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April 7, 1981

RO

021469
FE008-01

MEMORANDUM TO: HELENE VON DAMM
ASSISTANT TO THE PRESIDENT

FROM: MARIE ALLEN *Marie Allen*
PRESIDENTIAL LIBRARIES OFFICE

SUBJECT: PREPARATIONS FOR RONALD REAGAN PRESIDENTIAL
LIBRARY

Thank you for taking the time, several weeks ago, to discuss briefly the future Reagan Presidential Library. As you requested, I've drafted this memorandum listing the preparations that we think are desirable and necessary, during the Administration, for the Library. I'd appreciate your comments concerning these ideas and your suggestions as to which White House Staff members would be the most appropriate contacts for our various programs. A list of decision items is included at the end of the memorandum.

I. Background

Apparently, the idea of a Presidential Library originated with Franklin Delano Roosevelt. A dramatic increase in the number of incoming letters to the White House during the New Deal era (from approximately 400 a day during the Hoover years to some 4000 a day) impelled President Roosevelt to look for new ways of caring for his papers after his Presidency. The sheer quantity of his papers made it impossible for him to follow the usual practice of Presidents, which was to take their papers home after the Administration. After consulting with prominent historians and archivists, President Roosevelt announced his plan for a special archival institution -- subsequently named the Franklin D. Roosevelt Presidential Library -- at a press conference on December 10, 1938. Congress approved the Roosevelt plan in 1939 and then passed legislation in 1955 (65 Stat. 695) to provide for the acceptance and maintenance of libraries for other Presidents under the same general terms as it had adopted for the Roosevelt Library. Today the Presidential Library system, administered by the National Archives, includes archival institutions for the following Presidents: Herbert Hoover, Franklin D. Roosevelt, Harry S. Truman, Dwight David Eisenhower, John F. Kennedy, Lyndon B. Johnson, and Gerald R. Ford. The Nixon and Carter papers are administered also by the National Archives, but they are not organized yet as Presidential Libraries. Under the terms of the 1939 and 1955 legislation, the President is responsible for raising the funds to purchase, or otherwise acquiring, land and a building for the Presidential Library. The United States Government, through the National Archives, then assumes responsibility for administering the institution and paying all other costs.

Under the terms of the Presidential Records Act of 1978, effective January 20, 1981, the official records of the Presidency are the property of the Federal Government from the time of their creation. Previously, the records were deeded to the Government by former Presidents, together with the land and building for the Library. We do not anticipate that the Act will cause any major changes in the current system for the establishment of Presidential Libraries.

Since 1967, the Presidential Libraries Office has maintained a small staff of archivists in the White House complex to work toward improving the quality of Administration documentation and plan toward each future Presidential Library. At the end of each Administration, one or more staff members from this office accompany the Presidential records when they leave Washington, DC for storage pending the creation of a Presidential Library. These staff members begin the processing of the records and assist the former President and his staff with information requests.

The director of the Presidential Library system is Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries. The White House branch of the Presidential Libraries Office is directed by Marie Allen.

II. Current Responsibilities

The White House unit of the Presidential Libraries Office is currently involved in a variety of activities related to Presidential records:

--Packing, storing and retrieving Presidential gifts

Several years ago, the Archives discovered that gifts to the President from foreign and domestic sources were not being packed well enough, after acknowledgement, to avoid breakage or other damage during transit to a Presidential Library. We now provide one or two staff members to pack the gifts in the White House with all appropriate safeguards. At about two-week intervals, we transfer the packed gifts to specialized gift storage areas at the National Archives Building on Pennsylvania Avenue. We also return gifts from storage to the White House upon request from the White House Gift Unit.

--Implementing Presidential Records Act

The Archives has several statutory responsibilities for Presidential records during the Administration, as well as a general obligation to assist the White House in all matters related to official records.

I have already submitted reports to the Counsel's Office, at their request, and participated in discussions concerning the Act with staffers in the Counsel's Office, Central Files, Presidential Correspondence and the Gift Unit. The Archives has the responsibility for writing regulations implementing the Act, and I will be drafting these during the next year.

--Storing and retrieving records for White House Central Files

At some point in every Administration, the Presidential records fill up all of the EOB storage rooms, and Central Files asks the Archives to provide additional storage areas. We make available secure storage rooms in the National Archives Building with alarm systems suitable for classified as well as unclassified records. We are already preparing and reserving these storage rooms in anticipation of future needs.

--Assisting White House Staff in securing information or copies of records from Presidential Libraries and from the National Archives

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From the time of the Nixon Administration, the Presidential Libraries Office has contributed significantly to the maintenance of the President's Daily Diary. This Diary is actually a detailed record of the President's official appointments, including the names of persons present in Presidential meetings or social events or telephone calls. Currently, we provide one salaried position, located organizationally in the Scheduling Office, for a staffer assigned to compile the Diary. We have found that the Diary is an extremely important information resource for the former President and for researchers at the Libraries.

--Creating a book collection for the Reagan Library

We have already begun to prepare purchase orders for books about the First Family and the Reagan Administration. These books will be the nucleus of the book collection at the future **Reagan Library**. When possible, we'd appreciate receiving donations of books for this collection.

--Assisting with the audiovisual documentation of the Presidency

Audiovisual records (photographs, audiotapes, videotapes and film) require special storage conditions with appropriate temperature and humidity levels. We provide special storage areas for Presidential audiovisual records accumulated by the White House Communications Agency and the Naval Photographic Center. We maintain finding aids for these materials and retrieve individual items upon request by WHCA or the Naval Photographic Center.

We have also begun working with Joe Holmes, who is preparing periodic documentaries of the Reagan Presidency. We've provided Mr. Holmes with copies of tapes from other Presidential Libraries and discussed with him some of the new ways in which we could use audiovisual means of documentation for the Reagan Administration.

--Assist other Archives units in the White House complex

The Federal Register, which is also part of the National Archives, maintains an office in the EOB which publishes the Weekly Compilation of Presidential Documents, the Public Papers of the President, and indexes to Presidential press releases. We work closely with this unit on a variety of tasks.

III. Possible Additional Activities

As you can see from the above, we are already busy with a variety of activities on behalf of the Reagan Library. We would like to do an even better job, however, and engage in many more activities. Some of the possibilities for additional activities on behalf of the future Reagan Library are listed below:

--Advising White House Staff members concerning the importance of the documentary record of the Administration and the requirements of the Presidential Records Act

Although we are advising staff members upon request now, we could accomplish this objective in a more systematic way. Working with the Counsel's Office and White House Central Files, we suggest the following specific activities:

- (1) A briefing at a Senior Staff meeting
- (2) Training courses for secretaries/administrative assistants in recordkeeping techniques
- (3) Handbook on Presidential records
- (4) Survey of recordkeeping practices in staff offices to identify problems and provide assistance as needed
- (5) Encouragement of private diary-keeping by the President, First Lady and staffers
- (6) Initiation of "historic event" memoranda. After major foreign or domestic events, specific staffers would be asked, perhaps by the Chief of Staff, to write detailed descriptions of the events from their perspectives. These memoranda would be maintained in a special historical file, perhaps by the Staff Secretary or personal assistant to the President.

--Recommending preservation actions

Although this activity may be accomplished in conjunction with the records survey listed above, we think it important enough to discuss separately. The records maintained in Central Files are well preserved, but the many other records in staff offices are frequently stored in hazardous locations, subject to fire or water damage, or are stored in inefficient and expensive ways.

One example of a more efficient storage method might be applied to the dictabelts used by the President in preparing responses to his mail. Staffers in the Presidential Correspondence unit feel that the dictabelts should be erased and used again, because of the replacement expense, and yet they are reluctant to lose the audio record of the President's voice relating stories and incidents for response letters. Archives audiovisual experts could periodically copy the dictabelt tapes onto large reels for storage purposes and still return the dictabelts for reuse, with a significant savings in equipment costs.

We recommend that a team of preservation experts examine the permanent quality of the paper and ink used by the President and his staff. Archives experts should be included in this team, as well as those from other agencies.

--Oral history programs

Each Presidential Library has conducted oral history programs in order to enhance the paper records with the sounds of voices and the substance of personal recollections of members of the Administration and the President's family. Most of these programs are initiated after the end of the Administration.

We have conducted tape recorded interviews during past Administrations with (1) departing members of the President's staff and (2) members of the President's and First Lady's families. We interviewed departing staff members because it was cost efficient to interview them in Washington, DC before they left the city for other job locations. We interviewed family members on the subject of family history for the biographical sections of the Presidential Library.

We would like to continue the staff and family interview programs, if the President wishes us to do so.

--Solicitation of materials to supplement the official records in the Reagan Presidential Library

The success of the Reagan Library as a research and archival institution will depend partly on the quality and quantity of additional materials donated to the Library to supplement the official records. We can start now to accumulate these materials, when they are not already located in archival institutions, and to compile solicitation lists. Particularly valuable are the pre-Presidential papers of the President, relating to his several careers, and the papers of the President's family, staff and associates.

--Coordination of computer-produced records

The Presidential Libraries are entering a new era in which machine-readable records will constitute a major portion of Library records. The transfer of the computer records of the Carter Administration was not as smooth or efficient as it could have been with more advance planning. The Archives needs to be involved at an earlier point in the White House standards for computer programs, choice of machines and software packages, and organization of data, if the Archives, through the Presidential Library, is to carry on these programs after the Administration.

In order to plan more effectively for the utilization of computer programs, we suggest the establishment of a computer records committee. This committee would include representatives from ARchives, Central Files, OA, Counsel's Office, and other units using computer services in the White House. A senior staff member should chair the committee in order to provide authority necessary to accomplish committee recommendations.

--Meetings between Archives and White House officials

Each Presidential Library is an extension of the personality and personal style of the President it honors and memorializes. Archives officials planning the Library could do a more efficient job, and a job more in keeping with the President's wishes, if they could be informed, at an early date, concerning the President's ideas and goals for his Library. The appropriate Archives officials for such meetings would include Dr. James O'Neill, Assistant Archivist for Presidential Libraries, and Dr. Robert Warner, Archivist of the United States. The establishment of such a dialogue early in the Administration would, we believe, significantly expedite planning for the Library and enhance the quality of documentation of the Reagan Presidency.

IV. Conclusion

At some date in the future, the former President, in cooperation with the National Archives, will establish the Ronald Reagan Presidential Library. I know that there are many more immediate items on the President's calendar. Nonetheless, I feel that the quality of our present preparations for the Library are important and I appreciate your comments and your assistance.

SUMMARY OF ACTION ITEMS

The National Archives should seek to advise the White House staff concerning records responsibilities (in conjunction with Central Files and Counsel's Office) through

- (1) Briefing at a Senior Staff meeting
Yes _____ No _____
- (2) Training courses
Yes _____ No _____
- (3) Handbook on Presidential records.
Yes _____ No _____
- (4) Surveys of recordkeeping practices
Yes _____ No _____
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Yes _____ No _____
- (6) The senior White House staff member with oversight responsibility for these activities is

The National Archives should carry out the following preservation activities:

- (1) Survey staff offices
Yes _____ No _____
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Yes _____ No _____
- (3) Study the preservation quality of the paper and ink used by the President and his staff
Yes _____ No _____

The National Archives should carry out the following oral history programs:

- (1) exit interview program
Yes _____ No _____

(2) family history program

Yes _____ No _____

The Archives should actively seek materials to supplement the official records in the Reagan Library.

Yes _____ No _____

If Yes is checked, our contact for compiling solicitation lists should be

The Archives should assist in the establishment of a Computer Records Committee

Yes _____ No _____

Archives officials should meet with the President and/or Senior Staff members to discuss the President's ideas and goals for the Reagan Library

Yes _____ No _____

9

10/21/85

Copy to Chris Hiker 10/21/85

April 7, 1981

Kathy O.
FBI

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Yes _____ No _____

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Yes _____ No _____

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

TO: Marie Allen
FROM: Helene von Damm
DATE: September 21, 1981

Thanks for your nice note. When Kathy Osborne comes on board on October 1, remind me to introduce you to her and to explain in your presence just what we have been trying to do. I know you will enjoy working with her - she's bright, accommodating and very devoted to the best interests of the President.

I doubt that we'll lose touch completely as I think I'll be housed where you are in the EOB and you know you can call on me any time with questions or if you just want a sounding board.

Best regards.

Kathy -

*this is something
you'll want to
discuss w/ Helene*

HvD/lis

Lindy

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 4610 _____

Prime Subject Code: FE 008-01 Secondary Subject Codes: ED _____
SI 005 _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C		Time: _____	P-
DSP		Time: _____	Media: _____

SIGNATURE CODES:

CPn - Presidential Correspondence

- n - 0 - Unknown
- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 -

CBn - Presidential & First Lady's Correspondence

- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

MEDIA CODES:

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

04
June 1, 1981

022476

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PR007

Dear Ms. Morris:

Thank you for your letter of April 20th.

The President has asked me to acknowledge your request for interviews with the President to discuss events between 1966 and 1974. Although the President would be delighted to join you during one of his visits to California, regrettably, due to the many demands on his time, I do not foresee an opportunity when this could be arranged this year.

Your interest is sincerely appreciated.

With the President's best wishes,

Sincerely,

Gregory J. Newell
Special Assistant
to the President

Ms. Gabrielle ^XMorris
Coordinator
Government History Documentation
Project
University of California, Berkeley
Berkeley, CA 94720

GJN:emb-39b

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to discuss
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Your interest is sincerely appreciated.

With the Presidnt's best wishes.

Sincerely
GJN
SAP

THE WHITE HOUSE
WASHINGTON

GJN:

What do we do with this?

TR
5/20

*Can't do this
year.*

REGRET
DATE 5/20
TR

THE WHITE HOUSE

WASHINGTON

May 21, 1981

Dear Miss Morris:

Thank you for your recent message. I will be happy to be interviewed by a representative of the Bancroft Library under the conditions and for the purposes stated in your letter. While I have no plans to be in California within the immediate future, I am sure that within the next two years we will be able to determine a mutually convenient time for such an interview.

With best wishes,

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Miss Gabrielle Morris
Coordinator
Governmental History
Documentation Project
The Bancroft Library
University of California, Berkeley
Berkeley, CA 94720



UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

REGIONAL ORAL HISTORY OFFICE
THE BANCROFT LIBRARY

BERKELEY, CALIFORNIA 94720

Mr. Michael Deaver
The White House
Washington, D.C. 20500

*OK
When
you get there
we have 2 years.*

21 April 1981

022476

Dear Mr. Deaver:

As you may know, the Regional Oral History Office of The Bancroft Library has been authorized by the state legislature to conduct an oral history project on the Ronald Reagan administration in California, to document for future students and scholars significant governmental issues and accomplishments of those years through tape-recorded interviews with selected individuals who served in the governor's office, executive departments, legislature, and related positions. We have been keeping in touch with Edwin Meese about this project and are working closely with Molly Sturges Tuthill, the archivist for the Reagan Papers at the Hoover Institution, on background research for interviews.

We are now beginning the interviewing phase of the project, which we expect will continue for approximately two years. During that time, we would very much like to interview you about your own work with Mr. Reagan in California. Although you are deeply involved in major national responsibilities just now, we hope that in the months to come you will be in California from time to time with a few hours to reflect with one of our interviewers about the events and implications of 1966-1974.

Qualified interviewers for the project are available in northern and southern California. The sessions can be long or short, at your convenience. The interviewing process is, of course, confidential. Transcripts of the taped interviews are sent to you for review before final processing. Completed manuscripts are deposited in the State Archives and selected research repositories with your permission.

If you are willing to participate in this project as time permits, will you let me know? We will then stay in touch with your office and the Hoover Institution to determine when interviewing can be scheduled, at which time we will send you an outline of topics for discussion.

Your personal recollections of the Reagan years in California would be of great value in supplementing the information preserved in the papers and understanding the how and why of state government.

Sincerely yours,

Gabrielle Morris, Coordinator
Governmental History Documentation Project

GM:rsb



NATIONAL ORAL HISTORY OFFICE
THE HANCOCK LIBRARY

BERKELEY, CALIFORNIA 94720

21 APRIL 1981

022478

Handwritten notes:
O.K. Williams
for the book of papers

Mr. Michael Sawyer
The White House
Washington, D.C. 20500

Dear Mr. Sawyer:

As you may know, the National Oral History Office of the Bancroft Library has been authorized by the state legislature to conduct an oral history project on the World War II experience in California. The project is designed to collect and preserve significant governmental papers and documents for future students and scholars. Significant papers and documents of these years through tape-recorded interviews with selected individuals who served in the governor's office, executive departments, legislative, and related positions. We have been keeping in touch with your office about this project and are working closely with Molly Seeger (initial) and archival for the former papers at the Bancroft Library, on background research for interviews.

We are now beginning the interviewing phase of the project, which we expect will continue for approximately two years. During that time, we would very much like to interview you about your own work with the state in California. Although you are deeply involved in other activities, we hope that in the coming year you will be in California for time to time with a few hours of contact with one of our interviewers about the events and implications of 1966-1977.

Qualified interviewers for the project are available in northern and southern California. The sessions can be long or short, at your convenience. The interviewing process is, of course, confidential. Transcripts of the taped interviews are sent to you for review before final processing. Confidential arrangements are depicted in the sketch below and a detailed research questionnaire with your contact information.

If you are willing to participate in this project as the interviewee, we will send you an outline of topics for discussion. We will also send you an outline of topics for discussion. We will also send you an outline of topics for discussion.

Your personal recollections of the latter years in California would be of great value in supplementing the information gathered in the past. We would be most grateful if you could help us in this project.

Handwritten signature:
Christelle Morris, Coordinator
Governmental History Acquisition Project

UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

Sheeling
REGIONAL ORAL HISTORY OFFICE
THE BANCROFT LIBRARY

BERKELEY, CALIFORNIA 94720
20 April 1981

The Honorable Ronald Reagan
The White House
Washington, D.C. 20500

My dear Mr. President:

It has been some time since we have been in touch with you about the oral history study of your administration in California, which has been authorized by the state legislature. First let me say how thankful we are that the shocking assassination attempt caused no more injury than it has. Your grace under extreme danger has been a blessing to us all.

Planning and background research for the project has proceeded in cooperation with several other oral history programs and other advisors to insure a broad range of viewpoints and expertise. Molly Sturgis Tuthill has been competent and helpful in guiding our work in the fine collection in the Hoover Institution.

We are now beginning the interviewing phase of the project, which will continue for approximately two years. At our present funding level, we can interview about 100 persons who were in significant positions in the governor's office, executive departments, the legislature, as well as some representatives of the opposition.

The primary purpose of the project is preservation of firsthand accounts of how and why major events and issues developed as they did, perspectives that are often not included in official documents. For this, of course, your own interviews will be of paramount importance to scholars and students, and we would like to tape record several sessions with you--short ones or long ones--at your convenience to carry on chronologically from the tapes you have already recorded with this office.

Although you are deeply involved with the state of the nation just now, it is that very fact that makes this project more compelling. We are hopeful that in the months to come you will be in California from time to time with a few hours to reflect on the events of 1966-74. For historians (and any writing you may plan yourself) it is important that your thoughts on those years be set down before they are completely overlaid by later thoughts and experiences.

If it is acceptable to you, we would like to stay in touch with your office, perhaps through Molly Tuthill, to determine when interviews might be scheduled. At that time we will provide an outline of interview topics for your suggestion.

Sincerely,

Gabrielle Morris
Gabrielle Morris, Coordinator
Governmental History Documentation Project

GM:mp

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UNIVERSITY OF CALIFORNIA BERKELEY



LAUREL BARRAMIS • SANTA CRUZ

BERKELEY • TAYLOR • IRVINE • LOS ANGELES • MERCED • SAN FRANCISCO

BERKELEY, CALIFORNIA 94720
30 April 1981

HISTORICAL ORAL HISTORY OFFICE
THE BANCROFT LIBRARY

The Honorable Ronald Reagan
The White House
Washington, D.C. 20500

My dear Mr. President:

It has been some time since we have been in touch with you about the oral history study of your administration in California, which has been authorized by the state legislature. First let me say how thankful we are that the shooting assassination attempt caused no more injury than it has. Your grace under extreme danger has been a blessing to us all.

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We are now beginning the interviewing phase of the project, which will continue for approximately two years. At our present funding level, we can interview about 100 persons who were in significant positions in the governor's office, executive departments, the legislature, as well as some representatives of the opposition.

The primary purpose of the project is preservation of firsthand accounts of how and why major events and issues developed as they did, perspectives that are often not included in official documents. For this, of course, your own interviews will be of particular importance to scholars and students, and we would like to give you several sessions with your staff here or long-term at your convenience to carry on microscopically from the tapes you have already recorded with this office.

Although you are deeply involved with the state of the nation just now, it is not very far from the project's core compelling. We are hopeful that in the months to come you will be in California from time to time with a few hours to spend on the events of 1980-81. For historians (and any writing you may plan yourself) it is important that your thoughts on those years be set down before they are completely overtaken by later thoughts and experiences.

It is especially to you, we would like to say in touch with your office, perhaps through Holly Tschili. To determine when interviews might be scheduled. At that time we will provide an outline of interview topics for your suggestion.

Michelle Murrell

Michelle Murrell, Coordinator
Governmental History Documentation Project

