



# Presidential Diarist Working Files: Records, 1981-1989

## Finding Aid Type

White House Staff and Office File Collections

## Disclaimer

\*\*\*The content of this page is under review and needs further editing. Please feel free to [Contact an Archivist](#) with any questions regarding the content listed on this page.\*\*\*

Folders noted as "Open" may still contain closed material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc. Folders noted as closed are subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

If you are interested in submitting a FOIA request for access to any of the unavailable records or have any questions about these collections or series, please contact our archival staff.

## Copyright

Documents in this collection were prepared by federal employees and appointees of the United States government as part of their official duties. This material is in the public domain. Researchers are advised to consult United States copyright laws (Title 17, USC) governing reproductions of copyrighted material.

## Record Type

Textual

## Scope and Content Note

The Presidential Diarist worked within the Office of Appointments and Scheduling at the Reagan White House. The Diarist Working Files are treated as a collection of that office at the library

The President's Daily Diary is a day-by-day record of Ronald Reagan's eight years as President. It chronicles such activities as meetings, briefings, press conferences, telephone calls, photo sessions, meals, travel, and recreation. Presidential Diarist Ellen Jones (McCathran), a National Archives employee detailed to the White House, had chief responsibility for creating the Diary, based on documents provided by various White House units. The Diarist Working Files are compilations of various documents and copies of documents used to compile the daily diary. The material often contains the President's daily schedule with handwritten annotations to indicate the exact times of meetings and appointments and additions or deletions from the formal daily schedule. The Diarist used all of this material to compile the formal Presidential Daily Diary.

The Reagan Library holdings for the Diarist Working Files are organized in two series: Series I: White House Office of Records Management File Copies and Series II: Daily Diary Working File

## **Series List**

### **SERIES I: WHITE HOUSE OFFICE OF RECORDS MANAGEMENT FILE COPIES, 1981-1985**

(4 l.f., CFOAs 593-596)

This series consists of photocopies of the Daily Diary with annotated references to White House Office of Records Management (WHORM) subject files. These copies were used for WHORM's input of the Daily Diary into "Diary," a component of the IBM STAIRS White House records management database. The material is arranged in accordion folders by month and are in straight chronological order. Some of the earliest month folders also contain some background information used to input the Diary. The date span of the material is January 1981-January 1985. WHORM did not continue this subject coding practice in the second term.

## **SERIES II. DAILY DIARY WORKING FILE, 1981-1989**

(40 l.f., CFOAs 816-834; 997-1008; 1101-1105)

This series consists of notes, memos, schedules, reports, daily movement sheets, manifests, attendance lists, gate lists, and press releases used by the diarist to create the clean copy of the Daily Diary. These folders are arranged by day and are in chronological order. They begin on January 20, 1981 and end on January 12, 1989. Since the Daily Diary contained some gaps, we used material found in the Diarist Working File to make a complete record within the Daily Diary collection. Material pulled from the Diarist Working File for the Daily Diary is noted by a transfer sheet within these day-by-day folders.

### **Last Modified Date**

2024-02-26

## **SERIES I: WHITE HOUSE OFFICE OF RECORDS MANAGEMENT FILE COPIES, 1981-1985**

(4 l.f., CFOAs 593-596)

This series consists of photocopies of the Daily Diary with annotated references to White House Office of Records Management (WHORM) subject files. These copies were used for WHORM's input of the Daily Diary into "Diary," a component of the IBM STAIRS White House records management database. The material is arranged in accordion folders by month and are in straight chronological order. Some of the earliest month folders also contain some background information used to input the Diary. The date span of the material is January 1981-January 1985. WHORM did not continue this subject coding practice in the second term.

### **CFOA 593**

<b>Status</b>	<b>Title</b>
CLOSED	January 1981 Diary
CLOSED	February 1981 Diary
CLOSED	March 1981 Diary
CLOSED	April 1981 Diary
CLOSED	May 1981 Diary
CLOSED	June 1981 Diary

<b>Status</b>	<b>Title</b>
CLOSED	July 1981Diary
CLOSED	August 1981 Diary
CLOSED	September 1981 Diary
CLOSED	October 1981 Diary

**CFOA 594**

<b>Status</b>	<b>Title</b>
CLOSED	November 1981 Diary
CLOSED	December 1981 Diary
CLOSED	January 1982 Diary
OPEN	01/08/1982 (part of the January 1982 Diary folder)
CLOSED	February 1982 Diary
CLOSED	March 1982 Diary
CLOSED	April 1982 Diary
CLOSED	May 1982 Diary
CLOSED	June 1982 Diary
CLOSED	July 1982 Diary
CLOSED	August 1982 Diary
CLOSED	Sept 1982 Diary
CLOSED	Oct 1982 Diary
CLOSED	Nov 1982 Diary

**CFOA 595**

<b>Status</b>	<b>Title</b>
CLOSED	January 1983 Diary
CLOSED	February 1983 Diary
CLOSED	March 1983 Diary
CLOSED	April 1983 Diary
CLOSED	May 83 Diary
CLOSED	June 1983 Diary
CLOSED	July 1983 Diary
CLOSED	August 1983 Diary
CLOSED	October 1983 Diary
CLOSED	September 1983 Diary

<b>Status</b>	<b>Title</b>
OPEN	September 1983 (09/28/1983) (part of the "September 1983 Diary" folder)
CLOSED	November 1983 Diary
CLOSED	December 1983 Diary

### **CFOA 596**

<b>Status</b>	<b>Title</b>
CLOSED	January 1984 Diary
CLOSED	February 1984 Diary
CLOSED	March 1984 Diary
CLOSED	April 1984 Diary
CLOSED	May 1984 Diary
CLOSED	June 1984 Diary
CLOSED	July 1984 Diary
CLOSED	August 1984 Diary
CLOSED	September 1984 Diary
CLOSED	October 1984 Diary
CLOSED	November 1984 Diary
CLOSED	December 1984 Diary
CLOSED	January 1985 Diary

### **SERIES II. DAILY DIARY WORKING FILE, 1981-1989**

(40 l.f., CFOAs 816-834; 997-1008; 1101-1105)

This series consists of notes, memos, schedules, reports, daily movement sheets, manifests, attendance lists, gate lists, and press releases used by the diarist to create the clean copy of the Daily Diary. These folders are arranged by day and are in chronological order. They begin on January 20, 1981 and end on January 12, 1989. Since the Daily Diary contained some gaps, we used material found in the Diarist Working File to make a complete record within the Daily Diary collection. Material pulled from the Diarist Working File for the Daily Diary is noted by a transfer sheet within these day-by-day folders.

### **CFOA 816**

<b>Status</b>	<b>Title</b>
---------------	--------------

CLOSED 01/20/1981-05/03/1981

**CFOA 817**

**Status**

**Title**

CLOSED 05/04/1981-07/19/1981

**CFOA 818**

**Status**

**Title**

CLOSED 07/20/1981-10/10/1981

**CFOA 819**

**Status**

**Title**

CLOSED 10/11/1981-12/28/1981

**CFOA 820**

**Status**

**Title**

CLOSED 12/29/1981-01/07/1982

OPEN 01/08/1982

CLOSED 01/09/1982-03/21/1982

**CFOA 821**

**Status**

**Title**

CLOSED 03/22/1982-06/14/1982

**CFOA 822**

**Status**

**Title**

CLOSED 06/15/1982-09/15/1982

**CFOA 823**

**Status**

**Title**

CLOSED 09/16/1982-11/29/1982

**CFOA 824**

**Status**

**Title**

CLOSED 11/30/1982-02/18/1983

**CFOA 825**

**Status**

**Title**

CLOSED 02/19/1983-02/27/1983

OPEN 02/28/1983

CLOSED 03/01/1983-04/30/1983

**CFOA 826**

<b>Status</b>	<b>Title</b>
CLOSED	04/01/1983-05/22/1983
OPEN	05/23/1983
CLOSED	05/24/1983-06/06/1983
OPEN	06/07/1983 (1)(2)
CLOSED	06/08/1983-06/29/1983

**CFOA 827**

<b>Status</b>	<b>Title</b>
CLOSED	06/30/1983-07/07/1983
OPEN	07/08/1983
OPEN	07/09/1983
OPEN	07/10/1983
OPEN	07/11/1983
CLOSED	07/12/1983-09/23/1983

**CFOA 828**

<b>Status</b>	<b>Title</b>
CLOSED	09/24/1983-10/03/1983
OPEN	10/04/1983
CLOSED	10/05/1983-12/05/1983

**CFOA 829**

<b>Status</b>	<b>Title</b>
CLOSED	12/06/1983-02/22/1984

**CFOA 830**

<b>Status</b>	<b>Title</b>
CLOSED	02/23/1984-02/25/1984
OPEN	02/26/1984
CLOSED	02/27/1984-05/08/1984

**CFOA 831**

<b>Status</b>	<b>Title</b>
CLOSED	05/09/1984-07/20/1984

**CFOA 832**

<b>Status</b>	<b>Title</b>
CLOSED	07/21/1984-10/02/1984

**CFOA 833**

<b>Status</b>	<b>Title</b>
CLOSED	10/03/1984-12/31/1984

**CFOA 997**

<b>Status</b>	<b>Title</b>
CLOSED	01/01/1985-01/28/1985
OPEN	01/29/1985
CLOSED	01/30/1985-02/23/1985
OPEN	02/24/1985
CLOSED	02/25/1985-03/07/1985
OPEN	03/08/1985
CLOSED	03/09/1985-03/24/1985
OPEN	03/25/1985

**CFOA 998**

<b>Status</b>	<b>Title</b>
CLOSED	03/26/1985-04/17/1985
OPEN	04/18/1985
CLOSED	04/19/1985-05/31/1985

**CFOA 999**

<b>Status</b>	<b>Title</b>
CLOSED	06/01/1985-09/17/1985

**CFOA 1000**

<b>Status</b>	<b>Title</b>
CLOSED	09/18/1985-12/06/1985

**CFOA 1001**

<b>Status</b>	<b>Title</b>
CLOSED	12/07/1985-12/15/1985
OPEN	12/16/1985
CLOSED	12/17/1985-02/22/1986
OPEN	02/23/1986
CLOSED	02/24/1986-02/28/1986

**CFOA 1002**

<b>Status</b>	<b>Title</b>
---------------	--------------



CLOSED	03/01/1986-04/04/1986
OPEN	04/05/1986
OPEN	04/06/1986
OPEN	04/07/1986
OPEN	04/08/1986
OPEN	04/09/1986
OPEN	04/10/1986
OPEN	04/11/1986
OPEN	04/12/1986
OPEN	04/13/1986
OPEN	04/14/1986
OPEN	04/15/198604/16/1986-05/31/1986

**CFOA 1003**

<b>Status</b>	<b>Title</b>
CLOSED	06/01/1986-06/04/1986
OPEN	06/05/1986
CLOSED	06/06/1986-08/31/1986

**CFOA 1004**

<b>Status</b>	<b>Title</b>
CLOSED	09/01/1986-10/31/1986

**CFOA 1005**

<b>Status</b>	<b>Title</b>
CLOSED	11/01/1986-02/10/1987
OPEN	02/11/1987
CLOSED	02/12/1987-02/21/1987
OPEN	02/22/1987
CLOSED	02/23/1987-02/28/1987

**CFOA 1006**

<b>Status</b>	<b>Title</b>
CLOSED	03/01/1987-05/31/1987

**CFOA 1007**

<b>Status</b>	<b>Title</b>
CLOSED	06/01/1987-09/15/1987

**CFOA 1008**

<b>Status</b>	<b>Title</b>
CLOSED	09/16/1987-12/14/1987

**CFOA 1101**

<b>Status</b>	<b>Title</b>
CLOSED	12/15/1987-02/20/1988
OPEN	02/21/1988
CLOSED	02/22/1988-03/15/1988

**CFOA 1102**

<b>Status</b>	<b>Title</b>
OPEN	03/16/1988-05/28/198805/29/1988 (1)-(3)
OPEN	05/31/1988 (1)(2)

**CFOA 1103**

<b>Status</b>	<b>Title</b>
CLOSED	06/01/1988-09/13/1988

**CFOA 1104**

<b>Status</b>	<b>Title</b>
CLOSED	09/14/1988-10/12/1988
OPEN	10/13/1988
OPEN	10/14/1988
CLOSED	10/15/1988-11/15/1988

**CFOA 1105**

<b>Status</b>	<b>Title</b>
CLOSED	11/16/1988-12/20/1988
OPEN	12/21/1988
OPEN	12/22/1988
OPEN	12/23/1988
OPEN	12/24/1988
OPEN	12/25/1988
OPEN	12/26/1988
OPEN	12/27/1988
OPEN	12/28/1988
OPEN	12/29/1988

<b>Status</b>	<b>Title</b>
OPEN	12/30/1988
OPEN	12/31/1988
OPEN	01/01/1989
OPEN	01/02/198901/03/1989-01/12/1989