



# Administration, Office of: Office of the Director: Records, 1981-1987

## Finding Aid Type

White House Staff and Office File Collections

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## Record Type

Textual

## Last Modified Date

2024-05-06

## Box 10948

Status	Title
CLOSED	D. Edward Wilson, Jr. Chron - 1984

<b>Status</b>	<b>Title</b>
CLOSED	Office of Administration [WHO] Alpha File - May 1987-October 1987
CLOSED	Office of Administration [WHO] Chron File - May 1987-October 1987
CLOSED	Administrative Operations, 1985-1987
CLOSED	Advisory Council on Historic Preservation
CLOSED	Athletic Unit
CLOSED	Audit
CLOSED	GAO Audit
CLOSED	Autopen

**Box 10949**

<b>Status</b>	<b>Title</b>
CLOSED	Bicentennial Commission
CLOSED	Blair House
CLOSED	Blue Ribbon Task Force; Defense Management
OPEN	Briefing Room Smoking Issue
CLOSED	Office of Administration Budget Hearings, FY 1981
CLOSED	Office of Administration Budget Hearings, FY 1982 / Office of Administration Budget, FY 1982
CLOSED	Office of Administration Budget, FY 1983 / Office of Administration Budget Hearings, FY 1983
CLOSED	Office of Administration Budget, FY 1984
CLOSED	Office of Administration Budget, FY 1985
CLOSED	Budget - Vice President
CLOSED	Budget - FY 1979 [FY 1989]
CLOSED	California (General)
CLOSED	Certificates
CLOSED	Children's Book
CLOSED	Commission Books
CLOSED	Conference Rooms
CLOSED	Congressional Correspondence
CLOSED	Consulting Services Proposals 1981 (1)(2)

**Box 10950**

<b>Status</b>	<b>Title</b>
CLOSED	Correspondence from Other Agencies
CLOSED	Council on Environmental Quality
CLOSED	Cardio-Pulmonary Resuscitation
CLOSED	[Cardio-Pulmonary Resuscitation Instructor's Manual and Materials] (Notebook)
CLOSED	Critical Materials
CLOSED	Deaver
CLOSED	Debt Ceiling
CLOSED	Delegation of Authority
CLOSED	Delegation of Building Management
CLOSED	Drugs
CLOSED	Drugs: Drugs
CLOSED	Entertainment
CLOSED	Executive Office of the President Systems Review Committee
CLOSED	Executive Office of the President Systems Review Committee: Executive Office of the President Systems Review Committee
CLOSED	Equipment
CLOSED	Equipment Requests 1981-1986
CLOSED	Equipment 1987-1988

**OA 15485**

<b>Status</b>	<b>Title</b>
CLOSED	Executive Grounds
CLOSED	Executive Orders
CLOSED	Financial Management 1981-1987
CLOSED	FY 1981 - WHO
CLOSED	FY 1982 - WHO
CLOSED	FY 1983 - WHO
CLOSED	FY 1985 [WHO]
CLOSED	FY 1986 [WHO]

<b>Status</b>	<b>Title</b>
CLOSED	FY 1987 [WHO]
CLOSED	FY 1988 [WHO]
CLOSED	Office of Administration General Counsel, 1985-1986
CLOSED	GSA
CLOSED	Hands Across America (05/25/1986)
CLOSED	Hypothetical Trip Formula
CLOSED	Office of Administration Incentive Awards, 1981-1985
CLOSED	Information Resources Management, 1985

**OA 15486**

<b>Status</b>	<b>Title</b>
CLOSED	Information Resources Management, 1986-1987
CLOSED	Internal Auditor Position
CLOSED	July 4th Picnic
CLOSED	Korn / Ferry International, 1982-1985
CLOSED	Library and Information Services 1985-1986
CLOSED	National Economic Commission
CLOSED	National Park Service
CLOSED	Office of the Chief of Staff
CLOSED	Office of Communications
CLOSED	Office of the Counsel
CLOSED	Office of the Director 1984-1987
CLOSED	Office of Legislative Affairs
CLOSED	Office of Policy Development
CLOSED	Office of Political and Intergovernmental Affairs
CLOSED	Office of Presidential Personnel
CLOSED	White House Press Office
CLOSED	Office of Public Liaison

**OA 16580**

<b>Status</b>	<b>Title</b>
CLOSED	Office Space
CLOSED	OMB
CLOSED	Office of Science and Technology Policy

<b>Status</b>	<b>Title</b>
CLOSED	Parking
CLOSED	Parking - Historical Background
CLOSED	Office of Administration Pay Supplemental FY 1982
CLOSED	Personnel I
CLOSED	Personnel II
CLOSED	Personnel Division, 1985-1988
CLOSED	President's Foreign Intelligence Advisory Board / President's Intelligence Oversight Board
CLOSED	Planning
CLOSED	Portal-to-Portal
CLOSED	Portraits

**OA 16590**

<b>Status</b>	<b>Title</b>
CLOSED	Power Outage
CLOSED	President's Committee on the Arts and Humanities
CLOSED	Publication Office
CLOSED	Resumes, 1985-1987
CLOSED	Salary Adjustments
CLOSED	Santa Barbara
CLOSED	Security
CLOSED	Office of Administration Security, 1982
CLOSED	Security Incidents Report
CLOSED	Signal Drops
CLOSED	Signal Drops: Residence Signal Drops
CLOSED	Small Business Conference
CLOSED	Space Commission
CLOSED	Special Projects
CLOSED	Office of Administration Staff Meeting Agendas (Notebook)
CLOSED	Telephone Service (I)
CLOSED	Telephone Service (I): Bell Breakup
CLOSED	Telephone Service (I): Rate Stabilization C&P

**OA 11155**

<b>Status</b>	<b>Title</b>
CLOSED	Transportation & Telegraph Office
CLOSED	Transportation & Telegraph Office: Air Transportation Association "SATO"
CLOSED	Transportation & Telegraph Office: Del-Mar Travel Agency, Inc.
CLOSED	Transportation & Telegraph Office: Travel Reservations & Ticketing
CLOSED	Transportation and Travel Office
CLOSED	Travel
CLOSED	Travel and Entertainment Budget FY 1984
CLOSED	Travel Budget
CLOSED	Cabinet Travel
CLOSED	Travel (Official / Political) Information [1981-1982]
CLOSED	Political Travel
CLOSED	United States Secret Service (General)
CLOSED	United States Secret Service (New Executive Office Building Security)
CLOSED	U.S. Trade Representative
CLOSED	Volunteers
CLOSED	Volunteers and Interns

**OA 18815**

<b>Status</b>	<b>Title</b>
CLOSED	White House Communications Agency
CLOSED	White House Correspondence I
CLOSED	White House Correspondence II
OPEN	White House Fellows (1)-(3)
CLOSED	White House News Service
CLOSED	White House News Summary
CLOSED	White House Staff Mess
CLOSED	White House Staff Mess 1985-1987
CLOSED	White House Staff Mess 1988
CLOSED	White House Transportation 1984-1987

<b>Status</b>	<b>Title</b>
CLOSED	White House Transportation 1988
CLOSED	White House Volunteers

**Box 10735**

<b>Status</b>	<b>Title</b>
CLOSED	Office of Administration
CLOSED	Office of Administration: Office of Administration Job Descriptions
CLOSED	Office of Administration: Briefing Papers
CLOSED	Administrative Office
CLOSED	Administrative Office: Goals and Objectives
CLOSED	Administrative Office: West Wing
CLOSED	Administrative Operations Division
OPEN	Air Force One: Steering Committee
OPEN	Air Force One: Presidential Aircraft Fund
OPEN	Air Force One: Aircraft (1)(2)
CLOSED	Annual Leave
CLOSED	Office of Appointments and Scheduling
CLOSED	Assistant to the Counsel for Security (Dannenhauer)
CLOSED	Assistant to the President (Henkel)
CLOSED	Assistant to the President (Henkel): Advance Office
CLOSED	Assistant to the President for Operations
CLOSED	Assistant to the President for Operations: Rhett Dawson Staff Meetings
CLOSED	Office of the Cabinet Secretary
CLOSED	Cabinet Travel [empty]
CLOSED	Civil Service
CLOSED	Office of the Counsel to the President
CLOSED	Office of Communications
CLOSED	Office of Communications: Television Office
CLOSED	Office of Communications: Office of Public Liaison
CLOSED	Deputy Chief of Staff
CLOSED	Easter Egg Roll

<b>Status</b>	<b>Title</b>
CLOSED	Employment Performance Appraisals
CLOSED	Executive Clerk
CLOSED	Financial Management Division
CLOSED	Office of the First Lady
CLOSED	Holidays
CLOSED	Holiday Pay
CLOSED	H.R. 4495
CLOSED	Hubbard Broadcasting
CLOSED	Information Resources Management Division

**10944**

WLA Box #

<b>Status</b>	<b>Title</b>
CLOSED	Internal/Management Control to Executive Office of the President Heads
CLOSED	Interns
CLOSED	Office of Legislative Affairs
CLOSED	Library
CLOSED	Mail, Electronic
OPEN	WH Guidance System: Mail, Electronic
CLOSED	Media Relations
CLOSED	Mess
CLOSED	[Miscellaneous Administration]
CLOSED	Mixed Travel Hard Event Time
CLOSED	Moving Expenses: Relocation Expenses
CLOSED	National Archives
CLOSED	National Endowment on Arts/National Endowment on Humanities
CLOSED	National Security Council
CLOSED	Non-Career Appointments
CLOSED	Old Executive Office Building Commission
CLOSED	Overtime



<b>Status</b>	<b>Title</b>
CLOSED	Parking
CLOSED	Passes - WH, Executive Office Building, Other Government Support, Etc.
CLOSED	[Passes]
CLOSED	Pay Adjustment - 1984
CLOSED	Personnel Division
CLOSED	Office of Policy Development
CLOSED	Office of Political and Intergovernmental Affairs
CLOSED	Political Travel
CLOSED	Office of the President
CLOSED	Presidential Gifts

**10946**

WLA Box #

<b>Status</b>	<b>Title</b>
CLOSED	Presidential Papers
CLOSED	Presidential Personnel
CLOSED	Presidential Words
CLOSED	President's Hospitalization
CLOSED	President's Hospitalization: Ronald Reagan Hospital Bill
CLOSED	President's Park
CLOSED	President's Ranch
OPEN	President Reagan's Library
CLOSED	Private Sector Initiative
CLOSED	Private Sector Initiative: Private Sector Initiative Advisory Board
CLOSED	Projects
CLOSED	Office of Public Affairs
CLOSED	Office of Public Liaison
CLOSED	Quadrennial Commission
CLOSED	Records Management
CLOSED	Republican National Committee

<b>Status</b>	<b>Title</b>
CLOSED	Restoration - Oval Office Floor
CLOSED	Restoration - Executive Residence
CLOSED	Restoration - West Wing
OPEN	Teddy Roosevelt [Film]
CLOSED	Salary Adjustment
OPEN	Satellite Television
CLOSED	Service by Agreements: Personnel Service by Agreements
CLOSED	Schedule C's
CLOSED	Sick Leave [empty]
CLOSED	SLUC (White House)
CLOSED	SLUC (Standard Level Users Charge)
CLOSED	Special Review Board
CLOSED	Staff Pins
CLOSED	Office of the Staff Secretary
CLOSED	Stenographers
CLOSED	Task Forces

**Box 10947**

<b>Status</b>	<b>Title</b>
CLOSED	Taxation of Use of Autos (Portal-to-Portal)
CLOSED	Telephone Services
CLOSED	Transition - 1985
CLOSED	Transportation and Telegraph (Travel) Office
CLOSED	Travel Budget
CLOSED	Travel
CLOSED	Unanticipated Needs Fund
CLOSED	United States Marine Band
CLOSED	Office of the Vice President [empty]
CLOSED	VIP Homes - National Park Service: VIP Homes - National Park Service
CLOSED	VIP Homes - National Park Service: Taylor House
CLOSED	VIP Homes - National Park Service: Decatur House
CLOSED	Volunteers

<b>Status</b>	<b>Title</b>
CLOSED	VYCOR
CLOSED	Weather (Hazardous)
CLOSED	WAE's: Personnel WAE's
CLOSED	White House Communications Agency (WHCA)
CLOSED	White House Correspondence
CLOSED	White House Correspondence: Presidential Message Office
CLOSED	White House Garage
CLOSED	White House Operations
CLOSED	White House Photography Office
CLOSED	White House Preservation Fund
CLOSED	White House Press Office
CLOSED	White House Visitors Office

**Box 11040**

<b>Status</b>	<b>Title</b>
CLOSED	White House Office (History, Pamphlets, etc.)
CLOSED	The White House - Maintenance of Mansion
CLOSED	White House Health Unit (Executive Office Building and West Wing)
CLOSED	Tours - White House
CLOSED	White House - "Residence"
CLOSED	The White House Renovation
CLOSED	White House Memos - Egg Rolling
CLOSED	GSA - Reimbursable Work Authorizations FY 1981
CLOSED	GSA - Reimbursable Work Authorizations FY 1982
CLOSED	GSA - Reimbursable Work Authorizations FY 1983
CLOSED	GSA - Reimbursable Work Authorizations FY 1984
CLOSED	GSA Reimbursable Work Authorizations FY 1985
CLOSED	GSA Reimbursable Authorizations FY 1985
CLOSED	GSA Correspondence [FY 1983]
CLOSED	GSA Miscellaneous [FY 1984]
CLOSED	GSA Facilities Expenditures [FY 1983-FY1984]
CLOSED	GSA Requests [FY 1983-FY 1984]

<b>Status</b>	<b>Title</b>
CLOSED	[Job Orders FY 1984]
<b>Box 1</b>	
<b>Status</b>	<b>Title</b>
CLOSED	GSA Facilities Correspondence - General [FY 1985]
CLOSED	Facilities Expenditure Reports [FY 1985]
CLOSED	GSA - Space [FY 1985]
CLOSED	[Facilities Requests FY 1985] East Wing Miscellaneous
CLOSED	[Facilities Requests FY 1985] Old Executive Office Building - Miscellaneous
CLOSED	[Facilities Requests FY 1985] Office of Administration
CLOSED	[Facilities Requests FY 1985] Administrative Office
CLOSED	[Facilities Requests FY 1985] Advance Office
CLOSED	[Facilities Requests FY 1985] Cabinet Affairs
CLOSED	[Facilities Requests FY 1985] Chew's Office
CLOSED	[Facilities Requests FY 1985] Chief of Staff
CLOSED	[Facilities Requests FY 1985] Communications
CLOSED	[Facilities Requests FY 1985] Correspondence
CLOSED	[Facilities Requests FY 1985] Counsel's Office
CLOSED	[Facilities Requests FY 1985] Deaver's Office
CLOSED	[Facilities Requests FY 1985] First Lady's Office
CLOSED	[Facilities Requests FY 1985] Henkel's Office
CLOSED	[Facilities Requests FY 1985] Kingon's Office
CLOSED	[Facilities Requests FY 1985] Office of Christopher Hicks
CLOSED	[Facilities Requests FY 1985] Intergovernmental Affairs
CLOSED	[Facilities Requests FY 1985] Legislative Affairs
CLOSED	[Facilities Requests FY 1985] Medical Unit
CLOSED	[Facilities Requests FY 1985] Military Office
CLOSED	[Facilities Requests FY 1985] National Security Council
CLOSED	[Facilities Requests FY 1985] News Summary
CLOSED	[Facilities Requests FY 1985] Private Sector Initiatives
CLOSED	[Facilities Requests FY 1985] Planning & Evaluation
CLOSED	[Facilities Requests FY 1985] Photo Office

<b>Status</b>	<b>Title</b>
CLOSED	[Facilities Requests FY 1985] Political Affairs
CLOSED	[Facilities Requests FY 1985] President's Immediate Office
CLOSED	[Facilities Requests FY 1985] Presidential Personnel
CLOSED	[Facilities Requests FY 1985] Press Office
CLOSED	[Facilities Requests FY 1985] Public Affairs Office
CLOSED	[Facilities Requests FY 1985] Public Liaison
CLOSED	[Facilities Requests FY 1985] Records Management
CLOSED	[Facilities Requests FY 1985] Scheduling Office
CLOSED	[Facilities Requests FY 1985] Speechwriters Office
CLOSED	[Facilities Requests FY 1985] Transportation Office
CLOSED	[Facilities Requests FY 1985] TV Office
CLOSED	[Facilities Requests FY 1985] Visitors Office
CLOSED	[Facilities Requests FY 1985] WH Fellows
CLOSED	[Facilities Requests FY 1985] Vice President's Office

## **Box 2**

<b>Status</b>	<b>Title</b>
CLOSED	IBM Displaywriter Diskette (8") ORM1, Index, Sign Out File Appointees, Backup for O.A. and Appointees

## **OA I0945**

This box contains material for the future Carol Cleveland series within this collection.

<b>Status</b>	<b>Title</b>
OPEN	Gifts (1)(2)
OPEN	Gramm-Rudman (1)(2)
OPEN	Presidential Seal (1)(2)
OPEN	Project Alpha (1)(2)
OPEN	Protocol Office
OPEN	Resumes
OPEN	Restoration (1)-(7)
OPEN	Seals (1)(2)
OPEN	Telecommunication (1)-(4)
OPEN	Wright, Mina