



Executive Secretariat, NSC: VIP Visits: Records, 1981-1985

Finding Aid Type

White House Staff and Office File Collections

Disclaimer

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 Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.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

Some of the archival materials in this collection may be subject to copyright or other intellectual property restrictions. Users of these materials are advised to determine the copyright status of any document from which they wish to publish.

Record Type

Textual

Biography

Executive Secretariat Office History - Reagan Administration

The National Security Act of 1947 created the National Security Council (NSC) to advise the President with respect to the coordination of domestic, foreign and military policy. The Act legislated only one position for the Council - Executive Secretary. The Executive Secretary recorded the meetings and actions of the NSC. The position and its corollary staff, the Executive Secretariat, remains within the NSC to the present. The title was changed to Staff Secretary from 1969-1980. For the first two years of the Reagan Administration the title was Staff Director. In 1983, the administration reestablished the title Executive Secretary, and made this person responsible for internal staff management and operations. The Executive Secretary coordinated the flow of substantive paperwork through the components of the NSC organization to ensure the effective use of staff resources. Executive Secretaries for the NSC under Reagan were Allen Lenz (Staff Director), Robert Kimmitt, William Martin, Rodney B. McDaniel, Grant S. Green, and Paul Schott Stevens. The Library has collections for all of these individuals and an office collection for the Executive Secretary.

The Secretariat provides information and records management services to the NSC, in much the same capacity as the White House Office of Records Management (WHORM) serves the rest of the Executive Office of the President. The Secretariat provides the indexing and record tracking necessary to manage the flow of paperwork, maintains the filing systems, determines which NSC records should be regarded as “presidential” records or NSC institutional records, and serves as the custodian for the permanent NSC institutional records of past administrations still within the custody of the NSC. The Secretariat manages records ranging from routine correspondence to national security classified records requiring special handling.

The Secretariat screens and logs all documents received by the NSC (i.e. cables, reports and various forms of correspondence). The Secretariat staff logged documents requiring action into the NSC’s correspondence computer tracking system. The Secretariat began using computers for records management purposes in 1970. The tracking database was Action Status (ACSTAT) used to track both presidential and NSC institutional records and correspondence. The ACSTAT database was managed and searched by an IBM database management system, STAIRS (Storage and Information Retrieval System). The Library has no access to the IBM system used at the White House, but relies on microfiche printouts of the database records.

During the Reagan Administration, documents logged by the Secretariat generated an NSC/S Profile Sheet, which would be attached to the cover of the routing folder for the document. The NSC/S Profile Sheet and the database would contain a unique document tracking number, major subject and country keywords, key names, tracking and filing information and a historical decisions index. Each time an action was completed, the NSC/S Profile sheet was annotated on the bottom of the page and the database updated.

The Secretariat made two key decisions about a document when it was logged into ACSTAT. First, the Secretariat placed the document in one of four tracking and control "System Files." Second, the document received a "File Designator" determining if a document was either a presidential or an institutional record. The System Files were an organized effort to distinguish between the different types of NSC documents and to assist in the tracking of the documents for security and operational reasons. The Secretariat gave all System I, System II, and System IV documents seven-digit individual tracking numbers. The first two digits of each document designate the year, the next digit designates the system (0 for System I, 9 for System II, 4 for System IV), and the last four digits are a sequential number assigned in order received (i.e. 8701233, 8890023, 8240999). This gives a loosely chronological order to sequential system numbers.

Once the Secretariat determined that a document was presidential it was then assigned a file designator. Designators included: PA (Presidential Acquisition Files); SII (System II Presidential Records); and WH (Presidential Record sent to WHORM for filing). The PA files were primarily System I files. The PA series of Presidential records were maintained in the Situation Room by Executive Secretariat staff members Ed Roberts and Kathleen Shanahan. Roberts and Shanahan maintained a system of subseries for these documents including:

- VIP Visits and Presidential Visits
- Situation Room
- Country Files
- Agency Files
- Subject Files
- Head of State Correspondence File
- Miscellaneous

At no point was the determination of these sub-series recorded on an inventory or on database records. Either Shanahan or Roberts determined the sub-series for a document at the time of filing based largely on the “Keywords” used by the Secretariat for description and indexing purposes.

During 1984, there was considerable discussion within the NSC about the utility of maintaining the PA sub-series. Shanahan described the sub-series filing practices as “very archaic and arbitrary.” For example, folders within any category came to have not only System I documents, but also non-log cables, non-log correspondence, and even System II & IV documents. Shanahan recommended that a number of the PA sub-series be transferred to WHORM and integrated with the White House Subject File system. NSC staff members argued, when searching for specific topics, countries or individuals, “you cannot beat” having all like records gathered in one folder for ease of use.

During the second Reagan term, the Secretariat decided against this ease of search and use and dropped the division of PA documents into specific sub-series.

Documents were now arranged numerically by individual NSC Document numbers. This was modeled on the WHORM system of filing by case file number. There is also a widely-held belief that the sub-series filing system became unworkable with the retirement of Ed Roberts in January 1985. Roberts appears to have carried the institutional memory of how documents were split and filed.

This decision resulted in a bifurcated filing system for the NSC. In the first administration, material for specific agencies, countries and/or head of state can be easily found grouped together. Material regarding the same topics has to be located by NSC System document numbers for the second administration. We also recommend using documents from the staff member responsible for a specific agency/issue to fill in information for the second administration. You can also use our topic finding guides or have an archivist do a search for folders with specific agency names. It is essential to note, the PA sub-series do not contain a comprehensive grouping on any particular agency. As in any filing system, it has gaps and idiosyncrasies.

Scope and Content Note

Note:

Sometime in 1986, material was gathered at the NSC regarding Canada for the Independent Counsel investigation of Michael Deaver. We believe the material from the empty folders for Canada in this collection can be found with the NSC Deaver investigation material. It is located under "Deaver Investigation" within the Executive Secretariat, NSC: Subject File collection.

Series List**Container List****Last Modified Date**

2024-03-11

Container List**RAC Box 1**

Status	Title
CLOSED	Jamaica - Prime Minister Seaga Visit, 01/28/1981 I
CLOSED	Jamaica - Prime Minister Seaga Visit, 01/28/1981 II (1)(2)
CLOSED	Department of State Briefing Re: The Visit of Jamaican Prime Minister Seaga, 01/28/1981 (The President) (binder) (1)(2)
OPEN	Korea - President Chun Visit, 02/01/1981-02/03/1981 (1)-(5)
OPEN	Department of State Briefing Book Re: The Official Visit of Korean President Chun, 02/01/1981-02/03/1981 (1)(2)
CLOSED	Italy - Foreign Minister Colombo Visit 02/12/1981
CLOSED	Department of State Briefing Book Re: Visit of Italian Foreign Minister Colombo, 02/12/1981 (The President) I (Binder) (1)-(4)
CLOSED	Department of State Briefing Book Re: The Visit of Italian Foreign Minister Colombo, 02/12/1981 (The President) II (binder) (1)(2)
OPEN	France - Foreign Minister Francois Poncet Visit, 02/25/1981

Status	Title
OPEN	Department of State Briefing Book Re: Visit of French Foreign Minister Francois Poncet, 02/23/1981-02/25/1981 (The President) (Binder) (1)-(3)
OPEN	United Kingdom - Prime Minister Thatcher Visit, 02/25/1981-02/28/1981 (1)(2)
OPEN	Department of State Briefing Book Re: The Visit of British Prime Minister Thatcher, 02/25/1981-02/28/1981 (Binder) (1)-(3)
OPEN	[Briefing Book Re: Visit of British Prime Minister Thatcher, 02/25/1981-02/28/1981] (Binder) (1)(2)
OPEN	NSC Briefing Book for the President Re: Visit of UK Prime Minister Margaret Thatcher, 02/26/1981-02/28/1981 (Binder) (1)(2)
CLOSED	Department of State Briefing Book Re: The Visit of Japanese Foreign Minister Ito 03/21/1981-03/25/1981 (NSC) (Binder) (1)(2)
CLOSED	Netherlands - Prime Minister Van Agt Visit 03/30/1981-04/01/1981 (1)(2)
CLOSED	Japan - Prime Minister Suzuki Visit 05/06/1981-05/09/1981 (1)-(5)
CLOSED	Department of State Briefing Book Re: The Visit of Japanese Prime Minister Suzuki. 05/06/1981-05/09/1981 (NSC) (Binder) (1)-(4)
CLOSED	Germany FRG - Chancellor Schmidt's Visit, 05/21/1981-05/22/1981 (1)-(4)
CLOSED	Germany FRG - Chancellor Schmidt's Visit, 05/21/1981-05/22/1981: For the President
CLOSED	Department of State Briefing Book Re: The Official Visit of FRG Chancellor Helmut \ Schmidt 05/20/1981-05/23/1981 (Binder) (1)-(5)

RAC Box 2

Status	Title
CLOSED	Mexico - President Portillo's Visit, 06/08/1981-06/09/1981 (1)-(7)

Status	Title
CLOSED	Department of State Briefing Book Re: The Official Visit of Mexican President Jose Lopez-Portillo 06/07/1981-06/09/1981 (The President) (Binder) (1)(2)
CLOSED	Australia – Prime Minister Fraser Visit, 06/29/1981-07/01/1981 (1)(2)
CLOSED	Department of State Briefing Book Re: The Official Visit of Australian Prime Minister Malcolm Fraser 06/29/1981-07/01/1981 (The President) (Binder) (1)-(4)
OPEN / DIGITIZED	Canada - Prime Minister Trudeau Visit, 07/10/1981
CLOSED	Egypt – President Sadat Visit, 08/04/1981-04/06/1981 (1)-(5)
CLOSED	Department of State Briefing Book Re: President Reagan's Meeting with President Sadat Of Egypt 08/04/1981-08/06/1981 (Binder) (1)-(3)
OPEN	Israel – Prime Minister Begin Visit 09/09/1981-09/10/1981 (1)-(4)
CLOSED	NSC Briefing Book Re: The Visit of Prime Minister Menachem Begin (Richard V. Allen) (Binder) (1)-(3)
CLOSED	Spain – King Juan Carlos Visit 10/13/1981-10/14/1981
CLOSED	NSC Briefing Book Re: The Visit of His Majesty Juan Carlos I, 10/13/1981-10/14/1981 (The President) (Binder)
OPEN	France – President Mitterrand Visit Yorktown/Williamsburg, 10/18/1981-10/19/1981
OPEN	NSC Briefing Book Re: Visit of the President of the French Republic Francois Mitterrand Yorktown/Williamsburg, 10/18/1981-10/19/1981 (The President) (Binder) (1)(2)
OPEN	Jordan – King Hussein I Visit, 11/02/1981-11/03/1981
OPEN	Jordan – King Hussein Visit: Issues and Objectives (018889CA) 10/20/1981
OPEN	NSC Briefing Book Re: The Visit of His Majesty King Hussein I, 11/02/1981- 11/03/1981 (The President) (Binder) (1)(2)
CLOSED	Venezuela – President Campins Visit, 11/11/1981-11/18/1981 (1)(2)

Status	Title
CLOSED	NSC Briefing Book Re: The State Visit of President Herrera Campins of Venezuela, 11/17/1981-11/18/1981

RAC Box 3

Status	Title
CLOSED	Germany - Chancellor Schmidt Visit, 01/04/1982-01/05/1982 (1)-(4)
CLOSED	Briefing Book Re: The Visit of Chancellor and Mrs. Schmidt, 01/04/1982-01/05/1982
OPEN	Saudi Arabia - Crown Prince Fahd Visit, 01/19/1982-01/20/1982
CLOSED	Egypt President Mubarek Visit 02/03/1982 (1)-(4)
OPEN	France - President Mitterrand Visit 03/12/1982 (1)(2)
OPEN	NSC Briefing Book Re: Visit of the President of the French Republic Francois Mitterrand 03/12/1982 (William P. Clark) (Binder)
CLOSED	Brazil - President Figueiredo Visit 05/11/1982-05/14/1982 (1)-(3)
CLOSED	Department of State Briefing Book Re: Visit of President Figueiredo of Brazil 05/11/1982-05/14/1982 (Binder)
OPEN	Israel - Prime Minister Begin's Visit 06/20/1982-06/22/1982 (1)(2)
OPEN	NSC Briefing Book Re: Prime Minister Begin's Visit to Washington 06/20/1982- 06/22/1982 (The President) (Binder) I
OPEN	NSC Briefing Book Re: Prime Minister Begin's Visit to Washington 06/20/1982- 06/22/1982 (The President) (Binder) II
CLOSED	India - Prime Minister Gandhi's Visit 07/29/1982 (1)(2)
OPEN	Liberia - Chief of State Samuel Doe 08/17/1982 (1)(2)
OPEN	NSC Briefing Book Re: Meeting and Lunch with Liberian Chief of State Samuel Doe 08/17/1982 (Judge William P. Clark) (Binder)
CLOSED	Philippines - President Marcos Visit 09/14/1982 (1)-(3)

Status	Title
CLOSED	NSC Briefing Book Re: The State Visit of President Ferdinand Marcos of the Philippines 09/15/1982-09/20/1982 (The President) (1)-(3)
CLOSED	Mexico - Visit of Mexican President-Elect Miguel de la Madrid (1)-(3)
CLOSED	NSC Briefing Book Re: President Reagan's Meeting with President-Elect de la Madrid of Mexico - San Diego, CA, 10/08/1982 (William P. Clark) (Binder)
OPEN	Indonesia - President Soeharto Visit, 10/10/1982-10/15/1982, Includes Clark Briefing Book (1)-(4)
CLOSED	Peru - President Belaunde Visit 11/09/1982 - Cancelled
OPEN	[Israel - Prime Minister Begin Visit 11/11/1982-11/20/1982, July 1983 - Cancelled] (1)-(3)
OPEN	[Unlabelled Empty Folder - See Check Out Notation]
CLOSED	Japan - Prime Minister Nakasone Visit, 01/17/1983-01/19/1983 (1)-(3)

RAC Box 4

Status	Title
CLOSED	Oman - Sultan Qaboos Visit 04/12/1983 (1)(2)
CLOSED	Ivory Coast - President Houphouet-Boigny Visit, 06/07/1983 (1)-(4)
CLOSED	Department of State Briefing Book Re: Visit of Prime Minister Hawke of Australia 06/11/1983-06/15/1983 (NSC) (Binder) (1)(2)
CLOSED	[Bahrain - Emir of Bahrain Visit, 07/19/1983-07/22/1983] (1)(2)
CLOSED	Lebanon - President Gemayel Visit, 07/19/1983-07/23/1983 (1)(2)
OPEN	Zaire - President Mobutu Visit, 08/04/1983
CLOSED	Zimbabwe - Prime Minister Mugabe Visit, 09/12/1983-09/14/1983
CLOSED	Department of State Briefing Book Re: Visit of Prime Minister Mugabe of Zimbabwe, 09/12/1983-09/14/1983 (NSC) (Binder) (1)(2)

Status	Title
CLOSED	Portugal – President Eanes Visit 09/14/1983-09/17/1983
OPEN	Finland – President Koivisto Working Visit, 09/26/1983 (1)(2)
OPEN	United Kingdom – Prime Minister Thatcher Working Visit 09/29/1983
CLOSED	Egypt – President Hosni Mubarak Working Visit, 09/30/1983
CLOSED	Germany, FRG – President Karl Carstens State Visit, 10/03/1983-10/13/1983
CLOSED	China – Foreign Minister Xuegian Working Visit 10/11/1983
CLOSED	Italy – Prime Minister Craxi Working Visit, 10/20/1983
CLOSED	Togo – President Eyadema Meeting, 10/24/1983
CLOSED	Bangladesh – Lt. General Ershad, President Council of Ministers Visit, 10/25/1983
CLOSED	Jamaica – Prime Minister Seaga Visit, 11/05/1983- 11/06/1983
CLOSED	Department of State Briefing Book Re: Visit of Prime Minister Seaga of Jamaica, 11/05/1983-11/06/1983
CLOSED	Sudan – President Nimeiri Working Visit 11/21/1983
OPEN	Israel – President Shamir Working Visit, 11/27/1983- 11/30/1983 (1)(2)
OPEN	Department of State Briefing Book Re: Visit of Prime Minister Shamir of Israel, 11/27/1983-11/30/1983 (1)-(3)
CLOSED	[Lebanon – President Gemayel Meeting, 12/01/1983]
CLOSED	Nepal – King Birendra State Visit, 12/07/1983 (1)(2)
CLOSED	Spain – King Carlos and Queen Sofia State Visit, 12/07/1983- 12/08/1983

RAC Box 5

Status	Title
OPEN	Canada - Prime Minister Trudeau Visit, 12/15/1983
CLOSED	China – Premier Zhao State Visit, 01/09/1984-01/13/1984 (1)(2)
CLOSED	Department of State Briefing Book Re: Visit of Chinese Premier Zhao, 01/10/1984- 01/16/1984 – Preliminary Briefing Materials (The White House) (binder) (1)-(3)

Status	Title
OPEN	Yugoslavia - President Spiljak Visit 02/01/1984-02/04/1984 (1)(2)
OPEN	Jordan & Egypt - King Hussein & President Mubarak Working Visit, 02/13/1984- 02/14/1984 (1)-(4)
CLOSED	Austria - President Kirchsclaeger State Visit, 02/28/1984 (1)(2)
CLOSED	[Germany - Chancellor Kohl Visit, 03/03/1984-03/06/1984] (1)(2)
CLOSED	Portugal - Prime Minister Mario Soares Working Visit, 03/14/1984
CLOSED	Ireland - Prime Minister Fitzgerald, 03/16/1984 (1)(2)
OPEN	France - President Mitterrand State Visit, 03/21/1984-03/27/1984 (1)-(4)
CLOSED	Dominican Republic - President Jorge Blanco State Visit, 04/10/1984
CLOSED	[Thailand - Prime Minister Prem Visit, 04/13/1984]
CLOSED	Botswana - President Masire Working Visit, 05/09/1984
CLOSED	Venezuela - President Lusinchi State Visit, 05/15/1984
CLOSED	Mexico - President de la Madrid State Visit, 05/15/1984 (1)-(4)
CLOSED	Germany, FRG - Chancellor Helmut Schmidt Visit, 05/20/1984-05/23/1984
CLOSED	Honduras President Suazo Working Visit, 06/13/1984
CLOSED	Sri Lanka: President Jayewardene Visit, 06/18/1984 (1)(2)
CLOSED	Ecuador: President Cordero Meeting, 06/26/1984
CLOSED	Germany FRG: Defense Minister Woerner Meeting, 07/13/1984
OPEN	El Salvador: President Duarte Meeting, 07/23/1984
CLOSED	Italy: Foreign Minister Andreotti Working Visit, 08/13/1984
CLOSED	[Organization for Economic Cooperation and Development] OECD: Secretary General Van Lennep Appointment, 09/07/1984

Status	Title
CLOSED	NATO: Secretary General Lord Carrington Meeting, 09/11/1984 (1)(2)
CLOSED	Romania: Manea Manescu Meeting, 09/20/1984
CLOSED	Japan: Finance Minister Takeshita Meeting, 09/21/1984
CLOSED	Canada: Prime Minister Mulroney Working Visit, 09/25/1984 (Empty)
OPEN / DIGITIZED	Peru: President Belaunde Working Visit, 09/27/1984
CLOSED	USSR: Foreign Minister Gromyko Meeting, 09/28/1984 (1)(2)
OPEN	Israel: Prime Minister Peres Working Visit 10/09/1984

RAC Box 6

Status	Title
OPEN	Department of State Advance Briefing Book Re: Visit of Prime Minister Shimon Peres, Israel, 10/08/1984-10/10/1984 (Robert McFarlane) (binder) (1)-(6)
CLOSED	Luxembourg: Grand Duke Jean State Visit, 11/13/1984
CLOSED	Pakistan: Foreign Minister Khan Meeting, 11/16/1984
OPEN	Iraq: Foreign Minister Azia Working Visit, 11/26/1984
CLOSED	Fiji: Prime Minister Ratu Mara Working Visit, 11/27/1984 (1)(2)
OPEN	Germany FRG: Chancellor Kohl Official Working Visit, 11/30/1984 (1)-(3)
CLOSED	Venezuela: President Lusinchi State Visit, 12/04/1984 (1)-(3)
OPEN	South Africa: Bishop Tutu Meeting, 12/07/1984
CLOSED	Secretary Weinberger Meeting, 12/10/1984
CLOSED	Niger: President Kountche Visit, 12/11/1984 (1)-(3)
CLOSED	Presidential Task Force on International Private Enterprise Meeting, 12/12/1984 (1)(2)
CLOSED	Ambassador Ed Rowny Meeting, 12/19/1984
CLOSED	Conference on Disarmament (CD) Ambassador Fields Meeting, 12/20/1984
OPEN	United Kingdom: Prime Minister Thatcher Official Visit, 12/22/1984 (1)-(3)

Status	Title
CLOSED	NSC Briefing Book Re: The Official Working Visit of Prime Minister Nakasone of Japan, Los Angeles, CA, 01/02/1985 (Robert C. McFarlane) (Binder) (1)(2)
CLOSED	Japan: Prime Minister Nakasone Official Working Visit 01/02/1985 (1)(2)
CLOSED	Belgium: Prime Minister Martens Official Visit, 01/14/1985 (1)-(4)
CLOSED	McFarlane Trip to Europe, January 1985 - Cancelled
OPEN	South Africa: Chief Buthelezi Meeting, 01/30/1985
OPEN	Israel: Defense Minister Rabin Meeting, 01/30/1985 (Empty)
CLOSED	Brazil: President Neves Meeting, 02/01/1985 (1)(2)
CLOSED	Australia: Prime Minister Hawke, 02/07/1985
CLOSED	NSC Briefing Book Re: Australian Prime Minister Robert Hawkes Official Working Visit, 02/07/1985
OPEN	United Kingdom: Prime Minister Thatcher Official Visit, 02/20/1985 (1)(2)
CLOSED	Canada: Prime Minister Mulroney, March 1985 (Empty)
CLOSED	Thailand - Queen Sirikit Visit, 03/10/1985-03/12/1985
CLOSED	Columbia: President Betancur Visit, 04/04/1985
CLOSED	First Lady's Drug Abuse Conference April 1985 [04/24/1984-04/25/1985]
OPEN	Korea: President Chun Visit, 04/26/1985 (Empty)
OPEN	World War II Anniversaries (1)(2)