



Horgan, James, 1981-1983

Finding Aid Type

White House Staff and Office File Collections

Subtitle/Office

Office of Correspondence

Specialization Heading

Mail Analysis and Special Letter Response Units

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.

This collection is available in whole for research use. Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequently withdrawn material is national security classified material, personal privacy, protection of the President, etc.

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

Biography

Mr. Horgan joined the Correspondence office staff as a mail analyst in 1981. Sometime in 1982 he began work in the Special Letter Response Unit. He left the White House in 1984 to pursue a graduate degree.

Scope and Content Note

This collection is arranged into two series: SERIES I: Trip Thank You Letters, 1982-1983 and SERIES II: Reference Material.

Series List

SERIES I: Trip Thank You Letters, 1982-1983

This series consists of material relating to acknowledgement and “thank-you” letters sent under the President’s signature to individuals and groups responsible for various services during Presidential trips. Included are lists prepared by the White House Office of Advance for individuals assisting with the set-up, functioning and follow-up of Presidential trips. These individuals are mostly volunteers. The lists include notes from the Advance Office on their functions and some specific praise for performance of duties. Drafts of outgoing letters and some copies of actual outgoing letters are included. A few folders contain the formal “trip” book from the Advance Office. Most of the 1982 folders are for political trips. There are several overseas trips included and these contain thank-you letters to heads of states for the visit and gifts exchanged. This material is arranged chronologically.

SERIES II: REFERENCE MATERIAL

This series consists of material relating to addresses for Heads of State correspondence and instructions for disposition of incoming public mail including what form to use, how to react to certain correspondents and which agencies received referrals for what specific topics. It is in its original order.

Last Modified Date

2024-06-25

SERIES I: Trip Thank You Letters, 1982-1983

This series consists of material relating to acknowledgement and “thank-you” letters sent under the President’s signature to individuals and groups responsible for various services during Presidential trips. Included are lists prepared by the White House Office of Advance for individuals assisting with the set-up, functioning and follow-up of Presidential trips. These individuals are mostly volunteers. The lists include notes from the Advance Office on their functions and some specific praise for performance of duties. Drafts of outgoing letters and some copies of actual outgoing letters are included. A few folders contain the formal “trip” book from the Advance Office. Most of the 1982 folders are for political trips. There are several overseas trips included and these contain thank-you letters to heads of states for the visit and gifts exchanged. This material is arranged chronologically.

Box 2

Status	Title
OPEN	Nevada (10/07/1982)
OPEN	California (10/08/1982)
OPEN	Illinois (10/20/1982)
OPEN	Nebraska (10/20/1982-10/21/1982)
OPEN	North Carolina (10/26/1982)
OPEN	Great Falls, Montana (10/28/1982)
OPEN	New Mexico (10/29/1982)
OPEN	Chicago (11/13/1982)
OPEN	Miami (11/16/1982-11/17/1982)
OPEN	New Orleans (11/17/1982)
OPEN	Brazil (12/01/1982)
OPEN	Bogota, Columbia (12/03/1982)
OPEN	Costa Rica (12/03/1982-12/04/1982)
OPEN	Honduras (12/04/1982)
OPEN	Phoenix (12/27/1982)
OPEN	Long Beach / U.S.S. <i>New Jersey</i> (12/28/1982-12/29/1982)
OPEN	Dallas (01/11/1983)
OPEN	Boston (01/26/1983)
OPEN	St. Louis (02/01/1983)
OPEN	Santa Barbara, CA (02/25/1983-03/03/1983)
OPEN	The Queen’s Tour (02/26/1983-03/07/1983 (1)(2))

Status	Title
OPEN	Los Angeles (03/03/1983)
OPEN	Florida (03/08/1983) (1)(2)
OPEN	Los Angeles (03/31/1983)
OPEN	Pittsburg (04/06/1983)
OPEN	New York City (04/27/1983)
OPEN	Houston (04/29/1983)
OPEN	[Washington, DC - National Presbyterian Church and Center (05/01/1983)]
OPEN	San Antonio, Texas (05/05/1983)
OPEN	Phoenix (05/05/1983-05/06/1983)
OPEN	Sun City, Arizona (05/06/1983)

Box 3

Status	Title
OPEN	Ashland, Ohio (05/09/1093)
OPEN	Miami (05/20/1983)
OPEN	New Jersey (Seton Hall University) (05/21/1983)
OPEN	Williamsburg Economic Summit (05/27/1983-05/31/1983)
OPEN	Minneapolis (06/09/1983)
OPEN	Hopkins, Minnesota (06/09/1983)
OPEN	Albuquerque, NM (06/14/1983)
OPEN	Knoxville (06/14/1983)
OPEN	Jackson, Mississippi (06/20/1983)
OPEN	Patrick Air Force Base, Florida (06/22/1983)
OPEN	Chicago (06/23/1983)
OPEN	Louisville (06/29/1983)
OPEN	[Kansas (06/29/1983)]
OPEN	<i>Spruce Goose</i> , Long Beach, California (06/30/1983)
OPEN	Hollywood, Florida (07/18/1983)
OPEN	Atlanta (08/01/1983)
OPEN	Tampa, Florida (08/12/1983)
OPEN	El Paso (08/12/1983-08/14/1983)
OPEN	Seattle (American Legion Convention) (08/25/1983)

Status	Title
OPEN	Los Angeles (Hispanic Business Association) (08/25/1983)

SERIES II: REFERENCE MATERIAL

This series consists of material relating to addresses for Heads of State correspondence and instructions for disposition of incoming public mail including what form to use, how to react to certain correspondents and which agencies received referrals for what specific topics. It is in its original order.

Box 3, cont.

Status	Title
OPEN	List of Heads of States (08/16/1982 (1)(2))
OPEN	Instructions and Dispositions January 1982-August 1982
OPEN	Instructions and Dispositions September 1982-April 1983
OPEN	Instructions and Dispositions May 1983-December 1983
OPEN	Instructions and Dispositions January 1984-February 1984