



Sweet, Robert W.: Files, 1983-1985

Finding Aid Type

White House Staff and Office File Collections

Subtitle/Office

Office of Policy Development

Disclaimer

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Record Type

Textual

Biography

Biography

Robert W. Sweet Jr. was a former government official for both the executive and legislative branches and was a former teacher and textbook salesman who became an advocate for teaching reading and phonetics.

Robert Weston Sweet Jr. was born in Durham, Maine, March 18, 1937. Having attended a two-room schoolhouse through eighth grade at Crosman Corner in Durham, Maine, he graduated from Brunswick High School in 1955. He also served in the United States Navy Reserve from 1954-1962, and graduated from the University of Maine, Orono, in 1960, with a Bachelor of Arts in English degree. He also completed graduate coursework in chemistry at the University of New Hampshire and wage and salary administration at Brandeis University.

Sweet's career in education began as a high school science and math teacher in Albion, Maine, and continued as a traveling educational salesman in New England. From 1964-1979 Sweet worked for textbook publishers Holt, Rinehart, Winston (1964-1972) and HB (Harcourt Brace) Education Systems (1971-1979). In his years as an educational salesman and consultant Sweet conducted teacher training seminars in educational methodology and material utilization in the classroom at the elementary and secondary level. During that time, he was also a member of the Governor's Commission on Public Education for the state of New Hampshire, for 1973-1974. His work consisted of efforts to recodify state statutes for education and to implement a model voucher plan. Additionally, he served six years as a New Hampshire regional school board representative (1974-1980), where he was the chairman of the board for multiple terms. Robert Sweet was also one of the founders and first President of the Fair Haven Christian School in Essex, MA, which opened in 1977. He ran unsuccessfully for U.S. Congress in 1980 from New Hampshire.

In 1981, Sweet became involved with the Reagan Administration. In July 1981, Sweet was appointed as the Special Assistant to the Assistant Secretary for Education for Elementary and Secondary Education.

Then in February 1982, Sweet was appointed the Deputy Director and then, Acting Director, of the National Institute for Education (NIE). He assisted the head of the then \$53 million agency with responsibility for setting the agenda for education research in the nation. He met Mike Brunner who helped him identify topics for research and started a long collaboration between Sweet and Brunner.

While working at the NIE, Sweet helped establish the National Council on Educational Research and became its first Executive Director.

Sweet was then appointed to the Office of Policy Development at the Reagan White House, 1983-1985. Under the direction of the Assistant Director for Federalism, Health and Human Resources, he was responsible for assisting in the development and implementation of policies relating to all aspects of education and disability. He chaired the Working Group on Handicapped Policy from 1983-1984 where they studied the current state of federal disability policy and how it could be better improved to assist people with disabilities. The Working Group ultimately recommended establishing a blue-ribbon commission based on the data they gathered.

In 1985, new Chief of Staff Donald Regan reorganized the White House staff Cabinet Council system. The seven Cabinet Councils for the first Administration were reorganized into two bodies: The Domestic Policy Council (DPC) and the Economic Policy Council (EPC). Ralph Bledsoe from the Office of Policy Development became the Secretary/Director of the DPC and Sweet was made the Deputy Executive Secretary. He also continued to coordinate health and education policy. As Deputy Executive Secretary he coordinated working groups on a wide variety of domestic policy issues focusing on his specialties - the handicapped, education and adding AIDS and family issues. His function was to ensure they created legislation and policy that fit under the broad umbrella of the Reagan White House policy directive. Sweet attended Domestic Policy Council meetings and helped draft decision memos for the President, as well as other logistical functions for the Domestic Policy Council. The Reagan Library has a second [Sweet collection](#) for his material at the DPC.

During the George H. W. Bush administration, he served as the administrator for the Office of Juvenile Justice and Delinquency Prevention where he brought back Mike Brunner to work with him. In 1993, he founded the National Right to Read Foundation, an organization dedicated to giving children the research-based tools they need to learn to read with proficiency and understanding. In 1997, he returned to public service on Capitol Hill as a staff member for the United States House Committee on Education and the Workforce, helping lawmakers write legislation pertaining to education and literacy.

Following his work on Capitol Hill, Bob continued to promote reading instruction based on scientific research through the National Right to Read Foundation. Later in life his work expanded to include the international community of English-speaking nations, engaging his deep interest in the study of reading and learning to read.

Sweet was married to Joy Sweet and they had five children, 29 grandchildren and at least 19 great-grandchildren.

Sweet passed away on July 17, 2019 at his home in Indian Trail, North Carolina.

Scope and Content Note

Scope and Content Note

Within the Office of Policy Development, Robert Sweet was in charge of developing and monitoring education and disability policy in President Reagan's first administration. This collection documents his work in these two areas for 1983 to 1985.

The largest part of the collection covers Sweet's work as the chairman of the Handicapped Policy Working Group (HPWG), which had 3 major goals: (1) encourage care for the handicapped within the context of the family and community; (2) promote integration of the handicapped into society, schools, and the work place; and (3) foster independence and dignity in the lives of handicapped persons.

In addition, this collection documents Sweet's development and implementation of policies relating to all aspects of education, including public and private schools; elementary, secondary, college, and post-college education. Sweet was also overseeing the adoption and implementation of various Reagan Administration goals including tuition tax credits; low-income voucher options; education savings accounts; math and science teaching; student self-help reforms; adult literacy; and school discipline.

This collection consists of original memos, correspondence, drafts of working group papers, reports, studies, and more. Also included are copies made by Sweet for documentation purposes. There is a bit of material from 1982 from other Office of

Policy Development members, but mostly on issues tangential to Robert Sweet's work.

The Robert Sweet collection consists of six series. The series are as follows: SERIES I: Handicapped Policy Working Group Files: Subseries A: Subject File; Subseries B: Publications; SERIES II: Education Policy Files; SERIES III: Chronological Files; SERIES IV: Administrative Files; SERIES V: Subject Files; and SERIES VI: Telephone Logs.

Series List

SUBSERIES A: Subject File

This subseries consists of material relating to Bob Sweet's work as Chair of the Handicapped Policy Working Group (HPWG). This Subseries contains Sweet's correspondence with disability organizations, individuals, and government agencies; agendas and meeting notes for the HPWG; newspaper articles and clippings on disability issues; recommendations for committee membership; notes on the federal budget as it pertains to supporting disabled communities; laws and proposed bills affecting the disabled community; analysis of the Department of Justice's interpretation of section 504 of the Rehabilitation Act of 1973; public criticism leveled at the Justice Department's interpretation of Section 504; and the many drafts and comments that went into drafting the HPWG's final paper which included their recommendations for further action in shaping disability policy for the Reagan Administration.

In order to maintain Sweet's original file system, some folders titles begin with "Working Files:" but those folders do not represent the entirety of his work as part of the Working Group. This series contains all of his work associated with the HPWG with additional copies of memos, correspondence, and other materials existing in other series in this collection. Original folder titles were used when present. The subseries is arranged alphabetically by folder title.

SUBSERIES B: Publications

This subseries consists of the publications and reports that Sweet received to better inform him on disability research and advocacy. These publications were originally

placed in folders Sweet labelled “Working Files,” but have been moved into a subseries of their own due to the volume of publications he received. The subseries is arranged alphabetically by title.

SERIES II: EDUCATION POLICY FILES

This series contains material relating to Bob Sweet’s work on drafting and tracking education policy initiatives within the Reagan administration including timelines; background papers; analysis, memos, letters, and reports of major policy initiatives written by Bob Sweet which includes the block grant program at the Department of Education (DOE); information on abolishing DOE; education saving accounts; school prayer amendment; merit pay for teachers; federalism in education and other actions for the 1984 campaign; questions and answers on policy plans; and correspondence with parents, organizations, and other government agencies. This series also contains Sweet’s memos and letters on issues that were of personal interest to him regarding education issues such as phonics as a method of literacy training; the Working Group on School Discipline in which he was a member; concerns over the negative impacts of the Exemplary Center for Reading Instruction (ECRI); travel arrangements for various education-related conferences and speeches he gave; and newspaper articles and publications on education policy that interested him. Original folder titles were maintained when present. The series is arranged alphabetically by folder title.

SERIES III: CHRONOLOGICAL FILES

This series contains ingoing and outgoing correspondence from Robert Sweet during his time at the Office of Policy Development. It documents his daily activities and schedule as a member of the Office of Policy Development. The chronological file consists of letters; memos; articles; invitations, transcripts of speeches he gave; travel reimbursements; resumes he received; and personal correspondence either drafted by Robert Sweet or sent to him. It starts in March of 1983 and documents his daily activities through December of 1984. This series is arranged chronologically. Original folder titles were retained in processing.

SERIES IV: ADMINISTRATIVE FILES

This series contains copies of memorandums and correspondence Sweet drafted or received during his tenure at the Office of Policy Development. Sweet labeled these

folders as administrative and the Library has retained his series title. In addition to photocopies of memorandum and correspondence related to the HPWG and Education policy, this series also contains budgetary information; the assigned areas of responsibility within OPD; meetings Sweet attended and did not attend; assignments he worked on for Jack Svahn and Robert Porter; correspondence sent to the White House and forwarded to the Office of Policy Development for answer (computer tracking correspondence); and all the logistical information for the events and conferences Sweet attended in his official capacity at the Office of Policy Development. This series is arranged alphabetically by folder title and then chronologically. Original folders were retained in processing.

SERIES V: SUBJECT FILES

This series contains material related to general topics assigned to Sweet rather than his specific handicapped and education portfolios. The series contains material regarding religious liberties; alternatives to abortion; tax reform; and speeches, messages, interviews, and official appearances given by President Reagan. This series is arranged alphabetically by folder title. Original folder titles were retained in processing.

SERIES VI: TELEPHONE LOGS

This series contains telephone memorandums of calls coming into Robert Sweet's office as well as messages left for him while he was out. Original folder titles were retained in processing.

Last Modified Date

2024-02-26

SERIES I: HANDICAPPED POLICY WORKING GROUP FILES

Series I consists of two subseries. The subseries are as follows: SUBSERIES A. Working Files and SUBSERIES B: Publications.

SUBSERIES A: Subject File

This subseries consists of material relating to Bob Sweet’s work as Chair of the Handicapped Policy Working Group (HPWG). This Subseries contains Sweet’s correspondence with disability organizations, individuals, and government agencies; agendas and meeting notes for the HPWG; newspaper articles and clippings on disability issues; recommendations for committee membership; notes on the federal budget as it pertains to supporting disabled communities; laws and proposed bills affecting the disabled community; analysis of the Department of Justice’s interpretation of section 504 of the Rehabilitation Act of 1973; public criticism leveled at the Justice Department’s interpretation of Section 504; and the many drafts and comments that went into drafting the HPWG’s final paper which included their recommendations for further action in shaping disability policy for the Reagan Administration.

In order to maintain Sweet’s original file system, some folders titles begin with “Working Files:” but those folders do not represent the entirety of his work as part of the Working Group. This series contains all of his work associated with the HPWG with additional copies of memos, correspondence, and other materials existing in other series in this collection. Original folder titles were used when present. The subseries is arranged alphabetically by folder title.

Box 1

Status	Title
OPEN	Aid to Families with Dependent Children (A.F.D.C)
OPEN	Architectural Barrier Board (empty)
OPEN	Architectural Transportation Barriers and Compliance Boards
OPEN	[Architectural and Transportation Barriers Compliance Board]
OPEN	Articles and Clippings
OPEN	[Articles and Reports on Disability Issues] (1)-(4)
OPEN	Commission Goals and Responsibilities
OPEN	Commission Membership Recommendations (1)(2)
OPEN	[The Commission/Task Force on Disability]
OPEN	Correspondence, April 1983-May 1983
OPEN	[Correspondence (Miscellaneous) to Sweet from the President’s Committee on Mental Retardation]

Status	Title
OPEN	Correspondence, June 1983-October 1983
OPEN	Correspondence, November 1983-December 1983
OPEN	Correspondence, January 1984-March 1984
OPEN	Correspondence, April 1984 (1)(2)
OPEN	Correspondence, May 1984-June 1984
OPEN	Correspondence, July 1984-08/23/1984
OPEN	Correspondence, 08/24/1984-08/31/1984

Box 2

Status	Title
OPEN	Correspondence, September 1984 (1)(2)
OPEN	Correspondence, October 1984
OPEN	Correspondence, November 1984-December 1984
OPEN	Correspondence: Mary Doreumus Challenge Committee (1)(2)
OPEN	"Demography and Disability: A Chartbook for Rehabilitation"
OPEN	[Dennis Cox- Proposal on Intergovernmental Coordination]
OPEN	Disability Rights Center (empty)
OPEN	[Disability Rights Center, Inc.- 1984 Campaign Ideas]
OPEN	Disabled
OPEN	EDUE-M. Will (sic)
OPEN	Employment Initiatives (Folder) (1)(2)
OPEN	Employment of the Handicapped
OPEN	Federal Employer Handicapped
OPEN	[Federal Programs Assisting the Handicapped]
OPEN	[Federal Programs Assisting the Handicapped: Health Care Financing Administration (HCFA)- Respirator Issue]
OPEN	Federal Task Force on Disability
OPEN	[Federal Task Force on Disabled Persons (FTFDP)]
OPEN	Financial
OPEN	Handicapped Advocacy Groups (empty)
OPEN	[Handicapped:] 504 Regulations (1)(2)

Status	Title
OPEN	Handicapped – Employment
OPEN	Handicapped Policy (Binder) [Information Gathered from the 1st and 2nd Working Group Meetings] (1)

Box 3

Status	Title
OPEN	Handicapped Policy (Binder) [Information Gathered from the 1st and 2nd Working Group Meetings] (2)-(8)
OPEN	[Handicapped Policy] (1)(2)
OPEN	Handicapped Policy Sub-Working Group (empty)
OPEN	Handicapped Policy Sub-Working Groups - Health and Human Services/Treasury (empty)
OPEN	Handicapped Policy Sub-Working Groups - Labor/Council of Economic Advisors (empty)
OPEN	Handicapped Policy Sub-Working Groups – Veterans Administration/Labor (empty)
OPEN	[Handicapped Policy Working Group -Concluding Remarks and Recommendations] (Folder) (1)-(5)
OPEN	Handicapped Policy Working Group [Events] (Binder) (1)-(5)
OPEN	[Handicapped Working Group – Drafts of Final Recommendations for Goals and Proposals]
OPEN	Handicapped [Policy Working Group Papers] (1)

Box 4

Status	Title
OPEN	Handicapped [Policy Working Group Papers] (2)
OPEN	Handicapped Working Group Members (empty)
OPEN	Handicapped Working Group Members – CEA (empty)
OPEN	Handicapped Working Group Members - Department of Transportation (Empty)
OPEN	Handicapped Working Group Members – Education (empty)
OPEN	Handicapped Working Group Members – Health and Human Services (empty)
OPEN	Handicapped Working Group Members – Justice (empty)
OPEN	Handicapped Working Group Members – Labor (empty)

Status	Title
OPEN	Handicapped Working Group Members - NCH (empty)
OPEN	Handicapped Working Group Members - NCH: John Doyle (1)(2)
OPEN	Handicapped Working Group Members - Office of Management and Budget (empty)
OPEN	Handicapped Working Group Members - Public Liaison (empty)
OPEN	Handicapped Working Group Members - Veterans Administration (empty)
OPEN	HHS/National Institute for Health Research - Disability Issue
OPEN	Initiatives and Programs Affecting the Handicapped (1)-(3)
OPEN	Initiatives and Programs Affecting the Handicapped: Federal Task Force Meeting 07/02/1984 (1)-(3)
OPEN	Issue Luncheon Papers
OPEN	Issue Papers - Handicapped
OPEN	[Office of Management and Budget (OMB) Circular A-76 and its Impacts on Federal Employees with Disabilities]
OPEN	[Legislative Programs Relating to People with Disabilities]
OPEN	Legislative Veto
OPEN	[List of Information Packet Recipients]
OPEN	[Final Meetings of Handicapped Policy Working Group]
OPEN	Memos, May 1983-August -1983
OPEN	Memos, September 1983-October 1983
OPEN	Memos November 1983
OPEN	Memos, 12/01/1983-12/14/1983
OPEN	Memos, 12/15/1983-12/31/1983

Box 5

Status	Title
OPEN	Memos, January 1984-February 1984
OPEN	Memos, March 1984 (1)(2)
OPEN	Memos, April 1984
OPEN	Memos, May 1984

Status	Title
OPEN	Memos, June 1984 (1)(2)
OPEN	Memos, July 1984
OPEN	Memos, August 1984 (1)(2)
OPEN	Memos, September 1984
OPEN	Memos, October 1984-December 1984
OPEN	The Menninger Foundation (Folder) (1)(2)
OPEN	National Handicapped Policy (empty)
OPEN	National Handicapped Policy-NCH/CMR
OPEN	National Institute of Handicapped Research-“Executive Summary of the Long-Range Plan” 1981
OPEN	[National Policy for Service the Vast Disabled Population (Draft)]
OPEN	[Newspaper Articles]
OPEN	Organization Contacts
OPEN	[Peg Porter Memo on Reviewing Costs of Services in Community-based and Institutional Organizations]
OPEN	Presentation Outline-Cabinet Council for Human Resources
OPEN	President’s Committee on Employment of the Handicapped (1)-(3)
OPEN	[President’s Committee on Employment of the Handicapped] (1)

Box 6

Status	Title
OPEN	President’s Committee on Employment of the Handicapped] (2)
OPEN	President’s Committee on Mental Retardation
OPEN	President’s Committee on Mental Retardation Charter Review (1)-(4)
OPEN	President’s Committee on Mental Retardation-Official Package (Binder) (1)-(3)
OPEN	Presidential Event 11/28/1983 (1)-(3)
OPEN	Private Sector Initiatives-National Technical Network
OPEN	Presidential Statement 11/28/1983

Status	Title
OPEN	[Programs and Events for Assisting People with Disabilities]
OPEN	[Programs and Priorities of the "Government wide Selective Placement Programs Division]
OPEN	[Proposed Legislation]

Box 7

Status	Title
OPEN	[Publications]
OPEN	[Recommend Telephone Call to Mrs. Minne Farr]
OPEN	[Remarks of the President to the 105th Annual Meeting of the American Bar Association- 08/01/1983]
OPEN	Statistical Information-Handicapped Budget-Population
OPEN	[Requests for Event Participation, 1983]
OPEN	Special Education/New York Diocese
OPEN	Task Force Members-Recommendations
OPEN	[Unsigned Correspondence]
OPEN	[United States Office of Consumer Affairs (USOCA) Plans and Activities for the Decade of the Disabled]
OPEN	[Working Files: Assorted Articles
OPEN	[Working Files: Associated Resources, Inc.]
OPEN	[Working Files: Association for Retarded Children (ARC) Proposed Legislation]
OPEN	[Working Files: Bills and Laws Impacting Persons with Disabilities]
OPEN	[Working Files: Cabinet Council on Human Resources Recommendations for Drafting Federal Handicapped Policy] (1)(2)
OPEN	[Working Files: Catalog of International Symbol of Access Signs]
OPEN	[Working Files: Federal Policy and Blindness] (Miscellaneous)
OPEN	[Working Files: Computers and Disabiities]
OPEN	[Working Files: Correspondence, 1982]
OPEN	[Working Files: Correspondence, January 1983-March, 1983]

Status	Title
OPEN	[Working Files: Correspondence, April, 1983]
OPEN	[Working Files: Correspondence, May, 1983]
OPEN	[Working Files: Correspondence, June, 1983]
OPEN	[Working Files: Correspondence, 07/01/1983-07/10/1983]
OPEN	[Working Files: Correspondence, 07/11/1983-07/18/1983]
OPEN	[Working Files: Correspondence, 07/19/1983-07/27/1983]
OPEN	[Working Files: Correspondence, 07/28/1983-08/14/1983]
OPEN	[Working Files: Correspondence, 08/15/1983-08/31/1983]
OPEN	[Working Files: Correspondence, 09/01/1983-09/12/1983]

Box 8

Status	Title
OPEN	[Working Files: Correspondence, 09/13/1983-09/27/1983]
OPEN	[Working Files: Correspondence, 09/28/1983-10/03/1983]
OPEN	[Working Files: Correspondence, 10/04/1983-11-06/1983]
OPEN	[Working Files: Correspondence, 11/7/1983] (1)(2)
OPEN	[Working Files: Correspondence, 11/9/1983] (1)(2)
OPEN	[Working Files: Correspondence, 11/10/1983-12/31/1983]
OPEN	[Working Files: Correspondence, January 1984-February, 1984]
OPEN	[Working Files: Correspondence, March, 1984] (1)(2)]
OPEN	[Working Files: Correspondence, April-05/10/1984]
OPEN	[Working Files: Correspondence, 05/11/1984-12/31/1984]
OPEN	[Working Files: Correspondence, 1985]
OPEN	[Working Files: Cost Studies]
OPEN	[Working Files: Council of Economic Advisers]
OPEN	[Working Files: Department of Education] (1)(2)
OPEN	[Working Files: Department of Health and Human Services]
OPEN	[Working Files: Department of Housing and Urban Development]
OPEN	[Working Files: Department of Interior]
OPEN	[Working Files: Department of Justice] (1)(2)
OPEN	[Working Files: Department of Navy]

Box 9

Status	Title
OPEN	[Working Files: Department of Transportation]
OPEN	[Working Files: Disability Issues] (1)-(5)
OPEN	[Working Files: Examples of Severely Handicapped People in Job Situations]
OPEN	[Working Files: Federal Assistance for Programs Serving the Handicapped] (1)-(3)
OPEN	[Working Files: Federal Emergency Management Agency (FEMA)]
OPEN	[Working Files: General Services Administration (GSA)] (1)(2)
OPEN	[Working Files: Handicapped Policy Notebook]
OPEN	[Working Files: Handicapped Programs – Review 1984] (1)(2)
OPEN	[Working Files: House Sponsored Bills]
OPEN	[Working Files: Budget Information for Programs Affecting People with Disabilities]
OPEN	[Working Files: Interagency Committee on Handicapped Employees]
OPEN	[Working Files: Interagency Committee on Handicapped Research]
OPEN	[Working Files: Interview of Bob Sweet for <i>Programs for the Handicapped Newsletter</i>]
OPEN	[Working Files: Issue Papers on Federal Policy and Disability]
OPEN	[Working Files: Justin Dart, Communications with]
OPEN	[Working Files: Lists of People of Interest]
OPEN	[Working Files: Members of Federal Task Force on Disabled Persons]
OPEN	[Working Files: National Council on the Handicapped]

Box 10

Status	Title
OPEN	[Working Files: National Decade of the Disabled Persons]

Status	Title
OPEN	[Working Files: National Organization on Disability] (1)(2)
OPEN	[Working Files: National Symposium on Access to Cultural Programs]
OPEN	[Working Files: Non-Discrimination against the Handicapped] (Binder) (1)(2)
OPEN	[Working Files: Office of Management and Budget (OMB)-Federal Budget for Disability Programs]
OPEN	[Working Files: Office of Policy Development]
OPEN	[Working Files: President's Committee on Employment of the Handicapped] (1)-(5)
OPEN	[Working Files: President's Committee on Mental Retardation] (1)(2)
OPEN	[Working Files: Presidential Messages]
OPEN	[Working Files: Press Releases]
OPEN	[Working Files: Recommendations for Drafting Final Policies and Reports] (1)(2)
OPEN	[Working Files: Resumes and Biosketches]
OPEN	[Working Files: Schedule Proposals]
OPEN	[Working Files: Senate—Sponsored Bills]
OPEN	[Working Files: Small Business Administration]
OPEN	[Working Files: State Department]
OPEN	[Working Files: United States Architectural and Transportation Barriers Compliance Board]
OPEN	[Working Files: Upcoming Events]
OPEN	[Working Files: US Population of Disabled Individuals]
OPEN	[Working Files: Working Group on Handicapped Policy]

Box 11

Status	Title
OPEN	Working Group: Handicapped Policy (1)-(7)
OPEN	[Working Group on Handicapped Policy]
OPEN	Working Group on Health (Cabinet Council on Health and Human Resources) (1)-(5)

SUBSERIES B: Publications

This subseries consists of the publications and reports that Sweet received to better inform him on disability research and advocacy. These publications were originally placed in folders Sweet labelled "Working Files," but have been moved into a subseries of their own due to the volume of publications he received. The subseries is arranged alphabetically by title.

Box 11 (Continued)

Status	Title
OPEN	Working Files: <i>Accommodating the Spectrum of Individual Abilities</i>
OPEN	Working Files: Annotated List of the National Rehabilitation Information Center's (NARIC) Periodical Collection
OPEN	Working Files: "Annual Report on Federal Activities Related to the Administration of the Rehabilitation Act of 1973 as Amended"
OPEN	Working Files: "Caring for Older Veterans" (1)(2)

Box 12

Status	Title
OPEN	Working Files: CHAIN-Dr. Koop's Initiative (1)(2)
OPEN	Working Files: Clearinghouse on the Handicapped Publications, 1983
OPEN	Working Files: "The Cost Benefits of Rehabilitation: What is Known"
OPEN	Working Files: Discrimination against Handicapped People
OPEN	Working Files: <i>Fifth Annual Report to Congress on the Implementation of the Education for All Handicapped Children Act</i> (1)-(4)
OPEN	Working Files: Handicapped Requirements Notebook
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume I (1)-(4)
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume II (1)-(3)

Status	Title
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume III (1)

Box 13

Status	Title
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume III (2)-(5)
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume IV (1)-(3)
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Primer
OPEN	Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Annotated Bibliography (1)(2)
OPEN	Working Files: International Labor Office
OPEN	Working Files: <i>Law Reform in Disability Rights</i> , Volume I (1)(2)
OPEN	Working Files: <i>Law Reform in Disability Rights</i> , Volume II (1)-(3)
OPEN	Working Files: National Rehabilitation Information Center (NARIC) - Final Report, 1977-1982

Box 14

Status	Title
OPEN	Working Files: National Institute of Handicapped Research - Long Range Plan, 1981
OPEN	Working Files: Maryland Rehabilitation Center-Annual Report, FY 1981
OPEN	Working Files: Paralyzed Veterans (1)(2)
OPEN	Working Files: "Problems and Issues Concerning Handicapped and Disabled Americans"
OPEN	Working Files: "Programming for Chronically Disabled Persons: The Impact of Federal Financing Policies in the Political Climate of the Early 1980s"
OPEN	Working Files: <i>Rehabilitation Act Amendment of 1983</i> Report

Status	Title
OPEN	[Working Files: Report of the Working Group on Handicapped Policy – Background Paper]
OPEN	Working Files: Technology and Handicapped People, May 1982
OPEN	<i>Working Files: Technology and Rehabilitation of Disabled Persons in the Information Age</i>
OPEN	[Working Files: Various William Copeland Pieces] (1)-(3)
OPEN	Working Files: Veteran’s Administration Legislative Status Report, 98th Congress
OPEN	Working Files: White House Conference on Handicapped Individuals Final Report Recommendations – President’s Committee on Mental Retardation (PCMR) (1)(2)
OPEN	Working Files: The White House Conference on Handicapped Individuals: Implementation Plan

Box 15

Status	Title
OPEN	Working Files: White House Conference on Handicapped Individuals Implementation Unit (1)-(5)
OPEN	Working Groups

SERIES II: EDUCATION POLICY FILES

This series contains material relating to Bob Sweet’s work on drafting and tracking education policy initiatives within the Reagan administration including timelines; background papers; analysis, memos, letters, and reports of major policy initiatives written by Bob Sweet which includes the block grant program at the Department of Education (DOE); information on abolishing DOE; education saving accounts; school prayer amendment; merit pay for teachers; federalism in education and other actions for the 1984 campaign; questions and answers on policy plans; and correspondence with parents, organizations, and other government agencies. This series also contains Sweet’s memos and letters on issues that were of personal interest to him regarding education issues such as phonics as a method of literacy training; the Working Group on School Discipline in which he was a member; concerns over the negative impacts of the Exemplary Center for Reading Instruction (ECRI); travel arrangements for various education-related conferences and speeches

he gave; and newspaper articles and publications on education policy that interested him. Original folder titles were maintained when present. The series is arranged alphabetically by folder title.

Box 15 (Continued)

Status	Title
OPEN	Adopt-a-School
OPEN	Articles/Clippings (1)(2)
OPEN	Block Grant Proposal (1)-(3)
OPEN	Budget Proposals and Legislative Programs
OPEN	Child Care (1)(2)
OPEN	Correspondence - April, 1983 (1)-(3)
OPEN	Correspondence - May, 1983
OPEN	Correspondence - June-July, 1983
OPEN	Correspondence - August, 1983
OPEN	Correspondence - September-December, 1983

Box 16

Status	Title
OPEN	Correspondence - January 1984
OPEN	Correspondence - February 1984 (1)(2)
OPEN	Correspondence - March 1984
OPEN	Correspondence - April 1984 (1)-(3)
OPEN	Correspondence - May 1984
OPEN	Correspondence - June 1984
OPEN	Correspondence - July 1984
OPEN	Correspondence - August 1984 (1)(2)
OPEN	Correspondence - September 1984
OPEN	Correspondence - October 1984 (1)-(4)
OPEN	Correspondence - November 1984
OPEN	Correspondence - December 1984 (1)(2)
OPEN	Day Care Initiatives

Box 17

Status	Title
OPEN	Dismantling the Department of Education (1)(2)

Status	Title
OPEN	Education Committee
OPEN	Education Savings Accounts
OPEN	Education Working Group (1)(2)
OPEN	Enrolled Bills (1)(2)
OPEN	Excellence in Education Report
OPEN	Executive Secretariat Meetings Agenda, 1983-1984
OPEN	Fact Sheet, General (1983)
OPEN	Fact Sheet on Vouchers (1983)
OPEN	Families
OPEN	Initiatives and 10 Presidential Events (1983)
OPEN	Issue Luncheon Papers (1)-(3)
OPEN	Math and Science (1)-(4)
OPEN	Meeting with Governors
OPEN	Memos - 1982
OPEN	Memos - January 1983-February 1983

Box 18

Status	Title
OPEN	Memos - March 1983 (1)(2)
OPEN	Memos - April 1983
OPEN	Memos - May 1983 (1)(2)
OPEN	Memos - June 1983 (1)(2)
OPEN	Memos - July 1983-September 1983
OPEN	Memos - October 1983 (1)(2)
OPEN	Memos - November 1983
OPEN	Memos - December 1983 (1)(2)
OPEN	Memos - January 1984 (1)(2)
OPEN	Memos - February 1984 (1)-(4)
OPEN	Memos - March 1984 (1)(2)
OPEN	Memos - April 1984
OPEN	Memos - May 1984 (1)(2)

Box 19

Status	Title
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OPEN	Memos- May 1984 (3)(4)
OPEN	Memos - May 1984 (3)(4)
OPEN	Memos - July 1984 (1)(2)
OPEN	Memos - August 1984 (1)(2)
OPEN	Memos - September 1984
OPEN	Memos - October 1984
OPEN	Memos - November 1984 (1)(2)
OPEN	Memos - December 1984
OPEN	National Commission on Education Research (Including Letters To)
OPEN	National Education Association
OPEN	National Institute on Education
OPEN	Ohio Center
OPEN	Phonics
OPEN	Pre-School
OPEN	Presidential Message to Congress 03/17/1983(1)(2)
OPEN	Proposals (1)(2)
OPEN	Student Financial Aid
OPEN	Sweet, Robert (1)(2)
OPEN	United Negro College

Box 20

Status	Title
OPEN	Vocational-Technological Education and Displaced Workers (1)-(3)

SERIES III: CHRONOLOGICAL FILES

This series contains ingoing and outgoing correspondence from Robert Sweet during his time at the Office of Policy Development. It documents his daily activities and schedule as a member of the Office of Policy Development. The chronological file consists of letters; memos; articles; invitations, transcripts of speeches he gave; travel reimbursements; resumes he received; and personal correspondence either drafted by Robert Sweet or sent to him. It starts in March of 1983 and documents his daily activities through December of 1984. This series is arranged chronologically.

Original folder titles were retained in processing.

Box 20 (Continued)

Status	Title
OPEN	CHRON: March 1983-April 1983 (1)-(4)
OPEN	CHRON: May 1983-July 1983 (1)-(7)
OPEN	CHRON: August 1983-September 1983 (1)-(3)

Box 21

Status	Title
OPEN	CHRON: August 1983-September 1983 (4)-(7)
OPEN	CHRON: October 1983-December 1983 (1)-(14)
OPEN	CHRON: January 1984-February 1984 (1)(2)

Box 22

Status	Title
OPEN	CHRON: January 1984-February 1984 (3)-(9)
OPEN	CHRON: March 1984 (1)-(4)
OPEN	CHRON: April 1984 (1)-(5)
OPEN	CHRON: May 1984 (1)(2)

Box 23

Status	Title
OPEN	CHRON: May 1984 (3)-(5)
OPEN	CHRON June 1984 (1)-(6)
OPEN	CHRON: July 984 (1)-(4)
OPEN	CHRON: August 1984 (1)-(4)

Box 24

Status	Title
OPEN	CHRON: August 1984 (5)-(9)
OPEN	CHRON: September 1984 (1)-(8)
OPEN	CHRON: October 1984 (1)-(7)

Box 25

Status	Title
OPEN	CHRON: November 1984 (1)-(4)
OPEN	CHRON: December 1984 (1)-(3)

SERIES IV: ADMINISTRATIVE FILES

This series contains copies of memorandums and correspondence Sweet drafted or received during his tenure at the Office of Policy Development. Sweet labeled these folders as administrative and the Library has retained his series title. In addition to photocopies of memorandum and correspondence related to the HPWG and Education policy, this series also contains budgetary information; the assigned areas of responsibility within OPD; meetings Sweet attended and did not attend; assignments he worked on for Jack Svahn and Robert Porter; correspondence sent to the White House and forwarded to the Office of Policy Development for answer (computer tracking correspondence); and all the logistical information for the events and conferences Sweet attended in his official capacity at the Office of Policy Development. This series is arranged alphabetically by folder title and then chronologically. Original folders were retained in processing.

Box 25 (Continued)

Status	Title
OPEN	Agenda 1983
OPEN	Appropriates Bills - OPD Assignments
OPEN	Areas of Responsibility
OPEN	Budget
OPEN	Computer Tracking Correspondence [1982]
OPEN	Computer Tracking Correspondence [March 1983-August 1983]
OPEN	Computer Tracking Correspondence [September 1983-October 1983]
OPEN	Computer Tracking Correspondence [November 1983]
OPEN	Computer Tracking Correspondence [December 1983-January 1984] (1)(2)
OPEN	Computer Tracking Correspondence [February 1984-March 1984]
OPEN	Computer Tracking Correspondence [April 1984-May 1984] (1)(2)
OPEN	Computer Tracking Correspondence [June 1984]
OPEN	Computer Tracking Correspondence [July 1984]

Box 26

Status	Title
OPEN	Computer Tracking Correspondence [August 1984] (1)(2)
OPEN	Computer Tracking Correspondence [September 1984]
OPEN	Computer Tracking Correspondence [November 1984-December 1984]
OPEN	Correspondence (General) [April 1983] (1)-(4)
OPEN	Correspondence (General) [May 1983-December 1983]
OPEN	Correspondence (General) [January 1984-February 1984]
OPEN	Correspondence (General) [March 1984-April 1984] (1)(2)
OPEN	Correspondence (General) [May 1984]
OPEN	Correspondence (General) [June 1984] (1)(2)
OPEN	Correspondence (General) [July 1984]
OPEN	Correspondence (General) [August 1984] (1)-(4)
OPEN	Correspondence (General) [September 1984] (1)

Box 27

Status	Title
OPEN	Correspondence (General) [September 1984] (2)-(5)
OPEN	Correspondence (General) [October 1984] (1)(2)
OPEN	Correspondence (General) [November 1984]
OPEN	Correspondence (General) [December 1984] (1)(2)
OPEN	Meetings - Attended (1)-(3)
OPEN	Meetings - Declined (1)(2)
OPEN	Mid-Term Planning
OPEN	Memos [March 1983-July 1983]
OPEN	Memos [August 1983]
OPEN	Memos [September 1983] (1)-(3)
OPEN	Memos [October 1983] (1)(2)

Box 28

Status	Title
OPEN	Memos [November 1983] (1)(2)
OPEN	Memos [December 1983] (1)-(3)
OPEN	Memos [January 1984]
OPEN	Memos [February 1984-March 1984]

Status	Title
OPEN	Memos [April 1984-May 1984]
OPEN	Memos [June 1984]
OPEN	Memos [July 1984]
OPEN	Memos [August 1984] (1)(2)
OPEN	Memos [September 1984] (1)-(3)
OPEN	Memos [October 1984] (1)-(3)
OPEN	Memos [November 1984] (1)

Box 29

Status	Title
OPEN	Memos [November 1984] (2)
OPEN	Memos [December 1984] (1)(2)
OPEN	Porter Action Items 1983 (1)-(5)
OPEN	Porter Action Items 1984
OPEN	Svahn Action Items 1983 (1)-(7)
OPEN	Svahn Action Items 1984 (1)-(3)

Box 30

Status	Title
OPEN	Svahn Action Items 1984 (4)-(14)
OPEN	Travel-Accepted
OPEN	Travel: American Legislative Exchange Council (ALEC) Annual Meeting, San Diego, CA, 06/2/1984-06/24/1984
OPEN	Travel: College of the Bible, Philadelphia, Pennsylvania, 10/11/1984-10/12/1984
OPEN	Travel-Declined
OPEN	Travel-Declined: Bristol Community College Office of Continuing Education, Fall River, MA, 09/21/1983 (empty)
OPEN	Travel-Declined: League of United Latin American Citizens (LULAC) Education Symposium, Detroit, MI, 07/01/1983
OPEN	Travel-Declined: National Forum on Excellence in Education, Indianapolis, IN, 12/06/1983-12/08/1983
OPEN	Travel-Declined: Participate Panel Review, Bermuda School System, Bermuda, 11/05/1983

Status	Title
OPEN	Travel: Dedication Ceremony and National Education Conference – Christian Broadcasting Network (CBN) University, 10/12/1984-10/13/1984
Box 31	
Status	Title
OPEN	Travel: East Texas State University Speech 10/16/1984
OPEN	Travel: Educational Excellence Conference, Indianapolis, Indiana 11/30/1984-12/01/1984
OPEN	Travel: Hempfield High School Trip, Landisville, Pennsylvania 17538, 11/12/1984
OPEN	Travel: Manchester, New Hampshire 03/03/1984-03/05/1984
OPEN	Travel: National Leadership Conference Speech, North Carolina, 05/23/1984
OPEN	Travel: Paralyzed Veterans of America (PVA) Conference, Portland Oregon, 08/04/1983-08/05/1983
OPEN	Travel: President’s Committee on Mental Retardation (Speech) Napa Valley, California 06/24/1983-06/27/1983 (1)(2)
OPEN	Travel: “Respect Life and Family Day Rally” Mobile, Alabama 10/06/1984-10/08/1984 (1)(2)
OPEN	Travel: War Memorial Association re: Handicapped Working Group-Grosse Point, MI 11/17/1983

SERIES V: SUBJECT FILES

This series contains material related to general topics assigned to Sweet rather than his specific handicapped and education portfolios. The series contains material regarding religious liberties; alternatives to abortion; tax reform; and speeches, messages, interviews, and official appearances given by President Reagan. This series is arranged alphabetically by folder title. Original folder titles were retained in processing.

Box 31 (Continue)

Status	Title
OPEN	Abortion, Alternatives (1)-(9)

Status	Title
OPEN	Alternatives to Abortion Conference 11/15/1984 (1)

Box 32

Status	Title
OPEN	Alternatives to Abortion Conference 11/15/1984 (2)
OPEN	[Commission for the Study of Ethical Problems in Medicine and Biomedical and Behavioral Research] (1)(2)
OPEN	Kemp, Jack
OPEN	Presidential Interviews (1)-(3)
OPEN	President: Campaign Promises
OPEN	Presidential Initiatives [1982] (1)-(4)
OPEN	Presidential Issue Luncheon Papers, 1983 (1)-(3)
OPEN	Presidential Issue Luncheon Papers, 1984
OPEN	Presidential Messages (1)-(3)
OPEN	Presidential Q's and A's, 1983
OPEN	Presidential Q's and A's, 1984 (1)-(4)
OPEN	Presidential Scheduling (1)(2)

Box 33

Status	Title
OPEN	Presidential Scheduling (3)(4)
OPEN	Tax Reform (2nd Term) (1)-(3)
OPEN	Religious Liberty (1)-(6)
OPEN	Reagan Speeches and Statements (1)-(6)

SERIES VI: TELEPHONE LOGS

This series contains telephone memorandums of calls coming into Robert Sweet's office as well as messages left for him while he was out. Original folder titles were retained in processing.

Box 33 (Continued)

Status	Title
OPEN	Telephone Logs (1)-(3)