85 (5 feet)
Office of the Chief of Staff: Chief of Staff and Assistant to the President.
See also James W. Cicconi and Francis (Frank) S. M. Hodsoll files.

James Baker first involvement with politics was to aid his close friend, Congressman George Bush with his 1970 campaign for the US Senate. Bush lost the election, but Baker remained active in politics. He served as State Finance Chairman for the Republican Party of Texas in 1971, and Gulf Coast Regional Chairman for the Nixon Presidential campaign of 1972.

In mid-1975, Baker accepted President's Ford offer to serve as Undersecretary of Commerce. Baker resigned after nine months as Undersecretary, to work in President Ford's 1976 reelection campaign. Baker helped Ford fend off Ronald Reagan's challenge for the Republican Presidential nomination, then became national chairman of Ford's general election campaign organization. In 1980 Baker became the head of George H.W. Bush's campaign for the 1980 Republican Presidential nomination. After Reagan won the nomination, he made Baker a senior adviser in his own Presidential campaign, and named him to be his White House Chief of Staff shortly after winning election as President.

In the Reagan White House, Baker, Edwin Meese III, and Michael K. Deaver formed a senior staff triumvirate which came to be called "the Troika." Baker's responsibilities included broad supervision of management and policy execution, with ultimate oversight over the White House offices of Legislative Affairs, Presidential Personnel, Communications (including press and media relations), Counsel, Political Affairs, Intergovernmental Affairs, and Public Liaison. He also maintained contact with Vice President Bush's office. His assistant Richard Darman controlled the President's schedule, as well as the paper flow in and out of the White House.

Compared to others on the White House staff, Baker wrote relatively few memos. Also, many documents created or utilized by Baker while he was Reagan's Chief of Staff are filed in other White House collections. In particular, researchers should check the collections of Baker's assistants James Cicconi, Richard Darman, Frank Hodsoll, and Margaret Tutwiler for additional material documenting his work as Chief of Staff.

This collection is organized into five series: Series I: Memorandum File; Series II: Correspondence File; Series III: Cabinet/Cabinet Council Meeting File; Series IV: Unanswered Correspondence File; Series V: Reports.

Bakshian, Aram, Jr.: Files, 1981 (1 foot)
Office of Public Liaison: Special Assistant to the President for Arts and Humanities.

In the Reagan White House, Bakshian served in the in the Office of Public Liaison from March to November 1981, then was Director of the White House Office of Speechwriting until September 1983. In 1987, President Reagan nominated him to a term on the National Council on the Humanities.

After Bakshian left the Public Liaison office, many of his files were utilized by his successor as education liaison, William K. Triplett. A substantial amount of material from Bakshian's files was incorporated into Triplett's files, and remains part of the Triplett staff file collection.

This collection consists wholly of an alphabetical correspondence file and some subject folders on education liaison.

Bakshian, Aram, Jr.: Files, 1982-1983
Speechwriting, Office of

This collection consists of a small collection of speech edits. More Bakshian work for this Office can be found in the Speechwriting Drafts collection.

Balfour, Deborah: Files, 1986-88 (-1 foot)
Office of the First Lady: Deputy Director of Projects.

Ball, William L., III: Files, 1981-88 (36 feet)
Office of Legislative Affairs: Assistant to the President.

Bandow, Douglas L.: Files, 1981-82 (13 feet)
Office of Policy Development: Deputy Assistant and Director, Legal Policy.

Barnett, Tricia: Files, 1985-88 (5 feet)
Office of Private Sector Initiatives: Associate Director of Communications.

Baroody, Michael E.: Files, 1981-85 (65 feet)
Office of Public Affairs: Deputy Assistant to the President and Director.

Barr, William L.: Files, 1982-83 (5 feet)
Office of Policy Development: Deputy Assistant Director for Legal Policy.

Barun, Kenneth L.: Files, 1985-86 (8 feet)
Office of the First Lady: Director of Projects.

Batten, Michael D.: Files, 1982-88 (3 feet)
Office of White House Correspondence: Agency Liaison.

Bauer, Gary L.: Files, 1987-89 (23 feet)
Office of Policy Development: Assistant to the President; Policy Analyst.

Mr. Bauer worked in the 1980 Reagan-Bush campaign as a senior policy analyst and worked in the Office of the President-Elect as Assistant Director for Policy/Community Services Administration.

Bauer joined the White House in 1981 as a policy analyst in the Office of Policy Development. He was later promoted to Policy Advisor to the President and finally as Deputy Assistant Director of Legal Policy. Bauer left the White House in 1982 for an appointment in the Department of Education as Deputy Under Secretary for Planning, Budget and Evaluation. In July 1985, Mr. Bauer was appointed Under Secretary of Education.

On January 30, 1987, Bauer returned to the White House, as Assistant to the President for Policy Development and Director of the Office of Policy Development.

Gary Bauer's collection is currently unarranged. It includes work product material from both his times at the White House. It is unclear at this time whether it contains any material carried over from the Department of Education.

Bauman, Genie: Files, 1988 (1 foot)
Office of Policy Development: Policy Analyst.

Beal, Richard S.: Files, 1981-83 (10 feet)
Office of Planning and Evaluation: Special Assistant to the President and Director.

During the 1980 campaign, Dr. Beal worked with Richard Wirthlin of Decision Making Information (DMI). Dr. Beal held the position of senior political analyst and was instrumental in the development of the Political Information System (PINS). During the transition, Dr. Beal served as Assistant Deputy Director for Planning and Evaluation for the Office of the President-elect. Dr. Beal was named Special Assistant to the President and Senior Director of the Office of Planning and Evaluation in January 1981. He joined the National Security Council staff in June of 1983 as Senior Director of Crisis Management Support and Planning.

Richard Beal's chronological files for the period May 1983 onward are located in his NSC collection. Much of the material refers to his work and contacts with the Office of Planning and Evaluation. Other files from his NSC collection, especially his files re India, may also contain material from his work with the Office of Planning and Evaluation or his work with international education at Brigham Young University.

Beal, Richard S.: Files, 1981-85 (25 feet)
Crisis Management Center, NSC: Special Assistant to the President and Senior Director.

Bell, Lillie M.: Files, 1981-89 (51 feet)
Office of White House Correspondence: Director of Correspondence Analysis.

Bell, Mariam: Files, 1985-88 (32 feet)
Office of Public Liaison (Domestic Policy, Protestant/Evangelical Groups, Roman Catholics, Law Enforcement and Civic Groups, Veterans, Education, Women)

Mariam Bell joined the White House staff in September 1986. She was initially a Staff Assistant within the Office of Public Liaison's Social Services Division (later called Domestic Division).. Bell was promoted from Deputy Assistant Director to Deputy Associate Director in February 1988, and became an Associate Director in June of that year.

This collection includes work product from Bell's direct predecessor, Carol Hornby Solon. At the time Bell's collection was arranged, the Library created a small collection for Hornby Solon from material previously assigned to Bell. Bell carried over some of Hornby Solon's folders and added her own material to them. These were retained within Mariam Bell's collection. More of Mariam Bell's work product can be found in the collection of her two supervisors, Carl Anderson and Juanita Duggan.

Bemis, Robert C.: Files, 1987-88 (2 feet)
International Programs and Technology Affairs Directorate, NSC: Director.

Beserra, Rudy: Files, 1982-88 (20 feet)
Office of Public Liaison: Associate Director for Hispanics (also Asian Americans, Arab Americans).

Rudy Beserra joined the White House staff in September 1986, succeeding Luis Acle as the Public Liaison Associate Director in charge of outreach to the Hispanic-, Asian-, and Arab-American communities. In August 1988, he was promoted to Special Assistant.

Bistany, Joanna: Files, 1982-83 (6 feet)
Office of Communications: Special Assistant to the President.

Joanna Bistany worked for the Reagan Presidential campaign beginning in October 1979, and assisted David Gergen during the 1980-1981 transition period. When Gergen joined the White House staff in 1981,

he brought Bistany in as his assistant. In mid-1983 Bistany left the Reagan White House staff for a position with ABC News.

Black, Judy A.: Files, 1981-88 (30 feet)
Office of Intergovernmental Affairs: Special Assistant for Governors and other Statewide Officials.

Blackwell, Morton C.: Files, 1981-85 (33 feet)
Office of Public Liaison: Special Assistant to the President for Religion.

Morton Blackwell was part of the Reagan White House staff from 1981 to January 1984. Blackwell oversaw outreach to youth for the 1980 Reagan-Bush campaign, and was Deputy Director for Congressional Clearance for the 1980-1981 Transition.

Blackwell was the Reagan White House liaison to Native American groups until February 1983. After Jack Burgess left the White House in March 1983, Blackwell took over his Roman Catholic portfolio. Blackwell continued to work on Catholic outreach even after Robert Reilly was appointed as the main Catholic liaison in October 1983 (see also the Linas Kojelis collection).

Blackwell was the original White House coordinator for the Central America Outreach Working Group. The Library has maintained the entire set of meeting files within the Robert Reilly collection and these files contain work product for Blackwell for the time period May 1983-October 1983. Folders on briefings given by the group and other information about this Working Group from May1983-October 1983 are still maintained in the Blackwell collection within a specific series on Central America.

The collection is arranged in six series: Series I: Subject File; Series II: American Indian Liaison; Series III: Religion Liaison; Series IV: Veteran's Liaison; Series V: Central America, 1983; Series VI: Correspondence, June 1982-February 1984.

Blair, Dennis C.: Files, 1981-83 (9 feet)
Political Affairs Directorate, NSC: Director Western Europe, 1981-1983.
European and Soviet Affairs Directorate, NSC: Deputy Senior Director, 1983.

Blankley, Anthony: Files, 1987-89 (1 foot)
Office of Policy Development: Senior Policy Analyst.
Office of Planning and Evaluation : Associate Director.

Bledsoe, Ralph C.: Files, 1981-82 (10 feet)
Office of Planning and Evaluation: Associate Director.

Mr. Bledsoe served as a consultant in the Office of Policy Development in early 1981 before joining the White House staff as Associate Director of the Office of Planning and Evaluation where he helped build the support system along with evaluating various cabinet councils. In 1982 he was appointed Special Assistant to the President and Executive Secretary to the newly-formed Council on Management and Administration where government-wide policies pertaining to Executive Branch management, administrative and personnel issues, and supervise the "Reform 88" Task Force. Also beginning in 1982 until 1985 Mr. Bledsoe served as Assistant Director of the Office of Policy Development for Management and Administration, and from 1984-1985 he was the Executive Director of the Federal Property Review Board. In 1985 became Special Assistant to the President, Executive Secretary, Domestic Policy Council until late 1988 when he left the White House.

This collection consists of five series: Series I: Subject File; Series II: Memorandums; Series III:

Office of Planning & Evaluation Correspondence; Series IV: Reports; Series V: Audio

Bledsoe, Ralph C.: Files, 1982-85 (15 feet)
Office of Policy Development: Executive Secretary Cabinet Council for Management.

Mr. Bledsoe served as a consultant in the Office of Policy Development in early 1981 before joining the White House staff as Associate Director of the Office of Planning and Evaluation. In 1982 he was appointed Special Assistant to the President and Executive Secretary to the newly-formed Council on Management and Administration where government-wide policies pertaining to Executive Branch management, administrative and personnel issues, and supervise the "Reform 88" Task Force. Also beginning in 1982 until 1985 Mr. Bledsoe served as Assistant Director of the Office of Policy Development for Management and Administration, and from 1984-1985 he was the Executive Director of the Federal Property Review Board. In 1985 became Special Assistant to the President, Executive Secretary, Domestic Policy Council until late 1988 when he left the White House.

Mr. Bledsoe appears to have some folders and work product that he carried with him from his earlier offices to his later appointments in the administration. Where this was the case, work product was transferred to collections according to the latest date found on the documents within each folder. Please see Mr. Bledsoe's collections in the Office of Planning and Evaluation and Domestic Policy Council for further material.

This collection consists of 12 series: Series I: Cabinet Councils; Series II: Office of Management and Budget; Series III: Federal Property Review Board; Series IV: Subject Files; Series V: Correspondence/Memorandums; Series VI: Meetings/Reports; Series VII: President's Private Sector Survey on Cost Control (Grace Commission); Series VIII: Speeches; Series IX: Audio-Visual; Series X: Computer Printouts; Series XI: Computer Disks; Series XII: Appointment/Telephone/Correspondence Logs.

Bledsoe, Ralph C.: Files, 1985-89 (20 feet)
Domestic Policy Council: Special Assistant to the President for Domestic Policy and Executive Secretary DPC.

In 1985 Mr. Bledsoe became Special Assistant to the President, Executive Secretary, Domestic Policy Council until late 1988 when he left the White House.

This collection consists of 12 series: Series I: Subject File; Series II: Speech/Travel; Series III: Memorandums; Series IV: White House Staffing Memorandums; Series V: Bledsoe Personal; Series VI: Meetings; Series VII: Correspondence; Series VIII: Reports; Series IX: Miscellaneous Reports & Publications; Series X: Computer Disks; Series XI: Appointment / Telephone / Correspondence Logs; Series XII: Miscellaneous Oversize Attachments.

Board, Elizabeth: Files, 1981-89 (28 feet)
Office of Media Relations: Special Assistant to the President
Special Assistant to the President and Director, Television Office.

The White House receives a multitude of requests for Presidential messages for organization meetings, tributes to particular individuals, public service announcements on behalf of various causes and charitable fundraising, and taped endorsements for political candidates. During the Reagan administration this became a highly developed function, and the President regularly sat for tapings for these requests. The Television Office coordinated all aspects of the multiple tapings and coordinating the scripts of these messages. In addition, the Television Office coordinated all the arrangements with outside media for taped interviews with the President, nationally televised press conferences and nationally televised addresses. Elizabeth Board became the Director of the Television Office when it briefly functioned as a

separate unit from the Office of Media Relations from 1985-1987. The office was recombined with Media Relations in 1987 and Board became the Director of the combined offices until the end of the administration.

Elizabeth Board was assisted by a series of television coordinators: Caroline Heinz; Flo Taussig; Caroline Rhoden and John Peschong. The files resulting from the multiple tapings have been gathered together and form a series within the Media Relations Office collection. The tapings are in chronological order.

This collection consists of eight series: Series I: Correspondence; Series II: Subject File; Series III: Briefings; Series IV: Interviews; Series V: Press Conferences; Series VI: Speeches and Addresses; Series VII: Events; Series VIII: Tapings.

Bockorney, David: Files, 1985-1988 (3 feet)
Office of Legislative Affairs: Special Assistant.

Boggs, Danny J.: Files, 1981-84 (58 feet)
Office of Policy Development: Special Assistant to the President and Assistant Director, Energy, Agriculture, Natural Resources; Senior Policy Adviser.

Boggs, Paula E.: Files, 1988 (1 foot)
Office of the Counsel to the President: Attorney.

This collection consists of two series: Series I: Correspondence; Series II: Subject File.

Bolton, John: Files, 1981 (-1 foot)
Office of the Counsel to the President: Staff Member.

Bolton, Roger: Files, 1988-89 (3 feet)
Office of Public Liaison: Special Assistant to the President for Economic Development.

Bonitati, Robert: Files, 1981-83 (15 feet)
Office of Public Liaison: Special Assistant to the President for Labor.

Bonk, Benny L.: Files, 1984-86 (2 feet)
International Economic Affairs Directorate, NSC: Director.

Borcherdt, Wendy: Files, 1981-82 (11 feet)
Presidential Personnel, White House Office of: Associate Director (no inventory at this time)
Public Liaison, White House Office of: Special Assistant to the President for Women

Wendy Borcherdt volunteered for every Ronald Reagan political campaign from 1966 to 1980. In the 1980 Presidential campaigan Borcherdt was a fundraiser and following the election she assisted with the 1981 Inaugural ceremonies. Borcherdt joined the White House Presidential Personnel staff in February 1981, with the twofold responsibility of recruiting and selecting women for Executive Branch positions, and recruiting ambassadorial candidates. In September 1981 she moved to the Office of Public Liaison, as the first Public Liaison person specifically assigned to women and women's groups. Borcherdt left the White House staff in September 1982, shortly before being nominated as Deputy Under Secretary of Education for Intergovernmental and Interagency Affairs.

The Reagan Library currently has a single set of Borcherdt files that document her time in Public Liaison (primarily) with a very small amount of documentation regarding her position within the Office of Presidential Personnel. This collection is arranged in two series: Series I: Subject File; Series II: Women's Organizations.

Brackbill, Ann: Files 1984-1987
Media Relations, Office of; Staff Assistant

Bradley, Melvin L.: Files, 1981-83 (4 feet)
Office of Policy Development: Special Assistant to the President for Minorities, Energy, Agriculture, Natural Resources; Senior Consultant; Senior Policy Adviser.

A former employee of the Governor and President-Elect office, Bradley was hired as a Senior Policy Adviser within the Office of Policy Development staff, focusing on urban affairs and small business. On an ad hoc basis, he advised Presidential Personnel on minority appointments. Mr. Bradley was promoted in April 1982 to a Special Assistant to the President for Policy Development. At the time, his primary responsibilities were working with the Office of Policy Development staff to assure that policy analyses for the President were sensitive to the needs and priorities of the minority and disadvantaged communities. Please see further information for Bradley as a Special Assistant to the President for Public Liaision.

Bradley, Melvin L.: Files, 1983-89 (35 feet)
Office of Public Liaison: Special Assistant to the President, Minorities.

In August 1983, Counsellor to the President, Edwin Meese, authorized the transfer of Mr. Bradley to the White House staff working in the Office of Public Liaison. He retained his title of Special Assistant to the President for Policy Development and was to have continued offering policy advice on minority issues via the Cabinet Council system run through the Office of Policy Development. He also continued his advisory role on minority appointments. He remained associated and reporting to the Office of Public Liaison for the rest of the Reagan administration when he resigned in early February 1989.

Our initial survey of the Bradley collection shows a much larger emphasis on public liaison work regarding minority and urban issues. In addition, Mr. Bradley was heavily involved with recruitment, assignment, and vetting of minority candidates for appointments within the Reagan administration. These functions began in his earliest days at the White House and continued until he left. Given this evidence, we have placed the majority of material within the Office of Public Liaison collection for Mr. Bradley, although a good deal of material predates 1983.

The Melvin Bradley collection is divided into four series. They are: Series I: Correspondence; Series II: Subject File; Series III: Minority Appointments; Series IV: Publications.

Brady, James S.: Files, 1981-89 (43 feet)
Office of the Press Secretary: Assistant to the President and Press Secretary.

This collection was arranged in 1991 and will probably be re-arranged at some point in the future. The collection is currently arranged in five series: Series I: Correspondence; Series II: Subject File; Series III: James S. Brady Presidential Foundation File; Series IV: Assassination Attempt Correspondence; Series V: Assassination Attempt Books and Artifacts.

The actual working material is generally for 1981 only prior to the wounding of Mr. Brady in the assassination attempt on the President. Additional material regarding Mr. Brady can be found in the 1980 Campaign and 1980 Transition files.

Brady, Phillip D.: Files, 1988-89 (6 feet)
Office of the Counsel to the President: Attorney.

Brandon, Mabel (Muffie): Files, 1981-82 (31 feet)
Office of Social Affairs: Social Secretary.

The Library also has a collection of personal papers donated by Mabel Brandon Cabot.

Breaux, Merlin: Files, 1985-86 (1 foot)
Office of Public Liaison: Special Assistant to the President.

Merlin Breaux began work with oil companies during his college years and worked for Gulf Oil Corporation most of his adult life, rising from an industrial relations specialist to a corporate vice president. He was asked to work for President Reagan and was a Special Assistant to the President for Public Liaison working in mostly commercial and business outreach.

His collection consists of four series: Series I: Subject File, Series II: Events; Series III: Mari Maseng Events and Series IV: Correspondence.

Breger, Marshall: Files, 1981-85 (8 feet)
Office of Public Liaison: Special Assistant to the President for Jewish Organizations and Special Groups.

Marshall Breger joined the Office of Public Liaison on December 15, 1983. Breger's subject file series is very limited in scope. For a more complete view of his work product see the Max Green collection, Series III: Breger-Green Subject Files.

Brennan, Joseph: Files, 1985-88 (2 feet)
Office of Presidential Advance: Press Advance.

Brooks, Linton F.: Files, 1986-88 (11 feet)
Arms Control Directorate, NSC: Director. Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.

Mr. Brooks was the United States' chief negotiator for the Strategic Arms Reduction Treaty with the Soviet Union, a role in which he had the rank of ambassador. He is a retired Navy officer.

Bryan, Patricia Mack: Files, 1986-89 (34 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Buchanan, Patrick J.: Files, 1985-87 (1 foot)
Office of Communications: Assistant to the President and Director.

Patrick Buchanan's collection was fully processed in 1996. Since that time, we have discovered numerous additional sets of folders belonging to Mr. Buchanan. They are currently in process for opening to the public. Buchanan followed an older practice at the White House of sending his working papers through the White House Office of Records Management. Therefore, a large amount of Mr. Buchanan's work product is contained within numerous WHORM Subject File case files. Please see an archivist at the Library for a search through specific subject file case files to locate additional Buchanan work product.

Buckalew, Judi: Files, 1983-85 (22 feet)
Office of Public Liaison: Special Assistant to the President (Health and Social Services, Women, Youth)

In May 1983, Judi Buckalew joined the White House Office of Public Liaison from the staff of Indiana Senator Dan Quayle. Buckalew's public liaison portfolio consisted of health and social services utilizing her background as a registered nurse. She worked with medical and senior-citizen organizations, and in addition, on issues involving youth, drug abuse, abortion, and physical fitness. Buckalew also helped with the Public Liaison women's portfolio as the Administration made efforts to gain more support from female voters.

Bullock, Katja: Files, 1981-88 (29 feet)
Office of Presidential Personnel: Associate Director; Director, Information and Computer Centers; Manager, Information Center.

Burgess, Jack: Files, 1981-83 (17 feet)
Office of Public Liaison: Special Assistant to the President for Agriculture and Deputy Director.

At the beginning of the administration Jack Burgess managed the "special interest" portfolios (business, labor, agriculture, etc.), for Public Liaison. The management structure was simplified in mid-1982. Burgess was assigned his own portfolio, including ethnic Americans (primarily Eastern European), Roman Catholics, and the agricultural community.

After Burgess left the White House, many of Burgess's files were "borrowed" by Linas Kojelis or Morton Blackwell. Please see these additional collections along with the Robert Reilly collection for a full view of Burgess's work product.

Burnham, James B.: Files, 1981-82 (8 feet)
Council of Economic Advisers: Special Assistant to the Chairman.

Burns, William J.: Files, 1986-88 (29 feet)
Near East and South Asia Affairs Directorate, NSC: Director and Deputy Director.

Butler, Judith: Files, 1983-87 (1 foot)
Office of Private Sector Initiatives: Associate Director.

Cabinet Affairs, White House Office of: Records, 1981-88 (53 feet).

This collection consists mainly of weekly calendars; event planning; issue tracking reports; and wire stories regarding Cabinet events.

Cabinet Council on Economic Affairs: Meeting Files, 1981-82 (6 feet).

The Cabinet Council on Economic Affairs (CCEA) was one of the seven Cabinet Councils of the first Reagan Administration. Each Cabinet Council included four *ex officio* members: President Reagan, Vice President Bush, the White House Chief of Staff, and the Assistant to the President for Policy Development. Each also included the Cabinet Secretaries and White House personnel deemed relevant to that Council's work. For the CCEA, the Secretary of the Treasury (Donald Regan, then James Baker beginning February 1985) was the chairman for this Council.

The CCEA met far more frequently than any other Cabinet Council. Issues with which it dealt included budget and tax policy, monetary policy, economic and trade policy toward foreign countries and institutions, economic aspects of agriculture and natural resources, policy toward US banks and other financial institutions, unemployment, the minimum wage, the overall state of the US economy, and the 1981 air traffic controllers' strike.

Although the CCEA met until 1985, this collection extends only to 1982. Other Reagan Library collections have much more extensive material on the CCEA. The White House Office of Records Management (WHORM) Subject File category FG010-02 (Cabinet Councils), which has been processed and opened to research in whole, has material on most CCEA meetings.

Cabinet Secretary - See Alfred H. Kingon and Nancy J. Risque Files.

There was no actual Office of the Cabinet Secretary. The office retained the name of Office of Cabinet Affairs throughout the Reagan administration. Mr. Kingon and Ms. Risque each had the title of Cabinet Secretary in the second administration.

Cannistraro, Vincent M.: Files, 1985-87 (5 feet)
Intelligence Directorate, NSC: Director of Intelligence Programs.

Vincent Cannistraro, a former CIA officer, served as the Director for Intelligence Programs at the National Security Council from 1985-1987.

This collection is arranged in three series: Series I: Country Files; Series II: Subject Files and Series III: Chronological Files.

Canzeri, Joseph: Files, 1981 (5 feet)
Office of the Deputy Chief of Staff: Assistant to the President.

Joseph Canzeri was long-time advance and event planning "guru" for the Rockefeller family and Nelson Rockefeller in particular. After Rockefeller's death in 1979, Mr. Canzeri moved to Los Angeles, where he worked for the Rockefeller family development company. Longtime Reagan aide Michael Deaver, who knew Mr. Canzeri from New York, invited him to join the Reagan presidential campaign as manager of the campaign plane.

When Reagan was elected president, Deaver brought Mr. Canzeri into the White House as special assistant to the president, where he arranged foreign trips, state visits and other special events and media spectaculars.

Mr. Canzeri resigned his position on February 10, 1982 "to prevent embarrassment for President Reagan" when he was accused of ethics violations. He was later exonerated. Because of his sudden exit, much of his work product was passed on to his successor, William Sittmann. Please see the Sittmann collection for further Canzeri material. Given the heavy emphasis on advance work and arranging a "picture" of the President, Canzeri's collection is focused heavily on events and trips. This is reflected in the arrangement. His collection consists of two series: Series I: Events and Series II: Subject Files

Card, Andrew H.: Files, 1983-87 (8 feet)
Office of Intergovernmental Affairs: Special Assistant, Governors.

Andrew Card initially joined the Reagan White House staff in September 1983. He succeeded Jim Medas as the person with primary responsibility for liaison with the nation's Governors. In March 1987, Card left the White House staff to become a senior consultant for Vice President Bush's nascent presidential campaign. Card returned to the Reagan White House in May 1988, and headed the Intergovernmental

Affairs office for three months. He then left a second time, for a position with the Bush campaign organization.

Carleson, Robert B.: Files, 1981-84 (43 feet)
Office of Policy Development: Assistant Director, Federalism & Health and Human Resources; Special Assistant to the President for Health and Human Resources.

Carliner, Geoffrey O.: Files, 1982-84 (5 feet)
Council of Economic Advisers: Special Assistant to the Chairman.

Carlucci, Frank C.: Files, 1987 (10 feet)
Assistant to the President for National Security Affairs.

Carpenter, Jane: Files, 1981-86 (13 feet)
Office of Intergovernmental Affairs: Secretary.

Castine, Michael P.: Files, 1984 (3 feet)
Office of Private Sector Initiatives: Deputy Director.

Castine, Michael P. : Files, 1986-1987 (2 feet)
International Communications and Information Directorate, NSC: Director.

Cavaney, Red: Files, 1981-83 (9 feet)
Office of Public Liaison: Deputy Assistant to the President.

Byron M. "Red" Cavaney served as Deputy Assistant for Public Liaison in conjunction with Elizabeth Dole, Director of the Office of Public Liaison. Cavaney served as Dole's deputy and saw to the organizing of meetings and outreach efforts involving the Public Liaison staff. He also dealt directly with selected constituencies – primarily business groups, and to a lesser extent Jewish groups and women. Cavaney left the White House around the same time as Elizabeth Dole.

His collection consists of five series: Series I: Chronological File; Series II: Memoranda and Reports; Series III: Subject File; Series IV: Events; Series V: Telephone Logs.

Chao, Elaine: Files, 1983-84 (1 foot)
Office of Policy Development: White House Fellow.

Chapman, Bruce: Files, 1981-85 (56 feet)
Office of Planning and Evaluation: Director.

Chavez, Linda: Files, 1982-85 (6 feet)
Office of Public Liaison: Deputy Assistant to the President and Director.

This collection consists of three series: Series I: Incoming Correspondence; Series II: Chronological File; Series III: Subject File.

Chew, David L.: Files, 1985-1987 (45 feet)
White House Secretariat: Staff Secretary and Deputy Assistant to the President.

Chew, David L. : Files, 1987-1989 (10 feet)
White House Operations: Deputy Assistant to the President.

Childress, Richard T.: Files, 1981-88 (35 feet)
Asian Affairs Directorate, NSC: Director. Political-Military Affairs Directorate, NSC: Director and Deputy Director.
Political Affairs Directorate, NSC: Director East Asia and Pacific Affairs. NSC Special Project Staff.

One of Childress primary responsibilities was handling the Vietnam War POW/MIA issues. His collection is the main source for this information in the 1980s.

Chumachenko, Katherine: Files, 1988-89 (2 feet)
Office of Public Liaison: Associate Director for Ethnic Americans, Eastern Europe.

Katherine Chumachenko served on the White House staff for the last seven months of Ronald Reagan's presidency (June 1988-January 1989). In her work, she utilized many files and documents created or maintained by her predecessors, Jack Burgess and Linas Kojelis, as Eastern European liaison. Many of these earlier materials were incorporated into Chumachenko's files. Chumachenko's collection also includes material created by Rita Bureika, who served under Kojelis and Chumachenko from July 1986-October 1988. The Library has separated the work product of Kojelis and Burgess from this collection where possible.

Chumachenko married Ukrainian politician Viktor Yushchenko in 1998. He went on to serve as Prime Minister of Ukraine from 1999 to 2001, and was elected the country's President in 2004.

Her collection is arranged in two series: Series I: Subject File; Series II: Events.

Church, Misty: Ronald Reagan Scrapbooks, 1981-89 (15 feet)
Office of the President, detailed from Office of Speechwriting: Research Assistant.

Cicconi, James W.: Files, 1981-85 (9 feet)
Office of the Chief of Staff: Special Assistant to the President and to the Chief of Staff.

In November 1981, James Cicconi joined the White House staff to assist Chief of Staff James Baker in management and policy execution, including oversight of the White House's decision making process.

Though Cicconi came to the White House upon the departure of Baker assistant Frank Hodsoll, his tasks were not exactly the same as Hodsoll's. Cicconi was not involved in foreign policy or immigration issues to the extent that Hodsoll was. Instead, Cicconi's files reflect his handling of many of the memos, meeting materials, and reports that were created by or for Baker. Many of these documents were eventually filed in Cicconi's files, to the extent that Cicconi's files document Baker's work as much as they do his own. Many of the memos that Cicconi wrote to Baker and others were returned to Cicconi and kept in his files. Several documents in Cicconi's collection contain handwritten notes from Baker, Baker's Executive Assistant Margaret Tutwiler, or others in the Chief of Staff office. Some documents from Hodsoll were also incorporated into Cicconi's files.

Cicconi's collection consists of six series: Series I: Memorandum Files; Series II: Subject File; Series III: Senior Staff Meeting File; Series IV: General Correspondence File; Series V: Agency File; Series VI: Telephone Logs.

Clarey, Donald A.: Files, 1981-86 (10 feet)
Office of Cabinet Affairs: Special Assistant to the President and Deputy Director of the Office of Cabinet Affairs.

Clark, William P.: Files, 1982-83 (1 foot)
Office of the National Security Adviser: Assistant to the President for National Security Affairs.

Mr. Clark served as Cabinet Secretary to Governor Reagan from 1966-1967. Following this post, he was appointed Chief of Staff to the Governor. In 1969 he was appointed as judge on the Superior Court in San Luis Obispo County. He was named to the Court of Appeals in 1971 and the California Supreme Court in 1973, where he served until 1981.

Judge Clark joined the Reagan Administration in March 1981 as Deputy Secretary of State. In February 1982 he was appointed the Assistant to the President for National Security Affairs. Following his service with the National Security Council, he was appointed Secretary of the Department of Interior. He was confirmed and served from November 18, 1983 until he left active service in the Reagan administration on February 7, 1985.

The William Clark collection is not particularly deep in terms of the actions and issues occurring during his time as Assistant to the President for National Security Affairs. For comprehensive coverage of Judge Clark's actions during his time with the National Security Council, researchers are advised to use the NSC Executive Secretariat filing groups such as the Subject File, the Country File, etc., and the Assistant to the President for National Security Affairs Chronological File.

The William Clark collection consists of memos, schedules, correspondence, briefing papers, and cables. It includes materials not only from his service as Assistant to the President for National Security Affairs, but also some of his work as Deputy Secretary of State and Secretary of Interior. Given the brevity of the material, the Library has not designated any separate series, but considers the entire collection a "subject file."

Cleveland, Carol: Files, 1981-89 (7 feet)
Office of Administration, Office of the Director: Assistant. See also Claire O'Donnell files.

Cobb, Tyrus W.: Files, 1983-87 (30 feet)
European and Soviet Affairs Directorate, NSC: Director and Deputy Director.

Dr. Cobb consulted with the National Security Council during the second half of the Carter administration and the early Reagan administration on international energy issues. At the start of the administration, Dr. Cobb was on an exchange in the Soviet Union.

Cobb was asked to join the NSC staff as a member of the European and Soviet Affairs Directorate to work on European issues, Canada, and provide some input to long-range strategic Soviet policy. Cobb was responsible for France, Italy, Canada, the Netherlands, Austria, the Vatican, etc. As part of his Soviet responsibilities, Cobb attended the Geneva and the Reykjavik summits.

Please see the Peter Sommer collection for additional Cobb material.

Cobb, Tyrus W.: Files, 1987-1988 (8 feet)
International Programs and Technology Affairs, NSC: Director.

In 1988, Cobb took Robert Dean's place as the Special Assistant to the President and Senior Director of the International Programs and Technology Affairs Directorate with responsibility for science & technology

agreements, export policy, United Nations issues, and the environment.

Cockell, William A.: Files, 1986-88 (10 feet)
Defense Policy Directorate, NSC: Deputy Assistant to the President and Senior Director.

Cohen, Benedict S.: Files, 1986-89 (29 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Cohen, Herman J.: Files, 1987-88 (16 feet)
African Affairs Directorate, NSC: Director.

Collins, James F.: Files, 1987-88 (2 feet)
Intelligence Directorate, NSC: Director of Intelligence Policy.

Colson, Janet: Files, 1981-82 (1 foot)
Special Assistant to the President and Assistant to the National Security Adviser.

Cooksey, Sherrie M.: Files, 1981-82 (8 feet)
Office of Legislative Affairs: Special Assistant

Cooksey, Sherrie M.: Files, 1982-86 (30 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Coordination Office, National Security Council: Records, 1983-89 (51 feet)

This collection is arrange in five series as follows: Series I: Events File; Series II: Trip File; Series III: First Lady Trips; Series IV: Administrative File; Series V: Mary Wengryneck Files.

Correspondence, Office of White House: Records, 1981-89 (78 feet)

Correspondence, Office of White House: Proclamations, 1981-89 (7 feet)

Council of Economic Advisers: Records, 1981-89 (12 feet)

Council of Economic Advisers: Staff Economists' Files, 1981-89 (37 feet)

Counsel to the President, Office of the: Records, 1981-89 (30 feet)

Counsel to the President, Office of the: Appointees: Records, 1981-89 (100 feet)

The Appointee File consists of three series: Series I: Appointee Files by Position; Series II: Appointee Files by Individual; and Series III: The President's Private Sector Survey on Cost Control.

Counsel to the President, Office of the: Investigations File: Records, 1981-89 (30 feet)

This collection consists of records retained by the Reagan White House Counsel’s Office only. Some of the investigations documented in these records involved Special Prosecutors or Independent Counsels, who were appointed to conduct investigations apart from the White House. For information on obtaining

access to the records of Special Prosecutor and Independent Counsel offices, please contact the National Archives in College Park, Maryland.

This collection is divided into six series: Series I: Internal Investigation of Richard V. Allen, 1981-1982; Series II: Investigation of Raymond Donovan, Secretary of Labor Designate, 1981-1983; Series III: Investigations Pertaining to the Environmental Protection Agency; Series IV: Michael K. Deaver Investigation; Series V: Lyn Nofziger/Wedtech/Edwin Meese Independent Counsel - James McKay; Series VI: Independent Counsel Investigation Re: Iran/Contra, 1987-1989.

Counsel to the President, Office of the : Judicial Selection Files: Records, 1981-89 (100 feet)

This collection consists of four series: Series I: U.S. Court of Appeals; Series II: U.S. District Courts; Series III: Other Courts (Federal Claims Court, Military Tribunal, International Trade, Bankruptcy, District of Columbia); Series IV: Judicial Selection.

Series II is arranged by states and very often includes information about selection of US District Attorneys and US Marshals. We have found that most of this material is for the first administration only.

Counterterrorism and Narcotics, National Security Council Office of**:** Records, 1986-88 (21 feet)

Courtemanche, Jack L.: Files, 1983 (1 foot)
White House Conference On Productivity: Director.

Covey, Jock: Files, 1985-1986
Near East and South Asia Directorate, NSC

Cox, C. Christopher: Files, 1985-88 (30 feet)
Office of the Counsel to the President: Senior Associate Counsel to the President.

Coy, Craig P.: Files, 1986 (5 feet)
Counterterrorism and Narcotics, NSC Office of: Deputy Director.

This collection was confiscated by the FBI for the Iran-Contra investigation. It has been kept in the arrangement and with the FBI markings when it was returned to the White House.

Coyne, James K.: Files, 1981-85 (36 feet)
Office of Private Sector Initiatives: Special Assistant to the President and Director.

Cribb, T. Kenneth, Jr.: Files, 1981-88 (26 feet)
Office of Domestic Affairs: Assistant to the President.
Office of Counsellor to the President: Assistant Counsellor to the President.

Crippen, Dan L.: Files, 1987-89 (10 feet)
Office of the Chief of Staff: Deputy Assistant to the President.

In May 1987, Dan Crippen (1952-) joined the White House staff to assist Chief of Staff Howard Baker with economic and budget policy, trade policy, and related matters. Crippen had been Baker's chief counsel and economic policy adviser when Baker was Senate Majority Leader during President Reagan's first term (1981-1984).

Crippen left the White House staff shortly after Baker resigned in July 1988. However, he returned to the White House in September 1988, as Assistant to the President for Domestic Affairs, and remained until the end of the Reagan Administration. (See the separate finding aid for Crippen's files from the Office of Domestic Affairs.)

The records in this collection are concerned mostly with budget, tax, and trade policies, including aspects of business or agriculture related to these policies. A large portion pertains to the work of the Office of Management and Budget (OMB), the Office of the US Trade Representative (USTR), or the Department of the Treasury. There is a small amount of material dated before Crippen's arrival which he utilized in the course of his work.

This collection consists of five series: Series I: Subject File; Series II: White House Staffing Memorandum; Series III: Budget Files; Series IV: OBM File; Series V: Schedule File.

Crippen, Dan L.: Files, 1987 (1 foot)
Office of Domestic Affairs: Assistant to the President.

Dan Crippen served in the Domestic Affairs office from September 1988 to the end of the Reagan Administration. Earlier, he had served in the Office of the Chief of Staff from May 1987 to July 1988. See separate collection for Crippen files from his time in the Chief of Staff office.

Crisis Management Center (CMC), National Security Council: Records, 1981-88 (18 feet).

In 1982, the Crisis Management Center (CMC) was set up under Richard Beal in the Old Executive Office Building and it acted as a "second situation room." Much of its electronic and technological equipment was funded and provided by the Department of Defense. The CMC created its own documents and records and is considered a collection on its own at the Library.

The directors for the CMC include Richard Beal, Rod McDaniel and Michael Donley. Mr. Donley greatly expanded the control and power of the CMC during his time as Director. The CMC conference areas became a parallel situation room in the OEOB and important NSC meetings took place here such as Senior Interagency Group (SIG) meetings, etc.

In 1985, the Situation Room and the CMC were absorbed under a new entity, the White House Situation Support Staff (WHSSS).

Crispen, Elaine O.: Files, 1981-88 (7 feet)
Office of the First Lady: Personal Assistant to the First Lady; Press Secretary.

Culvahouse, Arthur B., Jr.: Files, 1987-88 (40 feet)
Office of the Counsel to the President: Counsel to the President.

Curtin, Jeremy: Files, 1987-89 (2 feet)
International Programs and Technology Affairs Directorate, NSC: Director and Deputy Director.

Daniels, Mitchell, Jr.: Files, 1985-88 (3 feet)
Office of Intergovernmental Affairs: Assistant to the President.

Danner, Donald: Files, 1985-88 (9 feet)
Office of Public Liaison: Special Assistant to the President and Director, Economic Division.

This collection contains four series: Series I: Subject File; Series II: Events; Series III: Mari Maseng Events; Series IV: Correspondence. Series IV contains computer diskettes which the Library has no means of reading or using.

Danzansky, Stephen I.: Files, 1985-1988
International Economic Affairs Directorate, NSC, Special Assistant to the President and Senior Director

Danzansky, Stephen I.: Files, 1988-1989
Office of Policy Development: International Economic Affairs, Special Assistant to the President

Daolas, Sue: Files, 1984-89 (4 feet)
Drug Abuse Policy Office: Policy Analyst.

Darman, Richard G.: Files, 1981-85 (21 feet)
Office of the Chief of Staff: Assistant to the President and Deputy to the Chief of Staff.

Richard Darman had no formal association with Ronald Reagan prior to the 1980 Presidential campaign.

Darmans' previous association with Republican politics started in 1970 when he took a position in the Nixon administration's Department of Health, Education, and Welfare (HEW). He became part of the inner circle of HEW Secretary Elliot Richardson, a noted moderate Republican. Richardson went on to serve as Secretary of Defense (1973), Attorney General (1973), Secretary of Commerce (1975-77), and Ambassador-at-Large (1977), with Darman as his assistant in all these positions. When Richardson resigned as Attorney General rather than carry out President Nixon's order to fire Watergate special prosecutor Archibald Cox, Darman also resigned. While serving with Richardson in the Commerce Department, Darman met James Baker, who was then Under Secretary of Commerce. Baker became a senior adviser to Reagan during the 1980 Presidential campaign, and appointed Darman to help Ronald Reagan prepare for his Presidential debates. After Reagan won election as President, Darman became Executive Director of the 1980-1981 Reagan transition.

Darman's primary responsibility in the Reagan White House was management of the Presidential paper, coordinating the flow of staff work intended for the President or issued on his behalf. He served as the *de facto* "Executive Secretary/Secretariat" for the first administration, although this title/position was never actually used during the first Reagan administration.

Darman took on many tasks beyond his Secretariat role. He was responsible for managing the different components of the White House Office. He advised Baker on many policy issues, especially domestic policy, and worked with the Executive Branch and Congress on budget, tax, and Social Security legislation. He coordinated the work of the Budget Review Board, a panel consisting of Baker, Stockman, and Counsellor to the President Edwin Meese. This Board approved all ongoing Executive Branch requests for increases in spending. Darman was also coordinator for the Legislative Strategy Group, an informal White House committee headed by Baker coordinating the development of Administration legislative strategy. He attended most meetings of the Cabinet and National Security Council, and accompanied the President on most official trips.

In January 1984 Darman was assigned overall supervision of the Speechwriting Office, as part of the reorganization of the White House staff undertaken for the 1984 campaign season. His role in the Reagan re-election effort included coordinating Administration input on the 1984 Republican Party platform, and preparing the President for his televised debates with Democratic Presidential candidate Walter Mondale.

In 1985 Baker left the White House to become Secretary of the Treasury, and Darman went with him to become Deputy Secretary of the Treasury. Darman left the Treasury Department in April 1987.

Darman's files are arranged in five series: Series I: Subject File, Series II: 1984 Campaign File; Series III: Presidential Briefing Papers [Copy Set]; Series IV: Cabinet Council Meeting Files; Series V: President's Private Sector Survey on Cost Control Reports

Davis, Randall E.: Files, 1982-85 (4 feet)
Office of Policy Development: Special Assistant to the President and Assistant Director for Energy, Environment, Science and Natural Resources.
Office of Legislative Affairs: Special Assistant to the President, House.

Davis, Richard A.: Files, 1984-88 (6 feet)
Office of Cabinet Affairs: Associate Director.

Dawson, Rhett B.: Files, 1984-88 (9 feet)
Operations: Assistant to the President.

Dawson had held several adjunct positions in the White House, prior to joining the White House staff. In 1985, he was appointed Director of the Blue Ribbon Commission on Defense Management (the Packard Commission), and in November 1986 as chief of staff of the President's Special Review Board (the Tower Board) investigating the Iran-Contra affair. Prior to his White House involvement he had been the Staff Director and Chief Counsel for Senate Armed Services Committee where he worked closely with Chairman, Senator John Tower, and had a long working relationship with Senator Tower.

Recruited by new White House Chief of Staff Howard Baker, Dawson joined the White House staff in April 1987. In a revamped White House staff, Dawson took on the titular head of White House Operations post. Over the past 6 years of the administration, the person running White House Operations also carried both titles and functions - director of White House Operations and Director of the Office of Administration. Baker's new staff alignment eliminated this dual functionality, and Dawson did not become the Director of the Office of Administration.

Dawson, while nominally the head of White House Operations, turned over most of the day-to-day running of the various offices affiliated with White House Operations to Claire O'Donnell. In August 1987, she was named Special Assistant to the President for White House Operations (a newly created title to suit her present functions). Dawson acted more in the capacity of an Executive Secretary for the White House, in much the same function that Richard Darman had occupied in the first administration.

Dawson's collection includes some of his work as Director of the Blue Ribbon Commission on Defense Management.

Dawson, Thomas C., II: Files, 1985-88 (2 feet)
Office of the Chief of Staff: Deputy Assistant to the President and Executive Assistant to the Chief of Staff. See also Donald T. Regan files.

Thomas C. Dawson was active in the 1980 Reagan-Bush campaign, working with the planning task force on examination of government organization. After Reagan won the election, Dawson became executive assistant to Transition Personnel Director E. Pendleton James. He continued to work under Mr. James in the White House Office of Presidential Personnel after Reagan assumed the Presidency in January 1981; however, in February, Dawson left Presidential Personnel for the Treasury Department, where he served as Deputy Assistant Secretary for Developing Nations (1981-84) and Assistant Secretary for Business and Consumer Affairs (1984-85). When Treasury Secretary Donald Regan became White House Chief of Staff in February 1985, he brought Dawson back to the White House as his assistant. Dawson left the White House Office again in March 1987, shortly after Regan resigned as Chief of Staff

This collection is arranged in three series: Series I: Diskette File; Series II: Presidential Event File; Series III: President's Commission on White House Fellowships. Given the nature of Dawson's job, a large percentage of the material in the first two series pertains to Donald Regan and his work. At this time, the Reagan Library has not located any Dawson files from his time in Presidential Personnel.

Deal, Timothy: Files, 1981 (1 foot)
Coordination Office, NSC: Staff Member.

Dean, Robert W.: Files, 1987-88 (19 feet)
International Programs and Technology Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Deaver, Michael K.: Files, 1981-85 (38 feet)
Office of the Deputy Chief of Staff: Deputy Chief of Staff and Assistant to the President.

This collection contains some material of a purely political nature or is regarding the Presidential Inaugurals. This material is not Presidential records and has been designated part of the personal papers of Ronald Reagan. In the interest of context and ease of use, we have retained this material within the Michael Deaver files. It was reviewed under the terms of the Deed of Gift for the papers of Ronald Reagan. This will be noted on any withdrawal sheets with a "C.

This collection is currently in process and will be opened in whole in the near future."

Decain, Joan: Files, 1981-83 (8 feet)
Office of White House Correspondence: Supervisor, Comments Office.

deGraffenreid, Kenneth E.: Files, 1981-87 (54 feet)
Intelligence Directorate, NSC: Special Assistant to the President and Senior Director, Staff Member.

Dehart, Linda: Files, 1986-89 (4 feet)
Office of White House Correspondence: Director of Presidential Messages.

Dekok, Roger G.: Files, 1987-88 (10 feet)
Space Programs Office, NSC: Director.

Demoss, Charlotte: Files, 1986-89 (3 feet)
Office of Public Liaison: Deputy Associate Director.

Charlotte DeMoss began work within the White House Office of Public Liaison February 1986 as a Research Assistant to Carl Anderson. She was promoted to Deputy Associate Director in July 1987, and left the Office of Public Liaison in November 1987.

There is more of her work product within the Carl Anderson collection and collections of staff members from the Carl Anderson "group."

Dewhirst, Mary K.: Files, 1982-89 (16 feet)
Office of Public Liaison: Associate Director and Executive Assistant to the Director.

Mary Dewhirst joined the Office of Public Liaison in early September 1987 as an Executive Assistant to

the Director of the Office, Rebecca Range. She was later promoted to an Associate Director and is one of the staff members who remained through the end of the administration.

Her collection also contains the work product of Mildred Webber.

Dewhirst's collection is arranged in five series: Series I: Subject File; Series II: Event File; Series III: Domestic Office Constituency Lists; Series IV: Personnel; Series V: Correspondence.

Djerejian, Edward: Files, 1985-86 (3 feet)
Office of the Press Secretary: Special Assistant to the President and Deputy Press Secretary for Foreign Affairs.

Dobriansky, Paula J.: Files, 1981-87 (16 feet)
European and Soviet Affairs Directorate, NSC: Director and Deputy Director. Political Affairs Directorate, NSC: Director Soviet Union and Eastern Europe.

Doherty, Eileen B.: Files 1985-1989
Private Sector Initiatives, Office of

Dolan, Anthony "Tony" R.: Files, 1981-89 (53 feet)
Office of Speechwriting: Deputy Assistant to the President, Director, and Chief Speechwriter.

Anthony "Tony" Dolan joined the White House Speechwriting Staff in March 1981, and stayed until the end of Reagan's second term in 1989. Dolan had served as the Director of Special Research and Issues, in the Office of Research and Policy at the Headquarters of the Reagan-Bush Committee, and as a speechwriter

Dolan's collection is arranged in eight series: Series I: Speech Drafts; Series II: Speech Drafts by Other Writers; Series III: Schedules; Series IV: Correspondence; Series V: Subject Files; Series VI: Press Briefings & Releases; Series VII: Telephone Messages; Series VIII: White House News Summaries;

Dole, Elizabeth: Files, 1981-83 (68 feet)
Office of Public Liaison: Assistant to the President.

The Elizabeth Dole collection had been arranged by the Library Staff in 1990 and then re-arranged in 2010.

Mrs. Dole's collection consists of 15 series: Series I: Subject File; Series II: Cabinet Council Meetings; Series III: Economic Recovery Program; Series IV: Women's Issues; Series V: Chronological File; Series VI: Charlotte Ellis (Administrative Assistant to Mrs. Dole); Series VII: Memoranda; Series VIII: White House Staffing Memorandum; Series IX: Correspondence; Series X: OPL Reports; Series XI: External Reports; Series XII: Events; Series XIII: Presidential Scheduling Requests; Series XIV: Invitations; Series XV: Telephone Logs.

Domestic Policy Council: Records, 1985-1989 (1 ft)

See also collections for Ralph Blesoe, Robert Johnson, Robert Sweet and Raymond Walters.

Donatelli, Frank J.: Files, 1984-85 (-1 foot)
Office of Public Liaison: Deputy Assistant to the President.

Frank Donatelli joined the Office of Public Liaison in January 1984 as Deputy Assistant to the President (Deputy Director to Faith Whittlesey). He left the White House at the end of April 1985 to go into private business.

Donatelli, Frank J.: Files, 1985-89 (12 feet)
Office of Intergovernmental Affairs and Political Affairs: Assistant to the President and Director.

Donatelli returned to the White House in March 1987 as Director of the Office of Intergovernmental and Political Affairs. He remained in this office until the end of the administration.

Donley, Michael B.: Files, 1985-88 (30 feet)
Defense Policy Directorate, NSC: Director. Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs. See also Don M. Snider files.

Donnelly, Thomas R., Jr.: Files, 1985 (1 foot)
Office of Legislative Affairs: Special Assistant to the President, House.

Correspondence, memoranda, schedules, and courtesy notes mostly reflecting Donnelly's routine activities. Scattered throughout are more substantive items that reveal his liaison with members of Congress on such issues as the Superfund, energy and commerce, trade, the farm bill, and federal matters.

Donovan, Charles A.: Files, 1981-88 (5 feet)
Office of White House Correspondence: Deputy Director.

Dorminey, A. Blair: Files, October 1987-August 1988
Office of Domestic Affairs

Dorminey, A. Blair: Files, September 1988-January 1989 (1 ft)
Policy Development Office, NSC: Director

Dorn, Nancy: Files, 1987-88 (4 feet)
Office of Legislative Affairs: Special Assistant to the President.

Dornan, Diane S.: Files, 1983-84 (9 feet)
Intelligence Directorate, NSC: Deputy Director Intelligence Programs.

Douglass, John W.: Files, 1984-88 (29 feet)
Defense Policy Directorate, NSC: Director. Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs. See also Horace Russell files.

Drew, Edie: Files, 1988 (-1 foot)
Office of Legislative Affairs: Staff Assistant.

Driggs, Michael A.: Files, 1981-89 (50 feet)
Office of Policy Development: Special Assistant and Assistant Director, Commerce and Trade; Special Assistant to the President for Legal Policy, Commerce and Trade.

Drug Abuse Policy Office, White House: Records, 1981-87 (13 feet)

Duberstein, Kenneth M.: Files, 1981-83 (20 feet)
Office of Legislative Affairs: Deputy Assistant and Assistant to the President.

Duberstein, Kenneth M.: Files, 1987-89 (10 feet)
Office of the Chief of Staff: Chief of Staff to the President, Deputy Chief of Staff.

Kenneth Duberstein (1944-) worked in the Office of the Chief of Staff from March 1987 until President Reagan left office in January 1989. Earlier in the Administration (1981-1983), he had served in the White House Office of Legislative Affairs. Please see the separate finding aid for Duberstein's Legislative Affairs files. Also, please see the John C. Tuck collection within the Office of the Chief of Staff for further Chief of Staff work-related product for Kenneth Duberstein.

Duberstein was hired by the General Services Administration (GSA) in 1970, and became Director of Congressional and Intergovernmental Affairs for this federal agency in 1972. He left GSA in August 1976 and joined the Department of Labor as a Deputy Under Secretary. After President Ford left office in 1977, Duberstein became a director for the Committee for Economic Development, a Washington public policy organization.

When President Reagan took office in January 1981, Duberstein joined the new administration as the Legislative Affairs person responsible for liaison with the House of Representatives. He became head of Legislative Affairs in December of that year. In December 1983, he left the White House and took a position with Timmons & Company Inc., the lobbying and public relations firm headed by former Reagan campaign and transition director William Timmons. Duberstein served on the 1984 Reagan-Bush campaign's Congressional Liaison Team.

In 1987 Duberstein returned to the White House as the deputy to the new Chief of Staff, Howard Baker, with responsibility for most of the White House's day-to-day operations. When Baker announced his resignation in June 1988, he recommended that Duberstein succeed him as Chief of Staff, and this recommendation was followed. Duberstein, who had a reputation as an efficient manager, saw to the smooth operation of the White House during the last six months of the Reagan Presidency. In addition, he acted as a chief policy adviser to the President, and helped develop and deliver White House support for George Bush's 1988 Presidential campaign. After Election Day, President Reagan appointed Duberstein the chief Administration coordinator for the transition to the incoming Bush Administration.

Duberstein's files from his time in the Office of the Chief of Staff are arranged into four series: Series I: Subject File; Series II: Transition File; Series III: Public Opinion Polls; Series IV; Unacknowledged Mail File

Duggan, Juanita: Files, 1985-88 (5 feet)
Office of Public Liaison: Special Assistant to the President for Religion and Domestic Social Issues.

This collection is arranged in four series; Series I: Subject File; Series II: Events File; Series III: Chronological File; Series IV: Domestic Office Records.

Duggin, Thelma: Files, 1981-83 (8 feet)
Office of Public Liaison: Director, 50 States Project for Women; Special Assistant to the President for Blacks and Youth.

Starting in 1978, Duggin, a trained teacher worked as a field coordinator for Wright/McNeill & Associates in Columbus, Georgia, where she was a consultant to the Republican National Committee and helped

design strategy and campaign plans, and formed community coalitions for Republican candidates across the country. During the 1980 presidential general election she was a volunteer in the national black voters program as a liaison for the Republican National Committee.

Thelma Duggin joined the Office of Public Liaison in February 1981 as a deputy special assistant where she was responsible for liaison between the White House and African-Americans, vocational students, and volunteer organizations. Her general responsibilities included communicating with these groups, arranging White House briefings for these groups, as well as finding organizations that would be supportive of the President's programs. In June 1982 Ms. Duggin became a Special Assistant to the President for Public Liaison and Director of the 50 States Project, where she worked on encouraging states to correct discriminatory laws affecting women. The 50 States Project also focused on child support and daycare practices in the all states. The Project required extensive research into the legislative and legal processes of the states. Despite this new title and responsibilities, Duggin continued to spend a large amount of time working with the black community. .

Duggin left the Office of Public Liaison when Faith Whittlesey succeeded Elizabeth Dole as Director of the Public Liaison office.]

Thelma Duggin's files consist of four series: Series I: African-Americans; Series II: Youth; Series III: Chronological Files; and Series IV: Appointment Books and Telephone Logs.

Duggin's work as the head of the 50 States Project is not well documented within this collection. Most of the material pertaining to the 50 States Project is currently located in the Eliza Paschall and Trudi Morrison collections. Trudi Morrison became the head of the 50 State Project when Duggin left to go to the Department of Transportation.

Duke, Meg Shields: Files, 1981-82 (2 feet)
Office of the Counsel to the President: Administrative Assistant.

Dunlop, Becky Norton: Files, 1981, 1983 (10 feet)
Office of Presidential Personnel: Special Assistant to the President.

Beginning in March, 1981, Ms. Dunlop worked in the Office of Presidential Personnel. She then joined the Office of Cabinet Affairs in March, 1982. Subsequently, she returned to Personnel in July, 1983 when she became Deputy Assistant to the President for Personnel. Although, we have created a separate inventory for Cabinet Affairs and Presidential Personnel for Ms. Dunlop, many of her duties overlapped in the early and closing months of her time with Cabinet Affairs. Please see that collection for further material on Presidential Personnel.

Dunlop, Becky Norton: Files, 1982-83 (10 feet)
Office of Cabinet Affairs: Special Assistant to the President and Director.

In March 1981, Ms. Dunlop began working in the White House Office of Presidential Personnel. Dunlop then joined the Office of Cabinet Affairs in March 1982. Subsequently, she returned to Presidential Personnel in July 1983 becoming Deputy Assistant to the President for Personnel. We have created two separate inventories for Dunlop reflecting her work in the two offices - Cabinet Affairs and Presidential Personnel. Mrs. Dunlop carried over various functions from both offices and to see a full view of her work product, researchers should consult both collections.

Dur, Philip A.: Files, 1982-85 (9 feet)
Political-Military Affairs Directorate, NSC: Director and Deputy Director.
Defense Policy Directorate, NSC: Planning Staff.

Commander Philip Dur joined the National Security Council as senior staff member of Defense Policy in September 1982 replacing Christopher Shoemaker. In 1983 NSC Defense Policy was reorganized into the NSC Political-Military Affairs Directorate and Dur became a Deputy Director. By the time Captain Dur left the NSC in November 1984 he was Director of the NSC Political-Military Affairs.

The Philip Dur collection consists of memos, correspondence, cables, reports, meeting agendas, meeting minutes, National Security Study Directives, National Security Decision Directives, notes, charts, working papers, press releases, issue papers, and publications re Dur's and other NSC staffer's work on military and foreign affairs in the Middle East. Majority of the collection is Dur's work product with the exception of the Lebanon Crisis Pre-Planning Group File which was inherited from Oliver North and John Poindexter. The material is arranged in five series: Subject File, 1982-84; Chronological File, 1982-1984; Country File, 1984; Lebanon Crisis Pre-Planning Group File, 1982-1983; and Middle East Trip File, April 1984.

Dyer, James W.: Files, 1988-89 (1 foot)
Office of Legislative Affairs: Deputy Assistant to the President.

Earl, Robert L. Files, 1986 (20 feet)
Counterterrorism and Narcotics, NSC Office of: Deputy Director.

This collection was confiscated by the FBI for the Iran-Contra investigation. It has been kept in the arrangement and with the FBI markings when it was returned to the White House

Eberly, Donald: Files, 1985-86 (1 foot)
Office of Public Liaison: Executive Assistant.

Donald Eberly was an Executive Assistant to Linda Chavez from May 1985 through January 1986. At the beginning of February 1986 he was promoted to Associate Director. He left the White House in mid-April 1986.

Eberly, Sheryl L.: Files, 1981-1984
First Lady, Office of the: Projects Office

Ebner, Eugene: Files, 1988-89 (5 feet)
Defense Policy Directorate, NSC: Director.

Economic Policy Council: Records, 1981-88 (34 feet).

The Economic Policy Council (EPC) was one of the two remaining policy advisory groups after Donald Regan became Chief of Staff in 1985. Mr. Regan revised the first administration's system of Cabinet Councils, reducing them from seven to two Councils. They were the Economic Policy Council and the Domestic Policy Council. This collection contains material for the EPC. It is more than likely that some of this material is the staff work of Eugene McAllister, Executive Secretary for the EPC. The Library will determine at a later date if some of this material will be part of the Eugene McAllister collection. In addition, some of the earlier material in this collection will probably be moved to the Cabinet Council on Economic Affairs for the first administration.

Elmets, Doug: Files, 1982-1984
Media Relations, Office of: Staff Assistant

This collection has been arranged in seven series consisting of: Series I - Subject File; Series II – Calendars, April 1983-January 1984; Series III – Briefings; Series IV – Interviews; Series V - Press

Conferences; Series VI – Events; Series VII- Trips.

Elmore, Theresa: Files, 1982-1984 (1 feet)
Administrative Office, White House Operations
See also: Arts and Humanities, White House Liasion for

Theresa Elmore (now Theresa Elmore Behrendt) began work at the White House in March 1981 as Special Assistant to the Director, White House Office of Administration (John Rogers). In August 1982 she began work as the Director of the White House Administrative Office. Ms. Elmore left her position in the Administrative Office in the fall of 1984 for the Office of Intergovernmental Affairs.

Concurrently in August 1982, Theresa Elmore was appointed White House Liaison for the Arts and Humanities in addition to her administrative duties at the White House. The White House had no budget or staff for this position, so Ms. Elmore performed this function on an "as-needed" and "part-time" basis.

Erickson, John "Jack": Files, 1981 (-1 foot)
Office of the Counsel to the President: Consultant.

Erkenbeck, Jane: Files, 1985-87 (4 feet)
Office of the First Lady: Administrative Assistant; Special Assistant to the First Lady.

Ermarth, Fritz W.: Files, 1987-89 (6 feet)
European and Soviet Affairs Directorate, NSC: Special Assistant to the President and Senior Director. See also Nelson C. Ledsky files and Jack F. Matlock files.

European and Soviet Affairs Directorate, National Security Council: Records, 1983-89 (24 feet).

Evans, Greg: Files, 1987-88 (4 feet)
Office of Public Liaison: Associate Director.

Greg Evans joined the Office of Public Liaison at the beginning of 1988 as an Associate Director, replacing Elise Paylan. He remained in the Office of Public Liaison until the end of the Reagan administration

Evans, Michael: Files, 1985 (1 foot)
White House Photographic Office: Personal Photographer to the President.

Executive Clerk, White House Office of the: Records, 1981-89 (23 feet)

In existence since 1865, the Executive Clerk's Office is the oldest functioning staff office of the White House. The White House Office of the Executive Clerk is responsible for the formal certificates, preparation and disposition of all official Presidential documents. These include nominations to the Senate, commissions of appointment, acceptances of resignations, Executive Orders, Proclamations, and Messages to Congress. In addition the office serves as the official point of Presidential receipt for formal documents from the Congress, such as resolutions, enrolled bills, and Senate confirmations. The Clerk's office returns presidential vetoes to Congress and the Clerk is allowed on the Senate and House floors for this purpose.

The Executive Clerk's office staff maintains background material and reference on all the nomination responsibilities of the President, updating any if changed by legislation at any time. The Office can provide precise information including historical data on all of the public documents the President

produces. The Office is also responsible for keeping track of the timing on enrolled bills – last date to sign, when a "pocket veto" is effective, etc.

The White House Office of the Executive Clerk records received by the Reagan Library consist largely of enrolled bills from Congress, a set of records regarding pocket vetoes and the formal resignations at the end of the Reagan administration.

Ronald R. Geisler served as Executive Clerk throughout the Reagan administration and his Deputy was Dan Marks. Some of their work product is found within the collection.

This collection is organized into three series: Series I: Bill Reports, 1981-1988; Series Ii: Pocket Vetoes, 1981-1988 and Series Iii: Official Resignations, 1988-1989

The Library received an accretion to this collection in 2010 and will integrate and process this material at a later date.

Executive Secretariat, National Security Council: Records, 1981-89 (636 feet)

Office History – Reagan Administration

The National Security Act of 1947 created the National Security Council (NSC) to advise the President with respect to the coordination of domestic, foreign and military policy. The Act legislated only one position for the Council - Executive Secretary. The Executive Secretary recorded the meetings and actions of the NSC. The position and its corollary staff, the Executive Secretariat, remains within the NSC to the present. The title was changed to Staff Secretary from 1969-1980. For the first two years of the Reagan Administration the title was Staff Director. In 1983, the administration reestablished the title Executive Secretary, and made this person responsible for internal staff management and operations. The Executive Secretary coordinated the flow of substantive paperwork through the components of the NSC organization to ensure the effective use of staff resources. Executive Secretaries for the NSC under Reagan were Allen Lenz (Staff Director), Robert Kimmitt, William Martin, Rodney B. McDaniel, Grant S. Green, and Paul Schott Stevens. The Library has collections for all of these individuals and an office collection for the Executive Secretary.

The Secretariat provides information and records management services to the NSC, in much the same capacity as the White House Office of Records Management (WHORM) serves the rest of the Executive Office of the President. The Secretariat provides the indexing and record tracking necessary to manage the flow of paperwork, maintains the filing systems, determines which NSC records should be regarded as "presidential" records or NSC institutional records, and serves as the custodian for the permanent NSC institutional records of past administrations still within the custody of the NSC. The Secretariat manages records ranging from routine correspondence to national security classified records requiring special handling.

The Secretariat screens and logs all documents received by the NSC (i.e. cables, reports and various forms of correspondence). The Secretariat staff logged documents requiring action into the NSC's correspondence computer tracking system. The Secretariat began using computers for records management purposes in 1970. The tracking database was Action Status (ACSTAT) used to track both presidential and NSC institutional records and correspondence. The ACSTAT database was managed and searched by an IBM database management system, STAIRS (Storage and Information Retrieval System). The Library has no access to the IBM system used at the White House, but relies on microfiche printouts of the database records.

During the Reagan Administration, documents logged by the Secretariat generated an NSC/S Profile Sheet, which would be attached to the cover of the routing folder for the document. The NSC/S Profile Sheet and the database would contain a unique document tracking number, major subject and country keywords, key names, tracking and filing information and a historical decisions index. Each time an

action was completed, the NSC/S Profile sheet was annotated on the bottom of the page and the database updated.

The Secretariat made two key decisions about a document when it was logged into ACSTAT. First, the Secretariat placed the document in one of four tracking and control "System Files." Second, the document received a "File Designator" determining if a document was either a presidential or an institutional record. The System Files were an organized effort to distinguish between the different types of NSC documents and to assist in the tracking of the documents for security and operational reasons. The Secretariat gave all System I, System II, and System IV documents seven digit individual tracking numbers. The first two digits of each document designate the year, the next digit designates the system (O for System I, 9 for System II, 4 for System IV), and the last four digits are a sequential number assigned in order received (i.e. 8701233, 8890023, 8240999). This gives a loosely chronological order to sequential system numbers.

Once the Secretariat determined that a document was presidential it was then assigned a file designator. Designators included: PA (Presidential Acquisition Files); SII (System II Presidential Records); and WH (Presidential Record sent to WHORM for filing). The PA files were primarily System I files. The PA series of Presidential records were maintained in the Situation Room by Executive Secretariat staff members Ed Roberts and Kathleen Shanahan. Roberts and Shanahan maintained a system of subseries for these documents including:

VIP Visits and Presidential Visits
Situation Room
Country Files
Agency Files
Subject Files
Head of State Correspondence File
Miscellaneous

At no point was the determination of these sub-series recorded on an inventory or on database records. Either Shanahan or Roberts determined the sub-series for a document at the time of filing based largely on the "Keywords" used by the Secretariat for description and indexing purposes.

During 1984, there was considerable discussion within the NSC about the utility of maintaining the PA sub-series. Shanahan described the sub-series filing practices as "very archaic and arbitrary." For example, folders within any category came to have not only System I documents, but also non-log cables, non-log correspondence, and even System II & IV documents. Shanahan recommended that a number of the PA sub-series be transferred to WHORM and integrated with the White House Subject File system. NSC staff members argued, when searching for specific topics, countries or individuals, "you cannot beat" having all like records gathered in one folder for ease of use.

During the second Reagan term, the Secretariat decided against this ease of search and use and dropped the division of PA documents into specific sub-series. Documents were now arranged numerically by individual NSC Document numbers. This was modeled on the WHORM system of filing by case file number. There is also a widely-held belief that the sub-series filing system became unworkable with the retirement of Ed Roberts in January 1985. Roberts appears to have carried the institutional memory of how documents were split and filed.

This decision resulted in a divided filing system for the NSC. In the first administration, material for specific agencies, countries and/or head of state can be easily found grouped together. Material regarding the same topics has to be located by NSC System document numbers for the second administration. We also recommend using documents from the staff member responsible for a specific agency/issue to fill in information for the second administration. You can also use our topic finding guides or have an archivist do a search for folders with specific agency names. It is essential to note, the PA sub-series do not contain a comprehensive grouping on any particular agency. As in any filing system, it has gaps and idiosyncrasies.

The Library has determined the following list of series for the Executive Secretariat. Most contain material through 1985 when the new filing system was begun for the NSC. Some contain further material and is noted by the series.

Series List:

Agency File, 1981-84 (10.4 feet)

This collection consists of publications, reports, cables and various forms of correspondence regarding specific Executive branch agencies with input or responsibility for United States foreign affairs. This collection also includes multi-national organizations such as NATO, the Organization of American States and the United Nations.

The material is arranged alphabetically by agency or organizational name and then chronologically. NSC System I and System II case files can be found within the agency records but we have not filed on this basis, nor noted their location.

Cable File, 1981-85 (47 feet)
Chronological File, 1981-1985 (112 feet)
Country File, 1981-85 (59 feet)

The Library has arranged this series by the five geographical regions as it was filed at the NSC. In 1983, the NSC reorganized and created five geographical directorates from the old Political Affairs Office. Although there is not a direct link between these geographical directorates and the Country files per se, we have named the Country file geographic regions after these five directorates. We have also provided the old Country file geographic region names for your information. By naming the regions in this way, we hope to guide researchers to further information on their topic in the second administration, when this filing system was no longer used.

The five directorates are as follows: Africa, Asia [Far East], Europe and Soviet Union, Latin America, the Near East and South Asia [Middle East]. Please check with your assigned archivist to determine the exact geographical directorate location of your country of interest. For instance, Canada is located within Europe and Soviet Union and Egypt is within the Near East, etc.

Head of State File, 1981-89 (19 feet)

Material contained within this series consists of cables, letters and notes from all the Heads of State during the first Reagan administration. Accompanying case file material consists of drafts of letters, translations, envelopes, letters from ambassadors, memoranda regarding the correspondence, NSC routing forms and NSC/S Profile sheets for specific document numbers. Contents range from routine congratulatory, thank-you, and greetings messages between Reagan and various heads of state to correspondence of more substance regarding virtually any and all issues affecting the United States foreign relations. There are a limited number of copies of handwritten Reagan letters to various head of state – most notably to the head of the Union of Soviet Socialist Republics (Soviet Union).

The material is arranged alphabetically by country and then chronologically by various Heads of State. In a few cases, this means the same correspondent appears in two locations due to non-consecutive terms of office. (see Italy, etc.) Material is also arranged by type of communication: cables, System I NSC documents and System II NSC documents. All NSC System I and II document folders show the numbered run of System documents within that folder. System numbers are established as follows: System I documents consist of the year, a zero (0), then a number between 0 and 9999, i.e. 8400777. System II documents consist of the year, a nine (9), then a number between 0 and 9999, i.e. 8590876. The NSC numbering system is roughly in chronological order by ascending number.

At some point, Secretariat staff added back select second administration Head of State

correspondence to this collection for ease of use. You will find this additional 1985-1989 correspondence added primarily for General Secretary Gorbachev and Prime Minister Thatcher. There is a very limited amount of second administration correspondence in this collection for Prime Minister Peres, Prime Minister Shamir, King Fahd, President Marcos, Prime Minister Rajiv Gandhi and President Chun. This reconstitution of the files appears arbitrary, and does not add all second administration correspondence for these individuals back to the file.

President Reagan frequently corresponded to groups of Heads of State – NATO, the G-7 nations, ASEAN nations, etc. We have retained a "group" letter at its original location and made cross-references within the other correspondents to the original location.

Further Head of State correspondence is found throughout the Reagan Library's collections – most notably, the White House Office of Records Management (WHORM) subject categories for individual countries (CO), and individual staff collections. For example, see the Jack Matlock collection for extensive US-USSR Head of State correspondence.

Institutional Series, 1981-87 (7 feet)
Intelligence Publications (Microfiche)(2 feet)
NSC Meeting Files, 1981-87 (8 feet)

Arranged in chronological order and numbered by meeting.

NSC Weekly Reports, 1981-84 (5 feet)
National Security Decision Directives (NSDDs), 1981-87 (19 feet)

This series consists of the Library's copies of National Security Decision Directives (NSDDs) enacted during the Reagan Administration. Our folders often contain drafts, action plans, and background memos regarding the various NSDDs. The NSC has declassified in full and in part many of these NSDDs. The declassified and partially declassified copies of these NSDDs are kept in the Library's Research Room in numerical order.

National Security Planning Group (NSPG), 1981-87 (6 feet)

The following records are duplicates of originals that remained at the White House at the end of the Reagan Administration. The Library duplicates do not include any NSPG meetings from 1988.

Many folders for meetings contain only attendee lists and/or seating charts with no substantive materials from the meetings. We have marked these folders on the inventory for this collection so you can see at a glance the folders with no substantive materials.

National Security Study Directives (NSSDs), 1982-87 (6 feet)

This series contains the Library's copies of National Security Study Directives (NSSDs) enacted during the Reagan Administration. Our folders often contain drafts and action plans and background memos regarding the various NSSDs. The NSC has declassified in full and in part many of these NSSDs. The declassified and partially declassified copies of these NSSDs are kept in the Library's Research Room in numerical order

Situation Room, 1981-89 (36 feet)
Staff Secretary Weekly Reports,1981-84 (4 feet)
Subject File, 1981-84 (40 feet)
System File, 1982-89 (181 feet)

During the Reagan administration, the National Security Council used various tracking systems for documents (case files). The overarching arrangement was the "system" files ranging from System I to System IV, which also included letter designations such as PA, IF, WH, SII, etc. For your convenience we have dropped all these distinctions as they were used only for filing purposes at the NSC. Our finding guide for this series lists only system case file numbers that are available to the public.

The system files currently have only a classified microfiche index available. Some parts of the microfiche have been processed in response to Freedom of Information requests.

Trip File, 1981-87 (31 feet)
VIP Visits, 1981-85 (11 feet)

Fairbanks, Shannon (Ann): Files, 1981-83 (10 feet)
Office of Policy Development: Deputy Assistant Director, Economic Affairs; Senior Policy Adviser.

Faoro, Patsy: Files, 1981-89 (3 feet)
Office of Cabinet Affairs: Staff Assistant.

Farrar, Stephen P.: Files, 1986-88 (14 feet)
International Economic Affairs Directorate, NSC: Director.

Farrell, J. Michael: Files, 1981-82 (3 feet)
Office of Presidential Personnel: Deputy Director, Boards and Commissions.

Faulkner, Linda: Files, 1981-89 (63 feet)
Office of Social Affairs: Social Secretary.

Linda Faulkner was the Assistant Social Secretary from January, 1981 through February, 1984. She left the White House for two years to run her own public relations firm. She returned to the Social Office and was Social Secretary from September 1985 through the end of the administration. This collection covers the entire work span of Ms. Faulkner and her two different job titles and functions

Feith, Douglas J.: Files, 1981 (1 foot)
Political Affairs Directorate, NSC: Director Near East and South Asia.

Feldstein, Martin S.: Files, 1982-84 (8 feet)
Council of Economic Advisers: Chairman.

This collection has nine series: Series I: Correspondence; Series II: Cea Staff Memorandums To Cea Chairman; Series III: Memorandums to the President; Series IV: Memorandums to Administration Officials; Series V: Chronological File; Series VI: Subject File; Series VII: Speeches and Prepared Testimony; Series VIII: Staffing Memorandums; Series IX: Invitation Regrets.

Fenton, Catherine S.: Files, 1984-88 (19 feet)
Office of Social Affairs: Deputy Social Secretary.

Ferrara, Peter J.: Files, 1983 (6 feet)
Office of Policy Development: Senior Staff Member.

Fielding, Fred F.: Files, 1981-86 (73 feet)
Office of the Counsel to the President: Counsel to the President.

The Fielding collection currently consists of six Series. They are: Series I: Chronological Files, 1981-1986; Series II: Staffing Clearance Memos, 1981; Series III: Alphabetical Chronological Files, 1981-1986; Series IV: Subject File, 1981-1986; Series V: Investigation Of Carter Debate Briefing Materials, 1983; and Series VI: Judicial Selection, 1981-1986

Finan, Nancy Scott: Files, 1985-88 (12 feet)
Office of the Counsel to the President: Administrative Assistant.

First Lady, Office of the: Records, 1981-89 (100 Feet).

First Lady, Office of the : Advance Office : Records, 1981-89 (35 feet)

First Lady, Office of the : Press Office: Records, 1981-89 (225 feet)

First Lady, Office of the : Projects Office: Records, 1981-89 (60 feet)

Fitch, John H.: Files, 1984-85 (3 feet)
Office of Private Sector Initiatives: Deputy Director.

Fitzsimmons, John D.: Files, 1981 (-1 foot)
Office of Counsel to the President: Staff Member.

Fitzwater, Marlin M.: Files, 1985-88 (25 feet)
Office of the Press Secretary: Assistant to the President for Press Relations; Special Assistant to the President and Deputy Press Secretary, Domestic Affairs.

Flick, Rachael: Files, 1983 (3 feet)
Office of Planning and Evaluation: Special Assistant.

Flower, Ludlow "Kim": Files, 1987-88 (9 feet)
Latin American Affairs Directorate, NSC: Director.

Foley, Todd: Files, 1983-86 (18 feet)
Office of Public Liaison: Special Assistant to the President for Business.

Todd Foley was assigned to the Office of Public Liaison by the Department of Defense in June 1983 as a support to John Rousselot and the MX missile activity in Public Liaison. As his work dealing with the business constituency expanded, he was assigned as a detailee from the Department of Defense and continued as such until the end of the administration. Foley was classified initially as a Staff Assistant. He was promoted to Senior Staff Assistant in January 1986 and to Deputy Associate Director in August 1986. He was appointed as an Associate Director in June 1988. At the time of becoming Associate

Director, his portfolio included small business, as well as taxes, trade, budget, economic policy, labor, and transportation

Fontaine, Roger W.: Files, 1981-83 (29 feet)
Latin American Affairs Directorate, NSC: Director.
Political Affairs Directorate, NSC: Director Inter-American Affairs.

Roger W. Fontaine was assigned to the National Security Council in February, 1981 to support the day-to-day tasks involving U.S. national security policy for Latin America. Before his assignment to the NSC, Mr. Fontaine served as Visiting Scholar at the American Enterprise Institute from 1980 to 1981.

The Office of Political Affairs included offices with the responsibility for various geographic regions. Under the old Office of Political Affairs, Roger Fontaine worked in the Inter-American Affairs Office. These regional responsibilities were later revised and elevated to directorates. Mr. Fontaine's position was incorporated within the Latin American Affairs Directorate. His collection consists of his two offices combined. It consists of six series, and includes memoranda, cable, and correspondence relating to Central and South America. It is arranged as: Series I: Subject File; Series II: Chronological File; Series III: Cable File; Series IV: State Visits and Trips File; Series V: Meeting Notebook File; Series VI: Administrative/Personal File.

Fortier, Alison B.: Files, 1987-88 (30 feet)
Legislative Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Fortier, Donald R.: Files, 1982-86 (40 feet)
Deputy Assistant to the President for National Security Affairs.
Policy Development Directorate, NSC: Senior Director.
Political-Military Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Political Affairs Directorate, NSC: Director Western Europe.

Foster, Gary: Files, 1985-87 (1 foot)
Advance, White House Office of Presidential.

Frankum, Ronald B.: Files, 1981-82 (6 foot)
Office of Policy Development: Deputy Director.

Frankum, Ronald B.: Files, 1982-1983 (3 feet)
Office of Science and Technology Policy: Deputy Director

Frazier, Fran: Files, 1981-83 (5 feet)
Office of Legislative Affairs: Staff Assistant, Senate.

Friedersdorf, Max: Files, 1981-82, 1985 (8 feet)
Office of Legislative Affairs: Assistant to the President.

This collection is arranged in four series: Series I: Correspondence; Series II: Alpha File; Series III: Personnel; Series IV: Pre-Presidential.

Fuller, Craig L.: Files, 1981-85 (36 feet)
Office of the Cabinet Affairs: Assistant to the President for Cabinet Affairs.

Gale, Michael R.: Files, 1982-84 (4 feet)
Office of Public Liaison: Associate Director for Jewish Affairs.

Michael Gale left a position as a lobbyist with the American Israel Public Affairs Committee (AIPAC) to join the White House staff in June 1982. Prior to his AIPAC position, he had been Deputy Director of the National Jewish Republican Coalition during the 1980 Presidential campaign. When Gale left the Reagan White House in December 1983, he was replaced by Marshall Breger as the chief White House contact for Jewish organizations and issues.

Some of the material within the Michael Gale collection predates his time at the White House. Included is work product from other Office of Public Liaison staff such as Jack Burgess and Diana Lozano.

For a fuller comprehension of the work of public liaison to the American Jewish community during the Reagan administration, see also collections for Michael Breger, Max Green, Jacob Stein, and Matt Zachari.

Gale's collection is arranged in five series: Series I: Organziations; Series II: Subject File; Series III: Events; Series IV: Correspondence and Reports; Series V: Beth Barnes Files

Galebach, Stephen H.: Files, 1982-86 (34 feet)
Office of Policy Development: Deputy Director for Legal Policy, Commerce and Trade.

Gandy, Henry M.: Files, 1985 (-1 foot)
Office of Legislative Affairs: Special Assistant to the President, House.

In January 1981 Mr. Gandy began working as a staff aide for the Committee on Appropriations, U.S. House of Representatives and left this position to serve as an aide for Representative Trent Lott in March 1982. He continued as a Congressional aide to Representative Lott until January 1985. On January 3, 1985 Mr. Gandy assumed the job of Special Assistant to the President for Legislative Affairs.

On October 13, 1985 Mr. Gandy resigned from his position in the Office of Legislative Affairs to run unsuccessfully for Congress in Texas. In May 1986, Mr. Gandy was rehired for the Office of Legislative Affairs filling the vacated position of Edward Fox, Assistant Secretary of State designate. Mr. Gandy continued to serve in the White House until his resignation on April 17, 1987.

As Special Assistant to the President for Legislative Affairs, Mr. Gandy served as a liaison between the White House and members of Congress on various issues that included pending legislation, appointments and scheduling of appointments for members of the House with the President, and the arranging of photo opportunities and other constituent services.

Mr. Gandy's files consist of a chronological series only. His files show a break in service during the period of October 1985 to May of 1986 when he was running for Congress.

Garfield, Mary Lee: Files, 1981 (-1 ft)
Office of Policy Development

Garfinkel, Eric I.: Files, 1981-83 (1 foot)
Office of Policy Development: Senior Staff Member, Commerce and Trade.

Garrett, H. Lawrence, III: Files, 1981-86 (19 feet)
Office of the Counsel to the President: Associate Counsel; Assistant Counsel.

H. Lawrence Garrett III was a former Navy commander who served as an Assistant Counsel to the President in 1981. He then left the White House staff for positions with the US Synthetic Fuels Corporation (1981-82) and the Merit Systems Protection Board (1982-83). In 1983 he returned to the White House as an Associate Counsel, and remained in this position until he became General Counsel for the Department of Defense in 1986.

Garrick, Robert M.: Files, 1981-82 (9 feet)
Office of the Counsellor to the President: Deputy Counsellor to the President.

Garrick worked with Roger Hearn on personnel placement in the early part of the administration. Some Garrick related material is in the Roger Hearn collection

Gemmell, William T.: Files, 1981-88 (31 feet)
Office of Social Affairs: Director, Graphics and Calligraphy.

William Gemmell was the head of the Graphics and Calligraphy office within the Social Affairs Office. Most of this collection consists of duplicates of calligraphy items done for President and Mrs. Reagan, and White House events.

Gergen, David R.: Files, 1981-84 (58 feet)
Office of Communications: Assistant to the President.

David Gergen served on the Reagan White House staff from January 1981 to January 1984, reporting directly to Chief of Staff James Baker. Prior to June 1981, he had the task of overseeing the Office of Communications and the Office of Speechwriting. When communications operations were reorganized in June 1981, Gergen took the title of Assistant to the President for Communications. His Office of Communications became an umbrella White House office that oversaw the Offices of Speechwriting, Media Relations, Public Affairs, News Summary, and the Press Secretary, along with the Photo Office.

Gergen's initial White House experience came in the Nixon Administration, where he served as a staff assistant (1971-73) and as Director of Speechwriting and Research (1973-74). He moved to the Treasury Department, then became Director of the White House Communications office under President Ford in 1975.

His collection is arranged in five series: Series I: Subject File; Series II: Chronological File; Series III: Correspondence; Series IV: Press Conferences; Series V: Weekly Updates and Reports; Series VI: Press Logs.

Germanis, Peter: Files, 1986-89 (16 feet)
Interagency Low-Income Opportunity Advisory Board: Senior Policy Analyst.

Peter Germanis was a Senior Policy Analyst in the Office of Policy Development beginning in 1986. He was appointed to the permanent staff of the Interagency Low-Income Opportunity Advisory Board (ILIOAB) as a Senior Policy Analyst in the spring of 1987. This collection is entirely for his work with the ILIOAB. The Library does not appear to have a collection for Mr. Germanis for his work at the Office of Policy Development.

Gibson, Thomas F., III: Files, 1983-84 (5 feet)
Office of Cabinet Affairs: Associate Director.

Gibson, Thomas F., III: Files, 1985-87 (12 feet)
Office of Public Affairs: Special Assistant to the President and Director.

Gift Unit, White House: Records, 1981-89 (29 feet).

The White House Gift Unit functioned as a unit under the supervision of the Office of Correspondence and the ultimate supervision of Anne Higgins, Assistant to the President for Correspondence. However, the Gift Unit had functioned as its own office prior to mid-1981 and was housed in a separate location from the Office of Correspondence. In addition, staffers Mary Powers and John Hilboldt were given the title: Director of the White House Gift Unit. Therefore, the Reagan Library treats this as a separate collection.

This collection consists of three boxes from the Director of the White House Gift Unit (consisting largely of records of gifts to White House staff), one box of 1981 gift correspondence, eight boxes of gift box inventories as they were packed at the White House, two boxes of further box inventories for pre-Inaugural, Foreign Officials, Archives Staff which came in a later accession and one box of correspondence regarding pre-Presidential gifts. We hope to find more gift correspondence within the Office of Correspondence collection and it will subsequently be moved to this collection.

Printouts of computer records of each gift, the "green sheets," are part of the Museum Objects Collection and are with the Museum Registrar.

Gilder, Josh: Files, 1988 (-1 foot)
Speechwriting, White House Office of.

This small collection consists entirely of speeches prepared by Gilder for Vice-President Bush and are 1988 campaign speeches.

Godson, Roy: Files, 1983-84 (1 foot)
Intelligence Directorate, NSC: Director.

Roy Godson has been a professor of government at Georgetown University since 1969. He is the author of over 20 books many of which deal with intelligence and security issues. Professor Godson is also president of the National Strategy Information Center, a nongovernmental educational organization devoted to the enhancement and preservation of democracy.

Professor Godson became a consultant to the NSC and to the President's Foreign Intelligence Advisory Board (PFIAB) in 1982. Prior to becoming a consultant with the Reagan administration, Professor Godson worked with the Reagan-Bush Transition.

Gold, Sydell P.: Files, 1981-82 (11 foot)
Defense Policy Directorate, NSC: Director Strategic and General Purpose Forces.

Dr. Sydell Gold joined the National Security Council in August 1980 on temporary assignment to the Jimmy Carter administration from the Lawrence Livermore National Laboratory (LLNL). Dr. Gold continued under the Reagan Administration and was responsible for nuclear weapons matters, including the stockpile, the nuclear test schedule, safety and security, deployments, non-proliferation, and special nuclear material. She was also involved with nuclear weapons related arms control and foreign policy matters. Dr. Gold participated, as NSC representative, on interagency groups, such as the Nuclear Test Limitations group, and was a member of the Steering Group for the President's proposed Department of Energy reorganization. Gold left the White House in 1982 to become the Deputy Assistant Secretary for Strategic Systems and Arms Control within the Office of the Secretary of the Air Force.

Gold's collection is arranged in four series: Series I: Subject File; Series II: Chronological File; Series III: Personal/Administrative; Series IV: Department of Defense *Current News*.

Goldfield, H. P.: Files, 1981-83 (20 feet)
Office of the Counsel to the President: Associate Counsel.

Graham, William R.: Files, 1986-89 (5 feet)
Office of the Science Adviser: Science Adviser to the President and Director, Office of Science and Technology Policy.

Grant, William J.: Files, 1988 (1 foot)
Defense Policy Directorate, NSC: Director. See also Don M. Snider files.

Gray, Edwin J.: Files, 1981-82 (10 feet)
Office of Policy Information: Deputy Assistant and Director.
Office of Policy Development: Deputy Assistant to the President and Director.

Edwin Gray was the Deputy Assistant to the President for Policy Development and Director of the Office of Policy Development under Martin Anderson in the first year of the administration. When Mr. Anderson left the White House in early 1982, Mr. Gray remained a Deputy Assistant, but was made director of a separate office – the Office of Policy Information. After Mr. Gray left the White House, this office was incorporated back within the Office of Policy Development.

Parts of this collection consist of material created during the 1980 Reagan Presidential campaign. Gray apparently kept this material during his time in the Office of Policy Development. In 1983, after Gray left the White House, the material was examined by the FBI in connection with the "debate gate" controversy over the obtaining of Carter campaign strategy documents by the 1980 Reagan campaign.

Gray, Robin: Files (-1 foot)
Office of the Press Secretary

Green, Grant S.: Files, 1987 (1 foot)
Legal Advisor, NSC Office of the: Deputy Assistant to the President and Legal Counsel.

Green, Max: Files, 1984-88 (18 feet)
Office of Public Liaison: Associate Director, Defense and Foreign Policy.

Max Green started with the White House Office of Public Liaison in October 1985 as an Associate Director. His primary work responsibility was the Jewish constituency following Marshall Breger. In addition he added responsibility for several other constituencies turned over to him from Linas Kojelis. His collection contains series reflecting work product for Kojelis and Breger. Green left the Office of Public Liaison in June of 1988.

Many of the folders in this collection contain both Max Green and Matt Zachari material. Matt Zachari was a Staff Assistant who worked with Green during the latter part of his time in the office. Zachari also has a small collection of his own.

Green's collection is arranged in six series: Series I: Kojelis-Green Subject File; Series II: Green Subject File; Series III: Breger-Green Subject File; Series IV: Events; Series V: Correspondence; Series VI: Telephone Logs.

Greenberg, Mark: Files, 1988
Legislative Affairs, White House Office of

Greener, Chuck: Files, 1986-88 (5 feet)
Office of Legislative Affairs: Special Assistant to the President.

Gregg, Donald P.: Files, 1981-1982 (2 feet)
Intelligence Directorate, NSC: Director.

Donald P. Gregg, served on the National Security Council staff as an expert in Asian affairs and intelligence matters from 1979 to 1982. He previously worked for the Central Intelligence Agency. He would later serve as Vice President Bush's national security advisor and as Ambassador to South Korea from 1989 to 1993. This collection contains a substantial amount of material marked as national security classified information which is restricted from access.

Gregg's collection is arranged in four series: Series I: Chronological Files; Series II: China Chronological Files; Series III: Evening Reports; Series IV: Weekly Reports.

Gregorsky, Frank: Files, 1985 (-1 foot)
Office of Public Affairs

The Library placed this collection in the White House Office of Public Affairs based on the documentary evidence in Frank Gregorsky's papers and records held at the Library. All administrative records held at the Reagan Library indicate that Mr. Gregorsky worked in the Office of Public Affairs, with the exception of a single White House Office of Records Management memorandum identifying Gregorsky as a staff member in the Office of Patrick Buchanan. Mr. Gregorsky's papers show he produced work for both the Office of Public Affairs and for Mr. Buchanan, including drafts of personal letters for Mr. Buchanan and many memorandums addressed to him. Patrick Buchanan was the Director of the Office of Communications, overseeing several offices including the Office of Public Affairs.

Grimes, John G.: Files, 1985-88 (36 feet)
Defense Policy Directorate, NSC: Director (Telecommunications Policy).
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.

Griscom, Thomas C.: Files, 1987-88 (5 feet)
Office of Communications: Assistant to the President.

Grooms, Sally: Files, 1987 (2 feet)
Public Affairs Office, NSC: Staff Member (Public Diplomacy Working Group).

Sally Grooms, an employee of USIA in Mexico City, chaired an interagency working group for public diplomacy for the trip of President Reagan to the Venice Economic Summit, Rome, the Vatican, West Berlin, and Bonn, June 3-12, 1987. Members of the group appear to have been from USIA and the Department of State and worked out of the National Security Council offices in the Old Executive Office Building. Her collection is the working group's working files.

Guhin, Michael A.: Files, 1981-84 (5.6 feet)
Planning and Evaluation Directorate, NSC: Director Global Issues.

Dr. Michael Guhin was put on special detail from the Department of State to the National Security Council in May 1981. While at the NSC, Dr. Guhin was Director of Global Issues, including U.S. non-proliferation policy; international nuclear energy affairs, Law of the Sea (LOS), seabeds, and fisheries; international environmental, pollution, and narcotics matters; refugees and immigration; United Nations political affairs; and polar affairs.

Guhin's collection consists of three series: Series I: Subject Files; Series II: Chronological Files; Series III: Country Files.

Gunn, Wendell W.: Files, 1981-84 (49 feet)
Office of Policy Development; Special Assistant to the President and Assistant Director, Commerce and Trade.

Hall, John: Files, 1984-85 (1 foot)
Office of Cabinet Affairs: Associate Director.

Hansen, Joanne: Files, 1983-84 (1 foot)
Office of the First Lady: Executive Assistant to the Chief of Staff to the First Lady.

Hansen, Richard: Files, 1988 (3 feet)
Office of Public Affairs: Staff Member.

Harlow, Bryce Larry: Files, 1983-88 (6 feet)
Office of Legislative Affairs: Special Assistant to the President, Senate.

Harper, Edwin L.: Files, 1982-83 (30 feet)
Office of Policy Development: Assistant to the President.

In February 1982, Edwin Harper succeeded Martin Anderson as head of the Office of Policy Development. Harper had been serving as Deputy Director of OMB since 1981. Prior to that, he served as Director of Policy Coordination for the 1980-1981 Reagan-Bush Transition organization. Harper resigned from his OPD position effective July 31, 1983.

Hauptli, Todd J.: Files, 1988-89 (1 foot)
Office of Cabinet Affairs: Associate Director.

Hauser, Richard A.: Files, 1981-85 (42 feet)
Office of the Counsel to the President: Deputy Counsel to the President.

Hawley, Edward (Kip): Files, 1984 (-1 foot)
Office of Intergovernmental Affairs: Deputy Assistant to the President; Special Assistant.

Hearn, Roger: Files, 1981-82 (2 feet)
Office of the Counsellor to the President: Special Assistant

Roger Hearn worked closely with Robert Garrick on personnel placement in the early part of the administration. Some Garrick related material is within Hearn collection.

Heinze, Mary Kayne: Files, 1981 (3 feet)
Office of the Press Secretary: Staff Assistant.

Helm, Robert W.: Files, 1982-86 (6 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
Defense Policy Planning Staff.

Hemel, Eric I.:
Files, 1981-83 (6 feet)
Office of Policy Development: Deputy Assistant Director, Economic Affairs; Policy Adviser.
Council of Economic Advisors, Asst. to the Chairman, 1982-1983

The following material is from Mr. Hemel's time in the Office of Policy Development as a Policy Advisor. The Library does not appear to have any material from his time with the Council of Economic Advisors.

Henkel, William: Files, 1982-88 (20 feet)
Office of Presidential Advance Office: Assistant to the President and Director, Presidential Advance Office.

William Henkel (1941-) first served in the White House Advance Office under Presidents Nixon and Ford, including as Director of the Office beginning in 1973. In 1975 he left the White House staff to become Deputy Secretary of Commerce for Economic Development Operations. When President Ford left office, Henkel took a position with the brokerage firm Merrill Lynch, the company for which he had worked prior to joining the White House staff.

Henkel was asked by the Reagan White House to help coordinate the U.S. logistical arrangements for the G-7 economic summit held at Versailles, France in June 1982. Following the Summit, he was granted a two-year leave of absence from Merrill Lynch so he could serve as a White House special consultant on Presidential advance. Henkel was asked to improve the management operations of the President's trips and public appearances, better integrate the advance and planning process with other White House operations, and develop a long-term advance strategy that would take into account the need for increased security for the President. In September 1982 Henkel left Merrill Lynch for a full-time position as Director of Presidential Advance, with a mandate to implement his own recommendations. He reported to Michael Deaver, the Deputy Chief of Staff.

In March 1984 Henkel was promoted to a Deputy Assistant, due to his increased responsibilities for schedule coordination in the 1984 campaign season. In September Henkel temporarily left the White House payroll for that of the Reagan/Bush re-election campaign, while continuing to work within the White House staff. He returned to the White House payroll after Election Day, while also serving as Director of Operations for the 1985 Presidential Inaugural Committee. After Deaver left the White House in May 1985, Henkel assumed a greater role in Presidential schedule coordination and event development, while maintaining general oversight of the Advance Office. He was promoted to Assistant to the President in January 1986. He left the White House staff in September 1987.

Although Henkel did not join the White House staff until 1982, his files include some reference copies of memos from 1981.

Herbolsheimer, Lawrence: Files, 1983-85 (1 foot)
Office of Cabinet Affairs: Associate Director.

Herbst, John E.: Files, 1987-88 (1 foot)
Policy Development, NSC Office of: Director for Policy Development.

Herrington, John S.: Files, 1981-85 (8 feet)
Office of Presidential Personnel: Assistant to the President and Director.

Hewitt, Hugh: Files, 1985-86 (8 feet)
Office of the Counsel to the President: Assistant Counsel.

Hicks, Christopher: Files, 1981-82
Office of the Counsel to the President: Assistant Counsel to the President.

Hicks, Christopher: Files, 1982-1983
Office of Presidential Personnel: Associate Director.

Hicks, Christopher: Files, 1985-1986
Office of Administration/White House Operations: Director.

During the 1980s, two organizations provided administrative services to the White House staff and the President. These were the Administrative Office of White House Operations and the Office of Administration. The Office of Administration is a federal agency created in the late 1970s within the Executive Office of the President while the Administrative Office of White House Operations is the permanent offices within the White House in charge of personnel, payroll, parking, travel, etc. The Reagan administration was the first to have this dual function. The White House Office of Records Management treated the Director of the Office of Administration as Presidential records because up until 1987 the Director of the Office of Administration was also the head of the Administrative Office of White House Operations.

Christopher Hicks followed the tradition established by John F.W. Rogers of being the Director of both White House Operations and the federal agency – the White House Office of Administration. Hicks appears to have utilized his role on the White House staff (Director of White House Operations) more heavily than Rogers before him, probably because he had been a White House staff member in other offices. There is much less internal documentation of the Office of Administration within this collection. Hicks work product may be found throughout the various offices reporting to him in Operations: the Administrative Office, White House Personnel, the Travel and Telegraph office, the Visitor's Office, and White House Correspondence.

Higgins, Anne: Files, 1981-88 (88 feet)
Office of White House Correspondence: Special Assistant to the President and Director.

Anne Higgins served as Director of the White House Office of Correspondence for the entire Reagan administration. Correspondence is one of the many units of White House Operations and often has staff that is retained at the White House from administration to administration.

Hildebrand, Joanne: Files, 1984-89 (4 feet)
Office of Presidential Advance: Trip Coordinator.

Hill, Kenneth John: Files, 1981-84 (3 feet)
Office of the Deputy Chief of Staff: Federal Security Coordinator for the 1984 Summer Olympics.

Kenneth J. Hill (born 1946) was a Department of State foreign service officer who was detailed to the White House in July 1983, to coordinate all Federal involvement in security for the 1984 Summer Olympic Games in Los Angeles. He reported to Michael Deaver, the Deputy Chief of Staff who was the Presidential liaison to the Olympics, and who had picked Hill for the Security Coordinator post. Hill's qualifications for this position included past work in counterterrorism, law enforcement, embassy and consulate security, and protection of government dignitaries.

Hill ensured the involvement and coordination of the various Federal agencies involved in Olympic security, and monitored the Department of Defense's ongoing expenditures for Olympic security and law enforcement. He provided regular "Olympic Security Briefings" to Deaver and Deaver's assistants, and testified on Olympic security before Congressional committees. He maintained daily contact with the Los Angeles Olympic Organizing Committee (LAOOC), the private organization which ran the 1984 Summer Olympics. He also served on the Olympic Law Enforcement Coordinating Committee (OLECC) with representatives from the LAOOC and Los Angeles-area law enforcement.

This collection pertains only to Hill's work as Federal Security Coordinator for the Olympics. It includes: Hill's Olympic Security Briefings; reports and correspondence involving federal agencies, Los Angeles-area law enforcement, the LAOOC and other private organizations, and the general public; memos involving Hill, Deaver, and others in the Office of the Deputy Chief of Staff; Congressional testimony; and news reports and articles. Topics include the roles of federal and local agencies involved with the Olympics, federal expenditures for Olympics security and other Olympics support, the participation of the USSR and sub-Sahara Africa in the Olympics, emergency planning for events such as terrorist acts and defections from Communist countries, White House contacts with the LAOOC, meetings of the OLECC, and meetings of the Security Planning Committee (SPC) that reported to the OLECC. Some documents date from prior to Hill's arrival at the White House, or were produced by others in the Deputy Chief of Staff office, but were incorporated into Hill's files in the course of his work.

Hines, Patricia R.: Office of Policy Development.
See the Bauer, Gary Collection

Hobbs, Charles D.: Files, 1984-88 (3 feet)
Office of Policy Development: Assistant to the President; Deputy Assistant to the President and Director.
Office of Policy Development, Assistant to the President, Director of the Office of Policy Development

Charles Hobbs was Chief Deputy Director of Social Welfare for Governor Reagan's administration in California from 1970-1972. He was heavily involved in the California welfare reform movement under Reagan. After leaving the Governor's office, Hobbs started his own consulting firm serving a wide variety of federal, state, and local government agencies in the development of public service programs and management plans.

In 1984, Hobbs joined the Reagan administration in the Office of Policy Development. He worked on welfare and budgeting issues. In October 1985, Hobbs was promoted to Director of the Office of Policy Development.

On January 30, 1987, Hobbs was moved to the White House Office as Assistant to the President. His primary responsibilities were to develop and implement reforms of the Nation's public assistance system. In July 1987, the Interagency Low Income Opportunity Advisory Board was formed with Hobbs as chairman. The Board worked to assist state welfare programs to receive permission and support to make changes and create innovations in their public assistance programs outside of current federal regulations.

At this time we see documentary evidence that Hobbs continued to work with the Office of Policy

Development throughout 1987 and 1988. The Library has put only material directly related to the ILIOAB within Hobbs' Board collection. All other material is within this collection. There is also a great deal of information about welfare reform within this OPD collection.

Hobbs, Charles D.: Files, 1987-89 (1 foot)
Interagency Low-Income Opportunity Advisory Board: Chairman

In July 1987, Charles Hobbs became chairman of the newly formed Interagency Low Income Opportunity Advisory Board. The Board worked to assist state welfare programs to receive permission and support to make changes and create innovations in their public assistance programs outside of current federal regulations.

Only material directly related to the ILIOAB are contained within this collection. There is also a great deal of further information about welfare reform within Hobbs's OPD collection.

Hodapp, Nancy "Missy": Files, 1981-1983
Office of Cabinet Affairs: Staff Assistant.

Hodges, Gahl: Files, 1983-84 (21 feet)
Office of Social Affairs: Social Secretary.

Hodsoll, Francis (Frank) S. M.: Files, 1981 (6 feet)
Office of the Chief of Staff: Deputy Assistant to the President and Deputy to the Chief of Staff.

Frank Hodsoll served in the Reagan White House from January to November 1981. He advised Chief of Staff James Baker on policy issues, especially those with a foreign relations aspect. He also assisted Baker in issue identification, management matters, and policy execution, and was a designated liaison to various outside groups.

James Baker, who had been Under Secretary of Commerce when Hodsoll was in the Commerce Department (1974-1975), made Hodsoll staff coordinator for Ronald Reagan's debate preparation during the 1980 Presidential campaign. After Election Day, Hodsoll worked for the 1980-1981 Reagan transition staff, handling staffing matters involving the incoming Administration.

Hodsoll served as Chairman of the National Endowment for the Arts after leaving the Reagan White House.

Hodsoll's files are arranged in two series, Series I: Subject File and Series II: President's Task Force on Immigration & Refugee Policy. Additional Hodsoll material is interfiled in the James Baker collection and other collections in the Chief of Staff office.

Holladay, J. Douglas: Files, 1984-86 (19 feet)
Office of Public Liaison: Associate Director, Religion and Education.

Douglas Holladay's collection is arranged in nine series: Series I: General Subject File; Series II: Education Subject File; Series III: Religion Subject File; Series IV: Faith Whittlesey; Series V: Events; Series VI: Schedule Proposals; Series VII: Chronological File; Series VIII: Correspondence File; Series IX: Diskettes.

Holland, Dianna G.: Files, 1981 (6 feet)
Office of the Counsel to the President: Executive Assistant to the Counsel.

For additional possible material relating to Dianna Holland, see the Fred Fielding collection.

Holmes, Joseph R.: Files, 1981-83 (1 foot)
White House Television Office: Director.

Honegger, Barbara: Files, 1981-82 (2 feet)
Office of Policy Development: Special Assistant.

Hooley, James L.: Files, 1984-85 (9 feet)
Office of Presidential Advance: Special Assistant to the President and Director of Presidential Advance.

James Hooley was a political consultant who served as an advance man and consultant for Ronald Reagan prior to Reagan's election to the Presidency. Hooley joined the White House Office of Presidential Advance, as a Staff Assistant, in September 1982. In November 1983 Hooley and W. Grey Terry were named Deputy Directors of Presidential Advance, reporting directly to the head of the Advance Office, William Henkel. After President Reagan was nominated for a second term as President in August 1984, Hooley temporarily resigned from the White House staff to work for the Reagan-Bush re-election campaign. He rejoined the White House staff following Reagan's re-election, and was detailed to the committee overseeing the 1985 Inaugural ceremonies. In June 1985 Hooley replaced Henkel as head of the Advance Office. However, he continued to report to Henkel, who was promoted to a new position overseeing schedule coordination and event development, until Henkel left the White House in September 1987. Hooley was promoted to a Deputy Assistant in May 1987, and to a full Assistant to the President in August 1988.

Hopkins, Kevin R.: Files, 1981-87 (30 feet)
Office of Policy Development: Special Assistant for Policy Information.
Office of Policy Information: Special Assistant to the President and Deputy Director.

Hornby-Solon, Carol: Files, 1986-87 (3 feet)
Office of Public Liaison.

Howlett, C. A.: Files, 1981-84 (18 feet)
Office of Intergovernmental Affairs: Special Assistant.

Hudson, Maureen: Files, 1982-88 (54 feet)
Office of White House Correspondence: Director for the Secretarial and Typing Unit.

Ingals, Mary: Files, 1986-89 (30 feet)
Office of White House Correspondence: Director of Photograph Requests.

This collection consists entirely of photo request forms which came into use during the first administration.

Intelligence Directorate, National Security Council: Records, 1983-89 (4 feet)

Interagency Low Income Opportunity Advisory Board: Records, 1987-89 (2 feet)

The Interagency Low Income Opportunity Advisory Board was formed in July 1987 for the purpose of assisting states with welfare reform proposals. Prior to 1987, state welfare changes had to be submitted

to numerous agencies for approval from large scale changes to small pilot projects. The ILIOAB was formed to bring together high level agency staff from federal agencies particularly concerned with welfare. States wishing to make changes or propose innovative programs could go to the Board for a single negotiation and approval process.

For further information on ILIOAB, please see the Charles Hobbs and/or Peter Germanis collections. Mr. Hobbs served as the chairman of the board and was the White House coordinator for the welfare reform activities for the Reagan administration. Mr. Germanis was a policy analyst for the Board.

A good deal of this collection consists of 3.5" computer diskettes in WordPerfect and Lotus formats. The Library could possibly print out the contents of these collections, but may not have the necessary software versions.

Intergovernmental Affairs, White House Office of: Records, 1982-88 (21 feet)

International Economic Affairs Directorate, National Security Council: Records, 1984-89 (11 feet)

Intrater, Arnold: Files, 1985-88 (3 feet)
Office of Administration: General Counsel.

Arnold Intrater served as the General Counsel for the Office of Administration from 1985-1988. His collection consists of two series: Series I: Office of Administration Legal Issues and Series II: White House Counsel Issues.

Jacobi, Mary Jo: Files, 1982-85 (18 feet)
Office of Public Liaison: Special Assistant to the President and Director for Women and Business.

Mary Jo Jacobi was one of four people who were simultaneously appointed to Office of Public Liaison positions in April 1983, as Faith Whittlesey replaced Elizabeth Dole as head of the office. Her stated responsibilities involved "working with the business community, with special emphasis on issues of concern to women and minorities."

For a brief time, Marybeth Brennan assisted Ms. Jacobi with some of her duties and provided secretarial assistance. A very few folders contain work product or personal material for Brennan, but have been left in the Jacobi collection.

Jacobi's collection is arranged in seven series: Series I: Subject File; Series II: Business Organizations; Series III: Corporations; Series IV: Events; Series V: Chronological File; Series VI: Correspondence; Series VII: Schedule Proposals.

Jacobson, James B.: Files, 1987-88 (4 feet)
Office of Policy Development: Senior Policy Analyst.

James, E. Pendleton: Files, 1981-82 (3 feet)
Office of Presidential Personnel: Assistant to the President and Director.

In November 1979, Ronald Reagan publicly announced his candidacy for President in 1980. That same month James met with Edwin Meese III, a longtime friend and a senior Reagan advisor, about the staffing of a future Reagan Administration. During the 1980 campaign, James worked for the Reagan campaign organization as head of the Reagan-Bush Planning Task Force. The Task Force decided which appointed

positions should be filled first if Reagan became President, drafted lists of candidates, and made initial contact with the candidates, all while avoiding media attention. After Reagan won the election, James continued working for him, as Director of Presidential Personnel in the Office of the President-Elect.

When Reagan assumed the Presidency in January 1981, James became head of the Office of Presidential Personnel. James left the Reagan White House in August 1982.

The material currently in the Pendleton James collection consists largely of folders pertaining to his speaking engagements with outside organizations. These folders include travel and conference schedules, invitations, talking points, and routine travel documents. In addition, there are some folders of articles and speech texts. While the material does not directly document James' work as head of the Office of Presidential Personnel, it does contain descriptions of his White House role. There are no files from James' work in the 1980 Reagan campaign or 1980-81 transition.

The Library has not surveyed the entire Presidential Personnel material to determine if there will be additional material for the Pendleton James collection. We may add more material at a later date.

Jameson, Lisa R.: Files, 1987-88 (9 feet)
European and Soviet Affairs Directorate, NSC: Director.

Jameson, W. George: Files, 1986 (-1 foot)
Office of the Counsel to the President: Assistant Counsel.

Janes, Nancy: Files, 1986 (9 feet)
Office of the Counsel to the President: Assistant Counsel.

Jarratt, Ben: Files, 1981-89 (10 feet)
Office of the Press Secretary: Assistant Press Secretary; Director News Summary and Audio Services; Deputy Director, News Summary.

Jenkins, James E.: Files, 1981-84 (34 feet)
Office of the Counsellor to the President: Deputy Counsellor to the President.

James Jenkins (born 1923) joined the Reagan White House staff, as the chief assistant to Counsellor Edwin Meese III, in October 1981. Jenkins had been part of Ronald Reagan's gubernatorial administration in California, serving as Reagan's Assistant for Public Affairs (1969-1971) and Secretary of Health and Welfare (1974-1975). He left the White House staff effective May 15, 1984.

Some of Jenkins' files include material created by Robert Garrick, his predecessor as Deputy Counsellor.

Jepsen, Dee: Files, 1982-83 (8 feet)
Office of Public Liaison: Special Assistant to the President for Women.

In August 1982, Dee Jepsen took over the Public Liaison women's portfolio vacated by Wendy Borcherdt. Jepsen resigned in October 1983 to devote more time to the 1984 re-election campaign of her husband, Sen. Robert Jepsen (R-Iowa).

Jepson's collection is arranged in three series: Series I: Subject File; Series II: Correspondence; Series III: Telephone Logs.

Johnson, Robert: Files, 1987-88 (4 feet)
Domestic Policy Council: White House Fellow.

Johnston, Judy A.: Files, 1981-84
See the Office of Policy Development: Records.

Jordan, Jerry L.: Files, 1981-82 (5 feet)
Council of Economic Advisers: Member.

Kabel, Robert J.: Files, 1982-84 (3.6 feet)
Office of Legislative Affairs: Special Assistant to the President, Senate.

This collection is arranged in four series: Series I: Subject File; Series II: Legislation; Series III: Nominations; Series IV: Chronological File.

Kaminsky, Phyllis: Files, 1981 (4 feet)
Public Affairs Office, NSC: Staff Member.

Phyllis Kaminsky served as the Press Liaison to the National Security Council (NSC) for most of 1981. She was detailed to the NSC from the International Communication Agency (ICA) which hired her in February 1981 as Special Assistant to the Associate Director for Programs. Prior to holding her ICA position, Ms. Kaminsky was Richard Allen's press secretary during the Reagan-Bush transition and, during the campaign, she served as the Deputy Director of Communications for the Reagan-Bush Committee, Arlington, VA. Sometime in late 1981, Ms. Kaminsky left her detailed position at the NSC and returned to the ICA where she became the Director of the Office of Public Liaison for the renamed ICA, the United States Information Agency (USIA).

Kaminsky's collection is arranged in three series: Series I: Chronological File; Series II: Daily Memo File; Series III: Subject File.

Kearney, Patricia M.: Files 1984-1986 (1 foot)
Private Sector Initiatives, Office of

Keel, Alton G.: Files, 1984-86 (6 feet)
Deputy Assistant to the President for National Security Affairs.

Keisler, Peter D.: Files, 1984-87 (40 feet)
Office of the Counsel to the President: Assistant Counsel.

Following Peter Keisler's (1960-) graduation from Yale University in June 1981, he became a summer volunteer intern in the White House Office of Public Liaison, under Public Liaison staff member Morton Blackwell. In November 1981, he took a position in the Leadership Institute, the private educational foundation founded by Blackwell.

In 1984, while Keisler was still in law school, President Reagan appointed him to the National Advisory Council on Women's Educational Programs, a group of private sector and government representatives that recommended policies to achieve educational equity for women and girls. Keisler completed his National Advisory Council term, and obtained his law degree in June 1985. He then worked as a law clerk for Judge Robert H. Bork, a judge on the US Court of Appeals for the District of Columbia Circuit, until August 1986.

In September 1986, Peter Keisler joined the Reagan White House Counsel's office as an Assistant Counsel. He was promoted to Associate Counsel in June 1987, and remained in this position until he left the White House staff effective February 15, 1988.

Keisler's collection documents his specific White House Counsel assignments including working with the Independent Counsel investigating the Lyn Nofziger/Wedtech matter, responding to Freedom of Information Act and Privacy Act requests addressed to the White House, creating the background briefing books on Robert Bork, Douglas Ginsburg, and Anthony Kennedy, creating and implementing confirmation strategy for the Bork, Ginsburg and Kennedy nominations, reviewing legal issues and dealing with the release of Nixon Presidential materials, and working on the Legal Analysis Team reviewing the legal statutes covering the actions taken in the Iran-Contra Affair.

Keisler's records from his White House Counsel employment are somewhat different from other attorneys working within this office. His subject files rarely contain the actual work or response he conducted regarding the specific subject. This material is more likely found in the chronological file. Subject file folders often contain only citation and precedent material regarding a particular issue. Fuller documentation for issues is found in the specific series regarding the Supreme Court nomination for the Powell Court vacancy, Legal Analysis Team for the Iran-Contra affair and the investigation of Wedtech/Welbilt.

The collection consists of five series: Series I: Peter Keisler Chronological File; Series II: Subject File; Series III: Supreme Court Nominations/Confirmations (contains four subseries); Series IV: Iran Contra/Iran-Contra Legal Analysis Team; Series V: Investigations

Kelley, Sally: Files, 1985 (3 feet)
Office of White House Correspondence: Director, Agency Liaison.

Kelly, Anne M.: Files, 1982-87 (29 feet)
Office of Private Sector Initiatives: Associate Director.

Anne Kelly was a detailee at the White House from the Department of Defense. She began work as the Assistant to the Director of the Office of Private Sector Initiatives, then James Coyne, and eventually became the Deputy Director of the Office.

Kelly worked very closely with Frederick Ryan, the later Director of the Office of Private Sector Initiatives. Mr. Ryan eventually became the Chief of Staff of the Office of Ronald Reagan for the President's post-presidential years. Ms. Kelly assisted with Mr. Ryan's transition work for that office from the White House and some of her material reflects that work.

Kelly, James A.: Files, 1986-88 (11 feet)
Asian Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Kemp, Geoffrey T. H.: Files, 1981-85 (23 feet)
Near East and South Asia Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Political Affairs Directorate, NSC: Director Near East and South Asia.
Upon joining the NSC, Kemp was in the Office of Political Affairs. This office had responsibility for various geographic regions. Under the old Office of Political Affairs, Kemp worked in the Near East and South Asia Office. These individual area responsibilities were later revised and elevated to separate Directorates.

When this happened, Kemp became Senior Director within the Near East and South Asia Affairs Directorate. His Reagan Library collection reflects a combination of these two offices.

The Geoffrey Kemp collection consists of memos, correspondence, cables, and intelligence reports dating from 1976-1985 on Middle East topics. Material that pre-dates 1981 was used by Kemp for reference and was not his work product. Howard Teicher's work can be found in much of the 1982 files, as both he and Kemp worked together on many of the projects. The Kemp collection is arranged in three series: Subject File, Chronological File, and the Administrative File.

Kemp, Judith: Files, 1988-89 (1 foot)
Office of Policy Development: Senior Policy Analyst.

Kennedy, Nancy: Files, 1981-88 (45 feet)
Office of Legislative Affairs: Special Assistant to the President, Senate.

Keyworth, George A., III: Files, 1981-85 (41 feet)
Office of the Science Adviser: Science Adviser to the President and Director, Office of Science and Technology Policy.

Keyworth's collection is arranged in four series: Series I: Subject File; Series II: Country File; Series III: Chronological File; Series IV: Graef File.

Khachigian, Ken: Files, 1981 (-1 foot)
Office of Speechwriting: Speechwriter.

Before continuing his graduate education, Mr. Khachigian worked on Richard M. Nixon's successful 1968 presidential campaign for nearly a year. He began work with the campaign in December 1967 and stayed until the election victory in November 1968. This was the beginning of his long career as a speechwriter and Republican campaign and political strategist.

At 25 years of age, in January 1970, Khachigain joined the Nixon White House as part of the National Goals Research Staff, which had been established within the White House by Presidential Statement on July 13, 1969. In August 1970, he became the staff assistant to Herbert Klein, Director of Communications. He has self-described this work as, "Generating ideas as how best to communicate President Nixon's goals and policies." It was a role he was to continue for President Reagan. In May of 1971, he transferred to Patrick Buchanan's staff to work primarily on the 1972 re-election campaign. He worked within the White House and had close contacts with the Republican National Committee and the Committee for the Re-election of the President. Since he had been unofficially writing for anyone who needed a speech, article or position statement, he was eventually transferred in early 1973 to the President's speechwriting staff, working under David Gergen. At the time of Nixon's resignation, his official title was Deputy Special Assistant to the President. He stayed on at the White House past the resignation into the fall of 1974.

From 1975-1979, Mr. Khachigian was the editorial consultant to Richard M. Nixon. He assisted the former President with writings of any kind and speeches.

In 1980, he was brought into the Ronald Reagan Presidential campaign as a consultant and speechwriter. He was appointed as Special Consultant to the President by President Reagan in January 1981. During this time at the White House he also acted as the chief speechwriter. He left the Reagan administration in May 1981. Khachigian continued to write speeches for the Reagan White House, especially during the campaign years of 1982, 1984, and 1986. Some samples of additional work by him include President Reagan's remarks at the Bergin-Belsen Concentration Camp in 1985, the joint anti-drug address of President and Mrs. Reagan in 1986 and the 1987 State of the Union speech.

Given the brevity of Mr. Khachigian's actual time with the Reagan White House, his official collection is

quite small. It consists of 11 folders which is approximately 200 pages. The Library has not established series arrangements for this material due to its size.

The collection primarily consists of hand-written notes on legal paper taken by Mr. Khachigian at meetings for the Cabinet, Communications Office, Scheduling and Senior Staff from January 1981-April 1981. Agendas and a few background pieces are also included for some of the meetings. Also included are a folder of notes taken the day of the President's attempted assassination, March 30, 1981 and a folder of notes from the day prior to Inauguration, January 19, 1981.

In June 2000, Mr. Khachigian donated some personal papers to the Library. These include his work on the 1981 Inaugural Speech, and work he did for the Political Affairs Office for the 1982 mid-term election. This additional material is processed and available for research use.

For more Khachigian material, especially for his later contracted speeches, please see the Speechwriting Drafts and the corresponding White House Office of Records Management Subject File SP categories. For more material on the campaign speeches of the 1980s, please also see the Ronald Reagan personal papers collection.

Kimberling, Michael: Files, 1987-88 (1 foot)
Intelligence Directorate, NSC: Director of Intelligence Systems.

Kimmitt, Robert M.: Files, 1983-85 (49 feet)
Executive Secretary, NSC Office of the: Deputy Assistant to the President and NSC Executive Secretary.
Legal Advisor, NSC Office of the: General Counsel and Director for Security Assistance and Legal Affairs.

Robert Kimmitt was a holdover at the National Security Council from the Carter Administration. Since he had worked with arms transfers issues during the Carter administration, he continued to do this as a staff position until the NSC reorganized along functional lines sometime in 1983. In addition, his official position was Legal Counsel for the Freedom of Information/Legal Policy office at the NSC. The position was later changed to Legal Advisor. We have not separated these two office/functions. The files are easily identifiable by Legal or AT (Arms Transfer) tags.

A number of Kimmitt's legal folders were pulled and then sent on to various Independent Counsel investigations. No effort was made to identify this material by collection or redistribute to the Kimmitt collection when it was returned to Jonathan Scharfen, Legal Advisor of the NSC at the close of the Reagan Administration.

As the Library processes this Scharfen material, we will make every attempt to designate boxes containing Kimmitt material. Currently the following boxes in the Jonathan Scharfen collection are noted for Robert Kimmitt, Paul Thompson and/or Sam Maizel material: Box 37 (91104), Box 40 (91107), Box 41 (91108), Box 58 (91653) and Box 91110.

Kimmitt, whose father was the long-time Secretary of the Senate, through his personal interest and his work on Arms Transfers was involved in NSC legislative affairs, although never officially a part of that office. He maintained legislative files that are identifiable with an "LA" tag. The Library believes this might have been an office file for all of the staff members involved with legislative work. We find a lot of work product from Peter Sommer within this material.

In addition, Kimmitt left the NSC and later returned as Executive Secretary. He left this position in 1985.

King, Gwendolyn S.: Files, 1981-86 (4 feet)
Office of Intergovernmental Affairs Deputy Assistant to the President and Director.

Kingon, Alfred H.: Files, 1985-87 (6 feet)
Assistant to the President and Cabinet Secretary.

Kinser, Richard E.: Files, 1981-82 (3 feet)
Office of Presidential Personnel: Associate Director; Deputy Director, Recruitment.

Kissell, Kenneth A.: Files, 1987-88 (10 feet)
Defense Policy Directorate, NSC: Director.

Klenk, John: Files, 1988-89 (5 feet)
Office of Policy Development: Senior Policy Analyst.

Klissas, Nick: Files, 1984-86 (1 foot)
Latin American Affairs Directorate, NSC: Director.

Klugman, Mark: Files, 1987-88 (-1 foot)
Speechwriting, White House of.

This collection consists of edited drafts, White House staff memorandums with suggested revisions, edits, and comments on the speech, and a final copy of the Presidential speech for the "Tribute to law enforcement officers who lost their lives in the fight against drugs" written by the speechwriter Mark Klugmann. This series also contains background material for the speech including: fact sheets, memorandums, and correspondences regarding the memorial event; fact sheets, memorandums, and press releases regarding the major achievements of the Administration on the war on drugs; copies of previous speeches related to the Administration's drug policy; and articles regarding drug enforcement officers.

Knauer, Virginia H.: Files, 1981-1983 (10 feet)
Office of Public Liaison: Special Assistant.

Virginia Knauer, the chief consumer advisor for Presidents Nixon and Ford (1969-1977), performed this same role for President Reagan. From 1981 to 1983 she worked within the White House Office of Public Liaison, and dealt with public liaison outreach in addition to consumer issues. After Elizabeth Dole resigned as Director of Public Liaison in 1983, Knauer was reassigned to the Department of Health and Human Services and given the title of Special Advisor to the President for Consumer Affairs. Please see her collection as Special Advisor for further Knauer material.

Knauer's Public Liaison Office collection is arranged in seven series: Series I: Subject File; Series II: Aging Constituency; Series III: Business Organizations; Series IV: Disabled Constituency; Series V: Health; Series VI: Correspondence and Memoranda; Series VII: Speeches.

Knauer, Virginia H.: Files, 1981-89 (86 feet)
Office of Consumer Affairs: Special Advisor to the President for Consumer Affairs.

Virginia Knauer, the chief consumer advisor for Presidents Nixon and Ford (1969-1977), performed this same role for President Reagan. From 1981 to 1983 she worked within the White House Office of Public

Liaison. After Elizabeth Dole resigned as Director of Public Liaison in 1983, Knauer was reassigned to the Department of Health and Human Services and given the title of Special Advisor to the President for Consumer Affairs.

Mrs. Knauer's collection is currently "in process" and should be available for research use within the next year.

This collection is arranged in 16 series: Series I: Subject File; Series II: Aging Organizations & Subjects; Series III: Business, Trade Associations & Individuals; Series IV: Colleges & Universities; Series V: Consumers; Series VI: Disabled; Series VII: Federal Government Departments and Agencies, States; Series VIII: Foreign Countries; Series IX: Health Organizations; Series X: Events; Series XI: Speeches; Series XII: Chronological File; Series XIII: Calendars; Series XIV: Invitations; Series XV: Telephone Logs; Series XVI: Travel Vouchers.

Koch, Kathleen D.: Files, 1984-88 (16 feet)
Office of the Counsel to the President: Attorney.

Kojelis, Linas J.: Files, 1981-87 (35 feet)
Office of Public Liaison: Special Assistant to the President for Defense and Foreign Policy.

Linas Kojelis (1955-) is the son of Lithuanian parents who immigrated to the United States after the Soviet Union occupied Lithuania during World War II. He joined the Office of Public Liaison shortly after Faith Whittlesey became head of that office in May 1983. Kojelis initially handled the ethnic portfolio, dealing with issues and organizations pertaining to Americans of eastern and southern European heritage (primarily), Armenian Americans, Arab Americans, and Asian Americans. When the Public Liaison office was reorganized in late 1985, Kojelis was promoted to a new position in which he focused on raising support for the Administration's defense and foreign policies. Additionally, Kojelis was involved throughout his Public Liaison tenure with Roman Catholic and anti-Communist issues and groups. In April 1988, Kojelis left the White House to become the State Department's United States Coordinator for Refugee Affairs.

Kojelis' collection includes documents from 1981 and 1982 that were borrowed from other Public Liaison staff collections for his use.

His collection is arranged in six series: Series I: Subject File; Series II: Event File; Series III: Name File; Series IV: List File; Series V: Talking Points; Series VI: Correspondence.

Korengold, Robert J. "Bud": Files, 1985-86 (4 feet)
Public Affairs Directorate, NSC: Director.

Kraemer, Sven F.: Files, 1981-87 (136 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Arms Control.
Defense Policy Directorate, NSC: Planning Staff.

Kranowitz, Alan M.: Files, 1986-89 (15 feet)
Office of Legislative Affairs: Assistant to the President; Deputy Assistant to the President, House.

Kruger, Robert M.: Files, 1986-88 (40 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Kruke, Kevin: Files, 1988 (3 feet)
Office of Public Liaison: Special Assistant to the President and Deputy Director.

Kevin Kruke joined the office of Public Liaison on the last day of May 1988 and remained through the end of the administration. He was a Special Assistant/Deputy Director and had a wide range of duties and constituencies as the administration came to a close.

His collection is arranged in three series: Series I: Subject File; Series II: Event File; Series III: Chronological File.

Kupperman, Charles: Files: 1986-87 (1 feet)
Office of Administration: Director's Office, Special Assistant to the President and Deputy Director

Charles Kupperman was the Deputy Director of the Office of Administration under Director Johnathan S. Miller. The Deputy Director position was vacant for much of the Reagan administration. It appears Kupperman was the only person hired for this position and it went away again after he left the White House in 1987. His collection consists of a small amount of folders, currently unarranged.

Kuttner, Hanns: Files, 1987-88 (6 feet)
Office of Cabinet Affairs: Associate Director.

Lacy, William B.: Files, 1982-86 (11 feet)
Office of Political Affairs: Deputy Assistant to the President and Director; Special Assistant and Deputy Director.

This collection is arranged in four series: Series I: White House Briefings; Series II: Subject File; Series III: Republican National Committee; Series IV: State File.

Lamb, Jean: Files, 1983-1988 (1 feet)
Administrative Office, White House Operations.

For additional Jean Lamb material see the Administrative Office, White House Operations: Records – Series I: Administration.

Landers, William: Files, 1988-89 (5 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Latin American Affairs Directorate, National Security Council: Records, 1983-89 (62 feet).

This collection contains some identified staff material for Ray Burghardt (who does not have his own collection), Constantine Menges, Jose Sorzanos, Nickolas Klissas (mostly European information) and Jackie Tillman.

Lauffer, Susan: Files, 1982-88 (41 feet)
Office of Political Affairs: Executive Assistant.
Office of Intergovernmental Affairs: Executive Assistant.

Laux, David N.: Files, 1982-87 (74 feet)
Asian Affairs Directorate, NSC: Director. Political Affairs Directorate, NSC: Director East Asian and Pacific Affairs.

Lavin, Franklin L.: Files, 1987-88 (20 feet)
Office of Political Affairs: Deputy Assistant to the President and Director.

This collection is arranged in four series: Series I: Campaign 1988; Series II: Subject File; Series III: Lavin Personal File; Series IV: States.

Lawton, Mary: Files, 1981 (-1 foot)
Office of the Counsel to the President: Administrative Law Officer.

Lazan, Michael: Files, 1984 (-1 foot)
Near East and South Asia Affairs Directorate, NSC: Director.

Ledsky, Nelson C.: Files, 1987-89 (16 feet)
European and Soviet Affairs Directorate, NSC: Deputy Senior Director.
See also Fritz Ermarth files.

Legal Advisor Office, National Security Council: Records, 1982-88 (36 feet)

The majority of this collection appears to be responses to requests for National Security Council documents requested by independent counsels, the Iran-Contra investigation, Congressional requests and on-going litigation particularly related to Freedom of Information Act requests for documents from the NSC.

Legislative Affairs, White House Office of: Records, 1981-88 (100 feet)

Lehman, Christopher M.: Files, 1983-85 (18 feet)
Legislative Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Lehman, Ronald F.: Files, 1983-86 (30 feet)
Defense Programs and Arms Control Directorate, NSC: Special Assistant to the President and Senior Director.

Lenczowski, John: Files, 1983-87 (18 feet)
European and Soviet Affairs Directorate, NSC: Director.
Political Affairs Directorate, NSC: Director Soviet Union and Eastern Europe.

Lenz, Allen J.: Files, 1981 (5 feet)
Executive Secretary, NSC Office of the: NSC Staff Director for Coordination.

Prior to his position with the NSC, Lenz was executive secretary of the President's Council on International Economic Policy (1971-1974) and Director of the Office of East-West Policy and Planning in the Department of Commerce 1974-1980.

In addition to his duties as staff director, Mr. Lenz was responsible for a variety of trade and technology

transfer issues. The Allen Lenz collection is arranged in five series: Correspondence File, Subject File, Invitations and Speeches, Administrative and Personal Files, and Telephone Books and Publications.

Leonard, Burleigh C.W.: Files, 1982-84 (4 feet)
Office of Policy Development: Deputy Assistant Director for Energy, Agriculture, Natural Resources; Policy Adviser.

Levin, Daniel: Files, 1981-87 (5 feet)
Legal Advisor Office, NSC: Deputy Legal Advisor.

Levine, Richard B.: Files, 1983 (3 feet)
Policy Development, NSC Office of: Director.
International Economic Affairs Directorate, NSC: Director and Deputy Director. Defense Programs and Arms Control Directorate, NSC: Deputy Director of Defense Programs.
Defense Policy Directorate, NSC: Planning Staff.

Richard Levine was born in Brooklyn, New York in1959. He graduated from Johns Hopkins University with a Bachelor of Arts degree in 1980. He was a campaign worker for the Reagan-Bush campaign and a he served on the staff of the Office of the President- Elect. In 1981, he was hired as a staff researcher in the NSC Defense Policy Directorate. By 1984, Levine was the Deputy Director of the NSC International Affairs Directorate and by 1987 he served as the Director of the NSC Office of Policy Development.

His collection is arranged in two series: Series I: Chronological File; Series II: The 1984 NSC Stockpile Goals and Industrial Mobilization Planning Study.

Lewis, James A: Files, 1986-1987 (1 foot)
Latin American Affairs Directorate, NSC

This collection is arranged in two series: Series I: Chronological File; Series II: Subject File.

Li, Lehman K., Jr.: Files, 1983-86 (6 feet)
Office of Policy Development: Senior Staff Member; Policy Analyst.

Library, White House: Records, 1981-89 (104 feet)

Library, White House: Press Clipping File, 1982-88 (308 feet)

The White House Press Clipping File was prepared daily by the staff of the White House Library from January 2, 1982 through November 8, 1988. The press clipping file generally consists of newspaper articles from *The Washington Post, The New York Times, The Los Angeles Times, The Wall Street Journal, The Washington Times* and *The Christian Science Monitor*. The articles primarily pertain to issues relating to Ronald Reagan and the Reagan Administration.

The Press Clipping File is arranged chronologically.

Lilac, Robert H.: Files, 1983-84 (25 feet)
Political-Military Affairs Directorate, NSC: Director.
Legal Advisor Office, NSC: Security Assistance and Legal Affairs Staff.

United States Air Force Colonel Robert Henry Lilac, was detailed to the National Security Council staff on

April 19, 1982. His job responsibilities included security assistance for foreign countries and overall arms transfer policies.

Colonel Lilac served as the National Security Council Director of Political-Military Affairs working under NSC Deputy Director Donald R. Fortier. Oliver North, Richard T. Childress, and Philip A. Dur served as his Deputy Directors. On January 1, 1984 Lilac retired from the USAF and left the NSC to become Vice-President of American Marketing and Consulting Inc., retired Major General Richard V. Secord's company. Lilac later became a subject of the Iran-Contra investigation because American Marketing and Consulting bought a cargo plane for the anti-Sandinista Nicaraguan contras.

The Robert Lilac collection consists of memos, correspondence, cables, intelligence reports, military publications, Presidential Determinations, and budgets dating from 1980-1984. Topics include foreign military sales, arms transfers, technological transfer, foreign travel and visitors, diplomatic missions, and security assistance. Most materials dated from 1981 to April 1982 were actually the work product of Robert Kimmitt. Lilac took over the arms transfer duties from Kimmitt, so many of Kimmitt's arms transfer country materials were maintained and combined with Lilac's. Kimmitt remained involved with arms transfer, even though the "official" duties were transferred to Lilac. All of the arms transfer files seemed to have been consolidated into Lilac's collection, except for some 1981 files which can still be found in Kimmitt's collection. Pre-1981 documents were used as reference material, but were not products of Kimmitt's or Lilac's. The Lilac collection is arranged in six series: Arms Transfer: Country File, Arms Transfer: Subject File, Technological Transfer File, McFarlane/Fairbanks Mission Cables, Chronological File, and Administrative File.

Lilley, James: Files, 1981 (15 foot)
Political Affairs Directorate, NSC: Director East Asian and Pacific Affairs.

Linhard, Robert E.: Files, 1982-88 (84 feet)
Arms Control Directorate, NSC: Special Assistant to the President and Senior Director.
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
Defense Policy Directorate, NSC: Planning Staff.

Littlefair, Andrew: Files, 1985-1986 (1 foot)
Office of Presidential Advance.

Lord, Carnes R.: Files, 1981-83 (15 feet)
International Communications and Information Directorate, NSC: Director. Planning and Evaluation Directorate, NSC: Director Ideology and Strategic Concepts.

This collection is arranged in two series: Series I: Chronological File; Series II: Subject File.

Lord, Jeffrey: Files, 1985-88 (1 foot)
Office of Political Affairs: Associate Director.

Lozano, Diana: Files, 1981-82 (3 foot)
Office of Public Liaison: Special Assistant to the President and Deputy Director for Women and Hispanic Affairs
.
The Office of Public Liaison was originally organized with Elizabeth Dole as the Director, Red Cavaney as her "number two" and with Diana Lozano and Jack Burgess responsible for groupings of staff and reporting to Cavaney. Diana Lozano oversaw the "human service portfolio" staff people in the Office of

Public Liaison. This group focused on outreach to interest groups such as African-Americans, the Jewish community, and Hispanics. This chain of command was simplified in mid-1982. Lozano was taken out of her overseer role, and assigned to work with Hispanic and women's groups.

Diana Lozano came to the White House on a two year leave of absence from IBM.

Some of Lozano's work product can be found in the Henry Zuniga collection. Her collection is arranged in three series: Series I: Subject File; Series II: Chronological File; Series III: Women's Issues.

Luhn, Christina A.: Files, 1983-84 (2 feet)
Executive Secretariat, NSC: Staff Member.

Lumpkins, Sharyn A.: Files, 1981-88 (2 feet)
Drug Abuse Policy Office: Senior Policy Analyst.

Luttig, J. Michael: Files, 1981-83 (9 feet)
Office of the Counsel to the President: Assistant Counsel.

Lynch, Edward J.: Files, 1984 (1 foot)
Office of Public Liaison: Special Assistant to the President for Defense and Foreign Policy.

Edward Lynch worked as a consultant within the Office of Public Liaison, specifically assigned to assist with the Central America Outreach Working Group. His background as a writer at the Heritage Foundation brought him to the attention of the White House staff – particularly his writings on Grenada, published on the day the United States invaded the island nation. He also had a long-time connection with Faith Whittlesey, Director of Public Liaison through state politics in Pennsylvania.

His collection consists of background material regarding Central America used to assist his contributions on Central America for the White House *Digest*. In addition, he has some agendas and topic papers for the Wednesday afternoon briefings for the Central America Outreach Working Group. This group worked closely with the Office of Public Diplomacy at the State Department, and Mr. Lynch had working relations with Otto Reich of the State Department and Constantine Menges, Jacquelyn Tillman, and Oliver North of the National Security Council staff.

Mr. Lynch left the White House in late 1984. His collection is a single alphabetical subject file.

MacDonald, Donald Ian: Files, 1981-88 (41 feet)
Drug Abuse Policy Office: Special Assistant to the President and Director.

Prior to joining the Reagan Administration, Dr. MacDonald was a practicing pediatrician in Clearwater, Florida, and a national leader in the parents' movement against drug abuse. In 1984 MacDonald left his medical practice to become Administrator of the Alcohol, Drug Abuse, and Mental Health Administration (ADAMHA), a unit within the Department of Health and Human Services. While he was ADAMHA Administrator, he also served as acting head of the U.S. Public Health Service from December 1985 to July 1986.

In February 1987 MacDonald was appointed head of the Reagan White House's Drug Abuse Policy Office, with the additional role of advising President Reagan on the Administration response to the AIDS epidemic. At the same time, MacDonald continued to lead ADAMHA, as Interim Director, until a new Director took over in June 1988. After MacDonald was replaced at ADAMHA, he was promoted from a White House Special Assistant to a Deputy Assistant.

Many documents in this collection were originally created or utilized by Carlton E. Turner, who preceded MacDonald as head of the Drug Abuse Policy Office. Some folder titles include numeric or alphanumeric codes, whose purpose is not clear at this time.

The Donald Ian MacDonald collection has been arranged by the Library Staff and consists of 14 series: Series I: Chronological File; Series II: MacDonald Subject File; Series III: DAPO Subject File; Series IV: Correspondence; Series V: General Memorandums; Series VI: Staffing Memorandums; Series VII: NDPC Board File; Series VIII: HIV File; Series IX: Oversight Working Group; Series X: Press File; Series XI: Conferences, Addresses and Meetings; Series XII: Personnel; Series XIII: Publications: Series XIV: Videotapes.

Mack, Russell R.: Files, 1984-1985 (-1 foot)
Office of Public Affairs; Deputy Director of Public Affairs

Russell Mack was appointed to the White House staff in April 1984 as the Deputy Director of Public Affairs under Michael Baroody. Mr. Baroody left in May 1985 and in June 1985, Mack was promoted to his position as Special Assistant to the President for Public Affairs. He left the White House in August 1985 to take a position with American Airlines in Dallas, Texas.

Mahan-Duvall, Janice: Files, 1981-85 (5 feet)
Office of Media Relations: Media Coordinator.

The White House receives a multitude of requests for Presidential messages for organization meetings, tributes to particular individuals, public service announcements on behalf of various causes and charitable fundraising, and taped endorsements for political candidates. During the Reagan administration this became a highly developed function, and the President regularly sat for tapings for these requests. The Television Office/function, as part of first the Office of Communication and then the Office of Media Relations, coordinated all aspects of the multiple tapings and coordinating the scripts of these messages. In addition, the Television Office coordinated all the arrangements with outside media for taped interviews with the President, nationally televised press conferences and nationally televised addresses.

Jann Mahan was the television/radio coordinator from early 1981 to April 1984. For the first three years she worked with Mark Goode, who was a television media consultant associated with the Reagans since the gubernatorial years. The Library has been unable to positively identify a specific set of White House material for Mr. Goode. His work product is intermixed and interfiled with the Mahan collection. As a general rule, Goode did the media coordination, working with the networks and Mahan implemented the plan for specific event tapings. Mahan left the White House in November 1984 and the work was taken over by Alden Lang for the remainder of the first administration. Lang had been working with Mahan-Duval for about six months prior to this time. We have no specific collection for Ms. Lang.

The Jann Mahan Duval collection is arranged in six series as follows: Series I: Subject File; Series II: Tapings; Series III: Speeches and Addresses; Series IV: Interviews; Series V: Press Conferences; Series VI: Events.

Mahley, Donald A.: Files, 1984-88 (16 feet)
Arms Control Directorate, NSC: Director. Defense Programs and Arms Control Directorate, NSC: Director and Deputy Director of Defense Programs.

Mahoney, Patrick: Files, 1982-1983 (-1 foot)
Correspondence, White House Office of,

Major, David G.: Files, 1985-87 (8 feet)
Intelligence Directorate, NSC: Director of Intelligence and Counterintelligence.

Mandel, Judyt E.: Files, 1985-88 (28 feet)
International Communications and Information Directorate, NSC: Deputy Director.

Manfredi, Arthur A: Files,
Combined collection of Gus W. Weiss and Arthur A. Manfredi files.

Mares, Jan W.: Files, 1985-87 (3 feet)
Office of Policy Development: Senior Policy Analyst.

Martin, William F.: Files, 1982-86 (21 feet)
Executive Secretary, NSC Office of the: Executive Secretary and Special Assistant to the President for Coordination.
International Economic Affairs Directorate, NSC: Director.
Planning and Evaluation Directorate, NSC: Director of Energy.

This collection is arranged in five series: Series I: Subject File; Series II: NSC Chron File; Series III: DOS Chron File; Series IV: Trip File; Series V: Personnel File

Maseng, Mari: Files, 1981-1983
Office of Speechwriting – Speechwriter – See Speech Drafts for Maseng Speechwriting Material.

Maseng, Mari: Files, 1986-87 (15 feet)
Office of Public Liaison: Deputy Assistant to the President and Director.

Ms. Maseng served as Director of the Office of Public Liaison from May 1986 to June 1987.

This collection is arranged in four series: Series I: Subject File; Series II: Name File; Series III: Event File; Series IV: Correspondence

Maseng, Mari: Files, 1988 (15 feet)
Office of Communications & Planning: Deputy Assistant to the President and Director.

Masterman, Vicki: Files, 1986-87 (1 foot)
Office of the Counsel to the President: Attorney.

Mathes, Don: Files 1986-1987
Office of the Press Secretary

Mathis-Richard, Sue: Files, 1981-1987
Media Relations, Office of: Staff Assistant, 1981-1984
Media Relations, Office of: Special Assistant to the President and Director of Media Relations, 1985-1987

The Office of Media Relations handled all press contacts with the White House other than the actual White House press corps. It was created in the fall of 1981 from the Office of Media Liaison in the Press Office and the Television Office from the Office of Communication. The office had various names throughout the administration including: Media Liaison; Office of Media Relations and Planning; Office of Media Relations and Broadcasting; Office of Media and Broadcasting Relations. Their staff, physical location in the White House and general functions remained exactly the same during these various name changes. For ease of use and to reflect their organizational unity the Library is naming this office: Office of Media Relations.

Sue Mathis (later Mathis-Richard) was one of the original members of the Media Liaison Office within the Press Secretary's Office at the beginning of the administration. She reported to Lou Gerig who was Director of that office under Press Secretary Jim Brady. After the shooting of Mr. Brady, the Press Office was reorganized in late 1981, and the Office of Media Relations was created. Mathis moved into the new office as a staff assistant. In December of 1984, Mathis became the Director of Media Relations. The Television Office at this time was given its own administrative director, Elizabeth Board. Mathis stayed on as Director of Media Relations until September 1987. Upon her departure the two offices were again recombined under Elizabeth Board.

The Sue Mathis-Richard collection is arranged in five series as follows: Series I: Subject File; Series II: Briefings; Series III: Interviews; Series IV: Events; and Series V: Correspondence.

Matlock, Jack F.: Files, 1983-87 (35 feet)
European and Soviet Affairs Directorate, NSC: Special Assistant to the President and Senior Director., July 1983-December 1986

Jack Matlock spent the major portion of his working life as a United States Foreign Service officer. Ambassador Matlock's wide-ranging, versatile Foreign Service career includes assignments in Vienna (1958-1960), Oberammergau (1960-1961), Moscow (1961-1963), Accra (1963-1967), Zanzibar (1967-1969), and Dar es Salaam (1969-1970). From 1971-1974, Matlock worked in Washington DC, first as Country Director for Soviet Affairs and then as Director of the Office of Soviet Affairs. In 1974, Matlock moved back to Moscow as Deputy Chief of Mission and Minister-Counselor. Four years later, Matlock returned to the United States and served as diplomat in residence at Vanderbilt University and Deputy Director at the Foreign Service Institute.

In 1981, President Reagan appointed Matlock to be U.S. Ambassador to Czechoslovakia. Matlock served as ambassador through July 1983. He returned to the United States and served as Special Assistant to the President and Senior Director of European and Soviet Affairs at the National Security Council. In December 1986, Matlock left the NSC to become U.S. Ambassador to the Soviet Union.

The Jack Matlock Collection consists of memos, letters, reports, cables, articles, resolutions, petitions, invitations, agendas, memoranda of conversations, transcripts of speeches, and copies of treaties. The pre-1983 materials include a small amount of correspondence from his service as U.S. Ambassador to Czechoslovakia. Also included are copies of the work product of Richard Pipes, Matlock's predecessor at the NSC, and Norman Bailey's work as chairman of the Sanctions Monitoring Group. The material is arranged into nine series: Chronological File, 1980-1986; USSR Subject File, 1981-1986; US-USSR Summits, 1985-1986; Meetings with USSR Officials, 1983-1986; Head of State Correspondence, 1977-1986; Arms Control File, 1984-1986; Sanctions Monitoring Group, 1981-1983; Appointment Books, Document and Telephone Logs, 1979-1985; and Computer Diskettes and Printouts, 1984-1986.

Matthews, David J.: Files, 1987-88 (4 feet)
Legislative Affairs Directorate, NSC: Director.

May, Gerald M.: Files, 1985-87 (10 feet)
Space Programs, NSC Office of: Director.

McAllister, Eugene J.: Files, 1982-1984 (-1 feet)
Office of Policy Development: Deputy Assistant Director, Economic Affairs, Housing, and Urban Issues.

The Library has a limited scope of material for McAllister for his years in the Office of Policy Development. It consists of less than one l.f. of IBM/Digital Corp. 8" diskettes. The Library has not made hard copies of the documents contained on these diskettes, and, in fact, is currently unable to print access these diskettes due to obsolete equipment and software.

McAllister, Eugene J.: Files, 1985-89 (5 feet)
Economic Policy Council: Special Assistant to the President and Executive Secretary.

Eugene J. McAllister served as the Executive Secretary for the Economic Policy Council for nearly the whole of its existence. The Economic Policy Council replaced the old Cabinet Council for Economic Affairs (CCEA) from the first administration. McAllister appears to have been the White House ad hoc secretary for the CCEA while he was a member of the Office of Policy Development.

It appears that McAllister carried his OPD subject files over to the EPC where they were integrated within this collection. This material comprises about 10% of his EPC collection, and is especially prevalent in material kept in the shared safe. The Library has decided to keep this material within the McAllister EPC collection.

McCaffrey, Shellyn G.: Files, 1982-88 (10 feet)
Economic Policy Council: Deputy Executive Secretary.
Office of Policy Development: Policy Analyst.

McCain, Carol: Files, 1981-85 (3 feet)
White House Visitors' Office: Director.

McCathran, Ellen: Files, 1981-88 (9 feet)
Office of Appointments and Scheduling: Presidential Diarist.

Ellen McCathran was a National Archives employee detailed to the White House who had chief responsibility for creating the President's Daily Diary, based on documents provided by various White House units. The President's Daily Diary is a day-by-day record of Ronald Reagan's eight years as President. It chronicles such activities as meetings, briefings, press conferences, telephone calls, photo sessions, meals, travel, and recreation.

McCathran began as Presidential Diarist in the 1970s, during the Ford Administration. For most of the Reagan Administration, she used the name Ellen McCathran Jones (or Ellen M. Jones).

McClaughry, John T.: Files, 1981-82 (5 feet)
Office of Policy Development: Senior Policy Adviser.

McClure, Frederick: Files, 1985-86 (3 feet)
Office of Legislative Affairs: Special Assistant to the President, Senate.

McCoy, Peter: Files, 1981 (1 foot)
Office of the First Lady: Deputy Assistant to the President and Staff Director.

McDaniel, Rodney B.: Files, 1985-87 (6 feet)
Executive Secretary, NSC Office of the: Special Assistant to the President and Executive Secretary.
Crisis Management Center, NSC: Special Assistant to the President and Senior Director.

McFarlane, Robert C. "Bud": Files, 1983-85 (16 feet)
Office of the National Security Adviser: Assistant to the President for National Security Affairs.

McGrath, C. Dean: Files, 1986-88 (53 feet)
Office of the Counsel to the President: Associate Counsel to the President.

McIntosh, David M.: Files, 1985-88 (11 feet)
Office of Domestic Affairs: Special Assistant to the President.

McKiernan, Gerald: Files, 1988-89 (1 foot)
Office of Legislative Affairs: Special Assistant to the President, House.

McManus, Michael A.: Files, 1981-84 (31 feet)
Office of the Deputy Chief of Staff: Assistant to the President and Deputy to the Deputy Chief of Staff.

Michael McManus served as an assistant to Michael Deaver, the Deputy Chief of Staff, from April 1982 to March 1985. Much of his work consisted of special tasks assigned to him, including organizing and direct oversight of the White House's advance and scheduling operations, the administration of the 1983 Summit of Industrialized Nations (often referred to as the Williamsburg Summit or the 1983 G-7 Summit), oversight of White House communications on Deaver's behalf in 1984-1985, and assignments related to the 1984 Presidential campaign.

The collection has been arranged in 11 series. Given the large amounts of material and the importance given to certain foreign trips by the Office of the Deputy Chief of Staff we have created separate series for five of these trips. The series are as follows: Series I: Subject File, Series II: 1983 Williamsburg Summit, Series III: European Trip 1982, Series IV: South and Central American Trip, 1982, Series V: Far East Trip, 1983, Series VI: China Trip, 1984, Series VII: 1984 Economic Summit, London, England, Series VIII: Events, Series IX: 1984 Republican National Convention, Series X: 1985 Presidential Inaugural, Series XI: Political – General.

McMaster, Margaret: Files, 1982-88 (13 feet)
Office of Intergovernmental Affairs: Executive Assistant.

McMinn, Douglas W.: Files, 1982-85 (23 feet)
International Economic Affairs Directorate, NSC: Director.
Planning and Evaluation Directorate, NSC: Director of Trade.

This collection is arranged in two series: Series I: Subject Files; Series II: Economic Summit File.

McNamara, Thomas E. : Files,1986-1988
Counterterrorism and Narcotics Office, NSC: Director.

Medas, James: Files, 1981-83 (1 foot)
Office of Intergovernmental Affairs: Special Assistant to the President for Intergovernmental Affairs.

Media Relations, White House Office of: Records, 1981-89 (41 feet)

The Office of Media Relations was responsible for all press relations except the White House Press Corps. This involved press briefings, press conferences for regional and local media, arranging interviews for regional media, and sending out video clips for local newscasts.

At various times it was also responsible for the recordings of Presidential video/audio-taped messages and assisting with the actual technical set-ups for outside broadcast crews. These functions consisted of many office permutations and office names throughout the Reagan administration. Since most of the staff and their physical location remained the same throughout the eight years, we have gathered all of this material under the title of the Office of Media Relations.

The Office of Media Relations, in all its manifestations, was always a small office with limited staff, supplemented with several interns providing administrative support.

The material for this office has been arranged in eight series: Series I: Correspondence; Series II: Subject File I, 1981-1984; Series III: Subject File II, 1985-1989; Series IV: Television Office – Presidential Taping Sessions, 1981-1988; Series V: Television Office - First Lady Taping Sessions, 1981-1988; Series VI: Television Office – Political Taping Sessions, 1981-1988; Series VII: Mailings, 1981-1988; Series VIII: Calendars.

Meeker, Jennifer: Files, 1988 (1 foot)
Office of Intergovernmental Affairs: Staff Assistant.

Meese, Edwin, III: Files, 1981-85 (273 feet)
Office of the Counsellor to the President: Counsellor to the President.

Melby, Eric D.: Files, 1987-88 (10 feet)
International Economic Affairs Directorate, NSC: Director.

Meloy, Mary Ann: Files, 1983-85 (24 feet)
Office of Public Liaison: Assistant for Communications.

Mary Ann Meloy began work in the Office of Public Liaison in June 1983 as an Assistant for Communications working directly for Faith Whittlesey. Meloy and Whittlesey had a previous working relationship and had known each other for about ten years prior to Meloy joining the White House staff. In this position Meloy ran meetings, assisted in speechwriting and article writing for Whittlesey. In November 1983 she was promoted to Associate Director and became responsible for the agriculture constituency, replacing John M. Rousselot.

Her collection is arranged in five series: Series I: Assistant for Communications for Faith Whittlesey; Series II: Subject File – Agriculture; Series III: Event File – Agriculture; Series IV: Subject File – General; Series V: Correspondence.

Menges, Constantine C.: Files, 1983-85 (20 feet)
International Communications and Information Directorate, NSC: Special Assistant to the President and Senior Director.
Latin American Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Military Office, White House: Records, 1981-88 (19 feet)

The White House Military Office provided communications, transportation, and other logistical support to President Reagan. It also provided the President with a personal aide, and served as an on-site liaison for the Department of Defense (*e.g.*, handling the military nominations that the President sent to the Senate).

Miller, Jonathan S.: Files, 1985-87 (2 feet)
Office of Administration, Office of the Director: Director.

Jonathan Miller, like the previous heads of White House Operations held the post of Director of the Office of Administration simultaneously.

Most of Miller's working papers can be found in the office collection for White House Operations.

Miller, Jonathan S.: Files, 1988 (2 feet)
Executive Secretariat, NSC: Deputy Executive Secretary for Coordination.

Miller, Linda: Files, 1981-84 (14 feet)
Office of Intergovernmental Affairs: Staff Assistant.

Miskel, James F.: Files, 1987-88 (8 feet)
Defense Policy Directorate, NSC: Director.

Montoya, Velma: Files, 1982-83 (4 feet)
Office of Policy Development: Assistant Director for Strategy.

Moore, Dian: Files, 1981-85 (9 feet)
Office of Intergovernmental Affairs: Executive Secretary.

Moore, Kate: Files, 1981 (1 feet)
Office of Administration, Office of the Director: Special Assistant to the Director.

Moore, Kate: Files, 1981 (2.2 feet)
Chief of Staff, Office of: Staff Assistant

Kate Moore worked in the Office of the Chief of Staff from March to November 1981. Her primary task was to assist another staff person, Francis (Frank) S. M. Hodsoll, with immigration and refugee policy, issue identification and tracking, policy execution, and other assigned matters. (From January to March 1981, Moore was an assistant under John F. W. Rogers, the then-Acting Director of the White House Office of Administration. See separate finding aid for most Moore files from that time.)

In November 1981, Moore and Hodsoll both left the White House for positions with the National Endowment for the Arts (NEA).

Topics covered in this collection include: Cuban, Haitian, Indochinese, and Eastern European refugees; illegal immigration; the Task Force on Immigration and Refugee Policy (1981); the Select Commission on Immigration and Refugee Policy (1980-81); the potential reassigning of agency responsibilities for immigration/refugee matters; proposed changes to the Freedom of Information Act; the Presidential Task Force on the Arts and Humanities; selected Senior Staff meetings from March to June 1981; initial Administration actions in early 1981; and the computerized tracking of issues and senior staff schedules. There is a set of letters forwarded to Moore by Hodsoll, so that she could draft a reply for his signature. There are also telephone logs for Moore's entire time in the Reagan White House (January-November 1981), and scattered interfiled material from Moore's initial White House position as an assistant to Mr. Rogers.

Moore, Powell: Files, 1981-82 (3 feet)
Office of Legislative Affairs: Deputy Assistant to the President.

Moore, Thomas G.: Files, 1983-88 (43 feet)
Council of Economic Advisers: Member.

Moorhead, J. Upshur: Files, 1982-84 (6 feet)
Office of Private Sector Initiatives: Special Assistant to the President for Private Sector Initiatives.

Morris, Marja: Files, 1981-88 (3 feet)
White House Visitors' Office: Staff Assistant.

Morris, Richard C.: Files, 1982-83 (6 feet)
Executive Secretary, NSC Office of the: Special Assistant to the President for Security.

Morrison, Trudi: Files, 1984-85 (5 feet)
Office of Public Liaison: Associate Director for Women.

Trudy Morrison joined the Office of Public Liaison in July, 1983 as an Associate Director. She stayed through the end of May, 1985. She was involved in women's issues, primarily as the project director of the *50 States Project*. Starting in May 1984 she worked closely with Eliza Paschall and shared office support with her. Please see the Paschall collection for more information on the *50 States Project* and other women's issues.

This collection is arranged in three Series: Series I: 50 States Project, Series II: Subject File, Series III: Correspondence File

Morton, Elaine L.: Files, 1985-86 (4 feet)
Crisis Management Center, NSC: Policy Analyst.

Mussa, Michael L.: Files, 1986-88 (14 feet)
Council of Economic Advisers: Member.

Myer, Allan A.: Files, 1981-84 (5 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
Defense Policy Planning, NSC: Staff Member. Special Project Staff.

Nance, James W. "Bud": Files, 1981-82 (1 foot)
Deputy Assistant to the President for National Security Affairs, January 1981-January 1982

During the SALT II deliberations, James Wilson "Bud" Nance served as a consultant to the Senate Foreign Relations Committee. In 1981, he joined the White House as President Reagan's deputy assistant for national security affairs, and for a brief time, he was acting chief special assistant for national security affairs, temporarily replacing Richard V. Allen. In 1982 he served as director of the Private Sector Survey on Cost Control in the Federal Government.

After leaving the White House, Admiral Nance worked for Boeing Military Airplane Co., where he was manager of Navy systems. In 1991, Admiral Nance was asked by his childhood friend, Jesse Helms, to join the Senate Foreign Relations Committee as staff director to help improve the staff's efficiency. He served in this position until his death on May 11, 1999. Admiral Nance died from complications of myelodysplasia, a preliminary form of leukemia at the age of 77.

The James W. "Bud" Nance collection consists of memos, letters, reports, publications, articles, agendas, transcripts of speeches, schedules, notes, National Security Decision Directives (NSDDs), talking points, briefing papers, charts, outlines, and executive orders. The material is arranged into three series: Chronological File, 1981-1982; Office Memoranda/Reports, 1981-1982; and Publications, 1981-1982.

National Security Affairs, Office of Assistant to the President for: Records, 1981-89 (115 feet)

Series List:

Chronological File, 1981-89 (70 feet)

The Chronological file of the National Security Advisor to the President was kept in a rough chronological format by NSC System I and System II case file numbers. Case files numbers indicate the year in the first two digits. System II numbers have a "nine" following the two digit year designation. Our inventory for this collection is by System case file numbers.

Daily Reports, Notes, and Checklists, 1981-88 (25 feet)

Economic Summit (G-7) File, 1981-88 (20 feet)

Nau, Henry R.: Files, 1981-84 (4 feet)
Planning and Evaluation Directorate, NSC: Director of International Economics.

Prior to his work with the NSC, Professor Henry Nau served in the Department of State as an Under Secretary for Economic Affairs (1975-1975), as a Special Assistant, Under Secretary for Economic Affairs (1976-1977), and as an expert in the Foreign Affairs Office (1977-1981).

Professor Nau served as a senior staff member with National Security Council from February 1981-July 1983. He worked in the International Economic Affairs Directorate. One of his primary duties at the NSC was coordinating policy for the G-7 Economic Summits.

The collection is arranged chronologically by date of summit.

Neal, Rick: Files, 1981-84 (66 feet)
Office of Intergovernmental Affairs: Deputy Assistant to the President.

Near East and South Asia Affairs Directorate, National Security Council: Records, 1983-89 (36 feet)

Neuman, David: Files, 1984 (1 foot)
Office of Cabinet Affairs: White House Fellow.

News Summary Office, White House: Friday Follies, 1981-89 (19 feet)

The Friday Follies were issued weekly by the White House News Summary Office . In addition, some years have a "Year in Review" editions.

Reagan Library holdings for the Friday Follies are organized in two series: Series 1: Friday Follies Finals and Series II: Friday Follies Compilations. The finals and compilations are arranged chronologically with several missing issues. The issues are dated and numbered consecutively, however there are a few misnumbered editions. Therefore relying on the dates of each issue is a more accurate approach.

News Summary Office, White House: News Summaries, 1981-89 (164 feet)

The White House News Summary was issued five days a week by the White House News Summary Office. Saturday and Sunday editions were only issued on special occasions, such as an overseas trip or special news story.

The Reagan Library holdings for the White House News Summary Office are organized in two series: Series 1: White House News Summary Compilations and Series II: White House News Summary Finals.

News Summary, White House Office of: Records, 1981-1989 (24 feet)

Niskanen, William A.: Files, 1981-85 (16 feet)
Council of Economic Advisers: Member. (Acting Chairman, 1984-March 1985)

This collection is arranged in five series as follows: Series I: Alphabetical Correspondence File; Series II: CEA Staff Memorandums; Series III: Subject File; Series IV: Chronological File; Series V: Meeting File.

Nofziger, Franklyn: Files, 1981-82 (13 feet)
Office of Political Affairs: Assistant to the President for Political Affairs and Director.

Nolan, David: Files, 1981 (-1 foot)
Office of the Counsel to the President: Staff Member.

This collection consist of a single chronological file for this individual.

North, Oliver L.: Files, 1981-86 (125 feet)
Political and Military Affairs Directorate, NSC: Director and Deputy Director. Defense Policy Directorate, NSC: Staff Member.
Special Project Office, NSC: Staff Member.
Counterterrorism and Narcotics, NSC: Staff Member

This collection was seized by the FBI as part of the Iran-Contra investigation. The boxes retained conflicting FBI notations on the returned boxes. The Library has overridden these numbers with a simple numerical sequence. Currently the Library does not have a full inventory for this collection and our finding guide consists of folders that have been processed and made available to the public.

Oakley, Robert B.: Files, 1986-88 (6 feet)
Near East and South Asia Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

Odom, William E.: Files, 1981 (-1 foot)
Office of the National Security Adviser: Military Assistant, Press Office Liaison.

O'Donnell, Claire: Files, 1987-89 (1 feet)
White House Operations: Special Assistant.
Presidential Personnel, Office of, 1983
White House Operations, Administrative Office, 1985-1987 & White House Office of Administration, Director's Office, 1985-1987
White House Operations, Administrative Office, 1987-1989 (Special Assistant to the President for White House Operations)

In August 1987, O'Donnell took over as head of White House Operations in a revamped White House staff under new Chief of Staff, Howard Baker. Unlike previous Directors of White House Operations, Claire O'Donnell did not also have the title of Director, Office of Administration. She reported to the Assistant to the President for Operations, Rhett Dawson. Dawson took on more of an Executive Secretary role and divided up the day-to-day running of White House Operations and the Office of Administration between two different people – Claire O'Donnell and Gordon Riggle. This collection consists of material created by and for Claire O'Donnell as the head of White House Operations. The Library currently does not have a Presidential Personnel or earlier White House Operations Administrative Office collection for O'Donnell.

For previous White House Operations Administrative Office work product by O'Donnell, please see the office files for the White House Operations Administrative Office. These files contain material for O'Donnell when she served as the administrative assistant for Christopher Hicks and then, Jonathan Miller. Miller and Hicks each held the dual title of head of White House Operations and Director of the Office of Administration at the White House. They and Ms. O'Donnell worked in both offices simultaneously.

Oglesby, M. B., Jr.: Files, 1981-85 (44 feet)
Office of Legislative Affairs: Assistant to the President; Deputy Assistant to the President, House; Special Assistant.

M. B. Oglesby worked in the Office of Legislative Affairs from January 1981 to February 1986. He served as head of the Legislative Affairs office beginning in December 1983.

Oglesby, M. B., Jr.: Files, 1988 (-1 foot)
Office of the Chief of Staff.

Oglesby returned to the White House staff in July 1988, as Deputy Chief of Staff, and remained until the end of the Reagan Administration. This collection consists of letters and memoranda primarily concerning the 1988-1989 transition efforts on behalf of President Reagan.

Osborne, Kathy: Files, 1981-1989
Personal Secretary to President Ronald Reagan

This collection consists of a single oversize attachment found while arranging the "true" oversize

attachments. In addition, we found three letter-sized Hollinger boxes containing a personal papers collection for Kathy Osborne. Upon inspection, the material did not have a solicitation/acquisition file and it contained a note from Rod Soubers (Supervisory Archivist, 1989-1996). The note stated the material was "personal" and it apparently had been removed from Presidential records and transferred. There is some indication that Osborne sent this material to the Director of the Library, Ralph Bledsoe in 1991. No further documentation was found. It has now been integrated with the original Osborne material from OA 10154.

While not selecting series, we have arranged this material in a loose "series" order consisting of subject file material, Eureka College material, Dixon, IL and the Reagan boyhood home, Presidential Library material and personal correspondence. The folders are filed alphabetically within this loose arrangement.

Much of this material, both from the found material and the original OA 10154 would qualify as personal records of Ronald Reagan although handled routinely by Kathy Osborne. The material will probably be processed under the Reagan Deed of Gift.

Owen, Deborah K.: Files, 1985-86 (10 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Paal, Douglas H.: Files, 1987-88 (19 feet)
Asian Affairs Directorate, NSC: Director.

Parke, Kathleen: Files, 1982-87 (15 feet)
Office of Intergovernmental Affairs: Staff Assistant.

Parvin, C. Landon: Files, 1981-83 (6 feet)
Office of Speechwriting: Speechwriter.

Landon Parvin (1948-) is an Illinois native whose education and initial background were in labor relations. In the late 1970s, Parvin turned to writing for businesses, public relations groups, and comedy writing. He worked mostly on a free-lance basis. He served as a volunteer with the 1980 Reagan Presidential campaign, drafting commercials and other advertisements. Parvin joined the White House staff in July 1981. He left in November 1983 and worked in London, first for the United States Information Agency, then for the US Ambassador to Great Britain. In January 1985, Parvin returned to the US and became a free-lance speechwriter who occasionally drafted speeches for President Reagan and other administration figures.

Material in this collection includes speech drafts (many with handwritten edits), final versions of speeches, and a relatively small amount of monthly memos and correspondence.

Most of this collection consists of file series that contain material from both Parvin and fellow speechwriter Dana Rohrabacher. Rohrabacher was a White House speechwriter from January 1981 until March 1988, when he resigned to run for Congress. The Reagan Library does not currently have a separate Rohrabacher staff file collection. The material in this collection reflects the White House physical arrangements. Parvin, Rohrabacher, other speechwriters and their support staff occupied the same office area in the Old Executive Office Building during the first several years of the Reagan administration. Researchers may determine if the speech material is Rohrabacher or Parvin by looking at the inventory listing for the Speech Drafts collection. Speechwriters are given for each speech in this inventory. If the Library is able to locate any further separate Rohrabacher folders, we will separate this material. For the time being, the Reagan Library is maintaining them all in Parvin's collection.

While some files predate Parvin's arrival in the White House, the collection does not have any material pertaining to Parvin's work after he officially left the White House staff in 1983. Also, this collection does not have any material pertaining to Parvin's work on Nancy Reagan speeches and statements, even though Parvin was one of her main speechwriters while he was part of the Reagan administration.

This collection is arranged in two series as follows: Series I: Parvin/Rohrabacher Files; Series II: Parvin Speech File, 1982-1983.

Paschall, Eliza K.: Files, 1983-85 (6 feet)
Office of Public Liaison: Associate Director for Women.
Eliza Paschall joined the White House Office of Public Liaison in May 1984 as an Associate Director. She stayed approximately one year, leaving in May 1985. Paschall was a liaison on women's issues and groups, and briefly on the 50 States Project. She worked closely with and shared office support (Peggy Jordan) with Trudy Morrison who was the 50 States Project director. Some of Paschall's work product can be found in the Morrison collection. Prior to her work at the White House, Paschall was a federal retiree. She worked previously for the Equal Employment Opportunity Commission (EEOC).

The collection is organized into three series: Series I: Subject File; Series II: Correspondence and Series III: Peggy Jordan Material.

Pastorino, Robert S.: Files, 1988 (28 feet)
Latin American Affairs Directorate, NSC: Director.

Paylan, Elise: Files, 1986-87 (3 feet)
Office of Public Liaison: Associate Director for Business and Trade.

Elise Paylan started work at the White House Office of Public Liaison in January 1986. She was part of the Economic Division covering business and trade. During the first six months she was an assistant to Merlin Breaux. After Breaux left the White House, she reported to Donald Danner. Paylan left the Office of Public Liaison in August 1987.

The Paylan collection consists of two series: Series I: Subject File and Series II: Correspondence.

Peachee, Judy: Files, 1982 (1 foot)
Office of Intergovernmental Affairs: Special Assistant for State Legislatures and Women's Issues.

Pearson, W. Robert: Files, 1985-87 (2 feet)
Executive Secretary, NSC Office of the: Deputy Executive Secretary and General Counsel.

Peck, Ralph: Files, 1981 (10 feet)
Office of Administration, Office of the Director: Staff Member.

Perina, Rudolf V.: Files, 1987-88 (9 feet)
European and Soviet Affairs Directorate, NSC: Director.

Peterson, Eileen: Files, 1983-84 (6 feet)
Office of Public Liaison: Associate Director for Youth.

Eileen Peterson began work at the White House Office of Public Liaison in June of 1984 and left the White House at the end of May 1985. She was primarily involved with the youth constituency. Her collection currently consists of one alphabetical listing of subjects and events.

Phillips, Susan: Files, 1987-88 (1 foot)
Office of Presidential Personnel: Associate Director, Energy, Environment, and Transportation.

The files of Susan Phillips consist of telephone message logs (April 1987 to August 1988) and daily planners (1987 and 1988). The logs and planners reflect the calls and appointments of Susan Phillips, and to a lesser extent, other staff in the office. The discrepancies in the chronological order of the logs are due to secretaries keeping more than one log at a time. No working files were kept in this collection.

Photographic Office, White House: Records, 1985-88 (13 feet)

Pinkerton, Jim: Files, 1981-82 (-1 foot)
Office of Intergovernmental Affairs: Special Assistant.

Jim Pinkerton joined the White House staff on January 21, 1981. He did not have a specific appointment or office assignment, but appears to have been working for Richard Williamson and John McClaughry in the Office of Intergovernmental Affairs. He followed John McClaughry to the Office of Policy Development with a formal White House appointment on February 21, 1981. He continued in that function until March 12, 1982. Beginning with a report dated at the end of 1981, and until the time he left the White House, Pinkerton appears to have been involved in analysis for the upcoming 1982 mid-term elections. He wrote several lengthy analysis memos to Lee Atwater at this time. Pinkerton was known to the Office of Political Affairs because of this work and he was brought in by Ed Rollins for a brief assignment with the Office of Political Affairs in September and October 1983.

His material reflects only his time working with the Office of Intergovermental Affairs and as a staff member of the Office of Policy Development. Given the brevity of this material and his short work time with the Office of Intergovernmental Affairs, the Library has elected to keep this material together.

Pipes, Richard: Files, 1981-83 (8 feet)
Political Affairs Directorate, NSC: Director Soviet Union and Eastern Europe.

Richard Pipes has also served as a consultant to Senator Henry “Scoop” Jackson in the early 1970s, was a Senior Research Consultant at the Strategic Studies Center from 1973-1978, chaired the Team B Strategic Objectives Panel (a controversial effort to reinterpret CIA intelligence on the Soviet threat) in the mid-1970s, and was a member of the Committee on the Present Danger from 1977-80.

On leave of absence from Harvard, Richard Pipes joined the National Security Council in February 1981, with primary responsibility for the Soviet Union and Eastern European affairs. He served at the NSC for two years, the maximum number of years Harvard allowed.

The Richard Pipes collection consists of memos, letters, reports, briefing papers, talking points, agendas, statements, option papers, cables, scripts, invitations, telephone memoranda, travel vouchers, lists, and transcripts of speeches. The material is arranged into two series: Subject File and Chronological File, 1981-1982.

Platt, Alexander H.: Files, 1985-87 (8 feet)
International Economic Affairs Directorate, NSC: Director.

Poindexter, John: Files, 1983-86 (18 feet)
Assistant and Deputy Assistant to the President for National Security Affairs.

See also "Lebanon Crisis Material from Poindexter- 06/04/1982-07/06/1982" in the Philip Dur Collection for more work product of John Poindexter.

Policy Development, Office of: Records, 1981-88 (56 feet)

Political Affairs, White House Office of: Records, 1982-89 (49 feet)

Pollock, Raymond: Files, 1982-84 (2 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
Defense Policy Directorate, NSC: Planning Staff.

Poole, William: Files, 1982-84 (5 feet)
Council of Economic Advisers: Member.

Popadiuk, Roman: Files, 1984-88 (9 feet)
Office of the Press Secretary: Deputy Press Secretary.

Porter, Roger B.: Files, 1982-85 (29 feet)
Office of Policy Development: Deputy Assistant to the President and Director (Economics and Trade).

Posa, Leonard M.: Files, 1982-83 (4 feet)
Public Affairs Directorate, NSC: Deputy Director.

Powell, Colin L.: Files, 1986-89 (5 feet)
Assistant and Deputy Assistant to the President for National Security Affairs.

Prendergast, Richard: Files 1984-1987
Legislative Affairs, White House Office of

President, Office of the: Tapes of Dictation, 1981-82 (1 foot)

President Ronald Reagan dictated a series of correspondence into a mini-cassette recorder (most likely a Norelco model) during the period of February 17, 1981 through February 23, 1982. The Library has been unable to determine why this practice ceased in February 1982, but we have found no other recordings such as these in our collection.

The correspondence includes personal "thank you" notes for gifts, "get -well" notes and messages of support and prayer after the assassination, a few letters of greetings and comments to Heads of State, correspondence with past Dixon, Illinois acquaintances, and responses to the general public on support for his policies or disagreement with them. All of the correspondence within this collection is also part of specific case files within various White House Records Management Subject File categories.

The White House Office of Records Management converted the original 25 mini-cassettes to six (6) Scotch 177 Audio Recording Tapes (reel to reel) done by the White House Communication Agency, Audio Division. The Library received the 25 mini-cassettes only, but we have retained the reel numbers to group the paper correspondence. The textual correspondence folders are arranged by reel number and then by mini-cassette number. The dates on the folders represent the dates on the outgoing correspondence.

The Library had an actual transcript for material recorded on Reel #5 only. All other reels have copies of the outgoing correspondence resulting from the dictation. We have provided a folder-by-folder list of each letter within the folders.

Researchers can request the paper correspondence as a textual collection. For access to the 25 mini-cassettes, please see the research room attendant who will contact our audio-visual archivist.

President, Office of the: Presidential Briefing Papers, 1981-89 (44 feet)

President Reagan used the Presidential Briefing Papers as a guide for his working day. The papers consisted of short issue memoranda, appointments and meetings for each day, participant lists, time frames, and agendas. The material includes the President's one page schedule for each day. This schedule contains Reagan's handwritten notations for completion of each item on the schedule. At the end of each day the records used were gathered and organized by the White House Office of Records Management (WHORM). Records Management attached a worksheet for each day to the gathered material. The worksheet contains a list of each event and assigns a WHORM subject file code (PR007-01) and case file number for the entire day's records.

Originally all briefing papers were part of the White House Office of Records Management subject category PR007-01. The Library decided to remove the Briefing Papers from PR007-01 and create a separate collection. We still retain the case file number with each date for historical reference.

The folders are arranged in chronological order. Case file numbers and worksheets for Records Management stop at December 21, 1987. From this point, all material is filed by date only.

The Richard Darman staff file collection contains a copy set of the Presidential Briefing Papers for 1981-1984.

President's Handwriting File, 1981-1989 (40 l.ft.)

The Presidential Handwriting File is an artificial collection created by the White House Office of Records Management (WHORM). The Presidential Handwriting File consists of a variety of documents that Ronald Reagan annotated, edited, or wrote in his own hand. When documents containing the president's handwriting were received at WHORM for filing, the original was placed in the Presidential Handwriting File and arranged by the order received. A photocopy of the document was placed in the appropriate category of the WHORM Subject File. The first page of the case file was stamped handwriting File, indicating the location of the original documents. However, Records Management often failed to indicate on the original documents the original location (i.e. the six digit tracking number, Subject Category Code). The Presidential Handwriting File, as created by the White House, did not contain handwriting found in staff and office files. The Library will be creating a further series of handwriting material from staff and office files.

In order to provide better access to the Presidential Handwriting File, the collection has been arranged into six series. Each series is arranged chronologically by the date of the document. Each document has been marked with the appropriate WHORM: Subject File category and a six digit tracking number.

Series I: Meetings
This series consists primarily of briefing materials and talking points prepared for the presidents meetings with congressional leaders. A majority of these documents are from the White House Office of Records Management Subject File category PR007-01 (Appointments Granted, Presidential).

Series II: Presidential Records
This series consists of Presidential hand-drafted responses to correspondence. A wide variety of topics are covered from numerous White House Office of Records Management Subject File categories.

Series III: Presidential Speeches
This series consists of speeches that the President either edited or wrote the initial draft. The series also contains the note cards that the President used when he delivered remarks without a teleprompter. It was the President's habit to mark the note cards in such a way as to assist with the delivery of his remarks. The primary White House Records Management Subject File category for most of this material is SP..

Series IV: Presidential Phone Calls
This series mirrors White House Office of Records Management Subject File category PR007-02 (Presidential Telephone Calls). This series consists of memos prepared for the President recommending telephone calls to individuals on a variety of topics. The President would make a note of the results of the telephone conversation on the memos. This series provides insight into the President's efforts to lobby members of Congress to vote for a numerous laws of particular importance to the Reagan administration. In addition, there are a number of documents from other WHORM Subject File categories which primarily deal with the appointments of individuals to federal office, particularly federal judicial appointments.

Series V: Mail Reports
This series mirrors White House Office of Records Management Subject File category WH004-01 (White House Mail Reports). This series consists of reports to the President of the congressional correspondence received at the White House. The reports provide the President with the name of the correspondent and a brief summary of the correspondence. The President made notations on the margin of these reports.

Series VI: Ronald Reagan Personal Papers
This series consists of documents from the White House Office of Records Management Subject File categories that have been designated by President Reagan as personal papers. These materials are not considered to be presidential records and may not be requested via the Freedom of Information Act. They will be reviewed under the Reagan's Deed of Gift. The subject categories are PP (Presidential Personal), PL (Political Affairs), SP501 (Campaign Speeches) – October 1982 and February 1984-October 1984, and TR003 (Campaign Trips)

In addition, the Library has identified additional handwriting material in various White House staff and office files. We are creating a further series of this material as we process our collections.

Presidential Diary, Office of the: President's Daily Diary, 1981-89 (15 feet)

The President's Daily Diary is a day-by-day record of Ronald Reagan's eight years as President. It chronicles such activities as meetings, briefings, press conferences, telephone calls, photo sessions, meals, travel, and recreation. Presidential Diarist Ellen Jones (McCathran), a National Archives employee detailed to the White House, had chief responsibility for creating the Diary, based on documents provided by various White House units.

The primary Diary document for most days is a log, entered on a standard form. The logs list starting and ending times for activities, brief descriptions for activities which require explanation, and information on persons or groups involved. Some log entries refer to appendices which provide full participant lists, and other additional information, for certain meetings, air travel, and social affairs.

The Daily Diary originally contained several gaps, up to three weeks in length, which usually corresponded to President Reagan's trips outside the Washington, DC area. The Diary also stopped completely in October 1988, apparently because the Diarist fell behind in compiling it. In order to fill the gaps, the Reagan Library has transferred to the Daily Diary selected documents from other collections within the Office of the Presidential Diary. The transferred materials consist of draft versions of logs and appendices, plus other documents containing the types of information generally found in the Daily Diary. With the additional materials, there are only a few days which are totally missing from the Daily Diary.

However, documentation for many days, especially when President Reagan traveled to Camp David or Rancho del Cielo (his California ranch), remains sketchy. Furthermore, the Diary does not provide a complete list of participants for every event, and sometimes refers the reader to appendices which were never created.

For days without either final or draft logs, the primary Diary document is often a copy of the President's advance schedule that has handwritten notes, usually from Presidential aide Jim Kuhn, on events and event times as they actually occurred. Where the amount of handwriting has made such a schedule difficult to read, the Reagan Library has inserted a typed chronological chart based on the schedule and its notes.

In addition, the Daily Diary includes copies of President Reagan's final monthly "block schedules" through December 1988; various marked and unmarked draft block schedules through January 1989; and overhead transparency copies for final block schedules through August 1983. The final block schedules, listing each day's planned activities in a monthly calendar format, were created after the corresponding months ended. They provide little information on President Reagan's activities on overseas trips, at Camp David, or at Rancho del Cielo (his California ranch).

Presidential Diary, Office of the : Diarist Working Files, 1981-89 (40 feet) Located in the Office of Appointments and Scheduling.

The Presidential Diarist worked within the Office of Appointments and Scheduling at the Reagan White House. The Diarist Working Files are treated as a collection of that office at the library

The President's Daily Diary is a day-by-day record of Ronald Reagan's eight years as President. It chronicles such activities as meetings, briefings, press conferences, telephone calls, photo sessions, meals, travel, and recreation. Presidential Diarist Ellen Jones (McCathran), a National Archives employee detailed to the White House, had chief responsibility for creating the Diary, based on documents provided by various White House units. The Diarist Working Files are compilations of various documents and copies of documents used to compile the daily diary. The material often contains the President's daily schedule with handwritten annotations to indicate the exact times of meetings and appointments and additions or deletions from the formal daily schedule. The Diarist used all of this material to compile the formal Presidential Daily Diary.

The Reagan Library holdings for the Diarist Working Files are organized in two series: Series I: White House Office of Records Management File Copies and Series II: Daily Diary Working File

Presidential Personnel, Office of: Records, 1981-89 (383 feet)

This collection is currently arranged loosely in 15 series, however the Library will be doing some significant revisions on this collection over time.

President's Foreign Intelligence Advisory Board: Records, 1981-89 (14 feet)

President's Intelligence Oversight Board: Records, 1981-89 (18 feet)

President's Special Review Board: (Tower Board): Records, 1986-87 (51 feet)

On November 25, 1986, President Reagan announced he was appointing a "special review board" to conduct a comprehensive review of the role and procedures of the National Security Council (NSC) staff in the conduct of foreign and national security policy. His need for this review was prompted by the Iran-Contra Affair involving trading arms for hostages and diverting funds to the Contras. On November 26, 1986, Reagan announced he was appointing former Senator John Tower, former Secretary of State

Edmund Muskie, and former National Security Adviser Brent Scowcroft to serve as members of the Special Review Board. Sen. Tower served as the chairman of this Board, thus it became known as "The Tower Board."

The Board was specifically asked to review the NSC staff's proper role in operational activities, especially extremely sensitive diplomatic, military, and intelligence missions. They were also asked to review the implementation of the President's foreign policies by the NSC.

Press Secretary, White House Office of the: Records, 1981-89 (85 feet)

Press Secretary, White House Office of the: Press Releases and Press Briefings, 1981-89 (78 feet)

*Note – The Library is currently creating a specific index for all press releases and some subject headings for all press briefings. Due to the size of this collection, it will take us some time to complete the project. We will be periodically updating this inventory to include further indexing as it becomes available. Unless otherwise noted, all actions and events listed (i.e. nominations, remarks, addresses, etc.) were done by President Reagan.

This collection consists of two series, Series I: Press Releases and Series II: Press Briefings.

Preston, Edward F.: Files, 1982-85 (5 feet)
Office of Cabinet Affairs: Director of Subcabinet Seminars in Public Management (also known as Harvard Seminars or White House Management Seminars).

Private Sector Initiatives, White House Office of: Records, 1981-88 (130 feet)

Public Affairs, White House Office of: Records, 1981-88 (193 feet)

Public Affairs Directorate, National Security Council: Records, 1983-89 (11 feet)

Public Diplomacy for Central America, White House Office of: Records, 1987-88 (1 foot)

The Office of Public Diplomacy for Central America (a State Department office) had employees detailed to the White House from mid-July 1987 through March 5, 1988. The office staff included: Cresencio S. Arcos, coordinator, Daniel Fisk, deputy coordinator, and Doris Beck, secretary. At the White House the detailees reported to Thomas Griscom, Assistant to the President for Communications and Planning.

Public Liaison, White House Office of: Records, 1981-88 (3 feet)

Pugliaresi, Lucian S.: Files, 1986-88 (13 feet)
International Programs and Technology Affairs Directorate, NSC: Director. International Economic Affairs Directorate, NSC: Director.

Putignano, Patrick A.: Files, 1983 (-1 foot)
Near East and South Asia Affairs Directorate, NSC: White House Fellow.

Quint, Mary Elizabeth: Files, 1981-83 (12 feet)

Office of Public Liaison: Counsellor to the Director, Office of Consumer Affairs; Deputy Special Assistant to the President, Women.

Mary Elizabeth Quint was a longtime consumer affairs and women's advocate who was President of the General Federation of Women's Clubs from 1978 to 1980. She joined the White House staff on April 13, 1981 as a Deputy Special Assistant to the President. She worked as an assistant to Virginia Knauer, the consumer affairs specialist whose position was at that time within the Office of Public Liaison. When Wendy Borcherdt joined the White House staff as the Reagan Administration's first Special Assistant for Women (September 1981), Quint began working with her as well. Quint moved to the women's portfolio full time after Dee Jepsen replaced Borcherdt in August 1982. She left the White House staff in June 1983.

A center piece of the Reagan administration outreach to women strategy was the "50 States Project." This was a campaign to work with states in enacting legislation guaranteeing women's civil rights. It was intended as a "federalist" pro-active position against enacting the Equal Rights Amendment. Ms. Quint worked extensively on this project while at the White House.

The Quint collection is divided into six series: Series I: Subject File I; Series II: Subject File II; Series III: Events; Series IV: Organizations; Series V: Correspondence; Series VI: Weekly Activity Reports.

Rairdin, K. Kate: Files, 1986-88 (14 feet)
Office of Intergovernmental Affairs: Special Assistant, State Legislators.

Range, Rebecca G.: Files, 1987-89 (23 feet)
Office of Public Liaison: Deputy Assistant to the President and Director.

Rebecca Range was appointed the Special Assistant to the President for Public Liaison and Director of that office on September 2, 1987. She replaced the acting director, Carl Anderson. He had been acting director since the departure of Mari Maseng in late June 1987. Ms. Range remained as director of the office until the end of the administration. Due to the interim acting directorship, the Range collection contains some work product of Carl Anderson during this time.

This collection is arranged in three series: Series I: Subject File, Series II: Event File, Series III: Correspondence

Raul, Alan Charles: Files, 1986-88 (46 feet)
Office of the Counsel to the President: Associate Counsel to the President.

This collection is arranged in four series as follows: Series I: Chronological File; Series II: Subject File; Series III: Judicial Selection; Series IV: Iran-Contra File.

Raymond, Walter: Files, 1982-87 (39 feet)
International Communications and Information Directorate, NSC: Special Assistant to the President and Senior Director.
Intelligence Directorate, NSC: Director.
See also Paul B. Thompson files.

This collection is arranged in five series as follows: Series I: Subject File; Series II: Country File, Series III: "P" File; Series IV: Chronological File; Series V: Burn Bags.

Reagan, Ronald W.: Files, 1981-89 (2 feet)
Office of the President: President of the United States.

Records Management, White House Office of: Exit Interview Files, 1981-89 (13 feet)

For a full list of interviews - see Section IV Part 1: White House Staff Exit Interviews, Page 99

This collection consists of untranscribed audio recordings of interviews with departing White House staff. We have interviews for 204 White House staff members. Many notable staff members (*e.g.*, James Baker, Michael Deaver, Edwin Meese, Fred Fielding) do not have an interview in this collection. For some people who left the Reagan White House staff and later returned, we have an exit interview from their first period of service only.

The interviews were conducted by the staff of the White House Office of Records Management and National Archives staff detailed to the White House. We do not always have a collection of records for the individuals interviewed.

Reference copies of open interviews are kept in the Research Room. They are contained in five archives boxes in alphabetical order by the person interviewed. Please see the attendant for assistance with the listening equipment.

Records Management, White House Office of: Records, 1981-1989 (30 feet)

The White House Office of Records Management (WHORM) is the central record keeping unit within the White House Office. The office provided guidance to White House staff members on files and filing systems.

The Office of Records Management maintained the basic filing system resulting in the major collections held at the Reagan Library: Alphabetical (Name) File, Subject File, Bulk Mail Sample, President's Handwriting File, Staff and Office Files and the Storage Information and Retrieval System (STAIRS) automated IBM database and search system.

Since the White House Office of Records Management is one of the “permanent” staff offices at the White House, the documentation of their work is maintained at the White House. The Library has a small amount of material generated regarding the records management work conducted during the Reagan administration. In addition to record-keeping practices, WHORM also conducted exit interviews with staff members leaving the White House. The Library maintains these interviews in a separate collection: White House Office of Records Management (WHORM): White House Staff Exit Interviews

The White House Office of Records Management collection consists of three series: Series I: Oversize Attachment Inventories; Series II: Document Requests Regarding Nofziger/Meese Investigation; and Series III: Publications.

Redington, Mary: Files, 1983-85 (1 foot)
Office of Intergovernmental Affairs: Deputy Assistant.

Reed, Thomas C.: Files, 1982-83 (1 foot)
Office of the National Security Adviser: Special Assistant to the President.

Regan, Donald T.: Files, 1985-87 (13 feet)
Office of the Chief of Staff: Chief of Staff to the President.

In December 1980, Regan agreed to serve as Secretary of the Treasury in the Reagan Administration. After President Reagan took office the following month, Regan took the lead in getting the Administration's proposed tax cuts through Congress. In Reagan's Cabinet Council system, Regan ran the Cabinet Council on Economic Affairs, which advised the President on domestic and international economic policies. He served as a chief Administration spokesman on tax and economic issues, and was a strong public advocate for government deregulation. In November 1984, Regan presented the detailed tax proposals President Reagan had requested, launching a process that culminated in the tax reforms enacted in 1986.

In late 1984, Donald Regan, the Secretary of the Treasury, and James Baker, the White House Chief of Staff, agreed to switch jobs. President Reagan consented to the exchange in a January 1985 meeting with them, and Regan began work as Reagan's White House Chief of Staff on February 2, 1985.

As White House Chief of Staff, Regan replaced the senior staff "Troika" of the first Reagan term – Baker, Edwin Meese, and Michael Deaver – as the President's sole top assistant in the White House. Regan was able to see to fruition the tax reform begun while he was Treasury Secretary. He was an advisor to the president on all domestic and foreign policy issues, and oversaw the running of the White House Office. His bold, direct manner as Chief of Staff was a contrast to Baker's more cautious, behind-the-scenes approach.

After mounting criticism for his management of the Iran-Contra crisis, Regan resigned in March 1987.

This collection is arranged in four series as follows: Series I: Subject File; Series II: White House Legal Task Force File; Series III: Transition File; Series IV: Publications.

Reger, Brenda S.: Files, 1982-88 (15 feet)
Information Policy and Security Review Office, NSC: Director.

Reid, Kathleen: Files, 1984-85 (1 foot)
Office of Communications: Administrative Assistant.

Reilly, Robert R.: Files, 1983-85 (11 feet)
Office of Public Liaison: Special Assistant to the President for Catholics and Central America.

Robert Reilly was detailed to the White House Office of Public Liaison from the United States Information Agency (USIA). He began work at the White House in October 1983 and was later promoted to an Associate Director in January 1984. He was again promoted to Special Assistant to the President in March 1984. He left the White House in November 1985.

The Reilly collection is arranged into four series: Series I: Correspondence, 1984-1985; Series II: Subject File; Series III: Events; Series IV: Central American Outreach Working Group.

The correspondence series is an alpha-chronological series of material dated 1984-1985. The subject series contains mostly material regarding Catholic outreach with some additional issues. The Central American Outreach Working Group series contains meeting material from May 16, 1983-May 1, 1985. The earlier meetings in this series were maintained by Morton Blackwell at the Office of Public Liaison. The Reagan Library has transferred these meetings so one series contains the full scope for this Working Group. Reilly succeeded Mr. Blackwell on the Public Liaison staff.

Rentschler, James M.: Files, 1982-88 (15 feet)
European and Soviet Affairs Directorate, NSC: Deputy Director.
Political Affairs Directorate, NSC: Director Western Europe.

Rhodes, Steve: Files, 1981-83 (9 feet)
Office of Intergovernmental Affairs: Special Assistant for City and County Officials.

Richardson, Anne: Files, 1986-87 (1 foot)
Office of Political Affairs: Staff Assistant.

Richie, Sharon: Files, 1982-83 (4 feet)
Office of Intergovernmental Affairs: White House Fellow.

Rickett, Nikki: Files, 1986-87 (8 feet)
Office of Public Affairs: Associate Director.

Riggs, Douglas A.: Files, 1983-85 (9 feet)
Office of Public Liaison: Special Assistant to the President and Associate Director for Labor and Veterans.

Riggs replaced Robert Bonatati in the White House Office of Public Liaison in July 1983 as an associate director before being promoted to Special Assistant to the President in November 1983. Riggs was responsible for liaison between the White House and organized labor, veterans, military service groups, sportsmen, fraternal organizations, nuclear power industry, the maritime industry, the American overseas community and other special constituent groups. He was responsible for enhancing the relationship between these groups and the White House while developing support for President Reagan and his policies.

Following a nomination by President Reagan and eventual confirmation by the United States Senate in May 1985, Mr. Riggs served as General Counsel of the United States Department of Commerce.

Riggs' files consist of two series: Series I: Correspondence and Memoranda; Series II: Subject File.

Ringdahl, Philip: Files, 1986 (4 feet)
African Affairs Directorate, NSC: Director.

Risque, Nancy J.: Files, 1981-86, (10 feet)
Office of Legislative Affairs: Deputy Assistant to the President; Special Assistant, House.

Risque, Nancy J.: Files, 1987-89 (5 feet)
Assistant to the President and Cabinet Secretary.

Rizzuto, Christopher: Files, 1981-84 (4 feet)
Office of Public Affairs: Staff Assistant.

Roberts, A. Wayne: Files, 1981 (1 foot)
Office of Presidential Personnel: Staff Member.

Roberts, John G., Jr.: Files, 1983-84 (31 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Judge Roberts began his career as a law clerk for the United State Court of Appeals, 2nd Circuit in New York City. He clerked for Judge Henry Friendly for one year from June 1979-July 1980. He clerked for

then Justice William Rehnquist at the Supreme Court for another year, July 1980-August 1981. Immediately before working at the Reagan White House, Judge Roberts was with the Department of Justice. He served as Special Assistant to the Attorney General from August 1981-November 1982. He joined the White House Counsel's Office on November 28, 1982 replacing J. Michael Luttig on the staff as Associate Counsel to the President. He stayed in this position until his resignation on April 11, 1986.

After his White House service, Judge Roberts became an associate with the private law firm Hogan & Hartson in Washington, DC. In 1989, Roberts was appointed Deputy Solicitor General in the Department of Justice by President George H.W. Bush. He argued 39 cases before the Supreme Court and won 25 of these cases. In 1992, George H.W. Bush nominated Roberts to the U.S. Court of Appeals for the District of Columbia circuit, but he was not confirmed.

Judge Roberts returned to private practice as a partner with Hogan & Hartson in 1993 to run the firm's appellate practice. Early in the George W. Bush administration, Roberts was again nominated to the District of Columbia Court of Appeals, but the nomination failed to make it out of the Senate Judiciary Committee. He was re-nominated on January 7, 2003. Replacing retiring Judge James L. Buckley, the U.S. Senate confirmed Roberts by voice vote on May 8, and he received his commission on June 2, 2003.

On July 19, 2005, Judge John G. Roberts, Jr. was nominated by President George W. Bush to the Supreme Court. After the death of Chief Justice William Rehnquist, Roberts was re-nominated by President Bush to fill the Chief Justice spot. The nomination was on September 6, 2005. In mid-September, the Senate began a week of hearings on the Roberts nomination. On September 29, 2005, the Senate voted 78-22 to approve the nomination of John G. Roberts as the 17th Chief Justice of the Supreme Court. He was sworn-in later that day.

As an Associate Counsel in the White House, Judge Roberts concentrated on ensuring compliance with all legislation governing the White House staff, including anti-lobbying, conflict of interest, ethics, and official travel. He also monitored litigation or actions challenging the President's prerogatives and programs – i.e. executive privilege, war powers etc. One of his primary functions was preventing misuses of the presidential seal, likeness, name, photographs, and/or signatures. He also commented and provided routine White House legal review for disaster declarations, enrolled bills, veto recommendations, proclamations, Congressional testimony by agencies and many White House remarks, letters and speeches. Roberts also had a share of appointment clearances.

Roberts reviewed and commented on many other subject issues, particularly civil rights, especially in regards to education. Judge Roberts did very little work on foreign affairs, but he does have a few folders on Cuba, the Mariel "boat people", and the International Court of Justice case on the mining of Nicaragua waters.

Robert's collection is arranged in two series: Series I: Subject File, 1982-1986; Series II: Chronological File, 1982-1986.

Robinson, Peter M.: Files, 1983-88 (11 feet)
Office of Speechwriting: Speechwriter.

Robinson, Roger W.: Files, 1982-85 (15 feet)
International Economic Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Robinson began his service in the White House as the chief speechwriter for Vice President George Bush from 1982-1983. In 1983, he was hired as a Special Assistant to the President and a member of the speechwriting staff. He served on the Speechwriting staff from 1983-1988.

This collection contains five series: Series I: Speech Drafts, 1983-1988; Series II: Subject File, 1983-

1988; Series III: Reference Files, 1983-1988; Series IV: Chronological File, 1984-1987; Series V: Personal Files, 1983-1988. While this collection includes speeches by the Vice President, the material does not appear to be from Robinson's time working for Vice President Bush, 1982-1983.

Robinson, Roger W: Files, 1982-1985 (15 feet)
International Economic Affairs Directorate, NSC: Special Assistant to the President and Senior Director
Planning and Evaluation Directorate, NSC: Director East-West Economics.

Rodman, Peter W.: Files, 1986-89 (14 feet)
Special Assistant to the President and NSC Counselor.
Deputy Assistant to the President for Foreign Policy.
See also Sestanovich, Stephen R.: Files.

Rodota, Joseph D., Jr.: Files, 1985-1988
Office of Public Affairs: Deputy Director

Rogers, John F. W.: Files, 1981-85 (2 feet)
Office of Administration, Office of the Director: Special Assistant to the President for Management and Director.

Rohrbacher, Dana:
See C. Landon Parvin Files

Rollins, Edward J.: Files, 1981-83 (6 feet)
Office of Political Affairs: Assistant to the President for Political Affairs and Director.

Rollins joined the White House staff in 1981 as the second in command under Franklyn (Lyn) Nofziger, the President's long-time political advisor and the first Director of the Office of Political Affairs. When Mr. Nofziger resigned in November, 1981, Rollins was appointed to his post. During his tenure as Director of the Office of Political Affairs, Rollins was often a controversial figure because of his out-spoken candor to press and public. He worked actively to assist Republican candidates in sympathy with the President and worked publicly against Sen. Robert Packwood, head of the Republican Senate Committee and a frequent critic of the President. Rollins and the Office of Political Affairs was heavily involved in assisting Republican congressional and gubernatorial candidates during the 1982 election.

The Edward Rollins collection has two series: Series I: Republican Correspondence File, 1981-1982 and Series II: Mailgrams, 1982. This material is very limited in scope and content and does not contain any material regarding the President's 1980 or 1984 election.

Romano, Neil: Files, 1982-88 (3 feet)
Drug Abuse Policy Office: Press Secretary.

Roper, William L.: Files, 1983-86 (16 feet)
Office of Policy Development: Special Assistant to the President, Health Policy and Issues.
In 1982, Dr. William Roper was a White House Fellow assigned to the Office of Policy Development. Dr. Roper also had some graduate business school training. As a fellow he was assigned to work on health care cost control issues. After his fellowship year, he stayed on in the Office of Policy Development.

Rosebush, James S.: Files, 1981-86 (5 feet)
Office of the First Lady: Deputy Assistant to the President and Staff Director.

Mr. Rosebush began work for the Reagan administration as an appointee in the Department of Commerce in May 1981. In August 1981, he was brought to the White House as a Special Assistant to the President for Volunteers and to set up the President's Task Force for Private Sector Initiatives (PSI). When the First Lady's Chief of Staff Peter McCoy left at the end of 1981, Rosebush become the next First Lady Chief of Staff and in charge of the East Wing staff.

His collection contains telephone logs from his time at the Department of Commerce and some correspondence from his time working on volunteerism and the PSI. Given the short term of his time with these entities we have kept all of his material together in one collection.

Rosenberg, Alison P.: Files, 1987-88 (2 feet)
African Affairs Directorate, NSC: Director.

This collection is arranged in two series: Series I: Subject File; Series II: Chronological File.

Ross, Dennis B.: Files, 1986-88 (5 feet)
Near East and South Asia Affairs Directorate, NSC: Director.
See also William J. Burns files.

Rostow, Nicholas: Files, 1987-89 (23 feet)
Legal Advisor, NSC Office of the: Special Assistant to the President and Legal Advisor.

Roussel, Peter: Files, 1981-87 (7 feet)
Office of the Press Secretary: Special Assistant to the President and Deputy Press Secretary.

Rousselot, John H.: Files, 1983 (2 feet)
Office of Public Liaison: Special Assistant to the President and Deputy Director for Defense.

John Rousselot (1927-2003) was one of four people simultaneously appointed to Office of Public Liaison positions in April 1983, as Faith Whittlesey replaced Elizabeth Dole as head of the office. Rousselot was a Los Angeles native and longtime vocal Reagan supporter. He had been one of Congress' most conservative members until he was defeated for re-election in 1982. His Public Liaison portfolio included business, defense, and agricultural issues. Much of his defense-related work in OPL focused on the MX missile, a highly publicized issue at the time. Rousselot left the White House effective November 1, 1983, to work in Ronald Reagan's re-election campaign.

The material in the Rousselot staff file collection documents Reagan Administration efforts to raise support for the Administration's positions on the MX missile and other defense issues. The effort involved a three-stage campaign: "Phase I," "Phase II," and "Phase III." This material comprises Series I: Defense.

This collection is arranged into three series: Series I: Defense; Series II: Business and Series III: Agriculture

Royal, Debra Kopko: Files, 1983-88 (-1 foot)
Office of Legislative Affairs: Staff Assistant, House.

Russell, Horace L.: Files, 1981-85 (16 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
Defense Policy Directorate, NSC: Planning Staff.

Horace Laverne Russell, an Air Force Brigadier General, served on special detail to the National Security Council staff starting in July 1980. At the change of administrations in 1981 his responsibilities included coordinating United States defense policy pertaining to force structure and projection, military readiness and sustainability and the defense budget in support of the President's overall national security policy. He also coordinated policy pertaining to industrial mobilization and emergency preparedness. From 1981-1984 he served as a staff member of the National Security Council Defense Policy Office. This office was later reorganized into the Defense Programs and Arms Control Directorate of the National Security Council.

The Horace Russell collection consists of memos, correspondence, cables, news clippings, issue papers, weekly reports, press releases, minutes, talking points, Q & As, speeches, notes, and reports on national security policy, military readiness and sustainability, industrial mobilization, Emergency Mobilization Preparedness Board, MX missile (later referred to as the Peacemaker missile), the Russell-Scowcroft Commission Mobilization, and emergency preparedness. There is some John Douglass' work product in the Russell collection, especially in the Chronological File in 1984, as it appears that Russell trained Douglass to take over his responsibilities upon his departure July 1984. Although there is some pre-1981 material in this collection, it consists of reference material that Russell used during his tenure in the Reagan administration and not his work product from the Carter administration.

The Russell collection is arranged in two series: the Subject File, 1981-1984 and the Chronological File, January 1981-July 1984.

Rusthoven, Peter J.: Files, 1981-85 (41 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Ryan, Frederick J., Jr.: Files, 1981-88 (10 feet)
Office of Appointments and Scheduling: Deputy Assistant and Special Assistant to the President, Director of Appointments and Scheduling.

Frederick Ryan was the third Director of the Office of Appointments and Scheduling, a position he held until the end of the administration. The first director, Gregory Newell has a small collection at the Library, and the second director, William Sadlier has no collection. Sadlier's work product can be found within various office series.

There is only a small amount of work product for Mr. Ryan within this office. The day-to-day function of maintaining schedules and appointments for the President are contained within the Office series. Ryan worked primarily outside of this office with other staff members, particularly Michael Deaver when he was at the White House, in shaping the President's schedule.

This collection has been arranged in four series. They are: Series I: Chronological File; Series II: Subject File; Series III: Long-Range Scheduling Meetings; Series IV: Monday Morning Memos.

Ryan, Frederick J., Jr.: Files, 1983-88 (18 feet)
Office of Private Sector Initiatives: Director.

Rye, Gilbert D.: Files, 1982-85 (9 feet)
Space Programs, NSC Office of: Director of Space Programs.

Sable, Ronald K.: Files, 1984-86 (18 feet)
Office of Legislative Affairs: Special Assistant to the President, Senate.

Sable, Ronald K.: Files, 1986-87 (20 feet)
Legislative Affairs Directorate, NSC: Special Assistant to the President and Senior Director.

This collection is arranged in four series as follows: Series I: Subject File; Series II: Country File; Series III: Administrative File; Series IV: Chronological File.

Sapia-Bosch, Alphonso F.: Files, 1982-83 (10 feet)
Latin American Affairs Directorate, NSC: Director.
Political Affairs Directorate, NSC: Director Inter-American Affairs.

This collection is arranged in two series as follows: Series I: Chronological File; Series II: Subject File.

Saunders, Richard M.: Files, 1986-88 (8 feet)
International Programs and Technology Affairs Directorate, NSC: Deputy Director. Political-Military Affairs Directorate, NSC: Deputy Director.

Schaben, Betsy: Files, 1982-88 (6 feet)
Office of the First Lady: Correspondence Secretary to the First Lady.

Scharfen, Jonathan R.: Files, 1985-88 (30 feet)
Legal Advisor, NSC Office of the: Assistant Legal Advisor.

Jonathan "Jock" Scharfen was the final legal advisor for the Reagan Administration National Security Council. His collection contains a number of boxes with folders pulled from other legal advisor's collections and then sent on to various Independent Counsel investigations. No effort was made to identify this material by collection or redistribute to various collections when it returned to the NSC at the close of the Reagan Administration.

Many of the boxes contain the work product of previous Legal Advisors including Paul Thompson, Robert Kimmitt and staff member Sam Maizel. The material often dates to time periods prior to Mr. Scharfen joining the staff and even in Kimmitt's case includes material from his work in the Jimmy Carter National Security Council.

Schmidt, Robert: Files, 1985-88 (3 feet)
Office of Presidential Advance: Presidential Advanceman.

Schnepper, Mary M.: Files, 1985-88 (17 feet)
Office of Public Liaison: Associate Director for Health.

Marty Schnepper joined the White House Office of Public Liaison near the end of February 1984 as a Staff Assistant. She became an Associate Director in June 1985 with responsibilities for the health and senior constituencies. Sometime in 1986, she became responsible for public liaison to the U.S. business community. She also continued to take part in health related public liaison activities. In January 1988 she became Special Assistant to the President for Commerce and Professional Associations. She left the

White House in May 1988. Prior to joining the White House, Ms. Schnepper was a nurse by profession.

This collection is arranged in five series: Series I: Organization – Health Care; Series II: Organization Files – Health Care and Business Community; Series III: Events; Series IV: Chron File; Series V: Internal Memos

Scruggs, John: Files, 1982-83 (-1 foot)
Office of Legislative Affairs: Special Assistant to the President

Seiber, Marilyn J.: Files, 1988 (4 feet)
International Economic Affairs Directorate, NSC: Deputy Director.

Selby, Beverly M.: Files, 1985-87 (4 feet)
Office of Policy Development: Senior Policy Analyst.

Sestanovich, Stephen R.: Files, 1984-86 (4 feet)
Policy Development Directorate, NSC: Senior Director.
Political-Military Affairs Directorate, NSC: Director.

Shaddix, Billie B.: Files, 1981 (1 foot)
White House Photographic Office: Director.

Shepherd, J. Michael: Files, 1986 (6 feet)
Office of the Counsel to the President: Associate Counsel to the President.

Shepherd, Katherine (Charlie): Files, 1981-1989
Correspondence, White House Office of

Shoemaker, Christopher C.: Files, 1981-82 (6 feet)
Defense Policy Directorate, NSC: Director Strategic and General Purpose Forces.

Sigur, Gaston J.: Files, 1982-86 (16 feet)
Asian Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Political Affairs Directorate: Director East Asian and Pacific Affairs.

This collection is arranged in three series as follows: Series I: Chronological File; Series II: Subject File; Series III: Briefing Books.

Simmons, Paul B.: Files, 1981-85 (4 feet)
Office of Policy Development: Special Assistant to the President, Policy Information; Assistant Director, Health, Human Resources, and Social Security.

Sims, Robert Bell: Files, 1982-1984
Press Relations, NSC (April 1982-June 1983)
Public Affairs, NSC (June 1983-October 1983)

A Navy public affairs specialist, Captain Sims was a Senior Research Fellow at the National Defense University before joining the NSC staff. From June 3, 1983, Captain Sims served as Special Assistant to

the President and Senior Director of Public Affairs on the National Security Council. Though he was appointed Special Assistant to the President and Deputy Press Secretary for Foreign Affairs by November 1983, he continued to serve the NSC until April 1984 when Karna Small was officially appointed full-time to the NSC position.

The Robert Bell Sims NSC collection consists of memos, correspondence, cables, reports, meeting agendas, notes, press releases, and talking points re Sims' and other NSC staffers' work on press relations and public affairs. The majority of the collection is Sims' work product with some of Karna Small's, Marc Brazil's and Baerbel Houck's materials intermixed. There are three series: Subject File, 1982-1984; Administrative File, 1982-1983; and Chronological file, 1982-1984.

Sims, Robert B.: Files, 1983-85 (14 feet)
Office of the Press Secretary: Special Assistant to the President and Deputy Press Secretary for Foreign Affairs.

Sittman, William F.: Files, 1981-83 (4 feet)
Office of the Deputy Chief of Staff: Special Assistant to the President and to the Deputy Chief of Staff.

William Sittmann, a career State Department Foreign Service officer, was detailed in late February 1982 to the White House to work in the Deputy Chief of Staff Office after the abrupt departure of Joseph Canzeri. Sittmann was known to the White House staff as the administrative coordinator on various Presidential overseas trips including the economic summit in Cancun (October 1981). He also served in the Office of Protocol as visit officer and was responsible for the coordination of all official and state visits by foreign heads of government and in the Office of Security as a Special Agent for Dignitary Protection.

On March 1, 1982, President Reagan announced his intention to nominate Sittmann to replace Canzeri as Special Assistant to the President and Special Assistant to the Deputy Chief of Staff (Michael Deaver). Sittmann left his White position in April 1985.

Many of Sittmann's early 1982 folders contain work product for his immediate predecessor, Joseph Canzeri. The Library has left this material with Sittmann.

Situation [Room] Support Staff, White House (WHSSS): Records, 1985-89 (17 feet)

The White House Situation Room has been in existence since the Kennedy administration and has evolved as a support function for the National Security Advisor. During the Reagan Administration both the Director and Deputy Director of the Situation Room were located in the West Wing of the White House. Records for the Situation Room are considered part of the National Security Council collection at the Reagan Library.

In 1982, the Crisis Management Center (CMC) was set up under Richard Beal in the Old Executive Office Building and it acted as a "second situation room." In 1985, the Situation Room and the CMC were absorbed under a new entity, the White House Situation Support Staff (WHSSS).

The White House Situation Support Staff was created ca. 1985 to oversee the Crisis Management Center (CMC) and the Situation Room. The Situation Room has its own collection under the NSC Executive Secretariat for 1981-89. At this time the Cordell Room in the OEOB was redone with additional state-of-the-art electronics and telecommunications equipment.

This collection consists of seven series: Series I: Records of Past Games; Series II: Exercises; Series III: Past Exercises; Series IV: National Security Developments; Series V: Briefing Books; Series VI: Middle East Terrorism; Series VII: Cable Traffic Receipts.

Skidmore, Mary Lou P.: Files, 1986-88 (1 foot)
Office of Presidential Advance: Executive Assistant to the Director.

Small-Stringer, Karna: Files, 1981-84 (10 feet)
Office of Media Relations: Deputy Assistant to the President and Director of Media Relations and Planning.

At the start of the Reagan Administration, Karna Small-Stringer was a Deputy Press Secretary under James Brady, the White House Press Secretary. After Brady was injured in the March 1981 assassination attempt on President Reagan, Larry Speakes, another Deputy Press Secretary, was appointed Acting Press Secretary. In June 1981 Speakes was named Principal Deputy Press Secretary, officially taking over most of Brady's duties. In September, Small-Stringer was appointed as Director of a newly created office, Media Relations. This office combined the Office of Media Liaison (a unit of the Press Secretary's Office under Lou Gerig) and the Television Office function which was in the Communications Office. During her time as Director of Media Relations, Small-Stringer also did press and public affairs work for the Public Affairs Directorate of the National Security Council. In March 1984 she left the Office of Media Relations to perform the NSC function full time. See her NSC collection for material relating to work at the NSC.

Lou Gerig was the Deputy Director under Karna Small-Stringer for a period but soon left the White House. The Library does not have a separate collection for Mr. Gerig. His work product, mostly related to the old Office of Media Liaison, is part of this collection.

The material is arranged as follows: Series I: Events, 1981-1984; Series II: Subject File; Series III: Pool Reports, 1982-1983; Series IV: Linda Perryman / Lou Gerig Files, 1981-1984.

Small-Stringer, Karna: Files: 1984-1987 (7 feet)
Public Affairs Office, NSC: Deputy Assistant to the President and Senior Director.

The starting dates and time for Ms. Small-Stringer are unclear, as she worked in both offices simultaneously. This material from the NSC Public Affairs Directorate contains material pre-dating Small-Stringer's official start date and may be part of the Robert Sims collection.

Smith, Barbara: Files, 1981 (-1 l.ft.)
Office of Public Liaison

Smith, Dan J.: Files, 1981-82 (20 feet)
Office of Policy Development: Deputy Assistant Director, Commerce and Trade; Policy Adviser.

Smith, Martin L.**:** Files, 1983-85 (1 foot)
Office of Policy Development: Deputy Assistant Director, Energy, Agriculture, Natural Resources.

Correspondence, memoranda, speeches, clippings, reports and talking points relating to environmental policy and issues. Topics include acid rain, superfund, legislation, wilderness, natural resources, regulation, environmental standards, hazardous material, and the environment in general. Also included are scheduling and administrative material relating to Martin Smith's attendance at environmental conferences.

Snider, Don M.: Files, 1987-88 (13 feet)
Defense Policy Directorate, NSC: Director.

Social Affairs, White House Office of: Records, 1981-89 (51 feet)

The White House Social Affairs office was a part of the Office of the First Lady during the Reagan administration. The staff, including the Social Secretary and Assistant/Deputy Social Secretary, was answerable to the First Lady's Chief of Staff, and there appears to have been considerable Nancy Reagan involvement with this office. However, unlike members of the First Lady's staff, the Social Office worked on many events that did not include the First Lady or have her involvement. Because of this unique distinction, we have separated the Social Affairs Office and staff members as a separate collection. Staff collections for the Social Affairs Office are for Muffie Brandon, Linda Faulkner, Catherine Fenton, Gahl Hodges, and the Graphics and Calligraphy office and its Director, William Gemmel.

The Social Office records include two fairly distinct series transferred to White House Records Management by two individuals. The "Events Files" were sent by Shirley Campolieto and the "Chron Files" were sent by Judy Spangler. Both these individuals were detailees to the White House from other agencies and were officially working for Gemmel, but informally working on all Social Affairs Office activity. We have not created separate collections for these individuals, but have included the series in the Social Affairs office records.

Social Affairs, White House Office of: Graphics and Calligraphy: Records, 1981-1989 (8 feet)

Following any White House event, there were often extra copies of printed invitations, programs, tickets, etc. The Graphics and Calligrapher's Office (GCO), a unit within the First Lady's Social Affairs Office, sent the additional material to the White House Office of Records Management.

This collection consists of these extra copies. The Library has created a sampling of these items that are available for use.

Sommer, Peter R.: Files, 1983-85 (9 feet)
European and Soviet Affairs Directorate, NSC: Director.
Legal Advisor, NSC Office of the: Security Assistance and Legal Affairs Staff.

We are unable to locate any Sommer material for the Office of Legal Advisor, NSC. However, the Library believes the "LA" subject series in the Robert Kimmitt collection may actually be an office collection for all NSC staff members involved with legislative work. A great deal of Peter Sommer's work product can be found in this series of folders.

Soos, Helen E.: Files, 1985-87 (4 feet)
African Affairs Directorate, NSC: Deputy Director.

Spaeth, Merrie: Files, 1983-1985
Media Relations, Office of

Speakes, Larry M.: Files, 1981-87 (25 feet)
Office of the Press Secretary: Assistant to the President and Principal Deputy Press Secretary.

Speechwriting, White House Office of: Records, 1982-87 (4 feet)

Actual office records for Speechwriting were very limited during the Reagan Administration. Materials for

the office were filed in two large filing blocks – Speechwriting Office, Speech Drafts and Speechwriting Office, Speech Research. The Library treats these two filing systems as separate collections. Please see the inventories for these collections for further information about their contents and availability.

The Speechwriting Office records are arranged in four series: Series I: Speech Schedules and Memos; Series II: Speech Index; Series III: Speechwriter's Office Resumes; and Series IV: Administrative Files.

Speechwriting, White House Office of: Research Office Records, 1981-89 (209 feet)

The White House Office of Speechwriting: Research Office consisted of researchers assisting the speechwriters by compiling background information and fact checking for individual remarks, addresses, tapings, radio speeches and statements. Researchers were assigned to specific speeches and speechwriters. This information can be found in the speech indexes found in the Office of Speechwriting collection. Individual researchers were identified beginning in 1982.

This collection consists of four series: Series I: Speeches. 1981-1989; Series II: General Topic Speech Research File. 1982-1988; Series III: Research Clipping File. 1980-1984; and Series IV: 1980 Campaign File. The 1980 Campaign File consists of three subseries: Subseries A: Campaign and Pre-Presidential Speeches. 1979-1981; Subseries B: Campaign Reference File. 1964-1980; and Subseries C: Reagan Speeches. 1952-1978.

Speechwriting, White House Office of: Speech Drafts, 1981-89 (278 feet)

See also: Speechwriting, White House Office of: Speech Research, 1981-1989
White House Office of Records Management (WHORM) Subject File
SP-SP1316 (Speeches)

The Reagan Administration Office of Speechwriting consisted of two major filing systems: Speechwriting Research and Speech Drafts. The Library treats each filing system as a separate collection.

Speech Drafts consists of multiple drafts from the first version to the final product for each speech, message, taping, and radio address. Speeches were "staffed" at the White House to all major staff offices with an interest in each particular speech. Staff returned comments, editing and annotations. Filing of this material was inconsistent throughout the administration. The staff comments can be within the WHORM Subject File "SP" subject category for any particular speech or within the draft for the speech. Sometimes they are duplicated in both places.

Because of these multiple filing systems, the Library recommends researchers look at the entire speech "evolution" from the Speech Research folder, the Speech Draft to the final SP category for a full idea of the creation of each speech. Not every speech has each: a speech research, draft and SP category, but the majority do have all three units.

The Speechwriting Office: Speech Drafts consists of three series. They are Series I: Speech Drafts, 1981-1989, Series II: Edited and Unused Speeches (2 subseries), and Series III: Non-Presidential Speeches (2 subseries).

Spencer, Karen: Files, 1983-88 (18 feet)
Office of Intergovernmental Affairs: Deputy Assistant to the President for Intergovernmental Affairs.

Spencer, Susan: Files, 1983-88 (11 feet)
Office of Intergovernmental Affairs: Research Assistant.

Sprinkel, Beryl W.: Files, 1985-89 (39 feet)
Council of Economic Advisers: Chairman.

Stark, James R.: Files, 1985-86 (20 feet)
Political-Military Affairs Directorate, NSC: Director.

Stearman, William L.: Files, 1981-88 (5 feet)
Executive Secretariat, NSC: General Counsel.

William L. Stearman joined the National Security Council Staff in February 1981 after serving as a member of Governor Reagan's Foreign Policy Advisory Team and as a member of the National Security Transition Team. He shared responsibility for U.S. national security policy in relation to the Soviet Union, Eastern Europe (especially Poland and Yugoslavia), Central Europe and Indochina.

Steelman, Deborah: Files, 1985-1986 (-1 foot)
Office of Intergovernmental Affairs, Director

In 1985, the White House reorganized the Office of Political Affairs and the Office of Intergovernmental Affairs. Mitchell Daniels joined the White House as Special Assistant to the President, with responsibility for both of these offices. In March 1985, Debbie Steelman started work at the White House as a detailee from the Environmental Protection Agency to be the director of the Office of Intergovernmental Affairs under Daniels. She was moved to the White House Staff in April 1985 and remained there until she received an appointment to the Office of Management and Budget in February 1986.

Stein, Jacob: Files, 1981 (1 foot)
Office of Public Liaison: Special Adviser to the White House for Jewish Affairs.

Jacob (Jack) Stein served as Special Advisor to the White House for Jewish Affairs from April 1981 to January 1982. Stein served as the Administration's liaison with the Jewish community and as a liaison with the Office of Policy Development and the National Security Council on issues and policy of interest to the Jewish community.

Following Stein's departure from the White House in January 1982, his duties and functions were handled by his assistant, Beth Barnes. She received direction from Jack Burgess and Red Cavaney. Stein's successor, Michael Gale, started working in the White House Public Liaison Office in June 1982. This interim period has created some question of work product ownership for the collection. The Reagan Library has made the following determinations: material found in the collection with work product from both Beth Barnes and Jack Stein has been assigned to the Stein collection. Material found in the collection with work product from both Beth Barnes and Michael Gale was assigned to the Gale collection.

For a fuller comprehension of the work of public liaison to the American Jewish community during the Reagan administration see also collections for Michael Gale, Michael Breger, Max Green and Matt Zachari.

The collection was arranged into three series. The series are: Series I: Subject File; Series II: Event File; and Series IIII: Correspondence and Schedules.

Steiner, Steven S.: Files, 1983-88 (30 feet)
Arms Control Directorate, NSC: Director.
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.
International Communications and Information Directorate, NSC: Director.

Stephens, Jay B.: Files, 1986-88 (19 feet)
Office of the Counsel to the President: Deputy Counsel to the President.

Stevens, Paul Schott: Files, 1987-88 (18 feet)
Executive Secretariat, NSC: Special Assistant to the President and Executive Secretary.

Stewart, Holly: File, 1981-1983
Private Sector Initiatives, Office of

This appears to be the only material for Ms. Stewart, although the box is marked "Box 3." Material for August 1983-November 1983 comes from OA 8545 and was originally assigned to the Michael Deaver collection.

Stone, Jay: Files, 1988 (1 foot)
Office of Legislative Affairs: Special Assistant to the President.

Strother, Candace: Files, 1983 (1 foot)
Office of Public Liaison: Special Assistant to the President for Education.

Stucky, Edward J.: Files, 1985-88 (5 feet)
Office of Cabinet Affairs: Associate Director.

Studdert, Steve: Files, 1981-82 (2 feet)
Office of Presidential Advance: Special Assistant to the President, Advance.

Sullivan, Lisa: Files, 1984 (3 feet)
Office of Planning and Evaluation: Special Assistant.

Summit of Industrialized Nations, Williamsburg, 1983: Records (8 feet)

Sundseth, Carolyn: Files, 1983-85 (13 feet)
Office of Public Liaison: Associate Director for Religious Issues.

This collection is arranged in three series as follows: Series I: Correspondence; Series II: Subject File; Series III: Events File.

Svahn, John: Files, 1981-87 (8 feet)
Office of Policy Development: Assistant to the President.

Swanson, David: Files, 1981-83 (3 feet)
Office of Legislative Affairs: Special Assistant, Senate.

Sweet, Robert W.: Files, 1983-85 (10 feet)
Office of Policy Development: Senior Staff Member for Education.

Sweet, Robert W.: Files, 1985-88 (24 feet)
Domestic Policy Council: Deputy Executive Secretary

Tahir-Kheli, Shirin R.: Files, 1985-88 (23 feet)
Near East and South Asia Affairs Directorate, NSC: Director.
Political-Military Affairs Directorate, NSC: Director.

Shirin Tahir-Kheli was the Director for the Near East and South Asia (NESA) Directorate. She served as Director for Political-Military Affairs from May 1984-April 1986. The Library has not separated her two offices at this time. Prior to the NSC, Tahir-Kheli was at the State Department on the Policy Planning Staff and was a professor of political science at Temple University.

Tambs, Lewis A.: Files, 1982-1983
Latin American Directorate, NSC

Tanter, Raymond: Files, 1981 (2 feet)
Political Affairs Directorate, NSC: Director Near East and South Asia.

Tarbell, David S.: Files, 1987-88 (1 foot)
International Economic Affairs Directorate, NSC: Director.

Tate, Sheila: Files, 1981-82 (15 feet)
Office of the First Lady: Press Secretary.

Teicher, Howard J.: Files, 1982-86 (14 feet)
Political-Military Affairs Directorate, NSC: Special Assistant to the President and Senior Director.
Near East and South Asia Affairs Directorate, NSC: Director.
Political Affairs Directorate, NSC: Director Near East and South Asia.

Television Office: Records, 1981-82

Terry, W. Grey: Files, 1982-1984 (-1 foot)
Office of Presidential Advance.

Tharp, Tad: Files, 1983
Office of Presidential Personnel

Theis, Nancy: Files, 1981-88 (3 feet)
Office of White House Correspondence: Children's Correspondence Unit.

Thomas, Edwin W.: Files 1981-1982
Office of The Counsellor to the President

Thomas, W. Dennis: Files, 1983-85 (1 feet)
Office of Legislative Affairs: Deputy Assistant to the President (House Liaison).

Material within this collection contains some material from Kenneth Duberstein and M.B. Oglesby, who preceded Mr. Thomas as House Liaison for the White House Office of Legislative Affairs. See particularly Oversize Attachment 10846, folders: "Mailings to the Hill," "Notification Calls," and "Legislative Weekly Reports."

Thomas, W. Dennis: Files, 1985-1987 (8 feet)
Office of the Chief of Staff: Assistant to the President.

In July 1985 William Dennis Thomas began work as the chief assistant to Donald Regan, the White House Chief of Staff. He served as a *de facto* deputy chief of staff, though this title was never used of him. Thomas advised and assisted Regan on the full range of policy and administrative matters, with a concentration on economic policy. Thomas also oversaw White House staff involvement in President Reagan's overseas trips, and coordinated the drafting of Reagan's State of the Union messages. He attended many Administration meetings with Mr. Regan, accompanied Regan on some of President Reagan's travels, screened appointment requests and telephone calls for Regan, and occasionally substituted for Regan at meetings and events.

When Ronald Reagan became President in 1981, he appointed Mr. Thomas Assistant Secretary for Legislative Affairs in the Department of the Treasury. In this position Thomas worked with Congress, and Treasury Secretary Regan, as the Administration tried to enact its economic agenda into law. Thomas moved to the White House staff in December 1983, as the Deputy Assistant for Legislative Affairs in charge of relations with the House of Representatives. He left in April 1985 for a position with the professional service organization Touche Ross, but returned to the White House in July as Regan's assistant. Thomas left the White House staff for the second time in May 1987, about three months after Regan's departure.

Thomas' files are arranged in six series, as follows: Series I: Chronological File; Series II: General File; Series III: Meeting File; Series IV: Issues File; Series V: Regan Memoranda; Series VI: Diskettes. The files contain many handwritten draft memos, draft speeches, notes, and marginalia from Thomas, Regan, and others in the White House Office. Copies of the same documents are often filed in more than one series.

Thompson, Paul B.: Files, 1983-85 (11 feet)
Executive Secretariat, NSC: Deputy Executive Secretary and Staff Legal Counsel.
Legislative Affairs Directorate, NSC: Deputy Director and Staff Legal Counsel.

A number of Thompson's legal folders were pulled and then sent on to various Independent Counsel investigations. No effort was made to identify this material by collection or to redistribute to the Thompson collection when it was returned to Jonathan Scharfen, Legal Advisor of the NSC at the close of the Reagan Administration.

Currently the following boxes in the Jonathan Scharfen collection are noted for Robert Kimmitt, Paul Thompson and/or Sam Maizel material: Box 37 (91104), Box 40 (91107), Box 41 (91108), Box 58 (91653) and Box 91110.

Tice, Donald C.: Files, 1987-89 (4 feet)
International Programs and Technology Affairs Directorate, NSC: Director.

Tillman, Jacqueline: Files, 1984-88 (9 feet)
Latin American Affairs Directorate, NSC: Director and Deputy Director.

Timmons, William: Files, 1981 (Pre-Inaugural) (3 feet)
Office of Presidential Personnel: Deputy Director of the Transition Office.

It is highly likely this material is a personal papers collection rather than Presidential records. It might not be subject to the Freedom of Information Act.

Tobey, William H.: Files, 1987-88 (10 feet)
Arms Control Directorate, NSC: Deputy Director.

Tobin, Loesje (Edwards): Files, 1985 (5 feet)
Office of White House Correspondence: Administrative Assistant.

Tracy, Alan T.: Files, 1986-88 (3 feet)
Economic Policy Council: Special Assistant to the President for Agricultural Trade and Food Assistance.

Mr. Tracy was hired by the White House as part of the "Farm Bill" of 1986 (P.L. 99-198) to provide the Congress and the farmers of America a direct liaison with the President and the White House on specific agricultural issues such as agricultural, food assistance, the drought, and farm failures. He was placed within the Economic Policy Council, part of the Office of the Cabinet Secretary.

Travel and Telegraph Office, White House: Outgoing Telegrams, 1981-83 (8 feet)

The Travel and Telegraph Office is a unit of White House Operations. The Reagan Library collections reflect each unit of White House Operations as a separate collection. Our collection for this office consists of outgoing telegrams, 1981-1983 only.

Triplett, William: Files, 1981-83 (8 feet)
Office of Public Liaison: Deputy Special Assistant to the President.

The collection was arranged into three series as follows: Series I: Subject File; Series II: Incoming Correspondence to Elizabeth Dole; Series III: Chronological File.

Tuck, John C.: Files, 1986-89 (3 feet)
Office of the Chief of Staff: Assistant to the President and Director of the Office of the Chief of Staff; Executive Assistant to the Chief of Staff.

John Tuck (born 1945) is a graduate of Georgetown University's School of Foreign Service. His active Navy duty (1968-1973) included time as a detailee to the Nixon White House Social Office. He worked on the House of Representatives' Republican staff from 1974 to 1980, then served as the Senate's Assistant Secretary for the Majority from 1981 to 1986.

Tuck joined the White House staff in March 1986, and was given oversight of White House-Senate relations in October of that year. In April 1987 he became Executive Assistant to Chief of Staff Howard Baker, who had worked with Tuck while Senate Majority Leader from 1981 until 1984. When Kenneth Duberstein succeeded Baker as Chief of Staff in July 1988, Tuck received increased responsibilities as Director of the Office of the Chief of Staff. After the 1988 elections, Tuck assisted Duberstein in assuring a smooth transition to the George Bush Administration.

Most of the material in this collection dates from Tuck's time in the Office of the Chief of Staff, with a small amount pertaining to his service in Legislative Affairs. Since Tuck retained this Legislative Affairs material through his entire time in the Chief of Staff office, the Reagan Library is maintaining it with his Chief of Staff material.

Most of this collection came to the Reagan Library as loose, unorganized papers. The Library staff placed related loose materials together in folders, and arranged the folders into one alphabetical sequence. Prominent topics include: antidrug policy; the 1988-89 transition; the Federal budget; White House-Congressional relations; the Presidential Citizens Medal and Presidential Medal of Freedom; the White House Fellows program; the former Presidential yacht *Sequoia*; and a draft article on Howard Baker.

Turner, Carlton E.: Files, 1981-87 (31 feet)
Drug Abuse Policy Office: Deputy Assistant to the President, and Director.

Dr. Carlton E. Turner served in the Reagan White House from July 1981 to December 1986. He was President Reagan's chief adviser for drug abuse policy, and assisted Nancy Reagan with her drug abuse education projects.

As a researcher and professor, Turner became one of the nation's leading experts on the botany and pharmacology of marijuana. Before joining the Reagan Administration, he headed the Marijuana Research Project at the University of Mississippi. He served in the University's Research Institute for Pharmaceutical Studies, becoming Director of the Institute in 1980. He also worked as a consultant for government agencies and private firms in the United States, Mexico, and Canada, as well as for the United Nations.

The Carlton E. Turner collection has been arranged by the Library Staff: Series I: Chronological File; Series II: Memorandum File; Series III: Subject File; Series IV: Congressional File; Series V: Oversight Working Group; Series VI: DAPO Reports; Series VII: Comic Book Project; Series VIII: Media Interveiws; Series IX: Conferences; Series X: Administration; Series XI: Publications and Reports; Series XII: Computer Diskettes. Some folder titles and documents include numeric codes, whose purpose is not clear at this time.

See the Donald Ian MacDonald collection for additional material created or utilized by Dr. Turner.

Turner, Pamela J.: Files, 1981-88 (48 feet)
Office of Legislative Affairs: Deputy Assistant to the President, Senate.

Tuttle, Robert: Files, 1985-88 (1 foot)
Office of Presidential Personnel: Deputy Assistant to the President and Director.

Tutwiler, Margaret D.: Files, 1981-85 (20 feet)
Office of Political Affairs: Deputy Assistant for Political Affairs.

Margaret Tutwiler (1950-) came to the Reagan White House as the Executive Assistant to Ronald Reagan's first Chief of Staff, James Baker. She had held positions in the Republican Party of her native Alabama from 1974 to 1978, and worked on the 1980 George Bush Presidential and Vice-Presidential

campaigns.

As the 1984 elections approached, Baker sought to avoid mixing government and political resources to every extent possible. Therefore, the White House Office of Political Affairs was disbanded in October 1983, with most of its staff leaving the White House for positions in President Reagan's 1984 re-election campaign. Within the remaining White House staff, most political affairs duties were assigned to Tutwiler, under Baker's direct supervision. She served as White House liaison to the Republican Party and the 1984 Presidential campaign, coordinated White House assistance to the re-election campaigns of Republican members of Congress, and coordinated and approved political travel by White House staff. In July 1984, she was promoted to Deputy Assistant for Political Affairs.

When Baker became Secretary of the Treasury in early 1985, Tutwiler transferred to the Treasury Department as one of his Assistant Secretaries. She continued to work under Baker, in the State Department and White House, throughout the George Bush Administration. When George W. Bush became President in 2001, Tutwiler worked briefly on his White House staff, then served as Ambassador to Morocco (2001-2003) and Undersecretary of State for Public Diplomacy (2003-2004) before leaving Government service for a position with the New York Stock Exchange.

Although Tutwiler worked as an assistant to James Baker for her entire Reagan White House tenure, she was, in position and in practice, the chief White House political affairs person during the crucial period of the 1984 campaign. Her files, which were maintained as one unit throughout her time in the Reagan White House, pertain mostly to her political affairs work rather than her role as Baker's Administrative Assistant. For these reasons, the Reagan Library has placed her entire collection within the Office of Political Affairs.

Tutwiler's collection is arranged in six series as follows: Series I: Chief of Staff Correspondence; Series II: Political File; Series III: Congressional File; Series IV: Candidate Questionnaires.1984; Series V: White House Inter-Office Correspondence; Series VI: Public Petitions. A high percentage of the material in Series I was created by James Baker, and apparently given to Tutwiler for filing or further action (as in the James Cicconi collection). The remaining series (II through VI) pertain to Tutwiler's political affairs work.

Tyson, Charles P.: Files, 1981-83 (29 feet)
Coordination Office, NSC: Deputy Assistant to the President for Coordination.

Ubbens, Betty: Files, 1981-88 (2 feet)
Administrative Office, White House Operations.

Betty Ubbens handled accounts payable in the White House Operations Administrative Office. For additional Betty Ubbens material, see the Administrative Office, White House Operations: Records: Series I: Administration.

Uhlmann, Michael M.: Files, 1981-84 (13 feet)
Office of Policy Development: Special Assistant to the President, Legal Policy.

United States Secret Service: Records (277 feet)

The United States Secret Service consists of three components: United States Secret Service (USSS); USSS-UD (Uniformed Division); and Executive Protective Service (EPS)

This collection consists of: EPS Logs; F-1 logs [these appear to be for the residence entrance]; USSS Gate Lists; President's Movement Logs; USSS-EPS Gate Lists; USSS-UD Gate Lists; Presidential Appointment Logs; and a small amount of historical material from earlier administrations.

Urban, Maryann: Files, 1981-85 (3 feet)
Office of Presidential Personnel: Associate Director.

Office of the Executive Residence: Ushers Office: Records, 1981-1989 (7 feet)

Vail, Joan R.: Files, 1987-89 (4 feet)
European and Soviet Affairs Directorate, NSC: Staff Assistant.
Latin American Affairs Directorate, NSC: Staff Assistant.

Ms. Vail worked on "projects" for both the Latin American Affairs Directorate and the European and Soviet Affairs Directorate. Her collection contains material related to the following NSC staff members: Tyrus Cobb, Fritz W. Ermarth, Ludlow Flower, Nelson Ledsky, Peter Sommer and Jose Sorzano. All of these individuals have their own collections with the exception of Jose Sorzano. His material can be found in the office records for the Latin American Affairs Directorate.

Valis, Wayne: Files, 1981-83 (3 feet)
Office of Public Liaison: Special Assistant to the President.
Mr. Valis's main responsibilities within the Office of Public Liaison include trade associations, corporations, banking, small business, Chambers of Commerce, and budget issues.

Wayne Valis served in in the Office of Public Liaison from 1981 to Spring 1983.

Vasiliou, Rosalie: Files, 1981-82 (1 foot)
Office of Presidential Personnel: Assistant Director, Presidential Boards and Commissions.

Verstandig, Lee: Files, 1983-85 (14 feet)
Office of Intergovernmental Affairs: Assistant to the President.

Verstandig, Lee: Files, 1985 (1 foot)
Office of the First Lady: Assistant to the President.

Mr. Verstandig served a brief time as the Chief of Staff for the First Lady's Office from January 1986-March 1986. He succeeded James Rosebush and was followed by Jack Courtmanche. Prior to his work with the First Lady, Verstandig served as the Director of the White House Intergovernmental Office from 1983-1985. For a brief time he was also at the Housing and Urban Development Agency. He left the White House to join Michael Deaver's public relations firm.

Vila, Adis: Files, 1982-83 (5 feet)
Office of Public Liaison: White House Fellow, Youth Issues.

Ms. Vila was a White House Fellow in 1982-1983 assigned to the Office of Public Liaison and reporting to Elizabeth Dole and Faith Whittlesey. Her responsibilities centered on America's youth and leading a White House effort to reach out to young Americans and the youth national organizations. Because of her Latina (Cuban) heritage, she also worked with Cathi Villalpando in Hispanic outreach work.

Prior to joining the White House staff, Ms. Vila was an attorney in Miami, Florida with the law firm of Paul and Thomason.

Villalpando, Catalina (Cathi): Files, 1983-85 (12 feet)
Office of Public Liaison: Special Assistant to the President for Hispanic Issues.

Villalpando's collection is arranged in three series: Series I: Subject File; Series II: Events; Series III: Chronological and Correspondence.

Visitors' Office, White House: Records, 1981-89 (53 feet)

Von Damm, Helene: Files, 1981-82 (1 foot)
Office of Presidential Personnel: Assistant to the President and Director; Deputy Assistant to the President.

Helene von Damm (1938-) is a native of Austria who immigrated to the United States in 1959. She served as Ronald Reagan's personal secretary while he was Governor of California, remained an assistant to him after he left the Governorship, and worked on the 1980 Reagan Presidential campaign. When Reagan assumed the Presidency in January 1981, von Damm again served as his personal secretary. In September she moved to the Office of Presidential Personnel, as the person in charge of the office's day-to-day workings. Von Damm became head of Presidential Personnel in August 1982. In 1983, she left the White House to become US Ambassador to Austria.

Waldman, Benjamin: Files, 1988 (4 feet)
Office of Public Liaison: Associate Director for Ethnic Americans.

Waldron, Agnes: Files, 1985-1988 (3 feet)
Speechwriting, Office of: Research Office, Director

Agnes Waldron (1924-1991) had a long and varied career within the United States government and politics. In 1957, Waldron began her long association with the Republican Party, U.S. Presidents and politics. She worked for six years on the personal staff of Vice-President Richard Nixon as a research assistant focusing on domestic policy and handled all correspondence regarding domestic issues. She also prepared a daily news summary.

She left the former Vice-President's staff in1963 and worked as a research assistant for the Stanford Research Institute, the American Enterprise Institute and finally, the House Republican Conference Committee. During late 1967 through the election, she returned to Nixon, joining the campaign as a research analyst. She joined the new Nixon administration as a Special Assistant to the Secretary of Health, Education and Welfare (Robert Finch). Waldron returned to the White House in 1970 as an assistant to the White House Press Secretary Ronald Ziegler. Here she met and worked for and with Patrick Buchanan and David Gergin.

Waldron remained at the White House through the end of the Gerald Ford administration. She became the Director of the Research Office in 1974 and also was the editor of the President's news summaries.

Director of Communications Patrick Buchanan hired her in March 1985 as a personal assistant. In June 1985, she was promoted to, once again, be the Director of Research for the White House. This position, in the Reagan administration, was part of the Office of Speechwriting, one of a group of offices under the auspices of the Office of Communication. In October 1985, she also became an executive appointee, and had the title of Special Assistant to the President for Communications, Director of Research. This would be her third time working at the White House. Waldron remained in this position until the end of the administration.

Agnes Waldron has a very small collection within the Reagan Library collections. It consists of materials reflecting Waldron's administrative position as the Director of Research. Her collection consists of routine correspondence with individuals seeking employment as speechwriter, researchers and/or interns. Many of the individuals also submitted samples of their writing as either manuscripts or from published sources

such as newspapers and magazines. The material is arranged chronologically by last name. It also includes some general files on types of resumes and some by individual names.

For access to Waldron's actual work product as a researcher, please see the Office of Speechwriting: Speech Drafts. This collection lists individual researchers on the folder title. For example: "Signing Ceremony for H.R. 1085 New GI Bill Continuation Act (Gilder)(Waldron) 06/01/1987." Consulting the Speech Research folder on this speech will contain Waldron's research work. Her work product can also be found by just browsing through the Office of Speechwriting: Speech Research collection.

Waller, David: Files, 1981-86 (40 feet)
Office of the Counsel to the President: Senior Associate Counsel to the President.

Wallison, Peter J.: Files, 1985-87 (9 feet)
Office of the Counsel to the President: Counsel to the President.

Walters, Raymond: Files, 1981-85 (3 feet)
Policy Development, Office of.

Mr. Walters worked for Ralph Bledsoe in the Office of Policy Development. He made the transition with Bledsoe to the Domestic Policy Council Office in April 1985. Several months after the transition to DPC, Walters left the White House. His files contain a very small amount of material from his work for the Domestic Policy Office. In addition, his files contain material from 1981-1982 from his time at the Department of Commerce.

Warner, James H.: Files, 1986-88 (4 feet)
Office of Policy Development: Senior Policy Analyst.

Webber, Mildred J.: Files, 1985-1988 (2 feet)
Office of Public Liaison: Associate Director (Conservatives, Health).

Material within this collection also includes the work product of Curt Anderson. Mr. Anderson followed Webber as Associate Director for the conservative and health portfolios. Anderson joined the staff in February 1988 and generated very little material. We have no separate collection for Curt Anderson.

This collection is arranged in three series: Series I: Health Care Constituency; Series II: Subject File; Series III: Correspondence

Weber, Jack: Files, 1984-1986
Media Relations, Office of

Weidenbaum, Murray L.: Files, 1981-82 (6 feet)
Council of Economic Advisers: Chairman.

Murray Weidenbaum served as Chairman of the Council of Economic Advisors from January 1981 to September 1, 1982.

This collection is fully available for research and is arranged in three series: Series I: Correspondence, 1981-1982; Series II: Subject File; Series: Correspondence.

Weiss, Gus W.: Files, 1981-83 (5 feet)
Combined collection with Arthur Manfredi
Planning and Evaluation Office, NSC: Directors for Technology Transfer.

Westerman, Edie : Files, 1982-84 (35 feet)
Office of Private Sector Initiatives: Director of Special Projects.

Wettering, Fred: Files, 1981-84 (1 foot)
African Affairs Directorate, NSC: Director.
Political Affairs Directorate, NSC: Director Africa.

Wheeler, Michael O.: Files, 1982-83 (8 feet)
Executive Secretariat, NSC: Staff Secretary and Executive Secretary.

White House Conference for a Drug Free America: Records, 1987-88 (72 feet).

This collection has x series: Series I: Lois Haight Herrington-Chairman; Series II: Hank Oltman - Deputy Correspondence File; Series III: Dr. Arvel Tharp; Series IV: Kenneth Hill - Public Affairs; Series V: Terry Russell-General Counsel; Series VI: Barbara Hayward-Public Affairs Director; Series VII: Kenneth Killiany and Helen Mittenight-Media and Congressional Relations; Series VIII: Joyce Thomas-Drug Abuse Prevention Awareness Committee; Series IX: Preston Bright: Drug Free Treatment Committee; Series X: Dick Hays: Drug Free Schools Committee; Series XI: Nancy Goetchius: Drug Free Public Housing Committee; Series XII: David Stern: Drug Free Sports Committee/Drug Free Media And Entertainment Committee; Series XIII: Gabriel Sabatini: Drug Free Workplace

White House Conference on Productivity: Conference Files, 1982-83 (15 feet).

The following material appears to document the year-long process preceding the actual Conference, held during September, 1983 in Washington, DC. The Conference had Washington, DC offices with a staff director - Steve Skancke. The principal coordinator on the White House side was Rodger B. Porter. In addition, the material covers some of the work relating four preparatory conferences held at Duke University, St. Louis University, University of San Diego, and Carnegie-Mellon Institute.

White House Legal Task Force: Records, 1987-89 (629 feet).

White, Richard: Files, 1981-87 (3 feet)
Administrative Office, White House Operations.

Richard White worked in the Administrative Office from May of 1981 to October 1987. His first assignment was as Chief of Budget and Analysis. In July 1981 he became the Administrative Officer for the White House. In September 1982, he was reassigned as Financial Officer after Theresa Elmore became the director of the Administrative Office. He continued as Financial Officer until November, 1987 when he was appointed to the Federal Retirement Investment Board. He was replaced by Chris Vein. For additional material relating to Richard White, see the Administrative Office, White House Operations: Records, in particular Series II: Financial.

Whittlesey, Faith Ryan: Files, 1983-85 (25 feet)
Office of Public Liaison: Assistant to the President.

Ambassador Whittlesey's collection contains material created by her direct predecessor, Elizabeth Dole.

Her collection is arranged in nine series: Series I: Correspondence; Series II: Memoranda; Series III: Subject File; Series IV: Personnel; Series V: Faith Whittlesey Schedules; Series VI: Presidential Scheduling Proposals; Series VII: Speeches and Articles – Reference Material; Series VIII: Trips & Events; Series IX: State Dinner 1983.

Wigg, David C.: Files, 1985-86 (11 feet)
International Economic Affairs Directorate, NSC: Director and Deputy Director.

Williams, Richard L.: Files, 1981-88 (33 feet)
Drug Abuse Policy Office: Senior Policy Analyst.

Williamson, Richard S.: Files, 1981-83 (62 feet)
Office of Intergovernmental Affairs: Assistant to the President and Director.

Willkie, Wendell L., II: Files, 1984-85 (14 feet)
Office of the Counsel to the President: Associate Counsel.

The last three boxes of the Wendell Willkie collection (OA 10669, OA 10670, OA 10671) contain photocopied documents from the Department of Justice Files relating to investigations of the Music Corporation of America over a thirty year period beginning in the 1940s. Most of this material was apparently supplied by the DOJ to a requester via the Freedom of Information Act, therefore there are redacted portions on the copies. There is no documentation on the copies as to the restriction categories of the redactions. The photocopies appear to have been obtained from DOJ by the Office of the Counsel of the President in reaction to inquiries posed to the President in 1984 by *Variety Magazine* concerning this lengthy investigation.

Wilson, D. Edward, Jr.: Files, 1981-83 (25 feet)
Office of the Counsel to the President: Assistant Counsel.

Wilson, D. Edward, Jr.: Files, 1984 (3 feet)
Office of Administration: Deputy Director and General Counsel.

Withey, Lyn: Files, 1986-88 (3 feet)
Office of Legislative Affairs: Special Assistant to the President, House.

Material in the Nancy Dorn collection has 2 boxes with some Lyn Withey material which was carried over by her successor. The boxes are OA 17431 and OA 17433. Please see these boxes in the Dorn collection for possible additional Withey material. The Withey collection is arranged in two series: Series I: Correspondence; Series II: Subject File.

Women's Business Enterprise, Interagency Committee on: Records, 1986-88 (1 foot)

Wood, J. Robert: Files, 1984-85 (1 foot)
Defense Programs and Arms Control Directorate, NSC: White House Fellow.

Wood, Lynn Ross: Files, 1981-85 (8 feet)
Office of Presidential Personnel: Associate Director; Deputy Director, Administration.

Wormser, Nina C.: Files, 1981-1982
Office of the First Lady

Wright, David: Files, 1981-83 (1 foot)
Office of Legislative Affairs: Special Assistant to the President.

Wright, William H.: Files, 1985-86 (2 feet)
Defense Programs and Arms Control Directorate, NSC: Director of Defense Programs.

Wrobleski, Anne: Files, 1981-85 (4 feet)
Office of the First Lady: Director of Projects and Correspondence.

Zachari, Matt: Files, 1986-88 (2 feet)
Office of Public Liaison: Special Assistant to the President for Foreign Affairs and World Jewry.

Matt Zachari joined the Office of Public Liaison in September 1986 as a Staff Assistant. He was assigned to assist Max Green with his various portfolios. Zachari left in July of 1988, one month after Max Green. A considerable amount of Zachari's work product can be found intermixed in the files of the Green collection.

Zuniga, Henry: Files, 1981-83 (4 feet)
Office of Public Liaison: Deputy Special Assistant to the President (Hispanics)

Henry Zuniga started with the Office of Public Liaison on August 31, 1981. He was responsible for the Hispanic constituency, reporting initially to Diana Lozano, and then directly to Red Cavaney. He left on May 6, 1983. Some Lozano work product can be found within this collection.

His collection is arranged in three series: Series I: Subject File; Series II: Chronological File; Series III: Telephone Logs.

2. NON-PRESIDENTIAL RECORDS

The Library receives papers and historical materials from various sources, including former President Reagan, organizations, associates and friends of Ronald Reagan, and various segments from federal agency record collections accessioned by the National Archives. The Library archives staff process most of the personal paper collections according to provisions of a deed of gift to the Library. Collections in **bold** are open and available for research.

2.1 Personal Papers of Ronald Reagan

Collections covered by Ronald Reagan's Deed of Gift:

Reagan-Bush 1980 Campaign:
Papers, 1979-80 (227 feet)

Reagan-Bush 1984 Campaign:
Papers, 1983-84 (428 feet)

Reagan-Bush Transition Staff:
Papers, 1980-81 (148 feet)

Reagan, Ronald W.:
Papers, 1911-80 (30 feet)

Reagan, Ronald W.:
Papers, 1981-2004 (347 feet)

Records Management, White House Office of:
Subject File, 1981-89 (total of 75 feet for the 4 subject categories listed)
Subject Categories:
PL (Political Affairs) (21 feet)
PP (Presidential Personal) (30 feet)
SP501 (Campaign Speeches) (11 feet)
TR 003 (Campaign Trips) (13 feet)

2.2 Personal Papers

Collections of personal papers or records covered by a Donor's Deed of Gift:

Bell, Terrell H.:
Papers, 1981-84 (37.9 c. ft.)
This collection consists of duplicate copies of papers from Bell's tenure as Secretary of Education.

Bennett, William J.:
Papers, 1985-88 (27 c. ft.)
Audio Visual Materials
This collection consists of copies of Bennett's daily schedules and subject files, from his time as Secretary of Education.

Block, John R.:
Papers, 1962-86 (14 c. ft.)
This collection consists of daily files, chron file, correspondence, subject file, material regarding the 1985 Farm Bill, and Secretary of Agriculture material predating Block's tenure in that position.

Brandon, Mabel "Muffie" (Mrs. Cabot):
Papers, 1980-2004 (1.5 c. ft.)
This collection contains materials regarding Mrs. Brandon's service as Social Secretary in the Office of Social Affairs, including schedules, memorandums, correspondence, newspaper clippings, speeches, and ephemera. The collection also contains materials pertaining to the 1983 Summit of Industrialized Nations, the Presidential Task Force on the Arts and Humanities, and President Reagan's funeral in 2004.

Brumley, Robert H., II:
Papers, 1983-9 (104 c. ft.)
This collection contains materials relating to Space Policy, Commercialization of Space, Antitrust Reform, Regulatory Issues, International Trade Issues, and issues concerning the U.S. steel industry. Brumley served as General Counsel and Deputy General Counsel of the Department of Commerce.

Buckley, James L.:
Papers, 1984 (-1 c. ft.)
This collection consists of several drafts of the plenary statement at the U.N. Conference on Population held in Mexico City in 1984. Buckley served as Chairman of the United States Delegation to the conference.

Carleson, Robert:
Papers, 1980-81 (6 c. ft.)
This collection contains material relating to the 1980 transition. Carleson was Department of Health and Human Services Transition Team Leader.

Carlucci, Frank C.:
Papers, 1987-88 (26.4 c. ft.)
This collection consists of papers from Carlucci's personal paper collection compiled while Carlucci served as Assistant to the President for National Security Affairs and Secretary of Defense.

Clotworthy, William:
Papers, 1954-2002 (-1 c. ft.)
Audio Visual Materials
This collection documents Clotworthy's friendship with the Reagans dating back to *General Electric Theater*.

Cullin, Ray:
Papers, 1967-91 (1.6 c. ft.)
Audio Visual Materials
This collection relates to Cullin's coverage of Ronald Reagan's political career for NBC News.

Dailey, Peter:
Papers, 1980-81 (3.2 c. ft.)
Audio Visual Materials
This collection consists of items relating to the 1980 Presidential Campaign and 1981 Inauguration. Dailey was head of media and print advertising for "Campaign 80" and was later U.S. Ambassador to Ireland.

Dunlop, George S.
Papers, 1986-88 (-1 c.ft.)
This collection contains speeches and statements made by Dunlop, correspondence, newspaper clippings, and photographs. Dunlop served as Assistant Secretary of Agriculture for Natural Resources and Environment.

Frankum, Ronald B.:
Papers, 1955-80 (2 c. ft.)
This collection documents Frankum's participation in California state political campaigns, his service to Governor Reagan as an Assistant to the Governor for Local Government, and also includes some presidential transition and post-White House materials.

Friedersdorf, Max L.:
Papers, 1982-89 (1 c. ft.)
This collection contains materials relating to his time as U.S. Consul General to Bermuda, and as U.S. Representative to the 1987 Geneva Conference on Disarmament.

Gillenwaters, Edgar M.:
Papers, 1966-67 (3.28 c. ft.)
This collection consists of 16 scrapbooks given to Gillenwaters by Ronald and Nancy Reagan, consisting of newspaper clippings and memorabilia pertaining to Reagan's 1966 election to Governor and 1967 inauguration. Gillenwaters was Deputy Director of Finance and Director of the California Office in Washington, D.C. for Governor Reagan.

Grace, J. Peter:
Papers, 1982-85 (12.8 c. ft.)
This collection consists of memorandums, reports and background books pertaining to financial expenditures of the Federal government. Grace served as Chairman of the President's Private Sector Survey on Cost Control (Grace Commission), and a multi-volume set of the Final Report is included in the collection.

Graham, William:
Papers, 1957-96 (40 c. ft.)
This collection consists of correspondence, reports, notes, books, and a wide variety of other textual materials. Graham served as Director of NASA and as the Science Advisor to the President during the Reagan Administration.

Hammon, Wendell P.:
Papers, 1970-75 (1 c. ft.)
Transcript copies of Governor Reagan's press conferences, speeches, and statements

Hannaford, Peter D.:
Papers 1993-94, 1997, 2001-02 (1.5 c. ft.)
Audio Visual Materials
This collection consists of manuscripts and associated materials for his books on President Reagan. One book was co-authored by Charles D. Hobbs.

Hart, Louise:
Papers, 1966-80 (-1 c. ft.)
This collection documents Louise Hart's efforts as a volunteer for the 1980 Presidential Campaign. Hart created a volunteers organization and public relations campaign called CURE '80 (Citizens United for Reagan's Election).

Herrington, John S.:
Papers , 1985-89 (63 c. ft.)
Audio Visual Material (387 items)
The majority of this collection is from Herrington's personal files during his term as Secretary of Energy. A small portion of the collection is regarding the site selection, construction, and financing of the Reagan Library.

Hill, M. Charles:
Papers, 1982-89 (4.72 c. ft.)
This collection consists of notes of inter-staff meetings regarding foreign affairs. Portions of the collection have been copied and redacted due to the Office of Independent Counsel's investigation of the Iran-Contra affair. Hill served as State Department Chief of Staff and Executive Assistant to the Secretary of State.

Hobbs, Charles D.:
Papers, 1993-94 (-1 c. ft.)
This collection consists of the manuscript and associated materials for his book on President Reagan, co-authored with Peter D. Hannaford.

Hummel, Fred:
Papers, 1988-91 (11 c. ft.)
Audio Visual Material (811 items)
This collection consists of material relating to the design and construction of the Reagan Library. Hummel was Project Manager for the Ronald Reagan Library.

Ikle, Fred C.:
Papers, 1981-89 (10 c. ft.)
This collection includes materials covering NATO affairs, net assessments, foreign military sales, arms limitations agreements, international trade and technology, regional security affairs, and intelligence analysis and collection. Ikle served as Under Secretary of Defense for Policy.

Khachigian, Kenneth L.:
Papers, 1981-82 (.64 c. ft.)
This collection consists of materials related to the 1981 Inaugural Address and the 1982 mid-term elections. Khachigian was a freelance speechwriter for President Reagan.

Komisar, Lucy:
Papers, 1982-86 (1.6 c. ft.)
This collection consists of an author's research material regarding the political and economic situation in the Philippines, 1985-86. Ms. Komisar was a researcher at the Library.

Linowes, David F.:
Papers, 1973-91 (24 c. ft.)
This collection material dates to Linowes' tenure as chairman of three presidential/congressional committees relating to: privatization, energy, and fair market value. In addition, some materials are from before and after Reagan's presidency, including documentation of Linowes's participation in a trade commission to Yugoslavia in 1991.

MacDonald, David R.:
Papers, 1981-83 (16 c. ft.)
This collection consists of copies of records and personal files accumulated while MacDonald was in the office of the U.S. Trade Representative.

MacDonald, Donald Ian, M.D.:
Papers, 1986-88 (-1 c. ft.)
This collection consists of materials related to the Drug Abuse Policy Working Group and correspondence received from various Federal agencies regarding their drug policies. Dr. MacDonald served as Special Assistant to the President and Director of the Drug Abuse Policy Office.

McAndrews, Colleen Conway:
Papers, 1970 (-1 c. ft.)
This collection relates to Ronald Reagan's 1970 re-election campaign for Governor of California, for which McAndrews served as controller.

McNeill, John H.:
Papers, 1971-86 (3.2 c. ft.)
This collection contains papers relating to Limitation on Anti-Ballistic Missile Systems (ABM Treaty), and also includes daily reports compiled by the Foreign Broadcast Information Service (FBIS). McNeill served as Assistant General Counsel (International and Intelligence), Department of Defense.

Meese, Edwin, III:
Papers, 1985-88 (108.32 c. ft.)
This collection consists of event agendas, news summaries, and handwritten notes regarding telephone conversations and meetings. They are from Meese's time as Attorney General.

Neal, Michael B.:
Papers, 1967-74 (-1 c. ft.)
This collection consists of materials related to Ronald Reagan's 1970 re-election campaign for Governor of California

Nelson, Alan C.:
Papers, 1964-97 (88 c. ft.)
Audio Visual Materials
Some of this collection's files relate to immigration reform in California and the United States. Among other positions, Nelson served as Assistant Director of the California State Employment Service/Department of Human Resources Development while Reagan was governor of California, and Commissioner of the Immigration and Naturalization Service during his presidency.

Nofziger, Franklyn:
Papers, 1966-68 (1 c. ft.)
This collection consists of materials relating to the 1966 California gubernatorial campaign, 1967 inauguration, and 1968 Republican National Convention.

Northrup, Herbert R.:
Papers, 1962-88 (5.2 c. ft.)
Audio Visual Materials
This collection includes background material and records relating to the aftermath of the 1981 PATCO strike.

Penburthy, Joe:
Papers, 1980-81 (2 c. ft.)
Audio Visual Materials
This collection contains copies of the Detroit *News/Free Press* and Windsor *Star*.

Rabb, Maxwell M.:
Papers, 1980-87 (8 c. ft.)
This collection consists of materials compiled during the 1980 presidential campaign and Rabb's subsequent ambassadorship to Italy.

Ronald Reagan Library:
Composite manuscript collection,
1926- (9 c. ft.).
Consists of single items or very small groups of documents donated by various individuals.

Ronald Reagan Library:
Papers and materials re planning and design of the Library's initial museum exhibit, 1989-91 (14 c. ft.).

Roosevelt, Selwa:
Papers, 1982-90 (9.6 c. ft.)
Audio Visual Materials
This collection of materials was compiled during and shortly after Roosevelt's tenure as Chief of Protocol.

Salditch, Martin:
Papers, 1966-84 (7 c. ft.)
This collection of files related to Ronald Reagan was compiled by Mr. Salditch while serving as a correspondent with the Riverside *Press-Enterprise*. The files consist primarily of copies of press releases, press briefings (a complete set for the governor period), and clipping files.

Savas, Emanuel S.:
Papers, 1980-83 (4 c. ft.)
This collection of material was compiled during Savas's tenure as Assistant Secretary of Housing and Urban Development.

Schweiker, Richard S.:
Papers, 1981-83 (1.92 c. ft.)
This collection consists of copies of testimonies before Congress, texts of news conferences, news releases, list of accomplishments, speeches, and weekly reports of HHS activites. Schwieker served as Secretary of Health and Human Services.

Senese, Donald:
Papers, 1981-85 (1 c. ft.)
This collection consists of publications, articles, hearing transcripts, and speeches pertaining to the state of education in the U.S. and education reform. Senese served as Assistant Secretary for Educational Research and Improvement, U.S. Department of Education.

Smith, Charles P.:
Papers, 1967-88 (-1 c. ft.)
This collection consists of memos and publications pertaining to urban policy, federalism, immigration, drug control, and information technology. Dr. Smith served as Director of Management Services for the State of California; during the Reagan Administration, Dr. Smith served as Deputy Director of the White House Office of Planning and Evaluation, Deputy Assistant Secretary of the U.S. Department of Housing and Urban Development, Senior Policy Analyst in the White House Office of Policy Development, and Director of the U.S. Bureau of Justice Assistance.

Smith, William French:
Papers, 1949-91 (127c. ft.)
Audio Visual Materials (47 items)
This collection consists of Congressional hearings, manuscripts, press clippings, trip agendas, legal briefs, reports, notes, and other records, primarily pertaining to his term as Attorney General.

Spencer, Stuart K.:
Papers, 1984 (-1 c. ft.)
This collection consists of materials used to prepare President Reagan for the 1984 presidential debates against Walter Mondale.

Sprinkel, Beryl W.
Papers, 1981-89 (12.3 c. ft.)
This collection consists of papers and scrapbooks from Dr. Sprinkel's time during Ronald Reagan's presidency. Dr. Sprinkel served as Undersecretary of the Treasury for Monetary Affairs, and Chairman of the Council of Economic Advisors.

Tuttle, Holmes:
Papers, 1957-84 (6 c. ft.)
This collection consists of books, personal items, personal correspondence, and miscellaneous materials relating to his time as a political confidante of Ronald Reagan and a member of the President's "kitchen Cabinet."

VanNatta, Fred:
Papers, 1968 (3 c. ft.)
Audio Visual Materials
This collection consists of materials related to the 1968 presidential election and the 1968 Republican Governors' Conference hosted by Ronald Reagan.

Wade, James P.:
Papers, 1974-85 (22.4 c. ft.).
This collection includes correspondence, memoranda, reports, treaty negotiation documents, and chronologies relating to Arms Control, Regional Matters, Defense Science Board, Policy Planning and NSC Affairs, and Atomic Energy/Nuclear Weaponry. Wade served in a number of positions at the Department of Defense, including Assistant Secretary for Development and Support and Principal Deputy Undersecretary for Research and Engineering.

Whittlesey, Faith Ryan:
Papers, 1981-89 (1 c. ft.)
Personal materials, speeches, notes, memorandum for Mrs. Whittlesey's time as Ambassador to Switzerland. Mrs Whittlesey also served as the Director of the Office of Public Liaison at the White House.

Wick, Charles Z.:
Papers, 1976-93 (84.8 c. ft.)
Audio Visual Materials (29 items)
This collection consists of subject files, trip briefings and reports, memoranda of conversations, daily notes, speeches, and correspondence. Wick served as director of the United States Information Agency.

Wills, David:
Papers, 1980-89 (4 c. ft.)
Audio Visual Materials
This collection consists of an author's research materials on the administration's response to terrorist attacks in the 1980s. Mr. Wills was a researcher at the Library and is now a historian for the State Department.

Worthington, Robert M.:
Papers, 1981-85 (34 c. ft.)
Audio Visual Materials
This collection consists of personal files, reading files, and publications accumulated while Worthington was the Assistant Secretary for Vocational and Adult Education in the Department of Education.

Wright, Joseph R.:
Papers, 1982-88 (1.6 c. ft.)
Audio Visual Materials (344 items)
Wright was the Deputy Director of the Office of Management and Budget, and the chairman of three presidential committees relating to integrity and efficiency, management, and Reform '88.

2.3 Federal Records

Inaugural Committees, National Archives Collection of Records of: Records, 1980-81 (80 feet) A Component of Record Group (RG) 274.

Inaugural Committees, National Archives Collection of Records of: Records, 1984-85 (120) A component of RG 274.

President's Commission on Americans Outdoors: Records, 1985-87 (13 feet)
A component of RG 220.

President's Task Force on International Private Enterprise: Records, 1981-85 (48 feet)

President's Task Force on Private Sector Initiatives:
Records, 1981-82 (18 feet)

Reagan, Ronald:
Military Personnel Records,
1935-45 (-1 foot)
A component of RG 407.

SECTION III: AUDIOVISUAL MATERIAL

1. INTRODUCTION

The Reagan Library's audiovisual holdings consist of materials created by various White House offices and government agencies, and materials donated by former Reagan administration staff members and private individuals. These collections document President Reagan's two terms in office and the operation of various White House Offices, and also include a small number of Pre-Presidential and Post-Presidential items. Finding aids for most collections are available at the Library.

Most of the holdings consist of photographs, videotapes, motion picture film, and sound recordings created by White House support staff from 1981-89. These segments comprise the core materials of the audiovisual collections at the Reagan Library:

The **White House Communications Agency (WHCA)** collection includes videotapes of President Reagan's appearances and other events related to his administration, taped directly from network broadcasts. WHCA also made audiotapes of the public speaking engagements of President Reagan, his staff, and First Lady Nancy Reagan.

The **White House Photographic Office** collection contains over 1.5 million photographs of the daily activities of President Reagan, his staff, and the First Lady.

The **White House Television Office (WHTV)** collection, produced directly by White House staff members, consists primarily of videotapes and motion picture film of the daily activities of President Reagan.

Researchers may request copies of audiovisual material by telephone, correspondence, or in person. Duplication of videotape is possible for all material in the public domain. Some footage, however, such as network news commentaries, is copyrighted and duplication is restricted under the copyright law to only private study, scholarship, or research. In addition, certain other items are restricted by copyright, and researchers have to obtain permission from the owner for duplication. Most AV collections are open to onsite research in the Library's AV research room, depending on the availability of audiovisual equipment.

Numerous textual collections, both Presidential and personal, also contain audiovisual material. Most of this material has been transferred to the AudioVisual holdings area for preservation storage. Access to this material is through the textual collection finding aids.

2. WHITE HOUSE CORE COLLECTIONS

White House Communications Agency (WHCA), Videotapes:
1981-89 (8,288 items)
The WHCA videotape collection consists of 1", 3/4", and ½" VHS videotapes. WHCA videotaped for White House use, many of President Reagan's televised appearances and the nightly news and public event broadcasts of ABC, CBS, NBC, CNN, C-SPAN, and PBS. The videotapes, arranged by media format and then chronologically, include President Reagan's televised public appearance, network programs featuring President Reagan, Mrs. Reagan, and White House staff; Republican and Democratic National Conventions (1984 & 1988); 1981 and 1985 Inaugurations; Congressional Iran-Contra hearings; and Senate confirmation hearings on Presidential nominations for judicial and administration posts. Pool coverage of Presidential events, including speeches and press briefings aired by the networks, are considered public domain and are not subject to copyright restrictions. The majority of this collection is open for research in the audiovisual research room. Requesters may obtain copies all items, except those restricted by copyright. Finding aids include log books. **Open for research**

White House Communications Agency (WHCA), Audiotapes:
1981-89 (17,380 items)
The WHCA audiotape collection consists of 1/4" reel to reel tapes, and audio cassettes. The audiotapes are arranged chronologically and include President Reagan's speeches and Saturday radio addresses, White House press briefings, and other public statements of the First Lady and senior administration officials. Finding aids include log books. **Open for research**

White House Photographic Office:
1981-89 (ca. 1,554,750 photos)
This collection consists of color and black & white photographs. The Photographic Office had five photographers that provided day-to-day coverage of President Reagan's two terms in office. The photographs are arranged chronologically, and document the daily activities of President Reagan and Mrs. Reagan. Included within these photographs are speeches, state dinners, foreign and domestic trips, trips to Rancho del Cielo and Camp David, White House staff meetings, Cabinet meetings, Oval Office meetings, portraits of staff members, press briefings, 1984 campaign, and Nancy Reagan events. The collection is a Presidential Record and therefore covered by the provisions of the Presidential Records Act. Currently, only photographs previously released by the White House are open for research. **Segments open for research**

White House Television Office (WHTV):
1981-89 (6,799 items)
This collection consists of Betacam, 1", 3/4", and ½" VHS videotapes, 16mm color motion picture film, and 1/4" reel to reel audiotapes. The WHTV film crews provided day-to-day footage of President Reagan's activities from the routine Oval Office visits to ceremonial state visits. The videotapes are arranged chronologically and include speeches, press briefings, state visits, domestic trips and foreign trips, photo opportunities with staff and dignitaries, trips to Rancho Del Cielo and Camp David, bill signings, swearing-in ceremonies, staff meetings, and Oval Office visits. This material is in the public domain. Finding aids include log books. **Segments open for research**

3. AV COLLECTIONS – NON-PRESIDENTIAL

Agence France Presse:
1981-89 (139 items)
Black & white and color photographs of President Reagan and his daily activities.

Banks, Steve:
1980 (15 items)
Black & white photographs of Ronald Reagan campaigning in Pacific Palisades, CA in 1980.

Bauer, Geri:
Ca. 1940s-1950s (87 items)
Black & white 8x10 photographs of Ronald and Nancy Reagan.

Castine, Michael P.:
1982-86 (30 items)
4 ¼" reel to reel tapes, 6 ¾" video tapes, and 20 audiocassette tapes of various speeches and remarks given by President Reagan, many regarding Private Sector Initiatives.

Davis, Kathryn R.:
1967-68 (149 items)
Black & white and color photographs of Ronald Reagan as Governor of California.

Evans, Michael A. W.:
1975-80 (28,432 items)
TIME, SYGMA photographer covering Ronald Reagan: color and black & white transparencies and negatives of Reagan's campaign for the Presidency in 1976 and 1980.

Evans, Michael A. W.:
1981-85 (15,894 items)
Personal Photographer to President Reagan: black & white photographs documenting Evans' Portrait Project.

General Electric Theater:
1954-57 (45 items)
16mm motion picture film of various television episodes of GE Theater, with Ronald Reagan as narrator and as actor. **Permission required for duplication**

Hofstra University:
1993 (50 items)
Audio cassettes documenting the three-day Presidential Conference on Ronald Reagan, held at Hofstra University in April 1993.

Jay Gold Films, Inc.:
1981-89 (510 items)
16mm and 35mm motion picture film, 3/4" and ½" VHS videotapes, 1/4" reel to reel audiotapes, and audio cassettes used to compile "The Reagan Years" film.

Linstrom, Bernie:
1981-85 (137 items)
16mm color motion picture film and ¼" reel to reel soundtrack of President Reagan's taped messages to various organizations.

Logue, Jim:
1966 (22 items)
Black & white negatives of Ronald Reagan campaigning for Governor of California in 1966.

Patrick, Curtis
Ca. 1960s-1980s (26 items)
Audiocassettes of Ronald Reagan's speeches, interviews, and network reports.

Ralph Edwards Productions
1949-1957 (18 items)
Black & white photographs, Beta SP video tapes, CD recordings, copies of director's scripts for Ronald Reagan's appearances on the "Truth or Consequences" radio program in 1949 and 1951 and "This Is Your Life" television program in 1957.

Reagan, Neil (Reagan Family):
1966 (179 items)
16mm motion picture film, 1/4" reel to reel audiotapes, and 2" videotapes of Ronald Reagan's 1966 campaign for Governor of California.

Rona, Gabor:
1950-60 (22 items)
Photographer: Pre-Presidential black & white photographs of Ronald Reagan and Nancy Reagan.

Ronald Reagan Library Composite AV Collection:
1989-present (582 items)
Color and black & white photographs, Betamax, 3/4", and ½" VHS videotapes, audio cassettes donated to the Library by various individuals.

Ronald Reagan Library:
1989-present (2,800 items)
Color photographs of various Library events taken by the Reagan Library staff photographers.

Snyder, Alvin:
1989 (4 items)
Betacam SP videotapes, ¾" videotape, 1" videotape of interview with President Reagan.

Stingray, Joanna:
1962 (27 items)
16 mm and 35 mm motion picture film and ¾" Betacam SP videotapes of "Truth About Communism," "Communists on Campus," and other materials.

United Way of America:
1981-1988 (3 items)
Betacam SP videotape and two color photographs of President Reagan giving United Way addresses.

Van Court, Arthur:
1967-69 (approx. 2700 items)
120 mm black & white negatives, 35 mm black & white and color negatives, 35 mm color slides, black & white and color prints, and newspaper articles of Governor Reagan, Nancy Reagan, staff, and family; includes photos of Governor Reagan golfing with President Eisenhower.

Vlha, Scott:
1991-92 (446 items)
Photographer: Color photographs of Library events.

Whalen, Jack:
Ca. 1950s (1 item)
Film of an awards banquet featuring Ronald Reagan, Jayne Mansfield, and Mickey Rooney.

SECTION IV: ORAL HISTORY

1. WHITE HOUSE STAFF EXIT INTERVIEWS

These records are audio recordings of interviews with departing White House staff, conducted by the staff of the White House Office of Records Management and National Archives staff detailed to the White House. There are no transcriptions of these interviews. To gain access to these interviews follow the standard procedure for submitting a Freedom of Information Act (FOIA) request to the Library, and the recordings will be processed according to the provisions of the PRA and the FOIA. Interviews that are currently available for research (on audio cassette) are **bolded**. For a fuller description of open interviews please see the White House Exit Interviews on our website.

Abdoo, Helen T. (Terry)
Office of Media Relations: Staff Assistant (1984-87). Office of Communications: Secretary, Speechwriting and Research (1982-83). 24 November 1987.

Acle, Luis
Office of Public Liaison: Associate Director, Ethnic Americans (1985). 20 August 1986.

Anderson, Martin
Office of Policy Development: Assistant to the President (1981-82). 26 February 1982.

Arcos, Cresencio
Office of Communications, Public Diplomacy on Central America: Principal Coordinator (1987-88). 4 February 1988.
Office of Public Liaison: Special Assistant to the President and Deputy Director, Women (1985-87). 11 February 1987.

Arey, Linda L.
Office of Public Liaison: Special Assistant to the President and Deputy Director, Women (1985-87). 11 February 1987.

Bakshian, Aram, Jr.
Office of Speechwriting: Deputy Assistant to the President and Director (1981-83).
Office of Public Liaison: Special Assistant to the President, Arts, Humanities, Education, and International Affairs (1981). 9 August 1983.

Balcome-Rawding, Russell (Rusty)
Office of Presidential Personnel: Special Assistant (1985). 18 December 1985.

Bandow, Douglas L.
Office of Policy Development: Deputy Assistant Director, Legal Policy (1982). 6 May 1982.

Banning, Ann
Office of Presidential Personnel: Associate Director, Human Resources (1986-87); Director, Recruiting (1985). 31 July 1987.

Barr, William
Office of Policy Development: Deputy Assistant Director, Legal Policy (1982-83). 1 September 1983.

Barrett, Betty L.
Office of Policy Development: Secretary (1983). 11 October 1983.

Bauer, Gary L.
Office of Policy Development: Policy Analyst (1981). 19 August 1982. No tape is available for this interview. There was an equipment malfunction at the White House at the time of the taping.

Benjamin, Barbara
Office of Political Affairs: Secretary (1982). 3 October 1982.

Bistany, Joanna
Office of Communications: Special Assistant to the President (1982-83); Deputy (1982). 15 July 1983.

Blackwell, Morton C.
Office of Public Liaison: Special Assistant to the President, Religion (1981-83). 26 January 1984.

Bledsoe, Ralph C.
Domestic Policy Council: Special Assistant to the President and Executive Secretary (1985-88).
Office of Policy Development: Executive Secretary, Cabinet Council for Management and Administration (1985); Assistant Director, Management and Administration (1983-84).
Office of Planning and Evaluation: Associate Director (1982). 19 October 1988.

Boggs, Danny J.
Office of Policy Development: Assistant Director, Energy, Agriculture, and Natural Resources (1982-83); Senior Policy Adviser (1981). 12 August 1983.

Bonatati, Robert F.
Office of Public Liaison: Special Assistant to the President, Labor (1981-82). 22 March 1983.

Borcherdt, Wendy
Office of Public Liaison: Special Assistant to the President, Women (1982)
Office of Presidential Personnel: Associate Director (1981). 27 August 1982.

Brandon, Mabel (Muffie)
Office of Social Affairs: Social Secretary (1981-83). 13 April 1983.

Buckalew, Judi
Office of Public Liaison: Special Assistant to the President, Youth (1983-85). 20 June 1985.

Burgess, Jack
Office of Public Liaison: Special Assistant to the President and Deputy Director (1981-82). 18 March 1983.

Byler, Gary
Office of Cabinet Affairs: Staff Assistant (1982-83). 2 June 1983.

Camalier, Kathy
Office of Chief of Staff: Staff Assistant (1982).
6 February 1985.

Carleson, Robert B.
Office of Policy Development: Special Assistant to the President, Health and Human Resources (1981-84). 29 March 1984.

Castine, Michael
Office of Private Sector Initiatives: Deputy Director (1982-84). 3 June 1987.

Cavaney, Red
Office of Public Liaison: Deputy Assistant to the President (1981-82). 1 March 1983.

Cave, Julie
Office of Speechwriting: Research Assistant (1982-88). 7 June 1985.

Chavez, Linda
Office of Public Liaison: Deputy Assistant
to the President and Director (1985-86).
29 January 1986.

Chew, David L.
White House Operations: Deputy Assistant to the President (1987-88).
Office of the Staff Secretary: Deputy Assistant to the President and Staff Secretary (1985-87). 22 March 1988.

Cicconi, James W.
Office of the Chief of Staff: Special Assistant to the President and to the Chief of Staff (1981-85)
Tape is blank.

Christiansen, Kathryn
Office of Public Liaison (1982). 9 April 1982.

Clarey, Donald A.
Office of Cabinet Affairs: Special Assistant to the President and Deputy Director (1985-87); Associate Director (1983-85). 1 May 1987.

Cobb, Joe Michael
Office of Policy Information: Deputy Director (1982-83). 28 October 1982.

Coyne, James L (Jim)
Office of Private Sector Initiatives: Special Assistant to the President and Director (1983-84). 21 March 1985.

Coyne, Martin J., Jr.
Office of the First Lady: Director, Scheduling and Advance (1983-87). 17 June 1987.

Crawford, Marjorie
Office of Deputy Chief of Staff: Staff Assistant (1982-85). 31 July 1985.

Cutler, Lloyd
President's Commission on Strategic Forces: Senior Counsel (1981). 2 March 1981.

Danner, Donald
Office of Public Liaison: Special Assistant to the President and Director, Economic and Business Issues (1986-88). 2 June 1988.

Daolas, Sue
Office of Policy Development: Policy Analyst (1985).
Drug Abuse Policy Office: Policy Analyst (1982-85). 12 June 1986.

Davis, Randall E.
Office of Policy Development: Special Assistant to the President and Assistant Director, Energy and Natural Resources (1984-85).
Office of Legislative Affairs: Special Assistant, House (1983). 9 April 1985.

Des Coteaux, Andrea
Office of Chief of Staff: Staff Assistant (1985).
4 May 1987.

Djerejian, Edward
Office of the Press Secretary: Special Assistant to the President and Deputy Press Secretary, Domestic Affairs (1985). 1 August 1986.

Dole, Elizabeth
Office of Public Liaison: Assistant to the President (1981-83). 16 April 1983.

Donatelli, Frank J.
Office of Public Liaison: Deputy Assistant to the President (1984-85). 10 May 1985.

Donnelly, Thomas (Tom) R., Jr.
Office of Legislative Affairs: Special Assistant, House (1983-85). 18 October 1985.

Dowham, Vera
Office for Presidential Personnel: Secretary (1981). 16 August 1982

Dressendorfer, John
Office of Legislative Affairs: Special Assistant to the President, House (1981, 1982-83). 24 August 1983.

Duberstein, Kenneth
Office of Legislative Affairs: Assistant to the President (1982-83); Deputy Assistant to the President, House (1981). 15 December 1983.

Duggin, Thelma
Office of Public Liaison: Director, Fifty States Project (1982); Deputy Special Assistant, Blacks and Youths (1981). 26 March 1983.

Dunlop, Becky Norton
Office of Presidential Personnel: Deputy Assistant to the President and Director (1983-85).
Office of Cabinet Affairs: Special Assistant to the President and Director, Office of Cabinet Affairs (1981-83). 16 July 1985.

Duval, Janice
Office of Communications: Media Coordinator, Media Relations and Planning (1981-84).
4 November 1984.

Eberly, Donald
Office of Public Liaison: Executive Assistant (1986). 10 April 1986.

Eberly, Sheryl L.
Office of the First Lady: Deputy Director, Projects (1981-83). 10 May 1984.

Elmets, Douglas G.
Office of Communications: Staff Assistant; Director, Speakers Bureau, Media Relations and Planning (1982-84). 11 January 1984.

Evans, Michael
Photographic Office: Personal Photographer to the President (1981-85). 9 September 1985.

Faoro, Patricia A.
Office of Cabinet Affairs: Executive Secretary (1982-88). 31 August 1988.

Farrell, J. Michael
Office of Presidential Personnel: Deputy Director, Boards and Commissions (1982). 1 July 1982.

Fernald, Barry
Photographic Office: Assistant Photo Editor (1984-88). 10 August 1988.

Ferrara, Peter J.
Office of Policy Development: Senior Staff Member (1983). 18 April 1983.

Folsom, Doug
Office of Communications: Audio Production (1986). 26 March 1986.

Gale, Michael
Office of Public Liaison: Associate Director, Jewish Affairs (1983). 13 December 1983.

Gallagher, Robert
Presidential Inquiry Office: Assistant to the Director (1983-85). 30 August 1985.

Garrett, H. Lawrence (Larry), III
Office of Counsel to the President: Associate Counsel (1985); Assistant Counsel (1981, 1983-85). 19 March 1986.

Gibson, Thomas (Tom) F., III
Office of Public Affairs: Special Assistant to the President and Director, Public Affairs (1987-88); Deputy Director, Public Affairs (1985-87).
Office of Cabinet Affairs; Associate Director (1983-85). 22 October 1987.

Gleason, Robert (Bob)
Office of Intergovernmental Affairs: Special Assistant to the President (1983-85). 8 May 1985.

Graf-Strobel, Susan
Office of Public Liaison: Administrative Assistant (1984). 30 January 1984.

Gray, Edwin J.
Office of Policy Information: Deputy Assistant to the President and Director (1982).
Office of Policy Development: Deputy Assistant to the President and Director (1981). 2 August 1982.

Green, Max
Office Public Liaison: Associate Director, Defense and Foreign Policy and Jewish Community (1984-88). 29 June 1988.

Gregorsky, Frank
Office of Public Affairs: Staff Assistant/Writer (1985). 24 December 1985.

Griscom, Thomas (Tom) C.
Office of Communications: Assistant to the President, Communications and Planning (1987-88). 15 July 1988.

Gunn, Wendell W.
Office of Policy Development: Special Assistant to the President and Assistant Director, Commerce and Trade (1982-84). 14 June 1984.

Harper, Edwin L.
Office of Policy Development: Assistant to the President (1982-83). 25 July 1983.

Hart, Doug
Office of the Press Secretary: Editorial Assistant, News Summary (1981). 16 June 1983.

Hart, William (Bill)
News Summary Office: Director, News Summary and Audio Service (1981-85). 13 February 1986.

Hausenfluck, Bob
Office of Presidential Personnel: Administrative Assistant (1981-82). 1 September 1982.

Hauser, Richard A.
Office of Counsel to the President: Deputy Counsel to the President (1981-85). 10 June 1986.

Hauser, Timothy J.
Economic Policy Council: Deputy Executive Secretary (1986-87). 1 May 1987.

Healy, Abigail J.
Office of Drug Abuse Policy: Special Assistant (1983-85). 16 April 1985.

Henkel, William (Bill)
Advance Office: Assistant to the President and Director, Presidential Advance (1987); Deputy Assistant to the President and Director, President Advance (1982-85). 25 September 1987.

Hewitt, Hugh
Office of Counsel to the President: Assistant Counsel (1985). 17 January 1986.

Hickey, Edward V.
Special Support Services: Assistant to the President and Director (1981-85). 11 February 1986.

Hoffman, Tricia
Office of Media Relations: ssistant Director, Speakers Bureau (1982). 28 April 1982.

Holmer, Alan F.
Office of Intergovernmental Affairs: Deputy Assistant to the President (1981-82). 27 June 1983.

Hopkins, Kevin R.
Office of Policy Information: Special Assistant to the President and Deputy Director (1982-84). 29 March 1984.

Jackson, Jean Appleby
Office of Appointments and Scheduling: Deputy Director (1984-86). 20 October 1986.

Jacobi, Mary Jo
Office of Public Liaison: Special Assistant to the President and Director, Business Liaison (1983-85). 23 December 1985.

James, E. Pendleton
Office of Presidential Personnel: Assistant to the President and Director (1981-82). 6 August 1982.

Janes, Nancy
Office of the Counsel to the President: Assistant Counsel (1986). 11 July 1986.

Jenkins, James E.
Office of Counsellor to the President: Deputy Counsellor to the President (1981-83). 11 May 1984.

Jepsen, Dee
Office of Public Liaison: Special Assistant to the President, Women (1982-83). 16 September 1983.

Jones, Brenda
Office of Presidential Personnel: Administrative Assistant (1985-88). 11 August 1988.

Jones, Charles Louis
Mail Section: Chief. 1 April 1986.

Karalekas, Tina
Office of the First Lady: Special Projects Officer (1981-83). 13 September 1984.

Kass, Dennis M.
Office of Policy Development: Assistant Director, Commerce and Trade (1982); Senior Policy Adviser (1981). 3 May 1982.

Kazanjian, Dodie
Office of the First Lady: Deputy Press Secretary (1982-83). 13 June 1983.

Kearney, Patricia
Office of Private Sector Initiatives: Director, Communications (1984-86). 5 August 1986.

King, Gwendolyn S. (Gwen)
Office of Intergovernmental Affairs: Deputy Assistant to the President and Director (1986-88). 31 March 1988.

Kingon, Alfred H.
Office of the Cabinet Secretary: Assistant to the President and Cabinet Secretary (1985-88). 19 March 1987.

Kojelis, Linas J.
Office of Public Liaison: Special Assistant to the President, Defense and Foreign Policy (1983-88). 19 April 1988.

Kuonen, Rocky D.
Advance Office: Advance Staff (1981-83). 19 April 1983.

Kuttner, Johannes (Hanns)
Office of Cabinet Affairs: Associate Director (1987-88). 18 November 1988.

Kwiatt, Karen K.
Office of the Counsel to the President: Secretary (1981-84). 13 April 1984.

Lacy, William B.
Office of Intergovernmental Affarirs and Political Affairs: Deputy Assistant to the President. 16 June 1986.

Lacy, William B.
Office of Political Affairs: Deputy Assistant to the President and Director (1985); Special Assistant to the President and Deputy Director (1982-84). 14 June 1983.

Lake, Michael
Advance Office: Advance Staff. 24 November 1987.

Lamberton, Lance L.
Office of Policy Information: Senior Policy Analyst (1982). 3 January 1983.

Leblanc, Dennis E.
Special Support Services: Special Assistant to the President and Deputy Director (1981-82). 18 June 1982.

Levin, Mark L.
Office of Presidential Personnel: Associate Director (1985). 29 March 1985.

Littlefair, Andrew
Presidential Advance Office: Staff Assistant (1985-87). 4 September 1987.

Long, Sarah M.
Office of Appointments and Scheduling: Deputy Director (1983). 3 January 1984.

Lord, Jeffrey
Office of Political Affairs: Associate Director (1985-88). 23 March 1988.

Loveday, Mark
Office of White House Correspondence. 7 January 1983.

Lowe, Pamela Jean
Office of Communications: Administrative Assistant (1981). 23 April 1982.

Lozano, Diana
Office of Public Liaison: Special Assistant to the President and Deputy Director, Women's and Hispanic Affairs (1981-82). 2 February 1983.

Lynch, Edward J.
Office of White House Correspondence: Deputy Director (1981-82). 17 December 1984.

Mack, Russell
Office of Public Affairs: Deputy Director; Deputy Assistant Secretary, Department of Education (1983-85).
Health and Human Services: Special Assistant to the Secretary (1981-83). 22 August 1985.

Maloley, Nancy A.
Office of Policy Development: Policy Analyst (1981). 6 July 1982.

Maseng, Mari
Office of Public Liaison: Deputy Assistant to the President and Director (1986-87)
Office of Speechwriting: Speechwriter (1981-83). 10 August 1983, 26 June 1987.

Mason, Morgan
Office of Political Affairs: Special Assistant to the President (1981-82). 29 October 1982.

Mathes, Donald E.
Office of the Press Secretary: Assistant Press Secretary (1986). 2 March 1987.

McAllister, Eugene J.
Economic Policy Council: Special Assistant to the President and Executive Secretary (1985-88).
Office of Policy Development: Deputy Assistant Director, Economic Affairs (1983-85). 9 March 1988.

McClure, Frederick
Office of Legislative Affairs: Special Assistant, Senate (1985-87). 17 November 1986.

McCoy, Peter
Office of the First Lady: Deputy Assistant to the President and Staff Director (1981). 13 April 1983.

McDonough, Mamie
Advance Office: Advance Staff (1981-82). 10 June 1982.

Medas, James
Office of Intergovernmental Affairs: Special Assistant to the President (1981-83). 6 September 1983

Mellody, Katherine Anne
National Archives and Records Administration: Federal Register Staff (1983-84). 31 January 1985.

Meloy, Mary Ann
Office of Public Liaison: Assistant, Communications (1983-85). 9 July 1985.

Melvin, Marilee A.
Office of the Counsellor to the President: Executive Assistant to the Counsellor (1981-85). 12 September 1985.

Millstein, Richard (Dick) A.
Drug Abuse Policy Office: Senior Policy Analyst (1987-88). 29 March 1988.

Montoya, Velma
Office of Policy Development: Assistant Director, Strategy (1982-83). 19 July 1983.

Moore, Shirley
Office of the Deputy Chief of Staff: Staff Assistant (1981-83). 14 July 1983.

Morgan, John Alan
Office of Planning and Evaluation: Policy Analyst. 26 April 1983.

Moss, Robert Allen
Office of Public Liaison: Assistant. 20 June 1983.

Murphy, Margaret M. (Monie)
Office of Appointments and Scheduling: Staff Assistant (1981-83). 28 October 1983.

Neal, Rick
Office of Intergovernmental Affairs: Deputy Assistant to the President (1982-84). 5 September 1984.

Newell, Gregory J.
Office of Appointments and Scheduling: Special Assistant to the President (1981-82). 12 May 1982.

Noonan, Peggy
Office of Speechwriting: Special Assistant to the President and Speechwriter (1985-86); Speechwriter (1984-85). 18 June 1986.

Oglesby, M. B.
Office of Legislative Affairs: Assistant to the President (1983-86); Deputy Assistant to the President, House (1982-83); Special Assistant, Legislative Affairs (1981). 27 February 1986.

Olsen, Antoinette
Office of Public Liaison: Secretary. 12 July 1984.

Parvin, C. Landon
Office of Speechwriting: Speechwriter (1981-83). 23 November 1983.

Peachee, Judy
Office of Intergovernmental Affairs: Special Assistant (1982). 31 March 1982.

Pernice, Tom
Advance Office: Advance Staff. 28 July 1988.

Perreault, Linda
Office of the First Lady: Deputy Director, Special Events. 19 June 1987.

Peterson, Eileen
Office of Public Liaison: Associate Director, Youth (1985). 31 May 1985.

Petrosky, Dale
Office of the Press Secretary: Assistant Press Secretary (1985-87). 6 March 1987.

Phillips, Susan
Office of Presidential Personnel: Associate Director, Energy, Environment, and Transportation (1985-88). 9 September 1988.

Pond, Judy
Office of Media Relations: Director, Speakers Bureau (1982). 25 April 1983.

Ponticelli, Charlotte
Office of Legislative Affairs: Director, Congressional Correspondence (1981-83). 11 January 1984.

Randolph, Florence
Office of the Counsellor to the President: Staff Assistant to the Counsellor (1981-83). 3 June 1983.

Regan, Mary Jane
Photographic Office: Navy Photo Crew. 10 April 1985.

Reisner, Robert
Private Sector Initiatives: Assistant to the Director. 23, 24 August 1983.

Rhodes, J. Steven
Office of Intergovernmental Affairs: Special Assistant to the President (1981-82). 13 January 1983.

Richard, Susan Mathis
Office of Media Relations: Special Assistant to the President and Director, Media Relations (1985-87); Associate Director (1984-85). 29 July 1987.

Richardson, John
Office to the Counsellor to the President: Special Assistant to the Counsellor (1985). 26 March 1985.

Riggs, Douglas A.
Office of Public Liaison: Special Assistant to the President and Director, Labor and Veterans (1983-85). 18 April 1985.

Roberts, John
Office of Planning and Evaluation: Associate Director (1985). 14 April 1986.

Rock, Emily
Office of Policy Development: Assistant (1982-83).
3 May 1983.

Rogers, John F. W.
Office of Administration, Office of the Director: Assistant to the President, Management and Director, Office of Administration (1982-85); Director (1981).
7 October 1985.

Roper, William L. (Bill)
Office of Policy Development: Special Assistant to the President, Health Policy (1984-85). 30 June 1986.

Rousselot, John H.
Office of Public Liaison: Special Assistant to the President and Deputy Director, Defense (1983).
1 December 1983.

Rusthoven, Peter J.
Office of Counsel to the President: Associate Counsel (1981-85). 6 March 1985.

Ryan, Joseph
Office of Presidential Personnel: Associate Director (1981-83). 30 November 1983.

Sadleir, William K.
Office of Appointments and Scheduling: Special Assistant to the President and Director (1982-83).
11 March 1983.

Schmidt, Robert
Office of Presidential Advance: Presidential Advanceman (1985-88). 15 July 1988.

Schnepper, Mary (Marty) McGeen
Office of Public Liaison: Associate Director, Health (1985-88). 2 May 1988.

Schuettinger, Robert L.
Office of Policy Information: Senior Policy Analyst (1982). 7 April 1982, 27 January 1983.

Scruggs, John
Office of Legislative Affairs: Special Assistant to the President, House (1982-83). 13 March 1984.

Selby, Beverly M.
Office of Policy Development: Senior Policy Analyst (1985-86). 12 March 1987.

Selfon, Bruce
Property Review Board: Deputy Director (1982-85).
14 May 1985.

Shepherd, Katherine (Charlie)
Office of White House Correspondence: Staff Assistant. 2 June 1988.

Shepherd, J. Michael
Office of Counsel to the President: Associate Counsel (1986-87). 8 January 1987.

Small-Stringer, Karna
Office of Media Relations: Deputy Assistant to the President and Director, Media Relations and Planning (1982-83).
Office of the Press Secretary: Deputy Assistant to the President and Deputy Press Secretary (1981).
15 September 1986.

Smith, Dan J.
Office of Policy Development: Deputy Assistant Director, Commerce and Trade (1982); Policy Adviser (1981). 19 November 1982.

Stanley, Mitchell
Office of Counsellor to the President: Special Assistant to the Counsellor (1981-83). 21 September 1983.

Steelman, Deborah L.
Office of Intergovernmental Affairs: Deputy Assistant to the President and Director (1985).
10 February 1986.

Stewart, Holly
U.S.I.A.: Country Officer, Central Africa (1985-86). 25 September 1984.

Stucky, Edward J.
Office of Cabinet Affairs: Associate Director (1985-88). 18 December 1987.

Svahn, Jack
Office of Policy Development: Assistant to the President (1983-86). 30 September 1986.

Thessen, Marie
Office of Counsellor to the President: Secretary (1983). 27 April 1984.

Thomas, W. Dennis
Office of Legislative Affairs: Deputy Assistant to the President, House (1983-85). 30 April 1985.

Triplett, William (Bill)
Office of Public Liaison: Deputy Special Assistant to the President (1981-83). 31 March 1983.

Troxler, Lee
Office of the Press Secretary: Radio Actualities, News Summary (1981-83). 15 June 1983.

Turi, Gemma
Office of the Press Secretary: Editorial Assistant (1982). 14 January 1983.

Urban, Maryann
Office of Presidential Personnel: Associate Director (1982-85). 10 September 1985.

Valis, Wayne H.
Office of Public Liaison: Special Assistant to the President, Budget (1981-82). 23 March 1983.

Vila, Adis M.
Office of Public Liaison: White House Fellow, Youth Issues (1982-83). 25 August 1983.

Villalpando, Catalina (Cathi)
Office of Public Liaison: Special Assistant to the President, Hispanic Issues (1983-85). 13 August 1985.

Von Damm, Helene
Office of Presidential Personnel: Assistant to the President and Director (1982); Deputy Assistant to the President (1982).
Office of the President: Special Assistant to the President (1981). 8 June 1983.

Waldman, Benjamin
Office of Presidential Personnel: Associate Director (1985). 19 August 1986.

Waller, David
Office of Counsel to the President: Senior Associate Counsel to the President (1982-85); Assistant Counsel (1981). 9 July 1986.

White, Richard
White House Operations: Financial Officer (1984). 10 November 1987.

Whittlesey, Faith Ryan
Office of Public Liaison: Assistant to the President (1983-85). 26 April 1985.

Wiles, Lanny F.
Advance Office: Advance Staff (1982). 25 June 1982.

Williamson, Richard S.
Office of Intergovernmental Affairs: Assistant to the President (1981-82). 6 April 1983.

Willkie, Wendell L., II
Office of Counsel to the President: Associate Counsel (1984-85). 7 June 1985.

Wilson, D. Edward
Office of Administration, Office of the Director: Special Assistant to the President and Deputy Director, Office of Administration (1985); General Counsel (1984).
Office of Counsel to the President: Assistant Counsel (1981-83). 30 September 1985.

Wood, Lynn Ross
Office of Presidential Personnel: Associative Director (1984-85); Deputy Director, Administration (1982-83). 5 August 1985.

Wright, David
Office of Legislative Affairs: Special Assistant to the President, House (1981-83). 22 June 1984.

Wrobleski, Anne
Office of the First Lady: Director, Projects (1981-85) 8 March 1985.

Zuniga, Henry
Office of Public Liaison: Deputy Special Assistant to the President (1982). 31 March 1983

2. PERSONAL RECORDS

Oral histories obtained from various sources

The following oral histories are available for research according to the provisions of the deeds of gift transacted by the source for the interviews. Please see an archivist for further information about their availability for research. For two donations, the Library has only transcripts of the interviews. This is for the Bancroft Library's Oral History program (BOHP) covering the 1960s and gubernatorial years, and for the interviews conducted by Lt. Colonel Donald R. Baucum, historian for the Strategic Defense Initiative Organization (SDI). All other interviews are oral recordings and some of these include transcripts. Many of the oral interviews are with members of the First Motion Picture Unit (FMPU).

Adams, Winfred (OH 21)
California Republican Strategist, 1966; California Cabinet Secretary, 1967-68; Water Resources Control Board, 1969-1976. 1981-82, 102 pp. [BOHP]

Bagley, William (OH 20)
California Assemblyman (R), 1961-1974. 1982, 63 pp. [BOHP]

Basch, Peter (OH 41)
[FMPU] 31 October 2002.

Beach, Edwin W. (OH 18)
Deputy Director of Finance, California, 1966-1976. 1984, 46 pp. [BOHP]

Beck, Paul (OH12)
Reagan Gubernatorial Press Secretary, 1967-1972. 1984, 44 pp. [BOHP]

Bell, Roy M. (OH 18)
Budget Analyst and Deputy Director, California Finance Department, 1950-1973. 1984, 49 pp. [BOHP]

Boas, John Roger (OH 16)
California Democratic State Central Committee Chairman, 1968-1970. 1982, 26 pp. [BOHP]

Bodovitz, Joseph E. (OH 3)
Executive Director, San Francisco Bay Conservation and Development Commission (BCDC), 1964-1973. 1984, 32 pp. [BOHP]

Bradley, Melvin (OH 13)
Assistant to the Governor, and Staff Member of the Governor's Community Relations Department, 1966-1974. 1983, 35 pp. [BOHP]

Breed, Allen F. (OH 19)
Director of Youth Corrections, California, 1968-1974. 1982, 58 pp. [BOHP]

Breslow, Lester (OH 34)
Director of the California Department of Public Health, 1965-1967. 1984, 95 pp. [BOHP]

Brian, Earl W. (OH 15)
Head of California Health Care Services, 1970-72; Secretary of the California Health and Welfare Agency, 1972-1973. 1983, 49 pp. [BOHP]

Brown, Wuanita J. (OH 61)
Classmate of Ronald Reagan in Dixon, IL. 6 August 2003.

Camilli, Richard L. (OH 1)
Undersecretary of California Health and Welfare, 1969-1974. 1983, 44 pp. [BOHP]

Canson, Virna M. (OH 17)
California Credit Union and Consumer Education Specialist, 1965-1967; Field Director and Legislative Advocate, Western Regional NAACP, 1969-1974; Western Regional NAACP Director, 1974-. 1984, 56 pp. [BOHP]

Carleson, Robert (OH 33)
Chief Deputy of the California Department of Public Works, 1968-1974; Welfare Reform Task Force Member. 1983, 105 pp. [BOHP]

Carter, Louis (OH 1)
Director of the California Job Development Program, 1969-1975. 1984, 29 pp. [BOHP]

Chickering, A. Lawrence (OH 6)
Assistant to Lewis Uhler, Director of the California Office of Economic Opportunity, 1970-71. 1984, 112 pp. (combined interview with Robert Hawkins) [BOHP]

Christopher, George (OH 2)
Mayor of San Francisco, 1956-1964; California Republican candidate 1958-1966. 1977-1979, 60 pp. [BOHP]

Clark, Will M., DDS (OH 40)
Served with Ronald Reagan in the U.S. Army Cavalry Reserve in Des Moines, IA from 1935 to 1937. 18 June 2001.

Connolly, Margarete (OH 17)
Founder and Executive Director of the California Association for Retarded Children, 1951-1987. 1987, 67 pp. [BOHP]

Coors, Joseph (OH 35)
Chief Executive Officer of Adolph Coors Co. 1987, 15 pp. [SDI]

Cory, Kenneth (OH 8)
California Assembly Education Committee Consultant, 1961-1964; Chief Administrative Officer of the Assembly, 1965; Assemblyman (D), 1966-1974. 1981, 61 pp. [BOHP]

Cristina, Vernon J. (OH 5)
California Republican activist, 1948-1984; Chairman of the Highway Commission, 1966-1974. 1983, 50 pp. [BOHP]

Darling, Dick (OH 39)
President California Republican Assembly, 1967-68. 1981, 60 pp [BOHP]

Dumke, Glenn S. (OH 32)
Chancellor, California State University system, 1962-1982. 1984, 85 pp. [BOHP]

Dunckel, Earl B. (OH 31)
G.E. Advertising Account Supervisor, 1954-1955. 1982, 46 pp. [BOHP]

Dwight, James S. (OH 18)
Chief Deputy Director of the California Department of Finance 1966-1972. 1983, 30 pp. [BOHP]

Ellingwood, Herbert (OH 9)
California Bar Association Lobbyist, 1966-1969; Governor's Legal Affairs Secretary, 1969-1974. 1981-1983, 54 pp. [BOHP]

Elliot, Robert (OH 44)
[FMPU] 31 October 2002.

Erlenborn, Ray (OH 45)
[FMPU] 31 October 2002.

Freeman, Joel (OH 46)
[FMPU] 31 October 2002.

Geraghty, Timothy J. (OH 58)
Commander of the 24th Marine Amphibious Unit in Lebanon when it was attacked by a truck bomb on 23 October, 1983. 19 March 2004.

Gianelli, William R. (OH 31)
Director of the California State Department of Water Resources, 1967-1973. 1985, 86 pp. [BOHP]

Gillenwaters, Edgar (OH 11)
Deputy Director of the California Department of Finance (Washington, DC liaison), 1967-1971; Director of the California Department of Commerce, 1971-1974. 1983, 39 pp. [BOHP]

Grayson, David (OH 47)
[FMPU] 31 October 2002.

Greenberg, Albert (OH 48)
[FMPU] 31 October 2002.

Gunterman, Joseph F. (OH 9)
Friends Committee on Legislation of California (FCL) Lobbyist, 1961-1975. 64 pp. [BOHP]

Habecker, Jackie (OH 13)
California Governor's Receptionist, 1959-1988. 1985, 26 pp. [BOHP]

Haerle, Paul R. (OH 21)
Assistant for Appointments, California, 1967-1969; Secretary for the California Republican State Central Committee, 1969-1973; Chairman of the Northern California Re-Election Campaign for Governor Reagan, 1970. 1982, 49 pp. [BOHP]

Hall, James M. (OH 29)
Superintendent of Banks, California, 1967-1970; Secretary of Business and Transportation Agency, California, 1969-1970; Secretary of Human Resources, 1971-1972; 1978. 1984-85, 150 pp. [BOHP]

Hall, Kenneth F. (OH 8)
Special Assistant, Governor Reagan's Office, 1967-1969; Deputy and Chief Deputy Director, California Department of Finance, 1970-1974. 1982, 26 pp. [BOHP]

Hannaford, Peter (OH 12)
Assistant to Governor Reagan and Director of Public Affairs, Governor's Office, 1974. 1982, 48 pp. [BOHP]

Harris, Harry (OH 49)
[FMPU] 31 October 2002.

Hawkins, Robert B. (OH 6)
Assistant to Lewis Uhler, Director of the California Office of Economic Opportunity, 1970-1971; Director of the California Office of Economic Opportunity, 1971-1974; Chairman of the Local Government Task Force, 1971. 1984, 112 pp. (combined interview with Lawrence A. Chickering) [BOHP]

Heine, Carolyn Cooper (OH 17)
Executive Director of the California Commission on the Status of Women, 1966-1973. 1984, 59 pp. [BOHP]

Houghton, Robert A. (OH 9)
Director of the Division of Law Enforcement, California Department of Justice, 1971-1981. 1983, 72 pp. [BOHP]

Hume, Jacquelin (OH 4)
1966 Reagan Campaign Adviser, 1966; Transition Appointments Advisory Group, 1966-1967; Chairman of the California Task Force on Government Efficiency and Economy, 1967-1968; California State Chief of Protocol, 1968-1974. 1982, 52 pp. [BOHP]

Hume, Jacquelin (OH 36)
President of the Jacquelin Hume Foundation. 1986, 15 pp. [SDI]

Jenkins, James (OH 11)
Deputy Director of the California Department of Finance (Washington, DC office), 1969-1970; Director of Public Affairs, California, 1970-1974; Secretary of the California Health and Welfare Agency, 1974. 1983, 27 pp. [BOHP]

del Junco, Tirso (OH 4)
Chairman of the California Republican State Central Committee, 1966-1982. 1982, 22 pp. [BOHP]

Kehoe, John T. (OH 8)
Educational Consultant to Governor Reagan 1969-1970; Task Force Member, State Board of Education's Task Force on Moral Guidelines, 1969-1970; Commission on Educational Reform, 1970-1971; and the Tax Reduction Task Force, 1973; Legislative Assistant to Governor Reagan, 1970-1972; Director of the California Department of Consumer Affairs, 1972-1974. 1982, 97 pp. [BOHP]

Keyworth, George A., II (OH 37)
Science Adviser to the President and Director, Office of Science and Technology Policy, 1981-1986. 1987, 40 pp. [SDI]

King, Warren (OH 7)
Management Consultant to the Governor's Survey on Efficiency and Cost Control, 1967-1968. 1982, 52 pp. [BOHP]

Kraai, Bernie (OH 59)
Navy aid stationed at Camp David during the late Carter and early Reagan administrations. 9 July 2008.

Landres, Howard (OH 50)
[FMPU] 31 October 2002.

Lane, Melvin B. (OH 3)
Chairman, San Francisco Bay Conservation and Development Commission, 1965-1973. 1984, 67 pp. [BOHP]

Livermore, Norman B. (OH 28)
Secretary of California Resources Agency, 1967-1974. 1981-82, 285 pp. [BOHP]

Livingston, Donald Glenn (OH 27)
Head of Programs and Policy Unit, Governor's Office, 1972-1974. 1986, 94 pp. [BOHP]

Lowry, James V. (OH 1)
Director, California Department of Mental Hygiene, 1967-1971. 1984, 48 pp. [BOHP]

Lucas, Harry (OH 7)
Head of Field Services for the California Department of Rehabilitation, 1965-1983. 1983, 47 pp. [BOHP]

Luce, Gordon (OH 14)
Chairman, San Diego County Reagan Election Committee, 1966; Secretary of the California Business and Transportation Agency, 1967-1969; Vice-Chairman and Chairman of California Republican State Central Committee, 1970-1984. 1981-82, 61 pp. [BOHP]

Magyar, Roger (OH 13)
Governor's Assistant for Local Government, 1972-1973; Task force member, Task Force on Local Government and Task Force on Tax Reduction. 1984, 62 pp. [BOHP]

Marinissen, Jan (OH 9)
Criminal Justice Secretary for the American Friends Service Committee (AFSC), northern California, 1960-1983. 1983, 58 pp. [BOHP]

Martin, Jerry C. (OH 21)
Special Assistant to Governor Reagan for Research and Information, 1969-1975. 1981-82, 81 pp. [BOHP]

McDowell, Jack S. (OH 5)
Political Editor, *The Call-Bulletin*, 1956-1969; Director of Press Operations, Spencer-Roberts Company for 1970 Re-election of Governor Reagan, 1969-1971. 1983, 34 pp. [BOHP]

McGovern, Daniel (OH 51)
[FMPU] 31 October 2002.

McKenzie, Ken (OH 60)
Friend of the Reagans at their ranch in Malibu before Ronald Reagan became Governor. 23 October 2008.

Meyer, Don (OH 52)
[FMPU] 31 October 2002.

Miller, Anita M. (OH 17)
Chairman of the California Commission on the Status of Women, 1972-1974. 1984, 74 pp. [BOHP]

Miller, John J. (OH 8)
California Assemblyman (D), 1966-1978. 1982, 48 pp. [BOHP]

Mills, James R. (OH 20)
California Assemblyman and State Senator (D), 1959-1982. 1980-81, 113 pp. [BOHP]

Monagan, Robert T. (OH 20)
Californian Assemblyman and Assembly Speaker (R), 1960-1975. 1981, 91 pp. [BOHP]

Mott, William Penn, Jr. (OH 20)
Director of the California State Parks and Recreation Department, 1967-1974. 1984, 50 pp. [BOHP]

Nofziger, Franklyn C. (OH 10)
Press Secretary for the Reagan Election Campaign, 1966. 1978, 45 pp. [BOHP]

Orr, Verne (OH 14)
Director of the California Department of Motor Vehicles, 1967-1969; Director of the California Department of Finance, 1970-1975. 1982-83, 60 pp. [BOHP]

Palumbo, Anthony L. (OH 9)
Chief of Military Support of Civil Authorities, California, 1965-1972; Commander of the 79th Support Center Rear Area Operations, 1973-1975. 1983, 56 pp. [BOHP]

Parkinson, Gaylord B. (OH 10)
Chairman of the California Republican State Central Committee, 1963-1967. 1978, 60 pp. [BOHP]

Post, A. Alan (OH 7)
Legislative Analyst for the State of California, 1950-1977. 1981, 40 pp. [BOHP]

Procunier, Florence Randolph (OH 11)
Secretary to the Governor's Legal Affairs Assistant (McInerny, Meese), 1966-1967; Executive Secretary to the Governor's Executive Assistant (Meese), 1968-1975. 1983, 25 pp. [BOHP]

Procunier, Raymond K. (OH 19)
Director of California Department of Corrections, 1967-1975. 1983, 88 pp. [BOHP]

Reagan, Ronald W. (OH 14)
"On Becoming Governor." 52 pp. [BOHP]

Reinecke, Edwin (OH 26)
Congressman, 1965-1969; Lieutenant Governor of California, 1969-1974. 1984, 100 pp. [BOHP]

Riles, Wilson C. (OH 24)
California State Department of Education, 1958-70; Superintendent of Public Instruction, State ofCalifornia,1971-82. 1981-82, 134 pp. [BOHP]

Roberts, William E. (OH 10)
Partner, Spencer-Roberts, Campaign Management for Reagan 1966 gubernatorial campaign. 1979, 29 pp. [BOHP]

Rodda, Albert S. (OH 20)
California State Senator (D), 1958-1981. 1979-1981, 180 pp. [BOHP]

Rogister, Bill (OH 53)
[FMPU] 31 October 2002.

Rubin, Stanley (OH 54)
[FMPU] 31 October 2002.

Sherriffs, Alex C. (OH 12)
Education Adviser to Governor Reagan, 1968-1973. 1981-82, 123 pp. [BOHP]

Shute, E. Clement, Jr. (OH 3)
Counsel for the Bay Conservation and Development Commission, 1965-1980. 1984, 98 pp. [BOHP]

Slater, Morton V. (OH 55)
[FMPU] 31 October 2002.

Smit, Howard (OH 56)
[FMPU] 31 October 2002.

Smith, William French (OH 25)
Personal Adviser to the Governor, Member of the University of California Board of Regents, 1968-(Chairman, 1970-72; 1974-75; 1976). 1988, 59 pp. [BOHP]

Spencer, Stuart K. (OH 10)
Partner, Spencer-Roberts, Campaign Management for Reagan 1966 gubernatorial campaign. 1979, 143 pp. [BOHP]

Stearns, James G. (OH 15)
Director of the Department of Conservation, 1967-1972; Secretary of the Agriculture and Services Agency, 1972-1974. 1985, 65 pp. [BOHP]

Storrs, Eleanor Ring (OH 4)
Republican National Committee-woman, 1968-1972; Active in leadership positions in both Reagan gubernatorial campaigns. 1983, 42 pp. [BOHP]

Sturgeon, Vernon L. (OH 8)
California State Senator (R), 1960-1965; Legislative Assistant to Governor Reagan, 1966-1969; Member, California Public Utilities Commission. 1982, 71 pp. [BOHP]

Swoap, David B. (OH 1)
Member, California Legislative Staff, 1964-1971; Assistant Secretary, California State Personnel Board, 1971-73; Chief Deputy Director and Director, California Department of Social Welfare, 1973-75. 1983, 53 pp. [BOHP]

Teller, Edward (OH 38)
Senior Research Fellow, Hoover Institute. 1987, 9 pp. [SDI]

Thomas, Edwin W., Jr. (OH 15)
Cabinet Secretary, 1969-1974. 1983, 57 pp. [BOHP]

Todd, A. Ruric (OH 5)
Transition and Personal Adviser to Governor Reagan, 1966-1968. 1981 56 pp. [BOHP]

Tomshany, Dave (OH 41)
Worked with the 1966 gubernatorial campaign. 9 August 2001.

Tooker, John (OH 12)
Special Assistant to the Administrator, California Resources Agency, 1968-1971; Director, Governor's Office of Planning and Research, 1971-1973; Legislative Secretary to the Governor, 1973-1974. 1982, 80 pp. [BOHP]

Van Court, Arthur (OH 42)
Chief of Security for Governor Reagan; subsequently United States Marshal for the Eastern District of California. 18 October 2001.

Volk, Robert, Jr. (OH 7)
Commissioner of Corporations, 1967-1969; Member, Governor's Survey on Efficiency and Cost Control, 1968. 1982, 44 pp. [BOHP]

Wald, Malvin (OH 57)
[FMPU] 31 October 2002.

Walker, Robert (OH 11)
California Republican strategist, 1960-1980; Director of the California Department of Navigation and Ocean Development, 1969-1971; Assistant to the Administration on Plans for Welfare Reform and Legislative Reapportionment, 1972-1975. 1982-83, 68 pp. [BOHP]

Walton, Frank J. (OH 15)
Secretary of the California Business and Transportation Agency, 1971-1974. 1983, 43 pp. [BOHP]

Walton, Rus (OH 11)
Founded United Republicans of California, 1962; Deputy Director of Motor Vehicles, 1967; Assistant to Secretary of the California Business and Transportation Agency, 1968; Director of Program Development, 1968-1970. 1983, 76 pp. [BOHP]

Warren, Charles H. (OH 16)
California Assemblyman (D), 1962-1977. 1982, 75 pp. [BOHP]

Watts, Norman (Skip) (OH 5)
Campaign coordinator, 1970 Re-election Campaign. 1983, 61 pp. [BOHP]

Way, Howard K. (OH 23)
California State Senator (R), 1962-1976. 1984, 68 pp. [BOHP]

Weinberger, Caspar W. (OH 2)
Chairman of the California Republican State Central Committee, 1962-1964, Transition Adviser to Governor Reagan, 1966. 1978-79, 100 pp. [BOHP]

Williams, Spencer M. (OH 22)
Secretary of the California Human Relations Agency, 1967-1970. 1982, 94 pp. [BOHP]

Wrather, Jack (OH 4)
Personal friend and Adviser to Governor Reagan. 1982, 26 pp. [BOHP]

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