Ronald Reagan Presidential Library
Digital Library Collections

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WHORM Subject File Code: FE008-01
(Federal Government: Library, Incumbent President)
Case file Number(s): 618854 (2 of 4)
Box: 22

WHORM SUBJECT FILE PROCESSING

Processing Priorities. In developing a list of processing priorities for the primary codes of the WHORM Subject File various factors should be considered including, the potential for and degree of restricted material, volume, research potential, and experience of the processors/reviewers.

Based upon the experience of the Ford and Carter Libraries, and the Nixon Project, the sixty primary codes should be divided into five processing categories.

Category A (Training): consisting of codes that are small in volume and have a low potential for restricted or closeable material. These codes to be used for training of people new to processing Presidential records.

Category B (Systematic Processing): codes to be assigned to reviewers, based primarily upon their subject interest, after they have completed processing a category A code. The FG code should be assigned and processed in segments by secondary code.

Category C (Sensitive): codes that have a higher than average potential for restrictive material, primarily in the non-security classified area. This material should be processed only after it is moved to California, and only by experienced people of proven judgment.

Category D (Defense-Foreign Policy Content): codes having a higher than average potential for security classified material. Although three of these codes have high research potential (CO,

FO, & ND), processing should be deferred until most of the other codes have been processed.

Category E (Review on Request): codes that have a low potential for closed material, low overall research potential, and the file segments are well arranged and readily identifiable. Systematic processing of these codes would not justify the expenditure of staff resources.

Codes processed before the records are moved to California should come out of categories A and B, depending upon the amount of time remaining in 1988 and staff resources. It is recommended that the following A codes (AR, HS, LG, PA, PO, & RM) and the following B codes (AG, CA, ED, MC, NR, PU, ST, TN, UT, & VA) be processed first.

PROCESSING CATEGORY A (Training)	Cu-ft	PROCESSING CATEGORY C (Sensitive)	Cu-ft
AR ARTS	1	HU HUMAN RIGHTS	16
CM COMMODITIES	5	IM IMMIGRATION-NATURAL'N	13
DI DISASTERS	6	JL JUDICIAL-LEGAL MATTERS	46
HI HIGHWAYS-BRIDGES	1	LA LABOR-MANAGEMENT	22
HS HOUSING	3	LE LEGISLATION	20
IN INDIAN AFFAIRS	4	PE PERSONNEL MANAGEMENT	25
IS INSURANCE	8	PL POLITICAL AFFAIRS	16
LG LOCAL GOVERNMENT	3		
PA PARKS-MONUMENTS	3		
PC PEACE	1	PROCESSING CATEGORY D (Defense-For. Pol. Content)	
PO POSTAL SERVICE	2		
PQ PROCUREMENT	6		
RA REAL PROPERTY	6	CO COUNTRIES	42
RE RECREATION-SPORTS	2	FO FOREIGN AFFAIRS	32
RM RELIGIOUS MATTERS	3	IT INTERNATIONAL ORG'S	7
RS REPORTS-STATISTICS	2	ND NATIONAL SECURITY-DEF.	55
SA SAFETY-ACCIDENT PREVENTION	3	OS OUTER SPACE	5
SC SCIENCES	3	TA TRADE	70

PROCESSING CATEGORY B
(Systematic Processing)

PROCESSING CATEGORY E
(Review on Request)

	Cu-ft		Cu-ft
AG AGRICULTURE	6	GI GIFTS	22
AT ATOMIC / NUCLEAR ENERGY	1	HO HOLIDAYS	34
BE BUSINESS-ECONOMICS	31	IV INVITATIONS	25
CA CIVIL AVIATION	10	MA MEDALS-AWARDS	18
ED EDUCATION	8	ME MESSAGES	168
FA FEDERAL AID	13	SP SPEECHES	119
FE FEDERAL GOVERNMENT	11		
FG FEDERAL GOVT - ORG'S	274		
FI FINANCE	82		
HE HEALTH	32		
MC MEETINGS-CONFERENCES	16		
NR NATURAL RESOURCES	10		
PP PRESIDENTIAL (PERSONAL)	23		
PR PUBLIC RELATIONS	136		
PU PUBLICATIONS	14		
SO SOCIAL AFFAIRS	17		
ST STATE GOVERNMENT	6		
TN TRANSPORTATION	6		
TR TRIPS	39		
UT UTILITIES	8		
VA VETERANS AFFAIRS	12		
WE WELFARE	19		
WH WHITE HOUSE ADMINISTRATION	8		

Record volume, current as of Jan. 6, 1988, is an approximation for many codes.

ALPHABETICAL LISTING OF PRIMARY SUBJECTS

CODE	SUBJECT CATEGORY	FOOTAGE	PROCESSING CODE
AG	AGRICULTURE	6	B
AR	ARTS	1	A
AT	ATOMIC / NUCLEAR ENERGY	1	B
BE	BUSINESS - ECONOMICS	31	B
CA	CIVIL AVIATION	10	B
CM	COMMODITIES	5	A
CO	COUNTRIES	42	D
DI	DISASTERS	6	A
ED	EDUCATION	8	B
FA	FEDERAL AID	13	B
FE	FEDERAL GOVERNMENT	11	B
FG	FEDERAL GOVT - ORGANIZATIONS	274	B
FI	FINANCE	82	B
FO	FOREIGN AFFAIRS	32	D
GI	GIFTS	22	E
HE	HEALTH	32	B
HI	HIGHWAYS-BRIDGES	1	A
HO	HOLIDAYS	34	E
HS	HOUSING	3	A
HU	HUMAN RIGHTS	16	C
IM	IMMIGRATION-NATURALIZATION	13	C
IN	INDIAN AFFAIRS	4	A
IS	INSURANCE	8	A
IT	INTERNATIONAL ORGANIZATIONS	7	D
IV	INVITATIONS	25	E
JL	JUDICIAL-LEGAL MATTERS	46	C
LA	LABOR-MANAGEMENT (Non-Government)	22	C
LE	LEGISLATION	20	C
LG	LOCAL GOVERNMENT	3	A
MA	MEDALS-AWARDS	18	E
MC	MEETINGS-CONFERENCES	16	B
ME	MESSAGES	168	E
ND	NATIONAL SECURITY-DEFENSE	55	D
NR	NATURAL RESOURCES	10	B
OS	OUTER SPACE	5	D
PA	PARKS-MONUMENTS	3	A
PC	PEACE	1	A
PE	PERSONNEL MANAGEMENT	25	C
PL	POLITICAL AFFAIRS	16	C
PO	POSTAL SERVICE	2	A
PP	PRESIDENTIAL (PERSONAL)	23	B
PQ	PROCUREMENT	6	A
PR	PUBLIC RELATIONS	136	B
PU	PUBLICATIONS	14	B
RA	REAL PROPERTY	6	A
RE	RECREATION-SPORTS	2	A
RM	RELIGIOUS MATTERS	3	A
RS	REPORTS-STATISTICS	2	A
SA	SAFETY-ACCIDENT PREVENTION	3	A

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SC   SCIENCES                               3      A
SO   SOCIAL AFFAIRS                        17      B
SP   SPEECHES                             119      E
ST   STATE GOVERNMENTS                      6      B
TA   TRADE                                 70      D
TN   TRANSPORTATION                         6      B
TR   TRIPS                                 39      B
UT   UTILITIES                              8      B
VA   VETERANS AFFAIRS                      12      B
WE   WELFARE                               19      B
WH   WHITE HOUSE ADMINISTRATION             8      B
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Total of 60 Subject Codes (1,579 cubic feet).

Processing Categories:

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A = Training (18 codes, 62')
B = Systematic Processing (23 codes, 782')
C = Sensitive (7 codes, 158')
D = Defense-Foreign Policy Content (6 codes, 211')
E = Review on Request (6 codes, 366')
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DATE: March 21, 1988
THROUGH: BIFF HENLEY
TO: PATRICIA BRYAN

FROM: ROD SOUBERS
RE: Presidential Guidelines Redraft

     Per your request, I am forwarding some of my concerns
regarding the draft review procedures and guidelines for
Presidential records. These comments include many that were
covered during the meeting last Friday as well as others based
upon over twelve years of experience in reviewing Presidential
and Federal records.

     PROCEDURES
Page 7, after 9. a new section should be inserted as follows:
     10. Documents determined by the reviewer to be of intrinsic
or historical value should be stamped with the Ronald W. Reagan
Library stamp.

Page 7, 11. it is not practical nor necessary for a supervisor
to review all "open" files previously reviewed; it is sufficient
for a supervisor to do a sample or spot review of reviewed
material, and only after a file segment or assignment has been
completed.

Page 7, 12. this also is not a practical nor an advisable
provision. I seriously doubt that NARA will agree to such a
provision. The records of the Carter and Ford administrations
are not handled in this manner, and there is no provision for it
in the PRA. Only the records of the Nixon administration are
handled in this unique manner due to the provisions of the 1974
Presidential Materials Act.

     GUIDELINES
Page 12, para 4 after 12356 add "NARA's Information Security
Manual #202 (dated July 24, 1985)"

Pages 16-17 re category II. because of the overly restrictive
manner in which this category would apparently have to be
applied, resulting in the closure of a disproportionate number of
documents, I would suggest that this category be removed from the
six categories restricted by the President for twelve years.
Records relating to appointments to Federal office would then be
more appropriately reviewed according to the provisions of
category VI (invasion of personal privacy).

Pages 17-20 re category III. this is the best clarification and
elaboration I have seen on this category, a real improvement on
the original draft. The reviewers, however, should be provided
with copies of the applicable sections of cited statutes.

DOCUMENT NUMBER = 230621

OPID   RS

DOCDATE   840614

RECTYP   IBA

MEDIA   L

STAFF   PRESIDENT REAGAN
                PRREAG

NAME   THE HONORABLE J. BENNETT JOHNSTON

ORG   UNITED STATES SENATE

ADDR   WASHINGTON   DC 20510

ADDNAME   THE HONORABLE LAWTON CHILES
                  UNITED STATES SENATE

SUBJECT   PROVIDE YOU WITH THEIR REPORT ON THEIR FIVE
                DAY TRIP TO CENTRAL AMERICA. SUM UP THIS
                REPORT BY SAYING THAT THEY ARE "OPTIMISTIC
                ABOUT THE PROSPECTS FOR PEACE AND CONVINCED
                THAT THE DIRECTION OF U.S. POLICIES, PARTICU-
                LARLY THE PROPOSALS EMBODIED IN THE KISSINGER
                COMMISSION REPORT, IS CORRECT."

SUBCODE   F0008
                C0001-09 F0003-02

INDCODE   1210

USERCODE   PRES

ACTION   LAOGLE ORG 840620 MO A 840626
                99DOS RAR 840629 ATTN: W. TAPLEY BENNETT - SEE COMMENTS 1 A 840719

COMMENTS   ACKNOWLEDGMENT ALSO SENT TO SENATOR LAWTON
                CHILES
                (1) - NO ACTION NECESSARY - RESPOND TO LETTER
                SENT TO THE SECRETARY FROM SENATORS JOHNSTON
                AND CHILES

Page 25, para 2-5 as suggested by John Fawcett, the beginning word "All" should be removed from paragraphs 2-5.

Page 28, para 3 to restrict all favorable as well as unfavorable information is to restrictive

Page 29, para 1 as was suggested by John Fawcett, this paragraph should be removed. It is virtually impossible to apply nor is it advisable.

Page 29, para 3 on what basis is the assertion made that "the privacy interest is not to be balanced against the public interest in disclosure"?

        I would also agree with the suggestion made during the Friday meeting that the guidelines be balanced with examples of openable material (as was the case in our original draft), rather than concentrating exclusively on what should be restricted.

        It was a pleasure meeting you last Friday and I look forward to working with you in our common goal of facilitating the implementation of the 1978 Presidential Records Act.

DOCUMENT NUMBER = 214103

OPID	PY
DOCDATE	840616
RECTYP	IBA
MEDIA	T
STAFF	PRESIDENT REAGAN PRREAG
NAME	THE HONORABLE HAROLD WASHINGTON
TITLE	MAYOR OF CHICAGO
ADDR	CHICAGO IL 00000
SUBJECT	PLEASE SEPARATE THE SUPPLEMENTAL APPROPRIATION FOR SUMMER YOUTH EMPLOYMENT FROM DISAGREEMENTS OVER AID TO CENTRAL AMERICA
SUBCODE	LA002-03 C0001-09 F0003-02 LE LGCHICA
INDCODE	2400
RPTCODE	IA
ACTION	IAVERS ORG 840519 C 840730 IAHOWL RSA 840519 C 840730

Misc. comments re Pat Bryan's draft guidelines

Cover page #1, para 1

     According to the wording of the Act [2204(b)(3)] "the determination
whether access to a Presidential record or reasonably segregable portion
thereof shall be restricted shall be made by the Archivist, in his
discretion, after consultation with the former President, and, during
such period, such determinations shall not be subject to judicial review,
except as provided in subsection (e) of this section."
     ".(e) The United States District Court for the District of Columbia
shall have jurisdiction over any action initiated by the former President
asserting that a determination made by the Archivist violates the former
President's rights or privileges."
     The draft paragraph should be revised to make clear that the
ultimate "determination whether access to a Presidential record ...
shall be restricted shall be made by the Archivist, in his discretion,
after consultation with the former President, ..."

I Definitions
     the added intro paragraph looks fine

Procedures and Guidelines for Review
     Procedures
     p.6 an additional section should be added after section #9, re
stamping documents with the RWR Library stamp (draft at bottom of page).

     p.6, section 11. It is not practical nor necessary for a super-
visor to review all "open" files previously reviewed; it is sufficient
for a supervisor to do a sample or spot review/check of reviewed
material, and only after a file segment or assignment has been com-
pleted. This is standard operating procedure within the Presidential
Library system. Archivists or reviewers are trained and provided
guidance over a period of time with a position of trust and professiona-
lism, and do not require someone to re-review or second guess every
reviewing decision.
     NARA reviewers have never to my knowledge inadvertently released
restricted information. As indicated in the manual introduction,
"Over the years, Archives has established a well-deserved reputation
... for maintaining the confidentiality accorded to sensitive infor-
mation."
     Also, not necessary for a supervisor to stamp, initial, and date
every box reviewed in the lower righthand corner.

     #12. Question whether this provision is necessary.

Guidelines for Segregating Documents

     p.8, para 1 Not necessary or practical for every reviewing
decision by reviewers to be confirmed by a supervisor.
     p.11, para 4   after Executive Order 12356 add and NARA's Infor-
mation Security Manual #202 (dated July 24, 1985).
     p.15, Category II
     The criteria for application of this category is to restrictive.

p. 16, Category III
Looks good. An improvement and clarification of original draft.
We need, however, copies of the applicable sections of cited statutes.
p. 23, Category V
The criteria for application of this category is to restrictive.
p. 27, para 4 - re protection of names of individuals who write
to the government; an unreasonable application of the category.

In general I have a problem with assertion that in the applica-
tion of the PRA the privacy interest is not to be balanced against
the public interest in disclosure, as is the case with the application
of the FOIA.

Where is the section re Review Withdrawal Sheets?

THE WHITE HOUSE

WASHINGTON

March 1, 1988

MEMORANDUM FOR CHARLES J. COOPER
ASSISTANT ATTORNEY GENERAL
OFFICE OF LEGAL COUNSEL

FROM: ARTHUR B. CULVAHOUSE, JR.   Original Signed by ABC
             COUNSEL TO THE PRESIDENT

SUBJECT: Draft Guidelines to be Used by
             National Archives Personnel for
             Processing President Reagan's Records

Attached for your consideration are draft procedures and
guidelines to be used by the personnel from the National Archives
and Records Administration charged with reviewing and segregating
the records of President Reagan and members of the White House
staff under the Presidential Records Act of 197*8*. The processing
procedures portion of the attached draft has been prepared by the
White House Office of Records Management: my office has prepared
the draft guidelines on segregating documents in accordance with
the requirements of the Presidential Records Act. Both portions
of that draft are preliminary. Before finalizing this draft, we
would like the legal views of your office as well as the views of
the National Archives.

We are most interested in your comments on the legal guidelines
section. As noted in the introduction to those guidelines, much
of the material is premised on the Justice Department Guide to
the Freedom of Information Act and may have implications for FOIA
matters outside the Presidential Records Act context. In that
connection, you should be aware that the Office of Information
and Privacy has discussed with us its general reluctance to
provide processing guidelines on the FOIA. While we appreciate
those concerns, we feel that it is incumbent upon us to provide
some legal guidance to the Archives personnel who will be respon-
sible for processing President Reagan's records.

There is a strong interest in finalizing this manual quickly so
that Archives personnel can begin to process the documents by
March 21. I would appreciate it if you could designate someone
on your staff to work with Pat Bryan on my staff, Biff Henley
(Director, Office of Records Management), and a member of the
National Archives legal staff to that end.

Attachment

DRAFT

PROCESSING MANUAL FOP

RONALD W. REAGAN PRESIDENTIAL RECORDS

This manual has been prepared for the use of Archives personnel who will be processing the Presidential records of the Reagan Administration. It includes a description of the procedures that are to be used for processing these records as well as guidelines for reviewing and segregating records under the terms of the Presidential Records Act of 1978. Any questions concerning the procedures or guidelines provided in this manual should be directed to your supervisor or to the Director of the White House Office of Records Management.

Under the Presidential Records Act, processing Presidential records is the responsibility of the National Archives, in consultation with the former President. In an effort to facilitate the processing of these records, the Archives will begin processing documents prior to the end of the President's term, subject to the constraint that any need for access to documents by White House staff takes precedence over the processing of the documents by Archives personnel. Consistent with the terms of the Presidential Records Act, formal control of the documents remains with the White House until the President completes his term of office. Furthermore, this processing will not affect the five year period provided to the Archivist for processing the

DRAFT

records. That period does not begin to run until expiration of the President's term.

It is important for Archives personnel involved in describing, reviewing and segregating Presidential records to understand that they occupy a position of trust which must not be compromised. Over the years, Archives personnel have established a well-deserved reputation not only for carefully processing valuable historic materials but also for maintaining the confidentiality accorded to sensitive information. To ensure that this reputation is preserved, Archives personnel must be careful not to discuss the contents of the documents that they are reviewing -- whether they believe they are sensitive or not -- outside of the workplace.

PRESIDENTIAL RECORDS (WHORM Files)

I. DEFINITIONS

Archives personnel will be reviewing, describing, and segregating "Presidential Records". The term "Presidential Records", as well as related terms which may provide additional insight on the meaning of that term, is defined in the Presidential Records Act of 1978. For ease of reference, the statutory definitions of those terms are printed in full below.

The term "Presidential Records" means "documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." With the exception of the President's personal papers, the term "Presidential Records" encompasses all material formerly known as "Presidential Papers". "Such a term -

(A) includes any documentary materials relating to the political activities of the President or members of his staff, but only if such activities relate to or have a direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President; but

(B) does not include any documentary materials that are (i) official records of an agency (as defined in section 552(e) of

title 5, United States Code) [known as Federal Records]; (ii) personal records; (iii) stocks of publications and stationery; or (iv) extra copies of documents produced only for convenience of reference, when such copies are clearly so identified.

The term "personal records" "means all documentary materials, or any reasonable segregable portion thereof, of a purely private or nonpublic character which do not relate to or have any effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Such term includes -

(A) diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal which are prepared or utilized for, or, circulated or communicated in the course of, transacting Government business;

(B) materials relating to private political associations, and having no relation to or direct effect upon the carrying out of constitutional duties of the President; and

(C) materials relating exclusively to the President's own election to the office of the Presidency; and materials directly relating to the election of a particular individual or individuals to Federal, State or local office which have no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President."

"The term 'documentary material' means all books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and

motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordations."

II. INTRODUCTION - WHORM FILES

A permanent unit within the White House Office (White House Office of Records Management) has maintained a central filing and retrieval system for President Reagan and his staff. The files of (WHORM) include a complex of interrelated and special purpose file groups and series. The WHORM files consist of three basic file groups: the Subject File, the Name (Alpha) File, and the Staff Member and Office Files (SMOFS).

The President's White House Office staff used the WHORM, (e.g., speechwriters; economic, legal, and congressional affairs staff; scheduling, advance and public liaison staff). The staffs of the Council of Economic Advisors (CEA), Office of Policy Development (OPD) and the National Security Council (NSC) have also used the WHORM. NSC usage was generally limited to unclassified or low security materials. Most classified material is stored within the NSC Secretariat.

In subject content and document type, the WHORM files reflect all the diverse activities of the White House including: correspondence with the general public; policy-making and policy implementation; routine administrative functions; political activities that relate to the constitutional duties of the President; and social events and ceremonial aspects of the office. The public activities of the First Lady are also documented.

Upon the resignation of any member of the White House staff, he or she is required to sign a statement, administered by the WHORM, affirming that all Presidential records as defined in the "Presidential Records Act of 1978" remained with his or her office or successor, or had been delivered to the WHORM. A brief oral history interview was also conducted with selected staff in policy positions, concerning the duties and function of the departing staff member.

III. WHORM SUBJECT FILE

Content

The Subject File is the heart of the WHORM files, where most substantive material is located. It includes: memoranda, letters, telegrams, reports, cables, publications, press releases, speeches, lists, drafts, clippings, briefing papers, schedules, invitations, courtesy messages, and public opinion mail.

This material is the product of staffs of the White House Office, Office of Policy Development, National Security Council, and Council of Economic Advisors staffs. In addition to material prepared by them, it includes related communications from: officials at all levels and branches of Federal, state and local government; political advisers and organizations; spokesmen for or members of various economic, political, ethnic, religious, and professional groups; foreign officials; and the general public.

Content reflects political, policy, administrative, personnel, and public relations concerns; including those

domestic and foreign, significant and insignificant. Relatively little material security classified as "Secret" or higher is included.

Arrangement

The Subject File is an alpha-numeric file system of 60 primary subject codes or categories divided into numerous sub-categories. The alpha-numeric subject classification system was developed in the late 1950's and implemented during the Kennedy Administration. The system has been retained, with minor modifications, since that time. The records are extensively cross-referenced via the C-TRACK or the SECLOG computer access systems, which have replaced the old manual cross-referencing system formerly located within the files. The WHORM staff assigned the category classifications, identification numbers, and devised cross-references as items were received for filing.

Arrangement is numerical by identification number within each sub-category and folder, which works out to be roughly chronological.

Satellite Files

The Subject File has four satellite files created to protect confidentiality or to solve storage problems.

Oversized Material:

Bulky items such as thick document cases, books and other publications, posters, petitions, as well as Staff Member and Office Files (SMOFS) retired in segments larger than a few items, were assigned control numbers upon receipt and stored in numerical order. These were known as Oversize Attachments (OA).

The few items that would not fit into a standard Federal Records Center (FRC) box, such as posters or charts, were numbered in a separate sequence and called Oversize Attachments - Shelf (OA-Shelf) because of their storage requirements. Both OA and OA-Shelf material are retrieved via the STAIRS retrieval system and the OA and OA-Shelf logs (green books), which are also computerized in a separate system for OAs.

Confidential Material:

A member of the White House or the WHORM staff sometimes determined that an item required restricted access because it was security classified or otherwise sensitive. Therefore, parallel Subject and OA files were established and kept under tighter access controls. They were known as Confidential File (CF) and Confidential File Oversize Attachments (CFOA) respectively. The contents of both were retrieved via the STAIRS retrieval system and the CFOA logs.

Part of CF and much of CFOA consists of Staff Member and Office File material, while the bulk of it is from the Subject File. To facilitate research, the CF material will be interfiled into the main Subject File or the SMOF files where appropriate, as has been done by recent Presidential libraries. CF items are identified within the Subject File by blue cross reference sheets, and by the stamped mark "C.F." on the document.

OA, OA-Shelf, and CFOA materials that are part of the Subject File will be reviewed and processed by "review on request". There is also a small number of CFOA-Shelf items, consisting primarily of matrix or signature wheels.

IV. WHORM NAME (ALPHA) FILE

The Name File, also known as the Alpha File, consists primarily of routine material not recorded in the Subject File; such as correspondence answered with a form acknowledgement, autographed photos, invitations declined, agency referrals, much of the First Lady's correspondence, and letters in support of the President. Some of the Name File material is cross-referenced via C-TRACK STAIRS, but most of it is not.

The Name File is arranged alphabetically by name of person, organization or event at the folder level, but arrangement is in rough chronological order within each folder. The Name File and the parallel OA material is processed on a "review-on-request" basis.

V. STAFF MEMBER AND OFFICE FILES (SMOFS)

Virtually all WHORM users retained additional files in their own offices for reasons of convenience, confidentiality, or both. As these office files accumulated and as staff members left the White House staff, portions were periodically forwarded to WHORM for general storage and portions will be retained in the offices until the end of the administration. These accumulated office files are known as "White House Staff Member and Office Files" (SMOFS).

When SMOF material was transferred to WHORM, it would include a file folder list of the contents of each box. The WHORM staff would assign an OA or CFOA number to each box and input the file folder list and other basic information into the

C-TRACK system. All SMOF records are cited in C-TRACK under subject codes FG006-01 (White House Office), FG006-03 (Council of Economic Advisers), or FG006-07 (Office of Policy Development); and cross-referenced under appropriate codes matching the file folder listings. Files of the National Security Adviser's office and other NSC staff are maintained by the NSC Secretariat.

All SMOF material transferred to WHORM during the administration will be consolidated with SMOF material located in the offices at the end of the administration, and organized by office and/or staff member.

VI. BULK MAIL

The Reagan Administration has received volumious routine correspondence from the general public that is referred to as "bulk mail". This type of material includes public opinion mail, requests for photographs, holiday greetings, get well messages, crank mail, and support mail.

The Reagan Administraton, is the first adminstration to sytematically dispose of bulk mail. In an agreement with NARA, authorized by the Presidential Records Act, WHORM and NARA's Office of Presidential Libraries (NL) have instituted sampling procedures for bulk mail scheduled for disposal. Over 300 cubic feet of sampled bulk mail has been retained out of over 18,000 cubic feet macerated and recycled; a sampling of about 1½%.

PROCESSING GUIDELINES

Processing historical materials is a major function of each Presidential library. Processing consists of arrangement, description, and review. Each of these tasks should be accomplished before materials are made available for research.

ARRANGEMENT

Arrangement is the proper ordering of materials within a collection and the placement of materials in archival storage areas. All files should be kept in original order if they have any logical order, such as the alpha-numeric arrangement of the WHORM Subject File. If the folders and documents are not arranged systematically, they should be placed in logical order. A useful approach to overall organization is to place the most comprehensive series, either by date or by subject coverage, at the beginning, followed by more specific series arranged alphabetically or chronologically.

For White House Staff Member and Office Files (SMOFS) and most personal paper collections, the records should generally be arranged in the following order of importance:

1. The most important files are those denoting responsibilities, scope of job, policy formulation and implementation, relationships with the President and White House aides, official chronological files, official diaries, subject-memoranda files, and files containing the working papers of White House conferences and task forces.

2. Second in importance are such files as administrative and housekeeping files, personal chronological files, appointment calendars, files of speeches declined, sympathy or congratulatory correspondence, and personal invitations.

3. Least important are printed materials, files containing only transcripts of press conferences, and files of press releases and news clippings.

After the processor gains familiarity with a body of materials and is able to determine a likely arrangement, he should then write a brief arrangement proposal and present it to the project supervisor. No arrangement should be attempted until the proposal is approved.

Since the processor must do a folder by folder review, and if necessary a page by page review, arrangement and review will usually be completed in one operation. (For withdrawal and segregation procedures, see chapters on Review, Review Criteria, and Review Withdrawal Sheets.)

Refoldering and Reboxing. Most records will be refoldered and reboxed into acid-free folders and acid-free archives (hollinger) boxes. This function is necessary for preservation as well as rearrangement and accessibility to the material.

1. The amount of material included in a folder should be limited to about 50-60 pages, or enough to fill the standard folder to the first crease.

2. Where possible, material of the same letter of the alphabet or date span should be in one folder.

3. If the folder must be broken into additional folders they should be numbered sequentially within square brackets following the folder title; e.g. [1 of 5].

4. In most cases, strictly duplicate records should be removed from the file for eventual disposal.

5. Boxes should be packed to avoid "slumping" but not so full as to hinder the removal of items.

6. Processors should number boxes for an entire file group in one sequence.

7. Legal size folders and boxes should be used, unless all but a few pages of material within a box are letter size - such as most of the subject codes in the WHORM Subject File. Letter size folders should not be placed in legal size boxes.

Labeling Boxes. Labeling follows reboxing of the entire body of records. There is always last minute shuffling to be done before labels may be affixed. Temporary labels may be fastened with paper clips during processing or the information may be written lightly in pencil on the front of each box. Box labels should include the title of the collection, file group, series and subseries, the inclusive folder contents (i.e., the first and last folder titles), and the box number.

Example: RONALD W. REAGAN LIBRARY

                REAGAN, RONALD W.: Records as President
                of the United States, 1981-89

                Subject File
                CA Civil Aviation

                CA - CA002

                Box 78

Folder Description. The original file folder title should be retained, unless it does not describe the contents of the folder.

1. If the folder title is vague or incomplete, information may be added to the title and must be enclosed in square brackets to differentiate it from the original title.

2. If an abbreviation or acronym is unclear, it should be spelled out in brackets on the folder title list.

3. If all the folder titles are assigned by the processor, it is not necessary to place the titles within brackets, but a statement that the titles were assigned should appear in the register.

4. Empty folders should be retained as an indication that material was either anticipated (a folder set up but nothing filed in it) or removed. After the title of an empty folder,
"[Empty]" should be written on the folder and on the Folder Title List.

5. Include dates or date span as an extension of the folder title when appropriate; e.g. Trade Legislation [June 1982 - Dec. 1984].

6. On the File Folder Title List, selectively use brackets to clarify, downplay or highlight:

    Motor Vehicle Safety Standard 121 [airbrakes]

    Rome Airport Bombing [press release]

    Florida, Orlando 3/8/83 [includes analysis of political
    situation in the state of Florida]

7. For the WHORM Subject File, be as specific as folder contents allow, indicating subject code and title followed by date span and document/case identification number sequence for material within the folder - both placed in brackets; e.g.,

    FG016-02 Civil Air Patrol [1981-1983] [1-1406]
If all of the material for a subject code is included in one folder it is not necessary to indicate the date span or the ID number sequence. If folders are divided into additional folders it is not necessary to number the folders, it is sufficient to indicate the ID number sequence within brackets.

8. Folder titles of key people should be identified in brackets on the folder title list; e.g. Pauken, Thomas W. [Director of ACTION]

The processing archivist will find it convenient to take notes on each folder in a box, recording significant items as well as information about the contents of the folder and major correspondents. These notes serve as background for developing the series descriptions, preparation of the scope and content note of the register, and subject annotations for the folder title list. Not every folder will contain information of sufficient importance to be recorded; a general statement in the series description is usually adequate in some cases. If the archivist is processing a WHORM subject category it would be useful to also record the presence of Oversize Attachments. Some collections or file groups, such as the WHORM Subject File, do not require folder title lists or detailed subject description because of their large volume and other forms of detailed description, such as the STAIRS computer access to the WHORM Subject File.

Vertical File. A reference file of copies of useful openable documents discovered during review should be established. These copies could later evolve into a vertical file for clippings, conference papers, articles, etc..

PROCESSING NON-TEXTUAL AND BULKY MATERIALS

There will be audiovisual materials, museum objects, maps, books and other publications in many files. Materials other than audiovisual materials should generally be left with the records if they have annotations or other clear indications that they were used in connection

with the files. If materials are removed, a Transfer Sheet will be placed in the file.

Publications. Books and other publications not directly related to the files should be turned over to the Book Collection. Each item should have the following annotations in pencil on the inside of the front cover:

1. Name of collection or file group, and series

2. Accession or Pre-accession number

3. Date removed

4. Initials of the archivist

A Transfer Sheet (for audiovisual material, books, museum & other items) will be prepared. The original will be left in the location of the publication removed and a copy will be transferred with the item. In addition to the basic information on the bottom of the Transfer Sheet (file location, etc.) it should list the following information:

1. Author

2. Title

3. Publisher

4. Date of publication (copyright date)

5. Name of donor (if applicable)

The archivist should keep in mind that if a publication is a signed report required by law or regulation to be submitted to the President, it is a document and should be kept with the records.

Museum Objects. In most cases, preservation of the records requires that museum objects be removed from the files. Unique or valuable items should be sent to the museum collection, along with copies of relevant textual materials. The processing archivist should

insert a Transfer Sheet in the files for each item and forward a copy with the object to the curator. Information on the Transfer Sheet should include description and provenance of the object.

Audiovisual Materials. Motion picture films, video tapes, sound recordings, black and white still photographs, and color photographs and transparencies in the files should be turned over to the audiovisual archivist with a copy of the Transfer Sheet.

1. The original Transfer Sheet will be inserted in the files.

2. The processing archivist should not attempt to play audiovisual materials, but should record information from labels, containers, or accompanying documents.

3. Video tapes, audio tapes, phonograph records, and other sound recordings should be described by exact type.

4. An electrostatic copy of photographic prints should be made and attached behind the original Transfer Sheet within the files.

5. If a letter or page gives information about a withdrawn item, it should be copied and the copy sent with the item and Transfer Sheet to the audiovisual archivist.

6. A photograph may be retained in the papers if it is simply a snapshot from the general public, accompanies a resume, or is useful if left in its original location; but it should be placed in a polyester sleeve.

Scrapbooks.

1. If a scrapbook contains only photographs, it should be transferred to the audiovisual archivist using procedures for the removal of audiovisual materials.

2. If a scrapbook contains only newspaper clippings, the processing archivist should consult the project supervisor.

3. If a scrapbook is a combination of photographs and newspaper clippings, the processing archivist should photocopy the scrapbook for the files and turn the scrapbook over to the audiovisual archivist following the same procedure for photographs.

Maps. Maps should be kept in the files unless they are oversize or of extraordinary value. Oversize maps should be handled as oversize publications.

PRESERVATION

The following guidelines are intended to instruct archivists in a full range of advisable preservation actions short of laboratory treatment. They are not meant to be hard and fast rules, but rather represent the best practice for most situations. Common sense will reveal exceptions, as will archival judgements about the use, intrinsic value, condition, and space available for storage of the records being considered.

1. Reboxing Documents.

A. When placing records into acid-free archives boxes, care must be taken to neither overfill nor underfill boxes. If too many records are placed in a box, damage will occur as they are forced in and out. On the other hand, if there are too few records in a box, they will bend and slump, resulting in documents that are curved and distorted. Corrugated acid-free spacer boards should be used in partially filled archives boxes to keep records upright.

B. Records must be placed in boxes that are large enough to accommodate them without damage. Archives boxes in a variety of sizes and formats are available to meet the diverse storage requirements of archival records. Items that are too large for legal size archives boxes should be placed in half-suit boxes or an appropriate size box.

C. If an item is to large for a box, it should be placed flat on the shelf in an oversize storage area. A transfer sheet should be left in the file indicating the location and description of the oversize item.

2. Refoldering Documents.

A. Records must be placed in acid-free file folders or envelopes that are large enough to accommodate them safely.

B. Folders and envelopes should not be overfilled, as records will not be properly supported and protected during handling and storage. The creases or score lines on a folder should be used as a guide to limit the number of items that can be safely placed within the folder. Preferably, the amount of material within a folder should be no thicker than the first crease and definately no thicker than the width of the second crease, and the scored lines should be creased when the volume of material justifies it.

C. Unbound records that are currently stored in boxes without folders should be placed in acid-free file folders for support and protection. Material should also be removed from ring binders and placed in acid-free file folders. If a binder has some historical significance, it should be boxed at the end of the series.

D. Records should be unfolded and flattened. Letters and items within envelopes should be removed, unfolded, and stapled or clipped together with the envelope behind the top left-hand corner.

E. Typewritten folder labels should be used for most projects. Until permanent labels are affixed to the folder, the folder title should be written on the upper left corner of the folder in pencil or by pen using archival ink.

3. Written Notations on Archival Records.

A. No marks or information should be written directly on archival records without authorization by supervisors.

B. All authorized notations should be written in pencil as neatly and unobtrusively as possible, and should be enclosed within brackets to indicate that the information was added by the Library staff.

C. Only non-acidic and non-bleeding ink should be used to stamp archival records with the Ronald W. Reagan Library stamp, declassification notices or other markings.

4. Fasteners.

A. Acco fasteners, office-quality paper clips, rubber bands, bull dog clips, colored cloth tape, and similar devices should not be used to unite permanently valuable archival records. Many metal fasteners can rust, causing permanent staining and weakening of paper. Bulky fasteners, such as "bull dog" clips, can cause physical distortion of paper records and keep them from lying flat.

B. Non-corrosive, rustproof staples should be used in instances when paper records are strong and flexible, though they should not be

used on records of high intrinsic value or if the records are weak and brittle (such as records that are often copied).

5. Preservation Photocopying.

A. Highly acidic records (such as newspaper clippings and telegrams) should be copied onto archival bond paper or placed in polyester sleeves or within a folded piece of archival bond paper.

B. Valuable original records, such as documents containing Presidential handwriting, should be removed from the file. A copy of the item should be left in the file, and the original placed in polyester sleeve within a parallel file for valuable originals.

C. Photocopies made for preservation purposes should be made on electrostatic copy machines using archival bond paper. All copies should be stamped "Preservation Copy".

D. Caution must be exercised to ensure that records are not damaged, torn, or broken during photocopying.

COLLECTION: Acc. No.:

The following material was withdrawn from this segment of the collection
and transferred to the ___Audiovisual Collection ___Book Collection
___Museum Collection ___Other (Specify:_____)

DESCRIPTION: _____

_____

Series:

Box No.:

File Folder Title:

Transferred by:

Date of Transfer:

MANUSCRIPT PROCESSING WORKSHEET

_____ (Collection)   Assigned Archivist _____

_____ (File Group)   Date Assigned. _____

_____ (Subgroup)   Date Completed _____
                                        Date Opened for
_____ (Series)   Research _____

ARRANGEMENT
    preliminary _____
    final _____
    items transferred: memorabilia (museum items)_____
                       maps____
                       photos_____
                       other A-V_____
                       printed materials_____
    stack location_____

REVIEWING
    open pp._____
    closed pp._____
    sec. classified pp._____; [TS_____; RD_____; SI_____]
    total pp. reviewed_____

DESCRIPTION
    finding aid_____; kind_____; edited_____; typed_____;
    filed_____; (final format_____;) (recommended format_____)
    NUCMC prepared_____
    withdrawal sheets_____
    folder labels_____
    box labels_____
    locator entry: computer_____; card_____

PRESERVATION
    stamped_____
    polyester sleeves used_____
    clippings, etc. copied_____
    copies to other depositories_____; copied_____; sent_____; date_____
    other preservation problems_____

COMMENTS:

THE WHITE HOUSE

WASHINGTON

February 29, 1988

MEMORANDUM FOR BIFF HENLEY

FROM: PATRICIA BRYAN PMB

SUBJECT: Draft Presidential Records Guidelines

As we discussed, I have been waiting for comments from one of the
members of the informal group that provides me with advice on
Presidential Records matters. I have received those final
comments and attach for your review and comment the suggested
changes to the portions of the draft manual your office has
provided.

Attachments

*I have marked up this with
blue ink. Biff Thanks*

*Biff —
my marks
are in red.
Pat*

PRESIDENTIAL RECORDS (WHORM Files)

I. DEFINITIONS

According to the 1978 Presidential Records Act, the term
"Presidential Records" means "documentary materials, or any
reasonably segregable portion thereof, created or received by the
President, his immediate staff, or a unit or individual of the
Executive Office of the President whose function is to advise and
assist the President, in the course of conducting activities
which relate to or have an effect upon the carrying out of the
constitutional, statutory, or other official or ceremonial duties
of the President." With the exception of the President's
personal papers, the term "Presidential Records" encompasses all
material formerly known as "Presidential Papers". "Such a term -

(A) includes any documentary materials relating to the
political activities of the President or members of his staff,
but only if such activities relate to or have a direct effect
upon the carrying out of constitutional, statutory, or other
official or ceremonial duties of the President; but

(B) does not include any documentary materials that are (i)
official records of an agency (as defined in section 552(e) of
title 5, United States Code) [known as Federal Records]; (ii)
personal records; (iii) stocks of publications and stationery; or
(iv) extra copies of documents produced only for convenience of
reference, when such copies are clearly so identified.

The term "personal records" "means all documentary
materials, or any reasonable segregable portion thereof, of a

Archives personnel will be reviewing, describing and segregating "Presidential" Records.

The term "presidential" Records"

The term "presidential" Records" is defined in the Presidential Records Act of 1978,

as well as related terms which may provide additional insight on the meaning of that term.

For ease of reference, the statutory definitions of those terms are printed in full below.

purely private or nonpublic character which do not relate to or have any effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Such term includes -

(A) diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal which are prepared or utilized for, or, circulated or communicated in the course of, transacting Government business;

(B) materials relating to private political associations, and having no relation to or direct effect upon the carrying out of constitutional duties of the President; and

(C) materials relating exclusively to the President's own election to the office of the Presidency; and materials directly relating to the election of a particular individual or individuals to Federal, State or local office which have no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President."

"The term 'documentary material' means all books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordations."

II. INTRODUCTION - WHORM FILES

A permanent unit within the White House Office has maintained a central filing system for ~~every modern~~ President and his staff. ~~It serves their filing and retrieval~~ needs. The

files of ~~the White House Office~~ of Records Management (WHORM) ~~(formerly known as White House Central Files) has evolved with the Presidency and now~~ includes a complex of interrelated and special purpose file groups and series. The WHORM files consist of three basic file groups: the Subject File, the Name (Alpha) File, and the Staff Member and Office Files (SMOFS). ~~Each President's WHORM files exactly span his term of office; for President Reagan those dates are January 20, 1981 to January 20, 1989.~~

~~All of~~ the President's White House Office staff ~~are~~ have ~~encouraged to~~ use the WHORM, (e.g., speechwriters; economic, legal, and congressional affairs staff; scheduling, advance and public liaison staff). ~~During the Reagan Administration,~~ the staffs of the Council of Economic Advisors (CEA), Office of Policy Development (OPD) and the National Security Council (NSC) have also used the WHORM. NSC usage was generally limited to unclassified ~~or~~ [low security] materials. Most ~~security~~ classified material is stored within the NSC Secretariat.

In subject content and document type, the WHORM files reflect all the diverse activities of the White House including: correspondence with the general public; policy-making and policy implementation; the routine administrative functions; ~~political concerns of a President as party leader;~~ and social events and ceremonial aspects of the office. The public activities of the First Lady are also documented.

Upon the resignation of any member of the White House staff, he or she is required to sign a statement, administered by the

WHORM, affirming that all Presidential records as defined in the "Presidential Records Act of 1978" remained with his or her office or successor, or had been delivered to the WHORM. A brief oral history interview was also conducted with ~~settled~~ staff in policy positions, concerning the duties and function of the departing staff member. [Are these oral historic material — Were they verified — typed — by whom]

III. WHORM SUBJECT FILE

Content

The Subject File is the heart of the WHORM files, where most substantive material is located. It includes: memoranda, letters, telegrams, reports, cables, publications, press releases, speeches, lists, drafts, clippings, briefing papers, schedules, invitations, courtesy messages, and public opinion mail.

This material is the product of (staffs of) the White House Office, Office of Policy Development, National Security Council, and Council of Economic Advisors staffs. In addition to material prepared by them, it includes related communications from: officials at all levels and branches of Federal, state and local government; political advisers and organizations; spokesmen for or members of various economic, political, ethnic, religious, and professional groups; foreign officials; and (not least,) the general public.

Content reflects political, policy, administrative, personnel, and public relations concerns; including those domestic and foreign, significant and insignificant. Relatively

little material security classified as "Secret" or higher is
included.

Arrangement

The Subject File is an alpha-numeric file system of 60
primary subject codes or categories divided into numerous
sub-categories. ~~The alpha-numeric subject classification system
was developed in the late 1950's and implemented during the
Kennedy Administration. The system has been retained, with minor
modifications, since that time.~~ The records are extensively
cross-referenced via the C-TRACK or the SECLOG computer access
systems, which have replaced the old manual cross-referencing
system, ~~formerly located within the files.~~ The WHORM staff
assigned the category classifications, identification numbers,
and devised cross-references, ~~as items were received for filing on
a daily basis.~~ stet

Arrangement is numerical by identification number within
each sub-category and folder, which works out to be roughly
chronological.

Satellite Files

The Subject File has four satellite files created to protect
confidentiality or to solve storage problems.

subsection
of
Satellite Files
Oversized Material:

Bulky items such as thick document cases, books and other
publications, posters, petitions, as well as Staff Member and
Office Files (SMOFS) retired in segments larger than a few items,
were assigned control numbers upon receipt and stored in
numerical order. These were known as Oversize Attachments (OA).

I would talk this stuff out of, put it deeper to you

stet

The few items that would not fit into a standard Federal Records
Center (FRC) box, such as posters or charts, were numbered in a
separate sequence and called <u>Oversize Attachments - Shelf</u>
<u>(OA-Shelf)</u> because of their storage requirements. Both OA and
OA-Shelf material ~~is~~ *are* retrieved via the STAIRS retrieval system
and the OA and OA-Shelf logs (green books), which are also
computerized in a separate system for OAs.

Confidential Material: *sub section*

A member of the White House or the WHORM staff sometimes
determined that an item required ~~limited~~ *restricted* access, Therefore,
parallel Subject and OA files were established and kept under
tighter access controls. They were known as <u>Confidential File</u>
<u>(CF)</u> and <u>Confidential File Oversize Attachments (CFOA)</u>
respectively. The contents of both were retrieved via the STAIRS
retrieval system and the CFOA logs.

Part of CF and much of CFOA consists of *Staff Member + office File* ~~SMOF~~ material, while
the bulk of it is from the Subject File. To facilitate research,
the CF material will be interfiled into the main Subject File or
the SMOF files where appropriate, as has been done by recent
Presidential libraries. CF items are identified within the
Subject File by blue cross reference sheets, and by the stamped
mark "C.F." on the document.

OA, OA-Shelf, and CFOA materials that are part of the
Subject File will be reviewed and processed by "review on
request". There is also a small number of CFOA-Shelf items,
consisting primarily of matrix or signature wheels.

either because it was classified or otherwise sensitive security classified

Have we referenced this before doing!

What's that mean? Autopen matrix

Is this classified material - If not should we say no.

a generic term for material requiring restricted access, including security classified and non security classified

IV. WHORM NAME (ALPHA) FILE

The Name File, also known as the Alpha File, consists primarily of routine material not recorded in the Subject File; such as correspondence answered with a form acknowledgement, autographed photos, invitations declined, agency referrals, much of the First Lady's correspondence, and letters in support of the President. Some of the Name File material is cross-referenced via C-TRACK STAIRS, but most of it is not.

The Name File is arranged alphabetically by name of person, organization or event at the folder level, but arrangement is in rough chronological order within each folder. The Name File and the parallel OA material is processed on a "review-on-request" basis.

V. STAFF MEMBER AND OFFICE FILES (SMOFS)

Virtually all WHORM users retained additional files in their own offices for reasons of convenience, confidentiality, or both. As these office files accumulated and as staff members left the White House staff, portions were periodically forwarded to WHORM for general storage and portions will be retained in the offices until the end of the administration. These accumulated office files are known as "White House Staff Member and Office Files" (SMOFS). A much higher percentage of records have been retired to WHORM by the White House offices during the Reagan Administration than during previous administrations, resulting in a larger Subject File and a larger volume of SMOF records in WHORM custody.

When SMOF material was transferred to WHORM, it would include a file folder list of the contents of each box. The WHORM staff would assign an OA or CFOA number to each box and input the file folder list and other basic information into the C-TRACK system. All SMOF records are cited in C-TRACK under subject codes FG006-01 (White House Office), FG006-03 (Council of Economic Advisers), or FG006-07 (Office of Policy Development); and cross-referenced under appropriate codes matching the file folder listings. Files of the National Security Adviser's office and other NSC staff are maintained by the NSC Secretariat.

All SMOF material transferred to WHORM during the administration will be consolidated with SMOF material located in the offices at the end of the administration, and organized by office and/or staff member.

VI. BULK MAIL

The Reagan administration has received volumious routine correspondence from the general public that is referred to as "bulk mail". This type of material includes public opinion mail, requests for photographs, holiday greetings, get well messages, crank mail, and support mail.

The Reagan Administraton, the first adminstration to sytematically dispose of bulk mail. In an agreement with NARA, authorized by the Presidential Records Act, WHORM and NARA's Office of Presidential Libraries (NL) have instituted sampling procedures for bulk mail scheduled for disposal. Over 300 cubic feet of sampled bulk mail

has been retained out of over 18,000 cubic feet macerated and recycled; a sampling of about 1½%.

ALPHABETICAL LISTING OF PRIMARY SUBJECTS

CODE	SUBJECT CATEGORY	CODE	SUBJECT CATEGORY
AG	AGRICULTURE	MC	MEETINGS - CONFERENCES
AR	ARTS	ME	MESSAGES
AT	ATOMIC / NUCLEAR ENERGY	ND	NATIONAL SECURITY - DEFENSE
BE	BUSINESS - ECONOMICS	NR	NATURAL RESOURCES
CA	CIVIL AVIATION	OS	OUTER SPACE
CM	COMMODITIES	PA	PARKS - MONUMENTS
CO	COUNTRIES	PC	PEACE
DI	DISASTERS	PE	PERSONNEL MANAGEMENT
ED	EDUCATION	PL	POLITICAL AFFAIRS
FA	FEDERAL AID	PO	POSTAL SERVICE
FE	FEDERAL GOVERNMENT	PP	PRESIDENTIAL (PERSONAL)
FG	FEDERAL GOVERNMENT - ORGANIZATIONS	PQ	PROCUREMENT
FI	FINANCE	PR	PUBLIC RELATIONS
FO	FOREIGN AFFAIRS	PU	PUBLICATIONS
GI	GIFTS	RA	REAL PROPERTY
HE	HEALTH	RE	RECREATION - SPORTS
HI	HIGHWAYS - BRIDGES	RM	RELIGIOUS MATTERS
HO	HOLIDAYS	RS	REPORTS - STATISTICS
HS	HOUSING	SA	SAFETY - ACCIDENT PREVENTION
HU	HUMAN RIGHTS	SC	SCIENCES
IM	IMMIGRATION - NATURALIZATION	SO	SOCIAL AFFAIRS
IN	INDIAN AFFAIRS	SP	SPEECHES
IS	INSURANCE	ST	STATE GOVERNMENTS
IT	INTERNATIONAL ORGANIZATIONS	TA	TRADE
IV	INVITATIONS	TN	TRANSPORTATION
JL	JUDICIAL - LEGAL MATTERS	TR	TRIPS
LA	LABOR - MANAGEMENT (NON-GOVERNMENT)	UT	UTILITIES
LE	LEGISLATION	VA	VETERANS AFFAIRS
LG	LOCAL GOVERNMENTS	WE	WELFARE
MA	MEDALS - AWARDS	WH	WHITE HOUSE ADMINISTRATION

<u>PROCESSING GUIDELINES</u>

Processing historical materials is a major function of each Presidential library. Processing consists of <u>arrangement</u>, <u>description</u>, and <u>review</u>. Each of these tasks should be accomplished before materials are made available for research.

ARRANGEMENT

Arrangement is the proper ordering of materials within a collection and the placement of materials in archival storage areas. All files should be kept in original order if they have any logical order, such as the alpha-numeric arrangement of the WHORM Subject File. If the folders and documents are not arranged systematically, they should be placed in logical order. A useful approach to overall organization is to place the most comprehensive series, either by date or by subject coverage, at the beginning, followed by more specific series arranged alphabetically or chronologically.

For White House Staff Member and Office Files (SMOFS) and most personal paper collections, the records should generally be arranged in the following order of importance:

1. The most important files are those denoting responsibilities, scope of job, policy formulation and implementation, relationships with the President and White House aides, official chron files, diaries, subject-memoranda files, and files containing the working papers of White House conferences and task forces.

2. Second in importance are such files as administrative and housekeeping files, personal chron files, appointment calendars, files of speeches declined, sympathy or congratulatory correspondence, and personal invitations.

3. Least important are printed materials, files containing only transcripts of press conferences, and files of press releases and news clippings.

After the processor gains familiarity with a body of materials and is able to determine a likely arrangement, he should then write a brief arrangement proposal and present it to the project supervisor. No arrangement should be attempted until the proposal is approved.

Since the processor must do a folder by folder review, and if necessary a page by page review, arrangement and review will usually be completed in one operation. (For withdrawal and segregation procedures, see chapters on Review, Review Criteria, and Review Withdrawal Sheets.)

Refoldering and Reboxing. Most records will be refoldered and reboxed into acid-free folders and acid-free archives (hollinger) boxes. This function is necessary for preservation as well as rearrangement and accessibility to the material.

1. The amount of material included in a folder should be limited to about 50-60 pages, or enough to fill the standard folder to the first crease.

2. Where possible, material of the same letter of the alphabet or date span should be in one folder.

3. If the folder must be broken into additional folders they should be numbered sequentially within square brackets following the folder title; e.g. [1 of 5].

4. In most cases, strictly duplicate records should be removed from the file for eventual disposal.

5. Boxes should be packed to avoid "slumping" but not so full as to hinder the removal of items.

6. Processors should number boxes for an entire file group in one sequence.

7. Legal size folders and boxes should be used, unless all but a few pages of material within a box is letter size - such as most of the subject codes in the WHORM Subject File. Letter size folders should not be placed in legal size boxes.

Labeling Boxes. Labeling follows reboxing of the entire body of records. There is always last minute shuffling to be done before labels may be affixed. Temporary labels may be fastened with paper clips during processing or the information may be written lightly in pencil on the front of each box. Box labels should include the title of the collection, file group, series and subseries, the inclusive folder contents (i.e., the first and last folder titles), and the box number.

Example: RONALD W. REAGAN LIBRARY

       REAGAN, RONALD W.: Records as President
       of the United States, 1981-89

       Subject File
       CA Civil Aviation

       CA - CA002

       Box 78

Folder Description. The original file folder title should be retained, unless it does not describe the contents of the folder.

1. If the folder title is vague or incomplete, information may be added to the title and must be enclosed in square brackets to differentiate it from the original title.

2. If an abbreviation or acronym is unclear, it should be spelled out in brackets on the folder title list.

3. If all the folder titles are assigned by the processor, it is not necessary to place the titles within brackets, but a statement that the titles were assigned should appear in the register.

4. Empty folders should be retained as an indication that material was either anticipated or removed. After the title of an empty folder, "[Empty]" should be written on the folder and on the Folder Title List.

5. Include dates or date span as an extension of the folder title when appropriate; e.g. Trade Legislation [June 1982 – Dec. 1984].

6. On the File Folder Title List, selectively use brackets to clarify, downplay or highlight:

Motor Vehicle Safety Standard 121 [airbrakes]

Rome Airport Bombing [press release]

Florida, Orlando 3/8/83 [includes analysis of political situation in the state of Florida]

7. For the WHORM Subject File, be as specific as folder contents allow, indicating subject code and title followed by date span and document/case identification number sequence for material within the folder - both placed in brackets; e.g.,

FG016-02 Civil Air Patrol [1981-1983] [1-1406]
If all of the material for a subject code is included in one folder it is not necessary to indicate the date span or the ID number sequence. If folders are divided into additional folders it is not necessary to number the folders, it is sufficient to indicate the ID number sequence within brackets.

[handwritten margin notes:] What does that mean

At times staff offices remove the material before it is sent to file - We assume that something in the folder at some time + it will be filed at a later date - Therefore we retain the folder

[handwritten in red:] we need to explain this briefly up front

8. Folder titles of key people should be identified in brackets on the folder title list; e.g. Pauken, Thomas W. [Director of ACTION]

The processing archivist will find it convenient to take notes on each folder in a box, recording significant items as well as information about the contents of the folder and major correspondents. These notes serve as background for developing the series descriptions, preparation of the scope and content note of the register, and subject annotations for the folder title list. Not every folder will contain information of sufficient importance to be recorded; a general statement in the series description is usually adequate in some cases. If the archivist is processing a WHORM subject category it would be useful to also record the presence of Oversize Attachments. Some collections or file groups, such as the WHORM Subject File, do not require folder title lists or detailed subject description because of their large volume and other forms of detailed description, such as the STAIRS computer access to the WHORM Subject File.

Vertical File. A reference file of copies of useful openable documents discovered during review should be established. These copies could later evolve into a vertical file for clippings, conference papers, articles, etc..

PROCESSING NON-TEXTUAL AND BULKY MATERIALS

There will be audiovisual materials, museum objects, maps, books and other publications in many files. Materials other than audiovisual materials should generally be left with the records if they have annotations or other clear indications that they were used in connection

with the files. If materials are removed, a Transfer Sheet will be placed in the file.

Publications. Books and other publications not directly related to the files should be turned over to the Book Collection. Each item should have the following annotations in pencil on the inside of the front cover:

1. Name of collection or file group, and series

2. Accession or Pre-accession number

3. Date removed

4. Initials of the archivist

A Transfer Sheet (for audiovisual material, books, museum & other items) will be prepared. The original will be left in the location of the publication removed and a copy will be transferred with the item. In addition to the basic information on the bottom of the Transfer Sheet (file location, etc.) it should list the following information:

1. Author

2. Title

3. Publisher

4. Date of publication (copyright date)

5. Name of donor (if applicable)

The archivist should keep in mind that if a publication is a signed report required by law or regulation to be submitted to the President, it is a document and should be kept with the records.

Museum Objects. In most cases, preservation of the records requires that museum objects be removed from the files. Unique or valuable items should be sent to the museum collection, along with copies of relevant textual materials. The processing archivist should

insert a Transfer Sheet in the files for each item and forward a copy with the object to the curator. Information on the Transfer Sheet should include description and provenance of the object.

Audiovisual Materials. Motion picture films, video tapes, sound recordings, black and white still photographs, and color photographs and transparencies in the files should be turned over to the audiovisual archivist with a copy of the Transfer Sheet.

1. The original Transfer Sheet will be inserted in the files.

2. The processing archivist should not attempt to play audiovisual materials, but should record information from labels, containers, or accompanying documents.

3. Video tapes, audio tapes, phonograph records, and other sound recordings should be described by exact type.

4. An electrostatic copy of photographic prints should be made and attached behind the original Transfer Sheet within the files.

5. If a letter or page gives information about a withdrawn item, it should be copied and the copy sent with the item and Transfer Sheet to the audiovisual archivist.

6. A photograph may be retained in the papers if it is simply a snapshot from the general public, accompanies a resume, or is useful if left in its original location; but it should be placed in a polyester sleeve.

Scrapbooks.

1. If a scrapbook contains only photographs, it should be transferred to the audiovisual archivist using procedures for the removal of audiovisual materials.

2. If a scrapbook contains only newspaper clippings, the processing archivist should consult the project supervisor.

3. If a scrapbook is a combination of photographs and newspaper clippings, the processing archivist should photocopy the scrapbook for the files and turn the scrapbook over to the audiovisual archivist following the same procedure for photographs.

Maps. Maps should be kept in the files unless they are oversize or of extraordinary value. Oversize maps should be handled as oversize publications.

PRESERVATION

The following guidelines are intended to instruct archivists in a full range of advisable preservation actions short of laboratory treatment. They are not meant to be hard and fast rules, but rather represent the best practice for most situations. Common sense will reveal exceptions, as will archival judgements about the use, intrinsic value, condition, and space available for storage of the records being considered.

1. Reboxing Documents.

A. When placing records into acid-free archives boxes, care must be taken to neither overfill nor underfill boxes. If too many records are placed in a box, damage will occur as they are forced in and out. On the other hand, if there are too few records in a box, they will bend and slump, resulting in documents that are curved and distorted. Corrugated acid-free spacer boards should be used in partially filled archives boxes to keep records upright.

B. Records must be placed in boxes that are large enough to accommodate them without damage. Archives boxes in a variety of sizes and formats are available to meet the diverse storage requirements of archival records. Items that are too large for legal size archives boxes should be placed in half-suit boxes or an appropriate size box.

C. If an item is to large for a box, it should be placed flat on the shelf in an oversize storage area. A transfer sheet should be left in the file indicating the location and description of the oversize item.

2. Refoldering Documents.

A. Records must be placed in acid-free file folders or envelopes that are large enough to accommodate them safely.

B. Folders and envelopes should not be overfilled, as records will not be properly supported and protected during handling and storage. The creases or score lines on a folder should be used as a guide to limit the number of items that can be safely placed within the folder. Preferably, the amount of material within a folder should be no thicker than the first crease and definately no thicker than the width of the second crease, and the scored lines should be creased when the volume of material justifies it.

C. Unbound records that are currently stored in boxes without folders should be placed in acid-free file folders for support and protection. Material should also be removed from ring binders and placed in acid-free file folders. If a binder has some historical significance, it should be boxed at the end of the series.

D. Records should be unfolded and flattened. Letters and items within envelopes should be removed, unfolded, and stapled or clipped together with the envelope behind the top left-hand corner.

E. Typewritten folder labels should be used for most projects. Until permanent labels are affixed to the folder, the folder title should be written on the upper left corner of the folder in pencil or by pen using archival ink.

3. Written Notations on Archival Records.

A. No marks or information should be written directly on archival records without authorization by supervisors.

B. All authorized notations should be written in pencil as neatly and unobtrusively as possible, and should be enclosed within brackets to indicate that the information was added by the Library staff.

C. Only non-acidic and non-bleeding ink should be used to stamp archival records with the Ronald W. Reagan Library stamp, declassification notices or other markings.

4. Fasteners.

A. Acco fasteners, office-quality paper clips, rubber bands, bull dog clips, colored cloth tape, and similar devices should not be used to unite permanently valuable archival records. Many metal fasteners can rust, causing permanent staining and weakening of paper. Bulky fasteners, such as "bull dog" clips, can cause physical distortion of paper records and keep them from lying flat.

B. Non-corrosive, rustproof staples should be used in instances when paper records are strong and flexible, though they should not be

used on records of high intrinsic value or if the records are weak and brittle (such as records that are often copied).

    5. Preservation Photocopying.

        A. Highly acidic records (such as newspaper clippings and telegrams) should be copied onto archival bond paper or placed in polyester sleeves or within a folded piece of archival bond paper.

        B. Valuable original records, such as documents containing Presidential handwriting, should be removed from the file. A copy of the item should be left in the file, and the original placed in polyester sleeve within a parallel file for valuable originals.

        C. Photocopies made for preservation purposes should be made on electrostatic copy machines using archival bond paper. All copies should be stamped "Preservation Copy".

        D. Caution must be exercised to ensure that records are not damaged, torn, or broken during photocopying.

RONALD REAGAN LIBRARY

COLLECTION: Acc. No.:

The following material was withdrawn from this segment of the collection
and transferred to the ___Audiovisual Collection ___Book Collection
___Museum Collection ___Other (Specify:_____)

DESCRIPTION:_____

Series:

Box No.:

File Folder Title:

Transferred by:

Date of Transfer:

MANUSCRIPT PROCESSING WORKSHEET

_____ (Collection)   Assigned Archivist _____

_____ (File Group)   Date Assigned _____

_____ (Subgroup)   Date Completed _____
                                          Date Opened for
_____ (Series)   Research _____

ARRANGEMENT
    preliminary _____
    final _____
    items transferred: memorabilia (museum items)_____
                       maps_____
                       photos_____
                       other A-V_____
                       printed materials_____
    stack location_____

REVIEWING
    open pp._____
    closed pp._____
    sec. classified pp._____;[TS_____; RD_____; SI_____]
    total pp. reviewed_____

DESCRIPTION
    finding aid_____; kind_____; edited_____; typed_____;
    filed_____; (final format_____;) (recommended format_____)
    NUCMC prepared_____
    withdrawal sheets_____
    folder labels_____
    box labels_____
    locator entry: computer_____; card_____

PRESERVATION
    stamped_____
    polyester sleeves used_____
    clippings, etc. copied_____
    copies to other depositories_____; copied_____; sent_____; date_____
    other preservation problems_____

COMMENTS:

WHORM SUBJECT FILE PROCESSING

Processing Priorities. In developing a list of processing
priorities for the primary codes of the WHORM Subject File
various factors should be considered including, the potential for
and degree of restricted material, volume, research potential,
and experience of the processors/reviewers.

Based upon the experience of the Ford and Carter Libraries,
and the Nixon Project, the sixty primary codes should be divided
into five processing categories.

Category A (Training): consisting of codes that are small in
volume and have a low potential for restricted or closeable
material. These codes to be used for training of people new to
processing Presidential records.

Category B (Systematic Processing): codes to be assigned to
reviewers, based primarily upon their subject interest, after
they have completed processing a category A code. The FG code
should be assigned and processed in segments by secondary code.

Category C (Sensitive): codes that have a higher than
average potential for restrictive material, primarily in the
non-security classified area. This material should be processed
only after it is moved to California, and only by experienced
people of proven judgment.

Category D (Defense-Foreign Policy Content): codes having a
higher than average potential for security classified material.
Although three of these codes have high research potential (CO,

FO, & ND), processing should be deferred until most of the other codes have been processed.

Category E (Review on Request): codes that have a low potential for closed material, low overall research potential, and the file segments are well arranged and readily identifiable. Systematic processing of these codes would not justify the expenditure of staff resources.

Codes processed before the records are moved to California should come out of categories A and B, depending upon the amount of time remaining in 1988 and staff resources. It is recommended that the following A codes (AR, HS, LG, PA, PO, & RM) and the following B codes (AG, CA, ED, MC, NR, PU, ST, TN, UT, & VA) be processed first.

PROCESSING CATEGORY A (Training)	Cu-ft	PROCESSING CATEGORY C (Sensitive)	Cu-ft
AR ARTS	1	HU HUMAN RIGHTS	16
CM COMMODITIES	5	IM IMMIGRATION-NATURAL'N	13
DI DISASTERS	6	JL JUDICIAL-LEGAL MATTERS	46
HI HIGHWAYS-BRIDGES	1	LA LABOR-MANAGEMENT	22
HS HOUSING	3	LE LEGISLATION	20
IN INDIAN AFFAIRS	4	PE PERSONNEL MANAGEMENT	25
IS INSURANCE	8	PL POLITICAL AFFAIRS	16
LG LOCAL GOVERNMENT	3		
PA PARKS-MONUMENTS	3		

PROCESSING CATEGORY D (Defense-For. Pol. Content)		

PC PEACE 1

PO POSTAL SERVICE 2

PQ PROCUREMENT	6	CO COUNTRIES	42
RA REAL PROPERTY	6	FO FOREIGN AFFAIRS	32
RE RECREATION-SPORTS	2	IT INTERNATIONAL ORG'S	7
RM RELIGIOUS MATTERS	3	ND NATIONAL SECURITY-DEF.	55
RS REPORTS-STATISTICS	2	OS OUTER SPACE	5
SA SAFETY-ACCIDENT PREVENTION	3	TA TRADE	70
SC SCIENCES	3		

PROCESSING CATEGORY B
(Systematic Processing)

PROCESSING CATEGORY E
(Review on Request)

AG AGRICULTURE	6	GI GIFTS	22
AT ATOMIC / NUCLEAR ENERGY	1	HO HOLIDAYS	34
BE BUSINESS-ECONOMICS	31	IV INVITATIONS	25
CA CIVIL AVIATION	10	MA MEDALS-AWARDS	18
ED EDUCATION	8	ME MESSAGES	168
FA FEDERAL AID	13	SP SPEECHES	119
FE FEDERAL GOVERNMENT	11		
FG FEDERAL GOVT - ORG'S	274		
FI FINANCE	82		
HE HEALTH	32		
MC MEETINGS-CONFERENCES	16		
NR NATURAL RESOURCES	10		
PP PRESIDENTIAL (PERSONAL)	23		
PR PUBLIC RELATIONS	136		
PU PUBLICATIONS	14		
SO SOCIAL AFFAIRS	17		
ST STATE GOVERNMENT	6		
TN TRANSPORTATION	6		
TR TRIPS	39		
UT UTILITIES	8		
VA VETERANS AFFAIRS	12		
WE WELFARE	19		
WH WHITE HOUSE ADMINISTRATION	8		

Record volume, current as of Jan. 6, 1988, is an approximation for many codes.

ALPHABETICAL LISTING OF PRIMARY SUBJECTS

CODE	SUBJECT CATEGORY	FOOTAGE	PROCESSING CODE
AG	AGRICULTURE	6	B
AR	ARTS	1	A
AT	ATOMIC / NUCLEAR ENERGY	1	B
BE	BUSINESS - ECONOMICS	31	B
CA	CIVIL AVIATION	10	B
CM	COMMODITIES	5	A
CO	COUNTRIES	42	D
DI	DISASTERS	6	A
ED	EDUCATION	8	B
FA	FEDERAL AID	13	B
FE	FEDERAL GOVERNMENT	11	B
FG	FEDERAL GOVT - ORGANIZATIONS	274	B
FI	FINANCE	82	B
FO	FOREIGN AFFAIRS	32	D
GI	GIFTS	22	E
HE	HEALTH	32	B
HI	HIGHWAYS-BRIDGES	1	A
HO	HOLIDAYS	34	E
HS	HOUSING	3	A
HU	HUMAN RIGHTS	16	C
IM	IMMIGRATION-NATURALIZATION	13	C
IN	INDIAN AFFAIRS	4	A
IS	INSURANCE	8	A
IT	INTERNATIONAL ORGANIZATIONS	7	D
IV	INVITATIONS	25	E
JL	JUDICIAL-LEGAL MATTERS	46	C
LA	LABOR-MANAGEMENT (Non-Government)	22	C
LE	LEGISLATION	20	C
LG	LOCAL GOVERNMENT	3	A
MA	MEDALS-AWARDS	18	E
MC	MEETINGS-CONFERENCES	16	B
ME	MESSAGES	168	E
ND	NATIONAL SECURITY-DEFENSE	55	D
NR	NATURAL RESOURCES	10	B
OS	OUTER SPACE	5	D
PA	PARKS-MONUMENTS	3	A
PC	PEACE	1	A
PE	PERSONNEL MANAGEMENT	25	C
PL	POLITICAL AFFAIRS	16	C
PO	POSTAL SERVICE	2	A
PP	PRESIDENTIAL (PERSONAL)	23	B
PQ	PROCUREMENT	6	A
PR	PUBLIC RELATIONS	136	B
PU	PUBLICATIONS	14	B
RA	REAL PROPERTY	6	A
RE	RECREATION-SPORTS	2	A
RM	RELIGIOUS MATTERS	3	A
RS	REPORTS-STATISTICS	2	A
SA	SAFETY-ACCIDENT PREVENTION	3	A

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SC   SCIENCES                              3        A
SO   SOCIAL AFFAIRS                       17        B
SP   SPEECHES                            119        E
ST   STATE GOVERNMENTS                     6        B
TA   TRADE                                70        D
TN   TRANSPORTATION                        6        B
TR   TRIPS                                39        B
UT   UTILITIES                             8        B
VA   VETERANS AFFAIRS                     12        B
WE   WELFARE                              19        B
WH   WHITE HOUSE ADMINISTRATION            8        B
```

Total of 60 Subject Codes (1,579 cubic feet).

Processing Categories:

```
A = Training (18 codes, 62')
B = Systematic Processing (23 codes, 782')
C = Sensitive (7 codes, 158')
D = Defense-Foreign Policy Content (6 codes, 211')
E = Review on Request (6 codes, 366')
```