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**Collection: Baker, James A.: Files**  
**Folder Title: [White House]First Lady's**  
**Office (McCoy)**  
**Box: 2**

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# WITHDRAWAL SHEET

## Ronald Reagan Library

Collection: BAKER, JAMES A. III: FILES

Archivist: kdb/bcb

File Folder: First Lady's Office (McCoy)

Date 7/15/99

~~OA 9107~~ Box 2

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. map	Carter Administration: First Ladies Staff, 1p.	n.d.	F7 D7
2. map	Same as Item #1, 1p.	n.d.	F7 <del>D7</del> B37

K3  
2/4/00

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].

C. Closed in accordance with restrictions contained in donor's deed of gift.

**Freedom of Information Act - [5 U.S.C. 552(b)]**

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

# WITHDRAWAL SHEET

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1. map	Carter Administration: First Ladies Staff, 1p.	n.d.	F7
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December 10, 1980

File  
First  
Lady

NOTE FOR: JAB  
FROM: FSMH *J*  
SUBJECT: First Lady Staff

Attached are:

- Current Structure of First Lady's Staff
- Current Salaries of First Lady's Staff
- Current Space Allocation of First Lady's Staff

You should be aware that Nancy Reynolds at our Transition Meeting noted:

- She envisaged fewer people in the First Lady Staff, but possibly at higher salaries.
- Given the First Lady Press Secretary situation, an early press release for Peter McCoy would be desirable. *(Need to coordinate press release).*

You should also be aware that:

- The Carter Administration substantially upgraded the First Lady staff, making its head an Executive Level II and expanding the staff.
- In the Ford Administration, the Military Office occupied the Poston, Fenderson and Deputy spaces at the end of the hall. Moving them downstairs has severely cramped both the Military Office and the Visitor's Office. It would be nice if we could free up some additional space, particularly in light of the Congressional staff returning to the East Wing.
- The current head of the military office also noted some difficulties with the current social secretary going directly to the military aides who help at WH parties.

I am sorry this is so skimpy, but Nancy Reynolds (who was doing the transition for us) preferred not give us a report before showing it to Peter.

Finally, I wonder if you would give Peter McCoy his security/conflict of interest package. It wasn't ready when he dropped by today.

EYES ONLY

Memo from

F. S. M. Hodsoll

12/10

Jim:

Review our WH title structure and chart (attached), McCoy is a Deputy Asst. to the President (per your conversation with MD). This shouldn't be higher than level III (Under Secretary level) -- approximately \$53,800/year vs \$59,080.

All out of whack if give him level II. Deaver is level II, as are you and Meese.

Frank

STAFF DIRECTOR FOR FIRST LADY

Nancy Reynolds

**STAFF DIRECTOR FOR THE FIRST LADY**

Staff Director for the First Lady .....	Kit Dobbelle	(456)6702	206/EW	WH
Administrative Assistant to the Staff Director.....	Christine Hathaway	(456)6706	206/EW	WH

**First Lady**

Personal Assistant to the First Lady.....	Madeline F. MacBean	(456)6633	200/EW	WH
Personal Secretary to the First Lady.....	Rita R. Merthan	(456)2366	202/EW	WH
Administrative Assistant to the First Lady.....	Carol J. Benefield	(456)6633	200/EW	WH

**Press**

Press Secretary.....	Mary Finch Hoyt	(456)2164	208/EW	WH
Deputy Press Secretary.....	Faith A. Collins	(456)2164	208/EW	WH
Assistant Press Secretary.....	Paul B. Costello	(456)2164	208/EW	WH
Press Aide.....	Vikki Lovett	(456)2164	208/EW	WH

**Projects**

Director of Projects.....	Kathryn E. Cade	(456)2207	213/EW	WH
Deputy Director of Projects.....	Barbara Langhoff	(456)2207	213/EW	WH
Assistant Director of Projects.....	Wanda Davis Lewis	(456)2207	213/EW	WH
Research Assistant.....	Carol A. Enig	(456)7136	212/EW	WH

**Scheduling and Advance Office**

Director of Scheduling.....	Jane S. Fenderson	(456)7910	209/EW	WH
Director of Advance.....	Nancy K. Jordan	(456)7910	209/EW	WH
Assistant to Director of Scheduling.....	Ellen A. Kelley	(456)7910	209/EW	WH
Assistant to Director of Advance.....	Andrena C. Brown	(456)7910	209/EW	WH

**Social Office**

Social Secretary.....	Gretchen Poston	(456)7064	210/EW	WH
Assistant Social Secretary.....	Marilyn B. Funderburk	(456)7064	210/EW	WH
Assistant to the Social Secretary.....	Amy Ryan	(456)7064	210/EW	WH
Assistant to Social Secretary.....	Patty Presock	(456)7064	210/EW	WH
Calligraphers.....	William T. Gemmell	(456)2510	202/EW	WH
	John Scarfone	(456)2510	202/EW	WH
	Janice Ingersoll	(456)2510	202/EW	WH

First Lady's Office

<u>Title</u>	<u>Salary</u>
Staff Director for the First Lady	\$ 59,080
Administrative Assistant	31,817
Press Secretary to the First Lady	50,112
Deputy Press Secretary	32,020
Assistant Press Secretary	32,020
Press Aide	18,054
Personal Assistant to the First Lady	50,112
Personal Secretary to the First Lady	32,715
Administrative Assistant	29,645
Director of Projects for the First Lady	42,745
Deputy Director of Projects	25,223
Assistant Director of Projects	24,219
Research Assistant	24,219
Director of Scheduling for the First Lady	42,745
Director of Advance	29,534

continued



# RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER       /       LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

That Larry's  
stays

EYES ONLY

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continued

# RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 2 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

THE WHITE HOUSE

WASHINGTON

May 23, 1981

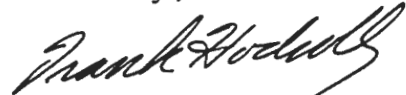
Dear Mr. Hunter:

I have been asked to respond to your letter to the President of April 16 regarding funds provided to the White House Historical Association.

Since the Association is a private non-profit organization chartered under District of Columbia law since 1961, we think it would be more appropriate for you to direct your inquiry to them.

If you should have any additional questions, please let me know.

Sincerely,



F.S.M. Hodson  
Deputy Assistant  
to the President

Mr. Robert H. Hunter  
Assistant General Counsel  
U.S. General Accounting Office  
Washington, D.C. 20548



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 28, 1981

FOR FRANK HODSOLL  
FROM PETER McCOY  
SUBJECT GAO letter to the President regarding  
funds for purpose of redecorating  
the White House

GAO has asked the White House Historical Association for basically the same information. I have attached herewith a draft of their response. It is my opinion that we answer this by suggesting GAO would be better served by writing to the White House Historical Association.

cc: John Rogers

GAO

United States General Accounting Office  
Washington, DC 20548

Office of  
General Counsel

In Reply  
Refer to: B-202800

To Partner Mc  
Go out etc!  
4/23/81

April 16, 1981

Mr. Bernard Meyer, Vice President  
White House Historical Association  
740 Jackson Place, N.W.  
Washington, D.C. 20506

Dear Mr. Meyer:

We have received a congressional inquiry concerning recent solicitations of funds for the purpose of redecorating the White House.

This inquiry is as follows:

"Since decontrol by the Administration, I understand that a group of non-Federal employees using facilities and office space in the Old Executive Office Building reportedly solicited a number of corporations and individuals in the energy industry for funds to redecorate the White House. Reportedly over \$250,000 was donated for this purpose from energy interests.

"These funds are provided to the White House Historical Association which, I understand, is a non-profit organization established years ago. I also understand that the Director of the National Park Service is on the Board of the Association and that another Park Service employee is the Secretary to the Association. It appears that the Association and the Park Service are very closely intertwined.

"I request that the GAO examine these matters to determine what laws apply to this solicitation activity, whether these solicitations were carried out in a manner consistent with all applicable law, and whether the persons soliciting the funding with the use of Federal facilities and supplies violated any laws."

Before we respond, we would like to have the benefit of your comments. In order that we will be able to consider them, please provide any comments by May 1. If there are any further questions concerning this matter please contact Richard Parsons (275-5544).

Sincerely yours,

Robert H. Hunter  
Assistant General Counsel



DRAFT

Mr. Robert H. Hunter  
Assistant General Counsel  
U. S. General Accounting Office  
Washington, D. C. 20548

*R: B-202800*  
Dear Mr. Hunter:

This responds to your letter dated April 16, 1981, respecting a congressional inquiry made to your office respecting the recent effort to obtain funds by private donation to be used to pay the costs of the refurbishing program at the White House. This response is directed to the second paragraph of the inquiry as it is quoted in your letter.

The White House Historical Association is a private non-profit organization chartered under the laws of the District of Columbia in November, 1961. A copy of the Articles of Incorporation is enclosed. You will note the objects of the Association include educational and historical purposes, as well as assisting in the preservation of the White House. In large measure this Association, its objectives and activities as they relate to the White House as a significant institution in American life and history, are similar to the U. S. Capitol Historical Society and its activities relating to the Capitol and the Congress as significant institutions of our Nation's political and social history and life, and to the United States Supreme Court Society and its activities relating to the Supreme Court as a significant institution in our nation's political and social history and life.

The primary activity of the Association has been the publication of four

books, namely, The White House; An Historic Guide, The Living White House, The Presidents of the United States, and The First Ladies.

These books are designed to give tourists to Washington who visit the White House and others a low cost, authoritative, accurate and high quality publication about the White House and its occupants.

The National Geographic Society has cooperated with the Association in their publication by providing, as a public service and without cost to the Association, editorial guidance, photography, and technical supervision of the printing process. The Society's contribution permits our books to be sold at a low price relative to their quality and the material they cover.

The sale of these books has also generated some income over and above their cost, and some of these funds have been used by the Association for the benefit of the White House.

Also, you will note that the Association's charter empowers it to accept gifts of money and other property.

Through the years the Association has, from time to time, been the recipient of donations from private sources which have been used to carry out the Association's purposes. Accordingly, being the recipient of donations made by various private entities and individuals for purposes of funding the current refurbishing program at the White House is not a new activity for the Association or, in form, different from what it has been doing through the nearly twenty years of its existence.

Similarly, funding projects for the improvement or enhancement of this historic house is not new to this Association. For example, during 1980, this Association provided funds for the purchase of a bronze bust of Benjamin Franklin by Jean-Antoine Houçon; two Chippendale chairs; material to upholster certain Dining Room chairs; materials and labor for draperies in the East Room and State Dining Room; the painting "Lighter Relieving A Steamboat Aground" by Bingham; and the printing of the garden tour brochure, all of which are for the enhancement of the White House.

In these instances as in all others, this Association has funded the acquisition of art works or special furnishings and other projects at the request of the White House, to the extent that the Association's funds permitted. In the present instance, we were again requested by the White House to assist by being the recipient of contributions. In this connection, there are enclosed copies of press releases issued by the Office of the First Lady's Press Secretary dated February 11, 1981, March 20, 1981 and March 27, 1981.

In view of the nature of the Association's charter and its activities, and in view of the statutory responsibilities of the National Park Service with respect to the President's Park, including the White House, the Association has a cooperative agreement with the National Park Service which, we understand

was entered into by the National Park Service pursuant to statutory authorization running to it. A copy of the current agreement, entered into 1978 is enclosed for your information.

A list of the current members of the Board of Directors of the Association is enclosed also.

Should you have any further questions or should you desire any further information, feel free to contact me.

Sincerely yours,

Bernard R. Meyer  
Executive Vice President

Enclosures ( )

THE WHITE HOUSE  
WASHINGTON

Date: 4/27/81

TO: Peter McCoy APR 27 1981

FROM: **JOHN F. W. ROGERS**  
*Special Assistant to the President  
for Administration*

FYI:

LET'S DISCUSS:

COMMENT: Please respond and let  
Frank Hodsoll know the result.

Thank you.

THE WHITE HOUSE  
WASHINGTON

4/23

Frank:

Is it appropriate that our  
office respond to this?

I thought that Peter McCoy  
and Joe Canzeri were handling  
this. If so, I recommend  
retracking this to their office.

Your advice?

KC

# WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) 81104120

Name of Correspondent: Robert H. Hunter

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Writes re: recent solicitations of funds for the purpose of redecorating the White House

ROUTE TO: Office/Agency (Staff Name)	ACTION Action Code	Tracking Date YY/MM/DD	DISPOSITION	
			Type of Response	Completion Date YY/MM/DD
<u>CS BAKG</u>	ORIGINATOR	<u>81104121</u>		<u>1 1</u>
	Referral Note:			
		<u>1 1</u>		<u>1 1</u>
	Referral Note:			
		<u>1 1</u>		<u>1 1</u>
	Referral Note:			
		<u>1 1</u>		<u>1 1</u>
	Referral Note:			
		<u>1 1</u>		<u>1 1</u>
	Referral Note:			

- ACTION CODES:**
- A - Appropriate Action
  - C - Comments
  - D - Draft Response
  - F - Fact Sheet
  - I - Info Copy/No Action Necessary
  - R - Direct Reply w/Copy
  - S - For Signature
  - X - Interim Reply
- DISPOSITION CODES:**
- A - Answered
  - B - Non-Special Referral
  - C - Completed
  - S - Suspended
- FOR OUTGOING CORRESPONDENCE:**
- Type of Response = Initials of Signer
  - Code = "A"
  - Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
 Send all routing updates to Central Reference (Room 75, OEOB).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.



# RECORDS MANAGEMENT ONLY

## CLASSIFICATION SECTION

No. of Additional Correspondents: \_\_\_\_\_ Media: L Individual Codes: 1.140 \_\_\_\_\_

Prime Subject Code: WH 002 Secondary Subject Codes: FG 045  
WH 002-01  
BE 002

## PRESIDENTIAL REPLY

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

**SIGNATURE CODES:**

- CPn - Presidential Correspondence**
- n - 0 - Unknown
- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie
  
- CLn - First Lady's Correspondence**
- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 -
  
- CBn - Presidential & First Lady's Correspondence**
- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

**MEDIA CODES:**

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

**GAO**

United States General Accounting Office  
Washington, DC 20548

Office of  
General Counsel

In Reply  
Refer to: B-202800

*James Baker*

April 16, 1981

021486

The President  
The White House

Dear Mr. President :

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"These funds are provided to the White House Historical Association which, I understand, is a non-profit organization established years ago. I also understand that the Director of the National Park Service is on the Board of the Association and that another Park Service employee is the Secretary to the Association. It appears that the Association and the Park Service are very closely intertwined.

"I request that the GAO examine these matters to determine what laws apply to this solicitation activity, whether these solicitations were carried out in a manner consistent with all applicable law, and whether the persons soliciting the funding with the use of Federal facilities and supplies violated any laws."

Before we respond, we would like to have the benefit of your comments. In order that we will be able to consider them, please provide any comments by May 1. If there are any further questions concerning this matter please contact Richard Parsons (275-5544).

Respectfully yours,

*Robert H. Hunter*  
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Assistant General Counsel



**GAO**

United States General Accounting Office  
Washington, DC 20548

Office of  
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In Reply  
Refer to: B-202800

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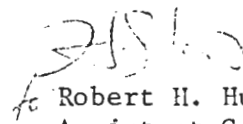
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AN EQUAL OPPORTUNITY EMPLOYER  
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GENERAL ACCOUNTING OFFICE

POSTAGE AND FEES PAID  
U. S. GENERAL ACCOUNTING OFFICE



The President  
The White House  
1600 Pennsylvania Avenue  
Washington, D.C. 20500

OFFICIAL BUSINESS  
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GAO-192-F-WI

87