



Shepherd, Katherine (Charlie): Files, 1981-1989

Finding Aid Type

White House Staff and Office File Collections

Subtitle/Office

Correspondence, White House Office of

Disclaimer

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 Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequently withdrawn material is national security classified material, personal privacy, protection of the President, etc.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

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Record Type

Textual

Biography

Brief Biography

Katherine “Charley” Shepherd was an active Republican, working in campaigns, inaugurations, Congress, and finally the Ronald Reagan White House.

Shepherd came to the White House after numerous occupations in Republican circles including time as a Congressional aide, staffer and consultant. Shepherd also worked in the 1968 and 1972 President Nixon inauguration committees. As a Congressional staff member, she worked for Senator Gordon Humphrey. In the mid 1970s she worked with conservative California Republican radio commentator and later Senate candidate Bruce Herschensohn.

Scope and Content Note

Scope Note

The Katherine Shepherd collection reflects the only known White House responsibility of Shepherd, to handle the President's personal mail. She worked closely with the President's personal secretary, Kathleen Osborne and with his aide, Jim Kuhn. Notes or memos to Shepherd can be found throughout other collections if the issues were personal to the President or the correspondent appeared to be a personal friend or acquaintance of President Reagan.

The material in this small collection consists of correspondence from persons who had previous meetings with President Reagan; requests for meetings with the President; notes on addresses for personal contacts of the President; correspondence from individuals of note including Regis Toobin, Red Adair, and Victor Borge; and newspaper clippings and fact sheets on President Reagan, Michael Deaver, and presidential pets. A large portion of this material consists of multiple letters, clippings and invitations from Dixon, Illinois friends, of President Reagan, William and Jean Thompson. The Thompsons were seeking assistance in creating a museum out of the Reagan home and birthplace. Most of this material is dated from Spring of 1986.

The collection also includes a set of “rolodex” index cards created by Shepherd for the purpose of answering President Reagan’s personal correspondence. The rolodex cards contain the names of people from Ronald Reagan’s high school (Dixon High School) and college (Eureka College), people who served in the army with President

Reagan and people who worked with Reagan in the movie industry. The cards are color coded by ink to indicate each type of person:

Black - Dixon High School

Red - Eureka College

Blue - First Motion Picture Unit (FMPU)

Green - Movie Industry

There are also cards with cast and crew information for most of President Reagan's films.

The collection also includes a very small amount of personal correspondence of Shepherd.

Series List

CONTAINER LIST

Last Modified Date

2024-02-26

CONTAINER LIST

Box 1

| Status | Title |
|--------|-----------------------------------------------------------|
| OPEN | [Memos, Fact Sheets, News Clippings, 1986] |
| OPEN | [Incoming Correspondence to Reagan, April 1986-July 1986] |
| OPEN | [Personal Correspondence, 1986] |
| OPEN | [Reagan Personal Correspondence] (1)-(3) |

Box 2

| Status | Title |
|--------|-------------------------------------------------------------|
| OPEN | Rolodex Cards - President Reagan Personal Acquaintances - A |
| OPEN | Rolodex Cards - President Reagan Personal Acquaintances - B |
| OPEN | Rolodex Cards - President Reagan Personal Acquaintances - C |

| Status | Title |
|---------------|-------------------------------------------------------------|
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – E |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – F |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – G |

Box 3

| Status | Title |
|---------------|-------------------------------------------------------------|
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – H |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – I |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – J |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – K |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – L |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – M |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – N |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – O |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – P |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – Q |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – R |

Box 4

| Status | Title |
|---------------|-------------------------------------------------------------|
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – S |

| Status | Title |
|---------------|-------------------------------------------------------------------|
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – T |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – U |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – V |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – W |
| OPEN | Rolodex Cards – President Reagan Personal Acquaintances – X,Y & Z |