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8 FEB 1984

Honorable John F. W. Rogers
Assistant to the President for Management
The White House
Washington, DC 20500

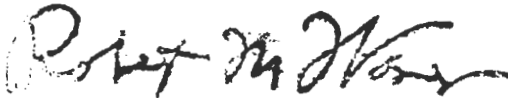
Dear John:

This letter summarizes our meeting and telephone conversations, concerning the Archives Liaison Office in the Old Executive Office Building. I understand and appreciate your desire to reorganize the office to become part of the White House Office of Records Management. As you know, we are concerned that such a reorganization might present the appearance of a conflict of interest, since the Liaison Office has oversight responsibilities for ORM disposal activities under the Presidential Records Act. Accordingly, we believe we should vacate the office space in the White House complex and I have instructed the Liaison Staff to be prepared to do so.

After removing the office, there are particular functions of the office which we should still address in order to further good records management activities in the White House complex and promote the necessary historical activities that will help the future Reagan Presidential Library.

I have asked Jim O'Neill of our Office of Presidential Libraries to contact you or your staff to work out the necessary ~~steps to implement~~ this move.

Sincerely,



ROBERT M. WARNER
Archivist of the United States



cc:Official File NL
Reading File NL
Day File N
NL/MBAllen/11r 2/7/84

NL JE O'Neill

October 28, 1983

MEMORANDUM TO: JAMES JENKINS
FROM: MARIE ALLEN
SUBJECT: CABINET SOLICITATION PROGRAM

Just for your information, I'm enclosing the reminder letters that I sent yesterday to the various Cabinet departments concerning our Cabinet papers solicitation program.

I hope to write an interim report to you on this project by December 1, 1983, and then to proceed with the next series of solicitation letters. I'd like to address the next letters to heads of independent agencies.

The continued existence of this office is still in jeopardy. Jim O'Neill and I are scheduled to discuss the issue again next week with Theresa Elmore. I'll keep you informed about these discussions, and I'd appreciate any insight or advice that you could give me.

Thanks!

THE WHITE HOUSE

WASHINGTON

October 3, 1983

MEMORANDUM FOR: ROD ROSS

FROM: THERESA A. ELMORE
 DIRECTOR OF WHITE HOUSE
 ADMINISTRATION

SUBJECT: Proposed Move of Presidential Records

Thank you for your memorandum of September 29 expressing your concerns about the proposed move of Presidential Records to Records Management on the ground floor of the EOB.

Please be assured that the purpose of this proposal is to effectively use the office space available to improve the supervision and, thus, the coordination among related offices.

Because of John Hilboldt's proximity to the gift technicians, we feel confident that adequate supervision will be maintained.

Again, thank you for expressing your concerns and I will look forward to discussing them further upon Marie Allen's return.



Date : September 29, 1983

Reply to
Attn of : Rod Ross

Subject : Space in the EOB

To : Theresa Elmore

Marie Allen called from Seattle today where she is participating at the Oral History Association national convention. She asked that I pass on a question to you concerning office space.

According to Biff Henley, there is a proposal that our office should move to Room 68 on the ground floor. One of our problems with this space is that it puts us four floors away from two technicians that we are supervising in Room 459. We have noticed that Room 460 is temporarily vacant and wondered whether there would be any possibility of our moving to this space instead, in order to carry out more efficiently our supervisory responsibilities.

I might point out that we have a high turnover in gift-packing technicians; they require many hours a week of training, supervision and recruiting on our part. Since the Gift Unit is going to be moving to that end of the 4th floor, it would centralize things for all persons involved with gifts to be located there.

Marie Allen will be back on October 4th. Should you desire a follow-up conversation to this memo prior to her return, please contact me at extension 2545.

February 12, 1982

MEMORANDUM TO: JAMES E. JENKINS

FROM: MARIE B. ALLEN *MBA*
PRESIDENTIAL LIBRARIES OFFICE, NATIONAL ARCHIVES

SUBJECT: DISPOSAL OF PRESIDENTIAL BULK MAIL

Since September 17, 1981, the National Archives has been storing 2500 boxes of Presidential bulk mail in a Virginia warehouse, awaiting disposal action from the White House. Under the provisions of the Presidential Records Act (44 U.S.C. 2203(c)), we cannot dispose of these materials until the White House formally requests approval for disposal from the Archivist of the United States, and the Archivist gives his approval in writing. We were told by officials of the Office of Records Management that the disposal decision would have to be made by Mr. Meese or by his office.

The National Archives supports the destruction of these materials. We have destroyed similar material at each of the current Presidential Libraries. These records are not valuable historical records but rather requests for birthday and anniversary greetings by the public, get well cards and letters, form letters, and unacknowledged incoming correspondence. We have selected samples of the different categories for retention and ultimate deposit with the records of the Reagan Presidential Library.

The continued storage of the bulk mail uses scarce Government funds and makes it more difficult for us to find storage for permanently-valuable Reagan Administration materials, such as the head of state gifts.

We have completed the disposal of similar materials for the Vice President. A copy of the paperwork exchanged between the Vice President's Office and the Archivist is attached to this memorandum.

I have also attached to this memorandum a draft of a letter for your signature that would fulfill the statutory responsibilities of the White House in this disposal matter.

Please call me at extension 2545 if I can provide any additional information or assistance. Thank you.

DRAFT BY MARIE B. ALLEN 2/12/82

Dr. Robert Warner
Archivist of the United States
The National Archives and Records Service
Washington, DC

Dear Dr. Warner:

In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 22 Section 2203(c)(1), I am writing to request your approval of the following categories of Presidential records for periodic disposal:

- (1) Incoming letters that received a printed card response. Approximately 1600 cu. ft. at this time.

Included in this category are incoming get well messages, requests for birthday and anniversary greetings from the President, requests for autographed pictures of the President or First Family, expressions of support for the President and his programs, and other similar items.

- (2) Unacknowledged incoming correspondence. Approximately 900 cu. ft. at this time.

Included are communications that are unsigned or that contain insufficient or illegible names or addresses, information copies of letters addressed to other persons, multiple letters from prolific writers, items with offensive or irrational messages, clippings, petitions, and multiple copies of the same letter or telegram signed by different persons.

We no longer need these records for administrative purposes. In keeping with procedures recommended by the Presidential Libraries Office, we will retain representative samples for each category.

Please inform me whether you approve of the disposal of the records described above. I believe that the destruction of these records will result in a significant savings to the Government in storage and handling costs without detracting from the historical record of the Reagan Administration.

Sincerely,

JAMES E. JENKINS
DEPUTY COUNSELLOR TO THE PRESIDENT

OFFICE OF THE VICE PRESIDENT
WASHINGTON

October 2, 1981

RECEIVED
R N 1017181 D

Dr. Robert Warner
Archivist of the United States
The National Archives and Records Service
Washington, D.C. 20408

Dear Dr. Warner:

In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 22 Section 2203(c)(1), I am writing to request your approval of the following category of Vice Presidential records for periodic disposal:

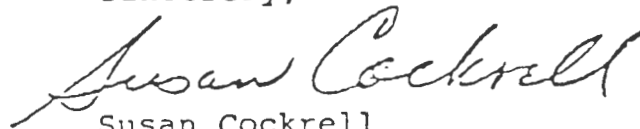
- Unacknowledged incoming correspondence.

Included are communications received by the Vice President and his staff that contain insufficient or illegible names or addresses, information copies of letters addressed to other persons, multiple letters from prolific writers, items with offensive or irrational messages, clippings, and multiple copies of the same letter or telegram signed by different persons.

We no longer need these records for administrative purposes. In keeping with procedures recommended by the samples of the material described above, I believe that the destruction of these records will result in a significant savings to the Government in storage and handling costs without detracting from the historical record.

I understand that the Presidential Libraries Office will inspect these materials and then arrange for their disposal, if you approve this disposal action.

Sincerely,

A handwritten signature in cursive script that reads "Susan Cockrell". The signature is written in dark ink and is positioned above the typed name.

Susan Cockrell
Director of Administration

THE WHITE HOUSE

WASHINGTON

RECORDED
RN 3/9/82

March 8, 1982

Dear Dr. Warner:

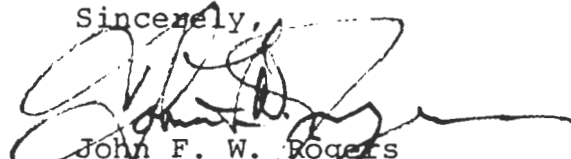
In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 2203 (c) (1), the President proposes to dispose periodically of the following categories of Presidential records:

- o public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail. A sample will be retained by Records Management.
- o copies of press releases, press conference and briefing transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely. One copy will be retained by Records Management.
- o publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.
- o unsuccessful and unsolicited applications for employment, including correspondence, resumes, letters of recommendation and other similar materials.

I would like to obtain your views on this proposal. I would suggest that as a means of carrying out this plan on a continuing basis that members of the Office of Records Management would work with your designee in reviewing sample boxes of the materials involved. The materials would then be turned over to you for destruction.

I would appreciate your consideration of this proposal and a response at your earliest convenience.

Sincerely,



John F. W. Rogers
Deputy Assistant to the
President for Management

Dr. Robert Warner
Archivist of the United States
The National Archives
Washington, D.C. 20408

MAY 4 1982

Lt. Gen. Lincoln D. Faurer
Director, NSA
Chief CSS
4800 Savage Road
Fort George G. Meade, Maryland 20755

Dear General Faurer:

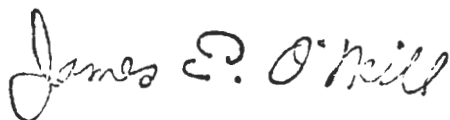
I am writing to express my appreciation to you and to your Material Destruction unit for assisting us with a recent records destruction task.

Under the provisions of the Presidential Records Act, the National Archives has a responsibility for assisting the White House in the disposal of Presidential records with no significant administrative, historical, informational or evidentiary value. Several weeks ago, we completed a major destruction action for approximately 4000 cubic feet of Presidential bulk mail through the efforts of Thomas G. Allen and Earl Schanken of your Material Destruction unit (L21).

As you know, the destruction of Presidential mail must be accomplished in a secure and appropriate manner, even though the documents themselves are not security-classified. The Material Destruction unit provided for secure and orderly destruction, in a manner that contributed to the efficient use of Archives trucks and moving personnel.

Thank you for your recent assistance. We appreciate your willingness to continue to assist us with records disposal activities.

Sincerely,



JAMES E. O'NEILL
~~Assistant Archivist~~
for Presidential Libraries

cc:
Official file-NL
Day file-NL

MBA11en:jwa 4/26/82

30 MAR 1982

Honorable John F. W. Rogers
Deputy Assistant to the President
for Management
The White House
Washington, D.C. 20500

Dear Mr. Rogers:

In accordance with the authority granted me by the Presidential Records Act, Section 2203(c)(2), I approve, with two reservations, the disposal of four categories of Presidential bulk mail described in your letter to me of March 8, 1982, as public mail, internal publications, enclosures in public mail, and unsuccessful and unsolicited applications for employment.

My reservations relate to the establishment of an adequate sampling system and the retention of more copies of internal publications.

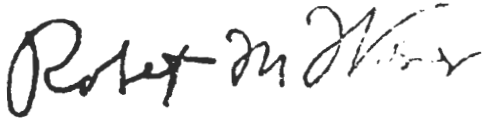
I recommend that the Office of Records Management and our Presidential Libraries Liaison Office work together to develop adequate sampling procedures designed to retain appropriate portions of such categories as anonymous correspondence, enclosures in public mail, and public opinion mail. The sampling should be accomplished jointly and the selections retained permanently. If, in the process of sampling, we identify groups of records that should not be destroyed, we will so inform you.

Secondly, I feel that the office of origination should have a responsibility for retaining a record set of mass mailings and internal publications, as well as a responsibility to send a copy to the Office of Records Management. The Presidential Libraries Office may wish to retain additional copies of some publications as reference tools at the future Reagan Library.

With the exception of these two concerns, I support and commend your efforts to dispose of these categories of Presidential mail and publications. I do not intend to take any Congressional action with regard to this request.

as provided in Section 2203(e) of the Presidential Records Act. The destruction of materials without continuing value is an important part of any effective archival and records management program and enables all of us to better direct our limited resources toward the preservation of permanently valuable records.

Sincerely,



ROBERT M. WARNER
Archivist of the United States

cc:
Official file-NL
Day file-NL
Day file-N

MBA11en:jwa 3/29/82 456-2545

NL James E. Childs



17 MAR 1982

Ms. Susan Cockrell
Director of Administration
Office of the Vice President
The White House
Washington, D.C. 20500

Dear Ms. Cockrell:

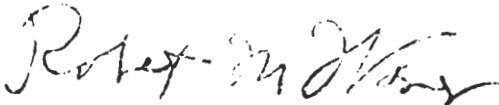
In accordance with the authority granted me by the Presidential Records Act, 44 U.S.C. Section 2203(c), I approve the disposal of two categories of Vice Presidential records described in your letter as (1) incoming correspondence that received a form or card response, and (2) unsuccessful applications for employment.

I do not intend to take any adverse action with regard to this disposal request, such as that permitted me under Section 2203(e) of the Presidential Records Act.

Ms. Marie Allen of the Presidential Libraries Office will arrange, at your convenience, to transfer these materials to an archival staging area prior to destruction. Ms. Allen will also select for retention a small representative sample of the materials to be destroyed.

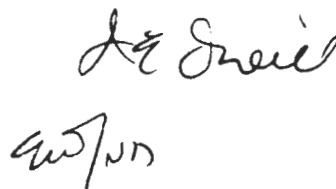
When you have additional records in these categories for disposal, during the administration, you may contact the Presidential Libraries Office to arrange sampling and disposal of the materials, without further approval from my office.

Sincerely,



ROBERT M. WARNER
Archivist of the United States

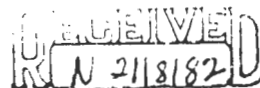
NL:Mallen:ch 3/15/82 456-2545
cc: ✓ Official file-NL
Reading file-NL
Day file-N
Mallen-NLWH





OFFICE OF THE VICE PRESIDENT
WASHINGTON

February 10, 1982



Dr. Robert Warner
Archivist of the United States
The National Archives and Records Service
Washington, D.C. 20408

Dear Dr. Warner:

In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 22 Section 2203(c)(1), I am writing to request your approval for the disposal of two additional categories of Vice Presidential records, as described below:

- Incoming correspondence that received a form or card response.

Included are incoming letters requesting greetings from the Vice President on special occasions such as birthdays, anniversaries, boy or girl scout awards, weddings and graduations; expressions of approval or disapproval for Administration programs; autograph requests; children's letters; and other similar items.

- Unsuccessful applications for employment.

Included are resumes, letters of recommendation, and related correspondence concerning applications for employment with the Vice President's staff or other units of the Federal Government.

We no longer need these records for administrative purposes. In keeping with procedures recommended by the Presidential Libraries Office, we will retain samples of each category. I understand that the Presidential Libraries Liaison Office will arrange for the orderly and secure destruction of these materials, if our request meets with your approval.

I believe that the destruction of these records will result in a savings to the Government in storage and handling costs without detracting from the historical record.

Sincerely,

A handwritten signature in cursive script that reads "Susan Cockrell". The signature is written in black ink and is positioned below the word "Sincerely,".

Susan Cockrell
Director of Administration

*Friday
4/23/82*

NOTE TO: JEO'N

FROM: MARIE *Marie*

John Rogers refused to sign a thank-you letter to NSA for destroying the Presidential records.

Biff brought it up with him and reports that John said "No. That's their job." Short--if not very sweet.

Could you or Dr. Warner sign such a letter??? Since you're going to be gone next week, and we will be sending a second group of Presidential bulk mail to NSA sometime late next week, could you possibly take this draft under consideration today??

I'm sorry to bother you with this. I know that you must have a list of dozens of items to finish up today.

DRAFT *mea*

Lt. Gen. Lincoln D. Faurer
Director, NSA
Chief CSS
4800 Savage Road
Fort George G. Meade, Maryland

OK
J. E. O'Neill

Dear General Faurer:

I am writing to express my appreciation to you and to your Material Destruction unit for assisting us with a recent records destruction task.

Under the provisions of the Presidential Records Act, the National Archives has a responsibility for assisting the White House in the disposal of Presidential records with no significant administrative, historical, informational or evidentiary value. Several weeks ago, we completed a major destruction action for approximately 4000 cubic feet of Presidential bulk mail through the efforts of Thomas G. Allen and Earl Schanken of your Material Destruction unit (L21).

As you know, the destruction of Presidential mail must be accomplished in a secure and appropriate manner, even though the documents themselves are not security-classified. The Material Destruction unit provided for secure and orderly destruction, in a manner that contributed to the efficient use of Archives trucks and moving personnel.

Thank you for your recent assistance. We appreciate your willingness to continue to assist us with records disposal activities.

Sincerely,

JAMES E. O'NEILL
Assistant Archivist for
Presidential Libraries

JUL 30 1982

Director, National Security Agency
Attn: Chief L2
9800 Savage Road
Fort George G. Meade, Maryland 20755

Dear Sir:

In accordance with earlier conversations with members of your staff, I am submitting with this letter a request for your assistance with the disposal of Presidential and Vice Presidential bulk mail. Under the Presidential Records Act of 1978, effective January 20, 1981, the White House is authorized to dispose of records lacking permanent value with the concurrence and assistance of the Archivist of the United States.

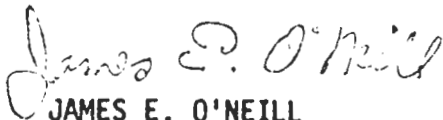
The disposal of Presidential and Vice Presidential records requires secure destruction facilities, even for bulk mail materials. For this reason, we would appreciate your assistance in completing these disposal actions for the White House.

We anticipate monthly disposal requests from the White House for approximately 500 cubic feet of paper records. The paper records consist of letters to the President and Vice President from the general public, with such types of paper as personal stationery, Hallmark and other greeting cards, posters, etc. Occasionally, the records include small quantities of audiotape, film, metal, or other types of non-paper materials.

The point of contact within our organization for these actions will be Marie Allen, 456-2545. We also enclose a list of the Archives employees who might be assigned to deliver the materials to Fort George G. Meade, with the information about each one requested by your office.

Thank you for assisting us with this responsibility.

Sincerely,



JAMES E. O'NEILL
Assistant Archivist for
for Presidential Libraries

Enclosure

cc:
Official file-NL ✓
Day file-NL

MBA11en:jwa 7/30/82

Morton, Thomas A.
Social Security # — 579-22-4008 ✓
Date of Birth — 10/30/18
Place of Birth —→ Richmond, Virginia

Green, Brandon D.
Social Security # — 578-90-4788 ✓
Date of Birth — 10/20/60
Washington, D.C.

Rogers, Edgar B.
Social Security # — 577-74-1059 ✓
Date of Birth — 10/19/53
Washington, DC

John T. Jackson
247-36-4803
Date of Birth: 7/5/27
~~Chester County~~
Chester, South Carolina

Price, Darrell
Social Security # — 577 80-4741
Date of Birth — 01/05/56
Washington, DC

Slade, William
Social Security # — 577-90-4404
Date of Birth — 12/10/55
Washington, DC

~~Vorris, James E.
Social Security # — 218-1A-3579
Date of Birth — 8/18/00~~ middle
(place of birth)

Harper, William
Social Security # — 256-88-5359 ✓
Date of Birth — 6/21/54
Columbus, Ga

Elton, Lewis
Social Security # — 240-40-2915-
5/13/30
Charlotte, NC

THE DISPOSAL OF PRESIDENTIAL BULK MAIL

FACT SHEET

Overall statistics

- o Total boxes destroyed to date (9/20/82): 4868
- o Total boxes retained as samples: 133
- o Percentage retained: 2.7%

Method of destruction

- o Maceration by National Security Agency at Fort George G. Meade

Authority for destruction

- o Presidential Records Act (44 U.S.C. 2203 (c)-(e)
 - o Permits President to dispose of records without administrative, historical, informational or evidentiary value if the President obtains the views, in writing, of the Archivist and the Archivist states that he will not object to the disposal or refer it to Congress
- o Letter from John F. W. Rogers, Deputy Assistant to the President for Management, to the Archivist, dated 3/ 8/82, formally requested Archivist's approval for the destruction of four categories of records.
- o Letter from the Archivist to John F. W. Rogers, dated 3/20/82, approved the disposal action with two reservations: an adequate sampling method should be established and offices of origination should have a retention responsibility for internal publications.

Chronology

- o September 1981: At urgent White House request, NARS transferred 2500 boxes of bulk mail to Pickett Street storage locations.
- o March 1982: White House requested approval from NARS for the destruction of four categories of Presidential records.
- o March 1982: NARS approved White House disposal request, with two reservations.
- o April 1982: First Presidential bulk mail disposal action completed, for 3576 boxes. 111 boxes retained as sample.
- o May 1982: Second disposal action completed: for 452 boxes. 6 boxes retained as sample.

- o June 1982: Third disposal action completed. 450 boxes destroyed. 9 boxes retained as sample.
- o August 1982. Fourth disposal action completed. 390 boxes destroyed. 7 boxes retained as sample.

Major types of Presidential records destroyed

The White House retains all correspondence with VIPs, as well as 30 selected letters per week from the general public. The Mail Room and the mail analysts retain tally sheets for the views expressed in the general public mail. The categories listed below consist of incoming correspondence from members of the general public, not retained as part of the weekly sample done by the White House.

- o Get Well Mail (approximately 600 boxes destroyed)
 - o Incoming letters from the general public; in the form of cards, posters, letters, poems, etc.; received in the months following the March 1981 assassination attempt.
- o Unacknowledged Incoming Correspondence (approximately 2400 boxes)
 - o Included are communications that are unsigned or that contain insufficient or illegible names or addresses; information copies of letters addressed to other persons; multiple letters from prolific writers; items with offensive or irrational messages; clippings, petitions and multiple copies (informally characterized as "propaganda") of the same letter or telegram signed by different persons; and communications addressed to the President, First Lady, and to the senior staff members.
- o Incoming Correspondence acknowledged by form letter or printed card (approximately 1800 boxes)
 - o Included are requests from the public for birthday, anniversary or other greetings from the President (approximately 500 boxes of the total); expressions of support or concern about the President's programs; and a wide variety of enclosures, such as copies of sermons, jokes, riddles, drawings of jellybeans, news clippings, membership certificates, and one "list of members of my family who voted for you." The printed card responses to these letters were signed by the President, as well as the printed and pre-signed form letters. There are half a dozen printed, pre-signed Presidential letters and several dozen printed cards. There are between 700 and 800 types of form letters, signed primarily by a automatic signature machine with the name of the Director of Presidential Correspondence, Anne Higgins. The boxes destroyed as part of this project include only the incoming letters, not copies of the outgoing printed or card responses.

Purpose of sampling of Presidential bulk mail

- o to evidence the exact types of materials destroyed
- o to demonstrate how the Correspondence Unit dealt with various types of mail
- o to provide additional informational material relating to public opinion
- o to collect items for possible exhibit uses.

Method of sampling

- o Guidelines for sampling were agreed upon at a meeting on 3/29/82 involving James E. O'Neill (NL), Marie B. Allen (NLWH), Rod Ross (NLWH), and Raymond Geselbracht (NLN).
- o Two types of sampling procedures were established: sampling for the retention of materials and random checking of the contents of boxes against their labels for accuracy
- o Retention sampling focused on those sections of the bulk mail that provided informational or exhibit material. Entire boxes were retained of form letter response and unacknowledged correspondence, drawn from different time periods. Emphasis was placed on securing examples of public opinion mail, including anti-Administration items that might not be well represented in the permanent files. The posters and unusual types of get well mail were retained also for possible exhibit purposes.
- o Retention sampling included also the creation of new composite boxes, with small samples drawn from different boxes of such material as propaganda mail. When there were thousands of copies of identical letters and telegrams, a few copies of each different propaganda item was retained.
- o The least emphasis was placed on requests for birthday and anniversary greetings, anonymous correspondence, and mail from prolific writers.
- o The retention sampling also focused on securing copies of different enclosures in bulk mail: such as cassette tapes, metal house keys, etc.
- o One major problem in accomplishing good retention sampling was the lack of arrangement in the boxing and shelving of the records. Different types of form letters were haphazardly loaded into boxes. The only consistent arrangement was the generally chronological order in which boxes were loaded onto storage shelves.
- o Once a percentage for retention was agreed upon, staff members (mostly Rod Ross) established a frequency for the pulling of entire boxes for retention (such as every 20th box) and a separate frequency for the checking of box labels (such as every 10th box). There has been no evidence to date of inaccuracy in box labelling.

MBA/9/24/82

June 19, 1981

Mr. Edwin W. Thomas, Jr.
Assistant Counsellor to the President
The White House
Washington, D. C.

Dear Mr. Thomas:

During our meeting in your office on Tuesday you requested further information about Presidential libraries.

Attached is a briefing book in which we have attempted to supply answers to the various questions you raised.

Both Dr. Warner and I enjoyed the opportunity to discuss a Reagan Library with you and Mr. Anderson. If we can be of further assistance, please let me know. I can be reached on 523-3212.

Sincerely,

JAMES E. O'NEILL
Assistant Archivist
for Presidential Libraries

Attachment

NL:JEO'Neill:ch 6/19/81
cc: Official file-NL
Reading file-NL
N

THE
PRESIDENTIAL
LIBRARIES
SYSTEM

OFFICE OF PRESIDENTIAL LIBRARIES
NATIONAL ARCHIVES AND RECORDS SERVICE

June 1981

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Carter Presidential Materials Project
Nixon Presidential Materials Project

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Space Estimate for the Reagan
Presidential Library
Space in Presidential Libraries
Principal Library Holdings
Researchers
Museum Visitors

TAB D: SITE PLANS AND PHOTOGRAPHS

OFFICE OF PRESIDENTIAL LIBRARIES

The system

--Presidential libraries have been established for Presidents Hoover through Gerald Ford. A Jimmy Carter Library is being developed in Atlanta. Photographs, data, and site plans for each of the Presidential libraries follow.

--Although located in the field, each Presidential library is a Central Office unit. Library directors report directly to the Assistant Archivist for Presidential Libraries, who in turn reports directly to the Archivist of the United States. GSA regional personnel provide support services to the libraries.

--Presidential library programs include protection and preservation of historical materials, provision of reference services, presentation of historical exhibits, acquisition of additional historical materials and printed items, convocation of scholarly meetings and conferences, and conduct of oral history programs.

--The Office of Presidential Libraries also administers the Nixon Presidential Materials Project Staff and the Reagan White House Liaison Staff.

The Presidential Libraries Act

Presidential libraries operate under authority of the Presidential Libraries Act of 1955 (44 USC 2107-08), which authorizes the Administrator of General Services to:

- .Accept for deposit the papers and other historical materials of a President or former President of the United States, together with the papers of other persons relating to or contemporary with him.
- .Accept on behalf of the United States or enter into an agreement to use land, buildings, and equipment offered for use as a Presidential library.
- .Maintain, operate, and protect such land, buildings, and equipment as a Presidential archival depository, part of the national archival system.
- .Open to the public exhibit rooms or museum space in a Presidential library.

REAGAN WHITE HOUSE LIAISON STAFF

--The Reagan White House Liaison Staff was established to help assure that a full record of the Reagan administration is organized and preserved and to coordinate planning for a future Presidential library.

--The staff is located in the Old Executive Office Building adjacent to the White House to help assure open communications with White House staff.

--Its functions include:

- .Assisting the White House in implementing the Presidential Records Act of 1978
- .Maintaining liaison with White House recordkeeping units
- .Providing archival advice and assistance to staff offices
- .Arranging transfer of inactive files to temporary storage facilities
- .Performing reference service on transferred records
- .Providing assistance to the White House Gift Unit and temporary storage of Presidential gifts
- .Maintaining the Presidential Diary

CARTER PRESIDENTIAL MATERIALS PROJECT

The Carter Presidential Materials Project was established in temporary quarters in a post office building in Atlanta on January 21, 1981. The materials will remain in this location until President Carter selects a permanent site and constructs a building. This process is expected to take 4 to 5 years.

The project contains 30 million pages of documents, 2,600 hours of video and audio tape, 480,000 photographs, 18,500 museum items, and a significant volume of automated data files, oral history interviews, and books. President Carter has donated these materials to the United States.

The staff of the project has shelved and arranged the documents. Their principal duties will be to provide reference service to the former President and the current administration and to begin archival processing of the materials in preparation for public opening. Additional functions of NARS personnel will be to advise the former President on the design of the library building and to solicit the papers of former administration officials for the library. Three archivists are assigned to the Carter Project in Atlanta. This number should be increased to 8 to 10 by the end of FY '81. Twenty positions are anticipated in the fully staffed library.

THE NIXON PRESIDENTIAL MATERIALS PROJECT

The Nixon Presidential materials are administered under the Presidential Recordings and Materials Preservation Act of 1974, which provides for processing and eventual public access to the Nixon Presidential materials and for return to former President Nixon of personal materials.

The 30,000 cubic feet of Nixon materials are currently housed in the National Archives building and the Washington National Records center. Pre-Presidential materials donated by Mr. Nixon are housed at the Federal Archives and Records Center at Laguna Niguel, California.

PRESIDENTIAL LIBRARY STAFFING

The six existing and fully operational Presidential libraries have staffs of varying size. The smallest is the Herbert Hoover Library, with a staff of 18. The largest is the Johnson Library, with a staff of 32. The Ford Library and the Carter Library Project are still under development. Generally the size of the staff is related to the size of the library's holdings and to the volume of use of the library by researchers and by museum visitors.

In composition, the staffs are quite similar: a group of professional archivists and archives technicians who preserve and process the papers and serve the researchers; a smaller museum curatorial and exhibit staff who are responsible for cataloging and preserving the three-dimensional objects and developing appropriate exhibits on the life and administration of the President; and the necessary clerical and administrative staff to support the library's work. In addition, each library will have at least one trained, professional librarian for the book collections, and more recent libraries have specialized archivists in such areas as audiovisual and machine-readable materials, since that kind of documentation is increasingly accumulated in the White House during a President's administration. Some libraries also have public program specialists as well as volunteer museum docents who work with groups visiting the museum. Security and maintenance are provided by GSA's Public Buildings Service.

Positions in the Presidential libraries are career civil service jobs. Appointments and grade levels are determined by the requirements of civil service legislation, notably the Civil Service Reform Act of 1978, and the determinations and regulations of the Office of Personnel Management.

The directors of the six existing libraries are also career and service employees. All have prior Federal Government service before being appointed to the position of library director, but only two were in the career civil service at the time of their appointment. The others were appointed from positions outside the Federal service, although they had to meet the qualifications for the director's position. Three of the six are in the Senior Executive Service (SES); the other three are at grade GS-15. (At present, because of the "salary compression," all receive the same remuneration.) The director of the Ford Library, who will be selected within the next few weeks, will be at the GS-15 level, with the strong likelihood of reclassification to SES in the next year. Professional historians and archivists from outside the Federal Government were consulted in the review of candidates for this position.

It has always been the practice of the National Archives and Records Service to consult the former President (or the appropriate members of his family) in selecting the library director. Section 2203 (f) of the 1978 Presidential Records Act formalizes this practice:

"(2) The Archivist shall deposit all such Presidential records in a Presidential archival depository or another archival facility operated by the United States. The Archivist is authorized to designate, after consultation with the former President, a director at each depository or facility who shall be responsible for the care and preservation of such records."

A Presidential library director's job is a busy and exacting one, especially in the early years of a library's development. (Directors of newer libraries regard it as a "full-time-plus" position.) Appropriate experience, managerial skills, sensitivity to the former President's needs and concerns, and the ability to relate successfully to the library's scholarly and other clientele are desirable characteristics.

SPACE ESTIMATE FOR THE REAGAN PRESIDENTIAL LIBRARY

Presidential library buildings have effectively housed Presidential libraries and their holdings during the 40-year history of the Presidential libraries system. The buildings vary in their size and architectural style according to the nature of library programs, the time of construction, the size of the holdings, and the wishes of the President and library support organizations. Despite this variance, experience with existing buildings provides broad guidance concerning the appropriate size for a library. A library should be designed to assure effective operation at minimum cost to the Government. A Presidential library should be large enough and sufficiently flexible to house growing holdings for many years in order to avoid costly additions at Government expense. At the same time excessive size should be avoided because of costly maintenance. While the size of certain facilities in a Presidential library must vary from President to President, other space needs can be estimated with relative certainty.

Estimates of Space Allocation

Archival Storage and Processing 20-25,000 square feet

Includes storage for papers, audiovisual materials, museum items. The required space will vary according to the following:

--length of time in office. Recent Presidents have accumulated archival materials at the rate of 5,000 cubic feet yearly.

--President Reagan's popularity has resulted in an increase in the rate of accumulation of gifts from the American people.

--The Presidential Records Act has been in effect only since January 20, 1981. It is too soon to assess the impact of the act on the quantity of materials.

Research Areas 3,000 square feet

New libraries must have slightly more research space to allow for more equipment and space for research in audiovisual and automated holdings.

Exhibit Space 10,000 - 20,000 square feet

This requirement will vary according to the program emphasis of the library and the nature of its holdings.

Office Space 8,000 square feet

Space to accommodate a staff of 25-30, conference and reception rooms and an office for the President.

Auditorium 3,000 square feet

Needed for symposia and other conferences, visitor orientation, school programs and public and civic uses.

Other 12,000 square feet

Areas for building maintenance and security activities, hallways, elevators, restrooms, etc.

TOTAL 56,000 - 71,000 square feet

SPACE IN PRESIDENTIAL LIBRARIES

<u>Library</u>	<u>Usable Space (square feet)</u>	<u>Total Space (square feet)</u>
Hoover	24,000	30,000
Roosevelt	38,000	51,000
Truman	58,000	96,000
Eisenhower	67,000	88,000
Kennedy	69,000	106,000
Johnson	80,000	117,000
Ford (Ann Arbor)	30,000	41,000

Definitions:

Usable space - Includes archival storage, exhibit, research area, office, and auditorium space.

Total space - Includes usable space plus service areas (restrooms, utility and elevator rooms, receiving areas) and corridors, entryways, and stairwells.

Principal Library Holdings
March 31, 1981

<u>Library</u>	<u>Personal Papers</u> (millions of pages)		<u>Still Photos</u> (Items)	<u>Film</u> (Feet)	<u>Video</u> <u>Tape</u> (Hours)	<u>Museum</u> <u>Objects</u>	<u>Books</u> <u>and</u> <u>Serials</u>	<u>Oral</u> <u>History</u> <u>Pages</u>
	<u>Presidential</u>	<u>Total</u>						
Hoover	1.1	5.7	24,700	40	5	4,100	47,300	9,500
Roosevelt	10.5	15.9	126,800	303,400	10	22,200	77,300	3,100
Truman	6.3	12.2	74,100	308,200	17	18,500	111,800	37,200
Eisenhower	8.8	18.3	104,900	597,800	15	26,900	50,800	22,200
Kennedy	6.8	27	116,500	6,022,000	197	13,900	49,300	30,100
Johnson	15.7	25.5	580,000	810,000	4,691	37,700	73,500	35,700
Ford	11.6	14.8	310,000	700,000	882	6,800	7,400	173

These figures enumerate the holdings of existing Presidential libraries. Not included are the Nixon Presidential materials administered under the Presidential Recordings and Materials Preservation Act and the Carter materials which have been donated to the government and are in temporary storage in a federal facility in Atlanta.

Principal Library Holdings
March 31, 1981

<u>Library</u>	<u>Personal Papers</u> (millions of pages)		<u>Still Photos</u> (Items)	<u>Film</u> (Feet)	<u>Video</u> <u>Tape</u> (Hours)	<u>Museum</u> <u>Objects</u>	<u>Books</u> <u>and</u> <u>Serials</u>	<u>Oral</u> <u>History</u> <u>Pages</u>
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ESIDENTIAL LIBRARIES

RESEARCHERS

ons Approved/Daily Visits

<u>FY 1977</u>	<u>FY 1978</u>	<u>FY 1979</u>	<u>FY 1980</u>
43/ 427	59/ 528	89/ 958	113/ 614
392/1,303	381/1,535	332/1,097	512/1,603
293/ 886	198/ 985	245/ 785	303/ 984
90/ 484	106/ 496	97/ 527	116/ 625
211/1,123	208/ 878	172/ 785	610/1,419
235/1,297	152/1,797	176/1,533	190/1,618
---	---	19/ 122	32/ 119
<hr/>			
1,264/5,520	1,104/6,219	1,130/5,807	1,876/6,982

MUSEUM VISITORS TO PRESIDENTIAL LIBRARIES

<u>Fiscal Year</u>	<u>Hoover</u>	<u>Roosevelt</u>	<u>Truman</u>	<u>Eisenhower</u>	<u>Kennedy</u>	<u>Johnson</u>	<u>Total</u>
1962		22,388	105,650	131,000			259,038
1963		111,675	140,503	140,762			392,940
1964	36,434	161,469	155,053	101,988			454,944
1965	60,000	177,536	179,890	91,891			509,317
1966	95,713	180,915	193,045	93,496			563,169
1967	74,778	159,363	180,824	139,427			554,392
1968	79,271	157,116	170,671	148,179			555,237
1969	80,000	164,300	165,300	364,750			774,350
1970	89,439	162,423	182,823	449,631			884,316
1971	71,635	160,295	186,174	263,234		80,740	762,078
1972	81,989	185,138	187,866	318,684		676,549	1,450,226
1973	82,870	194,194	340,818	299,741		704,180	1,621,803
1974	84,009	194,314	264,230	215,586		542,717	1,300,856
1975	106,112	188,106	291,180	197,727		520,985	1,304,110
1976	97,342	213,766	351,210	199,099		683,810	1,545,227
1976-TQ*	50,872	109,907	159,374	96,433		221,434	638,020
1977	91,334	371,514	324,136	177,242		657,907	1,622,133
1978	95,418	276,865	264,714	170,172		502,115	1,309,284
1979	69,778	215,582	219,067	127,026		480,521	1,111,974
1980	64,606	241,459	201,639	143,910	563,470	446,062	1,661,146

*In FY 1976, there was an extra "Transition Quarter" from July 1 to September 30, 1977. Since that time, the fiscal year begins on October 1 and concludes on September 30. Prior to FY 1976, the fiscal year began on July 1 and ended on June 30.

ESTABLISHED LIBRARIES:
SITE PLANS AND PHOTOGRAPHS

10 JUN 1981

Honorable Edwin Thomas
Assistant Counsellor to the President
The White House
Washington, D.C. 20500

Dear Ed:

I enjoyed talking with you on Monday. Enclosed is the briefing paper that you requested concerning the Reagan Presidential Library and the Presidential library system, as well as a briefing paper prepared earlier containing a copy of the Presidential Records Act and other materials pertaining to the establishment of a Presidential library.

I was pleased to hear of the interest expressed by the Hoover Institution in the Reagan Presidential Library. We hope to have a constructive and productive relationship with the Hoover Institution. As you will note, the law reads that the Presidential records will be turned over to the National Archives.

The President will decide where the Reagan Library will be located and as you indicate he is pretty well committed to a Stanford University location. There would be many advantages to the proximity to a major academic institution. You might think about advising the President, however, that he keep all of his options as to location open at this early date.

It would also be useful for the President, Mrs. Reagan, or his staff to visit several of the Presidential libraries. The President will dedicate the museum of the Ford Library in September, and we hope he will be able to visit the Roosevelt Library in 1982--the centenary of FDR's birth. There is a degree of variation in Presidential libraries, both architecturally and in programs. We look forward to discussing these and other matters when we meet on Tuesday. Dr. James E. O'Neill, head of our Office of Presidential Libraries, will be with me.

Sincerely,

151 Bob Warner
ROBERT M. WARNER
Archivist of the United States

Enclosures

NL:JEO'Neill:sb 6/10/81

cc: Official file - NL ✓

Reading file - NL

Day file - N

M Allen - NL WH

NL

James E. O'Neill

Steps in the Establishment of a Presidential Library

We have listed these steps in the order in which we consider most desirable.

- (1) Early in the administration, President establishes Library Planning Commission.
- (2) Planning Commission visits current Presidential libraries, meets with representatives of the National Archives and GSA, and examines potential sites for the Reagan Library.
- (3) Planning Commission recommends site and architect to President. President makes decision concerning site and architect.
- (4) Planning Commission begins fundraising campaign.
- (5) Planning Commission and the National Archives begin solicitation campaign for personal papers of Cabinet members, senior White House staff and other associates of the President.
- (6) Planning Commission/Archives/GSA supervise construction of building.
- (7) At end of administration, Archives transfers Presidential records from Washington, D.C. to a temporary warehouse facility as close as possible to site of future Reagan Library. Archives begins processing of papers.
- (8) The President, through the Planning Commission, sends a letter to the Administrator of GSA offering to donate land and building(s) or enter an agreement for the use of property in lieu of transfer for the purpose of establishing a Presidential library.
- (9) The administrator accepts the President's offer pending the approval of Congress by resolution or through a 60-day waiting period.
- (10) The Administrator prepares a report to Congress, as required by the Presidential Libraries Act, to include:
 - A description of land, buildings, and equipment offered as a gift or made available for the use of a Presidential archival depository
 - A statement of the terms of the proposed agreement, if any
 - A description of the papers, documents, and other historical materials that will be deposited in the proposed library
 - An estimate of the annual cost to the Government to operate the library.
- (11) After the 60-day waiting period or upon Congressional affirmation, the Administrator may proceed with actions to take title and begin operation of the Reagan Presidential Library.

BRIEFING PAPER CONCERNING PRESIDENTIAL LIBRARIES

BACKGROUND

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

Under the terms of the 1939 and 1955 legislation, the President is responsible for raising the funds to purchase, or otherwise acquiring land and a building for the Presidential library. The United States Government through the National Archives, then assumes responsibility for administering the institution and paying all other costs.

We do not anticipate that the Presidential Records Act will significantly affect the process for the creation of a Presidential library. The major impact of the act is that it removes the President's freedom of choice to deposit his papers anywhere other than with the National Archives. Since every President since--and including--Herbert Hoover has freely chosen to deposit their Presidential papers with us, because of the many advantages of the Presidential library system, we don't feel that the act imposes a disposition that would not otherwise be made.

Today, the Presidential library system is the primary repository for the papers of American Presidents, with extensive experience in the complexities of administering these papers. The quantities of national security-classified documents, documents with Presidential and statutory restrictions, and copies of documents from agencies of the Federal Government and foreign governments have made these Twentieth-century records particularly challenging to administer. The seven operating libraries contain a total of 170,709,912 pages of manuscript material; 1,748,335 still pictures; 10,929,169 feet of motion picture film and 151,663 museum exhibit objects. During 1972-1980, more than 11,000 researchers worked in Presidential libraries. In Fiscal Year 1980 alone, more than 1,661,000 people visited the museums which are part of the libraries. In addition to their research and exhibit dimensions, the Presidential libraries host or sponsor symposia, conferences, and other public programs on contemporary or historical issues. The outreach programs of each of the libraries reach out to the local community and state (through lectures, audiovisual shows, school visits) as well as to the national audience. We are proud of a system that simultaneously serves the public, the former President and the interests of history.