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Inaugural Committee 1981
Box: 68

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Prepared for
me by Frank
Mermoud at
my request.
J. Wallace
July 81

PRESIDENTIAL INAUGURAL COMMITTEE - 1981

File Inventory of Boxes/Files Originally
presented to the National Archives

prepared

July 14, 1981

Frank Mermoud - Finance

PRESIDENTIAL INAUGURAL COMMITTEE - 1981

File Inventory of Boxes/Files Originally
presented to the National Archives

MAIN FILES	SUB-FILES
Audiovisual PIC-81 Box 2 of 2	3 Inaugural Video Tapes
Audiovisual Record/Account Box 1 of 1	Cassette tape Inaugural Grand March Grand March music sheets (3 copies) Interface Video Reels-Grey Box Gala Tickets PIC-S-60-1: 60, S-30, S-10, C-30 Interface Video Systems Gala Tickets Interface Video (2 copies) Sinatra/Carson PSA's Tape (2 copies) Taped Radio Spots Sinatra/Carson Photographs-180 degree black/white of Inaugural Swearing-In stand
Ball Committee Box 1 of 1	AF of M Performance of TV sales Balls- Misc., Gary Hunt files Beach Boys Youth Concert Brown, James Contracts Correspondence-December Correspondence-January Cover Letters for Contracts General Notes File Hampton, Lionel Memo File-Misc. Miscellaneous Notes-1973 Osmond Family Throw-Aways
Biebel, Frederick K. Executive Director Box 1 of 3	Activity Coordination and Management Band Concerts Committee Boxes for Gala, Balls, etc. Directories and Post Directors Duties Division Director's Meeting Expansion of Office Space Inaugural Reviewing Stand Progress Report Inaugural Reviewing Stand Report Incoming Memorandum Kersey, Col. George Master Office List McCune, Robert McKenzie, Jo Memos to File Memos of Phone Conversations Memos from Jewell Wilks Outdoor Concert Committee

MAIN FILES

SUB-FILES

Biebel, contd.

Parade Ticket Requests
 Parking Ticket
 Payment Requests by Contractors and
 Builders (3 files)
 Personnel, Mr. Biebel
 Presidential Reviewing Stand Seat
 Assignments
 President's Itinerary
 Price-Waterhouse Meetings
 Purchase Orders
 Purchasing Information
 Republican National Committee Information
 Special Events Schedule, Master Schedule
 of Events, RNC Schedule
 Status Reports
 Taste of America
 Wolff, Otto
 Work Schedule

Biebel, Frederick K.
 Executive Director
 Box 2 of 3

Archives
 Armed Forces Inaugural Committee
 Balls- Ball Locations
 Ball Ticket Quotas
 Gala
 Local Ball Information
 Schedule of Events
 Ticket Costs
 Carter, Jimmy
 Correspondence- Commemorative Stamp,
 State Chairpeople, State Inaugural
 Coordinator, RNC letter to Chairmen,
 Committeemen, Committeewomen
 District of Columbia-D.C. Committee
 Finance Committee- Budgets-Biebel's Division
 Daily Statements
 Finance Committee
 General Counsel
 Inaugural- Governors
 Misc., Information
 Inaugural With Love
 Invitation and Ticket Control
 Miscellaneous- Advertising & Promotion
 Beverages and Catering Information
 Elector
 Entertainment-General
 House of Representatives
 Unofficial List
 Inaugural Committee Christmas
 Party
 Maps
 Misc.

MAIN FILES

SUB-FILES

Biebel, contd.

Biebel, Frederick K.
Executive Director
Box 3 of 3

Business & Industry Committee
Box 1 of 1

Commemorative Invitations
Box of 1800 invites

Communications-Office of the Chairman
Box 1 of 1

Misc- Materials
 National Park Service
 Press Releases- General Press Releases
 The Sometimes News
 Republicans Abroad
 Volunteers

Balls in States, Chuck Hagel Group XVI
 Business/Industry Coordinator, Jack Gertz
 Group XVII
 Civic Participation, Mike Gill Group X
 Facilities
 Groups General- Outdoor Concerts
 Housing- Jim Lowe Group IX
 Hotel Information
 Hospitality Group VIII
 Inaugural Gala Group XII
 Information
 Interest Groups, Bob Williams Group XIV
 Nationalities
 Religious Participation
 Veterans
 Young Voters Committee

Labor Group XIX
 License Plate Sales Group XIII
 Parade Committee, Terry Chambers Group XV
 Parade
 Parade Tickets
 Reviewing Stands, James Baker Group XI
 Security- Demonstrations
 Transportation- Automobile Insurance and
 Transportation

Administrative File for Business/Industry
 Folder Business/Industry Ticket Sales Summa
 Special Invitation Requests Source Codes
 199/205 (this file in John Ricche's offic
 Special Invitation Requests Source Code
 260/199 (this file in John Ricche's offic

Biographies- Hagel, Charles T.
 Chambers, Terry McDonald
 Fitzsimmons, Frank E.
 Gray, Robert Keith
 Hunt, Gary
 Kersey, Walter George
 McCune, Robert
 Middendorf II, J. William

MAIN FILES

SUB-FILES

Communications-contd.

Pressler, Jackie
Steorts, Nancy Harvey
Wall, Shannon J.
Wick, Charles Z.
Wick, Mary Jane
Zeller, F.C. Duke
Zorthian, Barry

Gray and Wick Statement-12/9/80 Press
Conference

Historical Inaugural Accounts from Washin
Nixon

Issues and Answers- Robert Keith Gray

Local Press Releases-

Borth, Roger
Bird, Dr. Monroe Murphy
Boyce, Sarah
Buzinsky, Robert J.
Cebuhar, Barbara Ann
Chambers, Terry
Combs, William
Crawford, Marjorie
Crotty, Marianne
DuMouchelle, Laurie
Dyer, Martin
Eakle, John
Eiron, Donna
Ford, Kay
Gabriels, Alexander George
Glass, David
Hagel, Chuck
Hart, Douglas Burton
Kettlewell, Larry
Lawler, Mike
Maury, Melinda Michelle
Meadows, M. Bruce
McCain, Carol
McKenzie, Jo
Michalski, Robert
Musgrave, Carol Marie
Reed, Ellen Hardin
Reisch, Gail
Rhoades, Mary Lynne
Roberts, John Benjamin
Robinson, William Churchill
Rodway, Allen
Seguin, Susan
Schnabl, Linda S.
Sorum, Peter
Sullivan, Frank Patrick
Vandergriff, David B.
Wallace, Jerry

MAIN FILES

SUB-FILES

Communications-contd.

Media Press Kit- 8 copies
Parade Factbook- 2 copies
Press Releases
Transcript of news conference Gray and
Wick 12/9/80

Concert Committee
Box 1 of 1

Activity Control and Organization
Budget Reports
Concert Program File with Concert program
samples
Memorandums
Miscellaneous

Facilities

Furniture Requests
Sign Requests Blanks
Sign Requests/Work Requests

Final Reports
Box 1 of 1

Candlelight Dinners (Nancy Steorts
Group VII
Distinguished Ladies Reception
Group VII
Joint Congressional Committee
Material
Master List Judiciary Committee
Judiciary Committee (Patricia
O'Connell
Medal Committee
Williams, David A. (files)

Final Reports
Box 1 of 3

Business, Industry and Special Even
Group XVII
Concert Committee
Correspondence Control
Cultural Events
Distinguished Ladies Reception
Executive Director for Invitation
Control, Purchasing and Pro-
curement, Correspondence Contr
Equipment and Supplies, Ticket
Control and Will Call
Guarantor Ticket Liaison Office-
Inaugural Finance Final Report
Inaugural Balls
Inaugural Participation of Vice-
President and Mrs. Bush
Labor Group XIX
License Plate
Major Donor Candlelight Dinner
(2 copies)
Medical
Outdoor Band Concert

MAIN FILES

SUB-FILES

Final Reports
Box 1 of 3
contd.

Final Reports
Box 2 of 3

Final Reports
Box 3 of 3

Final Reports (Duplicates) for
Hoover Institute
Box 1 of 2

Final Reports (Duplicates) for
Hoover Institute
Box 2 of 2

Seniors and Handicapped
Special Groups
Ticket Control/Will Call Memorandum
from Ed Morgan 2/4/81
Transportation

Facilities
Hospitality
Information Center
Parade
Volunteer

Communications
Governors Participation
Invitation Control
Vice-Presidents Reception
Volunteer

Communications
Distinguished Ladies Reception
Hospitality
Invitation Control
License Plates
Vice-Presidents Reception
Volunteer(2 copies)

Business, Industry and Special Events
Group XVII
Concert Committee
Congressional Liaison Office
Construction of Presidential Review
ing Stand, Media Stand and
Bleacher Seating; Medical and
Public Safety Committees.
Correspondence Control
Cultural Events
Executive Director for Invitation
Control, Purchasing and Pro-
curement, Correspondence Control
Equipment and Supplies, Ticket
Control and Will Call
Guarantor Ticket Liaison Office
Housing
Information Center
Labor Committee
License Plates
Local Satellite Balls Committee
Major Donor Candlelight Dinner
Medical Committee
Office of Facilities
Operation of Security Trailer
Outdoor Band Concert
Parade Tickets

MAIN FILES

SUB-FILES

Final Reports contd.

Final Reports: Historian Archivist
Materials for PIC 1985
Box 1 of 5

Final Reports Historian Archivist
Materials for PIC 1985
Box 2 of 5

Final Reports Historian Archivist
Materials for PIC 1985
Box 3 of 5

Security and Credentials
Special Groups
Ticket Control, Will Call Memorandum
from Ed Morgan 2/4/81
Transportation

D. C. Government Plan of Operation
Final Report to the Chairpeople
1977 Inaugural Committee
Volume 1
Volume 2
Volume 3

Final Report of the Chairpersons
1977 Inaugural Committee
Inaugural Press Kit 1981
Miscellaneous File 1977

Congressional Liaison Final Report
1973 Inaugural Committee
(2 copies)

Press Aide Final Report 1973 Inaugural Committee

Press Office Debriefing 1973 Inaugural Committee

Press Office Final Report 1973 Inaugural Committee

Press Relations Final Report 1973 Inaugural Committee

Activity Scheduling System 1977 Inaugural Committee

Communications Final Report 1977 Inaugural Committee

Parade Script Book 1977 Inaugural Committee

1969-Balls Final Report

Booz Allen Management Plan

Miscellaneous 1969-1977

1973-Balls Final Report (3 copies)

Candlelight Dinners (3 copies)

Correspondence Control (3 copies)

Facilities/Equipment

Finance Control Committee

Group IV (3 copies)

Invitation Control/Information Center
(3 copies)

License Tags

Licenses & Concessions (2 copies)

Marketing & Distribution Committee (3 copies)

Office of the Vice-Chairman Group III

Parade Tickets Sales

Personnel Committee

Purchasing Procurement (2 copies)

Final Reports Historian Archivist
Box 3 of 5 contd.

Salute to the States
Special Projects (2 copies)
Ticket Liaison
Transportation
Vice-Presidents Reception Group II
Volunteers
Will Call/Ticket Pick-Up
Youth Ticketing Report
1981-State Coordinators

Final Reports Historian Archivist
Materials for PIC 1985
Box 4 of 5

Blacks Division
Business, Industry and Special Groups
Candlelight Dinner Major Donor Committee
Concert Committee
Construction of Presidential Reviewing
Stand, Media Stand and Bleacher
Seating, Medical and Public Safety
Committees Group XI
Correspondence Control
Cultural Events
Executive Director for Invitation Contr
Purchasing and Procurement, Corres
pondence Control, Equipment and
Supplies, Ticket Control and Will
Facilities
Gala
Guarantor Ticket Liaison Office
Hospitality
Housing
Information Center
Invitation Control
Labor Committee
License Plates
Local Satellite Inaugural Balls Committe
Medical
Nationalities
Outdoor Band Concert
Parade Tickets
Religious Participation
Security and Credentials
Security Trailer
Seniors/Handicapped
Special Groups
State, Territorial Societies
Ticket Control/ Will Call Operation
Transportation
Veterans
Vice-Presidents Reception
Volunteers
Young Voters (2 copies)

MAIN FILES

SUB-FILES

Final Reports Historian Archivist
 Materials for PIC 1985
 Box 5 of 5

Business and Industry Special Events
 Group VII
 Construction of Presidential Reviewing
 Stand, Media Stand and Bleacher
 Seating, Medical and Public Safety
 Committees
 Correspondence Control
 Cultural Events Committee
 D.C. Government Plan of Operations
 Executive Director for Invitation Contr
 Purchasing and Procurement, Corres
 pondence Control, Equipment and
 Supplies, Ticket Control and Will

Facilities
 Gala Final Report
 Information Center
 Invitation Control
 License Plates
 Outdoor Band Concert (2 copies)
 Parade Tickets (2 copies)
 Security and Credentials (2 copies)

Governors Reception

Budget File
 Computer Run of Governors Reception
 Schedule Plan
 Final Reports (2 hardbound copies 1 loo
 Final Reports Governors Reception Staff
 File
 Governors Reception Invitations and Pro
 Hostess Report
 Media
 Miscellaneous
 Reception-Invitation Requests
 Swatches for Governors Reception Carpeti
 Thank-you

Governors Reception Committee
 Files

Administrative Governors Reception
 Badges and Pins
 Blank Paper
 Chamberlain's Outgoing Memos
 Committee Check-List
 Conference Memoranda
 Diplomatic Protocol (2 files)
 Entertainment
 Fact Sheet-Other Committees
 Final Report-Committee Reports
 Floor Committee Governors Reception
 Forms Governors Reception
 Governors Party List
 Governors Purpose Forms
 Governors Reception Committee
 Governors Reception Inaugural 1969
 Honorary Chairman Responses

Governors Reception Files contd.

Hotel Liaison
 Inauguration 1969
 Liaison-Communication with Governors
 Media Packet
 Medical Governors Reception
 Meetings-Reports Governors Reception
 Military Aides to Governors
 Military Aides, Personal Governors
 Reception
 Military Liaison
 Miscellaneous Budget
 Miscellaneous Governors Reception
 Music Governors Reception
 Outgoing Correspondence
 Personnel Extra Memos
 Personnel Governors Reception Committee
 Press and Public Relations
 Purchasing and Procurement
 Quotas Governors Reception
 Reception-Communication with Governors
 Reception-Information Memos
 Schedule of Events
 Secret Service Clearance
 Security Clearance List
 Sheraton Washington Information
Sometimes News
 Source Group Contacts
 Supplies-Purchasing and Procurement For
 Telephone Directories (office)
 Ticket Control Governors Reception
 Transportation GR
 Transportation Memos

Governors Reception-Box of Programs
 (5 boxes of programs)

Guidebooks-Box of 280
 (4 boxes of guidebooks)

Hospitality Group XI
 Box 1 of 2

Budget
 Chronological File
 Civic Participation
 Distribution List Official Guidebook
 Director, Doriene Steeves
 Guidebook
 Guidebook Galleys
 Hostess Briefing
 Inaugural Committee Lists-Work Papers
 Contributors Lists
 Inaugural Publicity
 Inaugural Committee Report- 1969, 1973
 Jelly Beans
 Materials
 Organization Charts

MAIN FILES

SUB-FILES

Hospitality contd.

Procurement Requests
 Schedule of Events
 Special Hostesses
 Staffed Hotels
 Status Report for Weekly Reports
 Stocked Hotels
 Volunteers
 Weekly Activity Reports
 Weekly Reports

Hospitality Miscellaneous

File box cards of on-going activities
 File box lists of institutions and places
 contacted
 Hospitality Desk Working File 1981

McCune, Robert General Files of the
 Executive Director
 Box 1 of 2

Administrative
 Advertising and Promotion
 Archives
 Balls I
 Balls II
 Budget
 Candlelight Dinner and Concert
 Communications
 Congressional Liaison
 Correspondence-General
 Credits
 Diplomatic
 Distinguished Ladies Reception
 Entertainment
 Finance
 Finance Committee
 Gala
 Governors Coordinator
 Governors Reception
 Hospitality
 Inaugural Day Sky Salute
 Inaugural Program
 Inauguration Day Prayer Services
 Information
 Insurance
 Invitation/Ticket Control
 Legal Memoranda
 License Plates
 Marketing
 Medical Services
 Miscellaneous Budget Files (24 files)
 Opening Day Ceremonies
 Parade Status Reports
 Personnel for Placement in the Administration
 Presidential Inaugural Trust
 Press Releases
 Printing (Stationary/Invitations)
 Procurement Form #9
 Purchasing and Procurement Policy

MAIN FILES

SUB-FILES

McCune contd.

Religious Participation Monthly Report
Republican National Committee
Secret Service
Security
Shut-Down
Smithsonian Cultural Events
Special Groups
Status Report
Ticket Requests
Transportation
Veterans Committee
Vice-President Coordination
Vice-Presidents Reception
Volunteer Activities
Volunteer Requests
Young Voters

McCune, Robert General Files of the
Executive Director
Box 2 of 2

Advertising and Promotion
Archives
Ball Committee
Book
Co-Chairman's Reception
Communications
Concert
Concert/Dinner
Congressional Liaison
Cost Center Budget Summary
Diplomatic Liaison
Distinguished Ladies
First Family and Friends
General Counsel
Governors Liaison
Governors Reception
Insurance
Judiciary
Opening Ceremony
Sky Salute
Smithsonian
Vice-President's Liaison
Vice-President's Reception
Volunteers
Youth Ball

Miscellaneous Files

D.C. Plan of Operations
Civic Participation
Congressional Liaison
Code List Inaugural Events
Code List Souvenir
Congressional Information Sheet 1-
CLO Budget Information
House Member Letter
Information Sheet No. 1
Mrs. Michel Letter
Retiring Member Letter
Senate Member Letter

Miscellaneous Files contd.

Congressional Liaison contd.

State Coordinators December 4 Meeting
Ticket Prices
U.S. House Postmaster
Wick Letter
Correspondence Control
Invitation Control, Correspondence
Memos
Missouri Answered
Sample Invitation Requests
Sample Ticket Requests
License Plates Miscellaneous Files
Registration certificates for all
PIC-81 cars-license tags
President and First Family and Friends
Packet of Information regarding
Reverend Moomaw
Seniors and Handicapped
Administrative Department Description
Budget
Committee Meetings
Correspondence-Seniors
Directories, PIC
Federal Express
Forms (Misc.)
Handicapped Services
Memoranda
Memoranda Incoming
Memoranda Outgoing
Memos to/from Bob Williams
Newspaper Clippings
Official Inaugural Merchandise
Organization Chart
Payroll
Pending
Procurement Cohen/Kersey
Receipts
Religious Participation
Reports (Final)
Resumes
Rosters
Security Visitors Clearance
Sometimes News
Special Groups
Staff Members
State Coordinators
Supplies
Telephone Directories
Theatre Facilities Available
Ticket Priority
Volunteers
1977 Plan Reports

Miscellaneous Official Inaugural
Printed Matter 1981

Governors Reception Programs
Inaugural Commemoratives List
(enclosure with Invitation)
Inaugural Concert Performances Program
Inaugural Tape Library Brochure
License Plates Brochure
Official Presidential Inaugural
Commemoratives Catalogue
Smithsonian Institution Cultural
Center Program

Outdoor Concert Committee

Budget Salaries
Chronological File Outdoor Concert
Committee Office
Forms File/Office
Invitations Code # 208
Memoranda
OCC Department Description
P.R. File
Requests for Supplies/Equipment
Volunteers
Weekly Report-Biebel

Parade Committee
Box 1 of 3

Cardinal O'Hara High School
Cardozo High School
Chesterton High School
Clovis High School
Dixon High School
Elko High School
Fort Walton Beach High School
Fountain Valley High School
Hutchinson High School
Inaugural Parade Factbook
Media Packet
Mormon Tabernacle Choir
National Guard Bagpipe Band
Oregon Bagpipers
Plan of Operations Manual
Portsmouth High School
Purdue University Glee Club
Ross, Texas Volunteers
Salem High School
South Dakota State University
Southern University
Strom Thurmond High School
Starkville High School
University of Massachusetts
University of Tennessee
University of Texas
Virginia Military Institute
Virginia Polytechnical Institute
West Iredell High School
Willard High School

MAIN FILES

SUB-FILES

Parade Committee Group XV
Box 2 of 3

Parade Committee Group XV
Box 3 of 3

Budget Parade Committee-1981
Floats Being Used
Middle M1
Northeast NE1
Southern S1
Western W1

Accounting Procedures Manual Cost Ce
Directors
American Driving Society
American Indian Foundation
American Morgan Horse Association
American Quarter Horse Association
American Saddle Bred
Appaloosa Horse Club
Baker, John
Belgians
California Rangers
Con Davis
Connecticut Governor's Horse Guard
Culver Military Academy
Demer's Pratt Team
Equestrian Narratives for Fact Book
First Maine Cavalry
First Troop Philadelphia Cavalry
Fort Hood First Cavalry
Hala Horse Patrol
International Arabian Horse Associat
International Side Saddle Organizati
Kena Shrine Temple Palominos
Lake County, Indiana Sheriffs Posse
Medinah Black Horse Troop
Miscellaneous Original
Mounted Ranger Patrol
New York City Police
Parade General Information
Parade News Releases
Parade Newspaper Clippings
Parade Staging
Photo/News File
Presidente Horse
Sacramento Sheriff's Posse
Temple Lipizzans
Third Infantry Ceremonials
United States Equestrian Team
United States Park Police
Bill William's Mountain Men
World's Champion Dog Sleds

Parade Fact Book
Box of 10 Fact Books
Box of 11 Fact Books
2 Boxes of Fact Books

Pasetta Productions

Public Safety and Reviewing
Stands
Box 1 of 1

Satellite Balls
Box 1 of 1

Security Committee
Box 1 of 1

Inaugural Gala
Parts 1-3 (audiovisual)
Satellite Inaugural Balls
Parts 1-4 (audiovisual)

Balls
Boy Scouts of America
Correspondence-Balls
Cost Center
Group XI Memos
Housing
Insurance
Legal
Miscellaneous PIC Office Memos
Parade Tickets
Press
Reviewing Stands, etc. chronological
Security
Transportation
United States Secret Service Clearance

AT & T
American Hotel & Motel Association
Budget
Chamber of Commerce
Entertainment
Final Report
International
Legal
Legal Agreements (sent out)
Legal Agreements (returned)
Mailings
Mementos, Programs, etc.
Press
Production of Program
Program Book Orders
Questionnaire Results
Republican National Committee
Republican Party Reservations
Satellite Confirmed Cities List
Satellite Dead Cities
Satellite LIB Sponsors
Satellite List of Cities
Satellite 50 States Files

Applications for Credentials
Armed Forces Inaugural Briefing
Budget Forms
Credentials
Credentials Worksheet
Directory for Security Office Telephone
Enforcement Controls
Fire Security
GSA Correspondence
General Binding Corporation Photo ID

Security Committee contd.

Gubitosi Inaugural Invitation List
 Gubitosi Inaugural Invitations for
 Employees
 Inaugural Events Contact Sheets
 Inaugural Invitation List Volunteers
 Inaugural Invitation Lists Working
 Papers and Forms
 Interoffice Memos Sent
 Invoices and Receipts
 Letters to be Given to the Secret Se
 Lost and Found Forms
 Meeting and Briefing Notes
 Memos to Biebel
 Memos & Filing Policy
 Memos-Passes and Credentials
 Memo Policy Interoffice
 Memos Received
 Memos Sent
 Miscellaneous Security
 Notes 5:30 Meeting Minutes
 Organizational Charts
 Parade Routes
 Parking Requests
 Priority Removal
 Receipts for Property
 Request Forms for Supplies or Procur
 Request for Issue or Turn-In
 Secret Service Credentialing Forms
 Security Office Miscellaneous
 Sign-In Sheets
 Staff Directory November 24, 1980
 Supply Order Forms
 Taste of America
 Telephone Directory PIC-1981
 Theft of Property Report
 Typewriters Information
 Volunteer Request Forms
 Wackenhut

Special Groups Group XIV

Blank Forms
 Budget Forms
 Budget Report 12/29/80
 Budget Reports
 Chronological Files
 Chronological Files-January
 Commemorative Lists
 General Information
 Organizational Chart/Personnel
 Personnel Information
 Religious Groups
 Religious Participation
 Budgets
 Convocation Meeting
 Correspondence 11/5/80-12/2/81
 Expense Reports
 Finance

Special Groups contd.

Religious Participation contd.

Forms

Humanism

Identification Papers

Meetings

Memos In-Coming

Memos Out-Going

Miscellaneous

Office Correspondence

Office Reports

Prayer Service (Tuesday)

Resumes

Religious Host Committee

Reports

Tickets

White House Reception

Schedule of Events

Senior Citizens and Handicapped

Special Groups-Blacks

Special Groups-Divisions

Special Groups-Hispanics

Special Groups-Nationalities

Special Groups-Phone Listings

Staff File

Staff Resumes

State Coordinators

State Societies

Young Voters

Veterans

Volunteers

WV Memo/Letters

Washington, D.C. Committee

Weekly Reports

Williams Memos/Letters

Ticket Operation-Invitation Control
Box 1

Alpha Labels Log-Computer Print Out
(Held in John Ricche's Office)

Data Entry Receipts(copies returned)
File

File of Will Call Envelope Vouchers
January 10, 1981

Operations Log 12/31/80-1/1/81

Ticket Operation-Invitation Control
Box 2

Daily Batch Reports PIC (3-7)

Data Entry Batch Number File Invitati
List Control

Ticket Operation-Invitation Control
Box 3

Operations Log 1/8/81-1/10/81

Ticket Operation-Invitation Control
Box 4

Daily Batch Reports PIC (10-13)

Ticket Operation-Invitation Control
Box 5

Daily Batch Reports PIC (14-17)

Transportation Committee
Box 1 of 3

Air and Ground Transportation for
Balls and Bands
Archives-Memos and Correspondence
Archives-Miscellaneous
Ball Site Diagrams
Britt
Boy Scout Escorts
Busses
Congressional Liaison Requests
Dan
Distinguished Ladies Trans Requests
Entertainment Trans Requests
Final Report (2 copies)
First and Second Family Requests
Full Time Transportation Requests
Governors Participation Trans Requests
Governors Reception Trans Requests
Hospitality Trans Requests
Inaugural Balls Trans Requests
Judiciary Trans Requests
Labor Trans Requests
Limousines
Mann, Bob
Police-Accident Requests and Reports
Rob
Special Groups Trans Requests
Stefano, Bob
Vice-President's Family and Friends
VIP Limousine Requests
Wright, Shirley
Young Voters Trans Requests

Transportation Committee
Box 2 of 3

AMC
Ambulances
Americar Rental System
Armed Forces
Auto Manufacturers
Ball Directory
Bechtel Corporation
Brown & Root, Inc.
Budget 12/19/80, 12/29/80, 12/30/80 (4
total)
Bush (Family)
Car Call
Capitol Centre
Car Accident Information
Cars (permanent) Drivers
Car Wash
Chains
Check Requisition Forms
Chevron
Chrysler
Contact Sheet
Courier Service
Daily Reports

Transportation Committee cond.
Box 2 of 3

Purchase Orders
Purchasing and Procurement
Report-1977 Armed Forces Inaugural Commi
Seals
Security Information
Shell Oil
Shuttle Service
Signal Oil Company
Sign Requests
Sites
Site Coordinators
Snow Emergency
Staff (Executive) Duty Hours
Staff Meetings
Staff Time Records
Standard Oil Company
Tax Opinion
Tax Status
Taxi Service (PIC)
Task Force Members
Tenneco Incorporated
Texaco
Texas Eastern Transmission
Tickets
Tickets (Bus)
Time Chart
Trucks
Vehicle Requests
Volunteers
Wackenhut Security
Westminster Motor Company

Transportation Committee
Box 3 of 3

(not in set of files originally retrieved
from the National Archives)

Vice-Presidents Reception Committee
Box 1 of 1

Commemorative Contributors
Computer Run-Off of Invitations issued t
Vice-Presidents Reception (in John
Ricche's office)
Congressional Acceptance
D.C. Hostess List
Honorary Response Sheets for Vice-Presiden
Reception
In-House Memoranda
Inaugural Books-Requests and Checks
Inter-Office Memoranda
Mailing Lists for Medallions, Programs,
Pens, etc.
Maryland Hostesses
Memo Originals
Names for Invitations Checked
Purchase Orders
Security Clearance
Sometimes News
Staff and Volunteers Sign-In and Out Sheet
Support Personnel for Vice-Presidents
Reception

Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202)382-8250

Robert K. Gray
Charles Z. Wick
Co-Chairmen

August 26, 1981

INAUGURAL COMMEMORATIVE ARCHIVES

Program
Assorted Event Tickets
Inaugural Book
Case Jelly Belly
Tray
Ice Bucket
Set of Six Glasses
Umbrella
Invitation Plaque
Cross Pen/Pencil Set
Blue Scarf
Red Scarf
Thumbs Up America Songsheet
Ad Brochure for Inaugural Book
Ad Brochure for Commemoratives
Desk Folder
Pocket Calendar/Planner
Red Tie
Blue Tie
Set of Six Coasters
Silver Tie Tac
Gold Lapel Pin
Gold Cuff Links
Silver Pendant
Gold Tie Tac
Silver Stick Pin
Gold Pendant
Silver Lapel Pin
Sky Salute Poster
Inaugural Plate Box
Inaugural Book Ad Poster
Commemorative Ad Poster
License Plates
Tube Plastic Inaugural Seal Glasses

MAIN FILES

SUB-FILES

Vice-Presidents Reception Committee
Box 1 of 1
contd.

Tickets, Inaugural Roster, Computer Run-
Off and Requests
Vice-Presidents Reception-Final Report,
Chairman's, etc.
Virginia Hostesses
Volunteer Applications