
Collection Summary

Creator: White House Office of Administration

Title: Records of the White House Office of Administration


Quantity: 407 linear feet (63 linear feet open for research), 143 containers

Identification:
Accession Number: 80-1
National Archives Identifier: 1118

Scope and Content:
The materials in this collection consist of correspondence, reports, briefing material, staffing summaries, and printed material related to Hugh Carter's role as Special Assistant to the President for Administration.

The topics are wide ranging and include energy conservation measures within the White House and Camp David; staffing and travel budgets; and staff office space. In addition, the collection includes material related to the day to day functions of the White House; records management and Presidential Libraries; public correspondence to the President; the White House Gift Unit, issuance of Presidential Proclamations, maintaining the Camp David facility; Secret Service functions; and the creation of the Presidential Papers Act and the White House Authorization Act.

Creator Information: White House Office of Administration
This office was headed by Hugh A. Carter, Jr., son of President Carter's cousin. Carter was appointed as Special Assistant to the President for Administration in 1977, and served in that role throughout the administration. The White House Office of Administration was responsible for the daily operation of the White House, including staffing and salaries, the residence budget, and energy efficiency. The office also acted as liaison with the Military Office, former Presidents, the National Archives and Records Administration, and the Secret Service. Hugh Carter's staff also oversaw the White House Gift Unit, Visitor's Office, the White House Correspondence Office, and the distribution of all Presidential Proclamations. In addition, this office staffed telephone operators, and assigned White House staff office space. This office also assisted in the creation of the
Presidential Papers Act and the White House Authorization Act. Other responsibilities included parking arrangements, installation of wood stoves at the White House and Camp David, and record management functions.

Biographical information on key office personnel is located at the end of the finding aid.

Restrictions:
Restrictions on Access: These papers contain documents restricted in accordance with applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, and material which has been closed in accordance with the donor’s deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions (i.e. newspapers, publications, etc.). Researchers should contact the publisher for further information.

Related Material:
Related materials in this repository: White House Central File, Subject Files: White House Administration (WH); Federal Government Organizations, (FG 6-1); Committee for the Preservation of the White House (FG 103); Public Relations (PR), White House Tours - Visitors (PR-18)

Index Terms:
Limited to major topics under each category
Persons: Hugh A. Carter, Jr., Elizabeth Dow, Valerio Giannini, Hugh Holcombe, Mary Lawton, Dan Malachuk, Veronica Pickman

Organizations: Executive Office of the President (EOP), General Services Administration (GSA), Small Business Administration (SBA), White House Communications Agency (WHCA), White House Fellows Program, White House Gift Unit, National Archives and Records Administration (NARA), White House Conference on Small Business; U.S. Secret Service


Types of Material: Correspondence, memorandums, reports, briefing material, monthly staff summaries, and printed material

Administrative Information:
Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in January 1987.

System of Arrangement:

The records of the White House Office of Administration are divided into 7 series:

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Detailed Description of the Collection

**Hugh Carter’s Subject Files**
Scope and Content: Containers 1-102. This series was opened in January 1987. This series includes correspondence, staffing budgets and reports, aircraft manifests, and maintenance reports. The material relates to the daily operations of the White House including the mess hall, the Military Office, White House parking, reorganization of the Executive Office and First Lady’s Office; Gift Unit procedures and reports; and detailee assignments. Also included are monthly staff summaries for each office that include staff changes, office titles, supervisor’s names, and individual salaries. Other topics include federal holidays, the Camp David facility, energy conservation in the White House, security violations, entertainment arrangements, and planning for major conferences held at the White House. Arranged alphabetically by folder title.

**Hugh Carter’s Chronological Files**
Scope and Content: Containers 103-105. This series was opened in January 1987. This series includes memoranda, phone message logs, scheduling requests, and weekly mail summaries. Arranged alphabetically by folder title and there under chronologically.

**Elizabeth Dow’s Files**
Scope and Content: Containers 1-3. This series was opened in January 1987. This series includes memoranda, correspondence, publications, and other printed material. The material relates to her
role as a staff assistant to Hugh Carter overseeing the installation of wood burning stoves in the White House and in several cabins at Camp David. Arranged alphabetically by folder title.

**Valerio Giannini’s Files**
Scope and Content: Containers 1-3. This series was opened in January 1987. This series includes printed source material for the Administration’s anti-inflation program, correspondence, memoranda, direct mail samples, and White House pass requests. The material relates to Giannini’s primary responsibility in organizing a system to handle the thousands of resumes and mail items received at the White House. This series also contains material relating to his supervision over a staff of 240 that were responsible for all incoming White House correspondence, recordkeeping, printing, and the White House Central Files. Arranged alphabetically by folder title.

**Hugh Holcombe’s Files**
Scope and Content: Containers 1-6. This series was opened in January 1987. This series includes memoranda, correspondence, publications, and early transition information. The material relates to administrative logistics such as issuing parking passes, the First Lady’s travel arrangements, assigning office space, and maintaining security for the White House and the Executive Office Building. Arranged alphabetically by folder title.

**Mary Lawton’s Files**
Scope and Content: Container 1. This series was opened in January 1987. This series includes memos, correspondence, legislation drafts, and reports. The material relates to Mary Lawton’s primary role as a legal advisor on various projects such as the Former President’s Bill (S. 2408). Arranged alphabetically by folder title.

**Dan Malachuk’s Files**
Scope and Content: Containers 1-9. This series was opened in January 1987. This series contains the files of Dan Malachuk, who served as Deputy for White House Operations under Hugh Carter from 1979-1980. The series consists of correspondence, reports, summaries, computer printouts, and printed material. This material relates to his work on all aspects of White House operations including the White House budget, management of residence personnel, data processing systems, and communications. These files also contain extensive material on the functions of the White House Correspondence Office that was headed by Dan Chew. Arranged alphabetically by folder title.

**Veronica Pickman’s Files**
Scope and Content: Containers 1-16. This series was opened in January 1987. This series includes memorandums, correspondence, press releases, speeches, newspaper clippings, notes, mailing lists, publications, and printed material. The material relates to Veronica Pickman’s responsibilities as Executive Assistant to Hugh Carter in 1980 that included the preparation of memos, letters, reports, speeches, and briefing papers. The series also includes files relating to arrangements for important conferences and meetings held at the White House. In addition, there is a great deal of material relating to her work with Presidential Libraries, the Former President's Act, and other special projects. These projects include the President's Council on Energy
Efficiency for the White House; energy efficiency awards; the President's Executive Exchange Program; and the White House Fellows Program. Arranged alphabetically by folder title.

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Anti-Inflation Program - Memos, Internal, Inflation [CF, O/A 465]
Anti-Inflation Program - Memos, Regional Information and Reference Sources [CF, O/A 465]
Anti-Inflation Program - Reference Materials, Atlanta, Georgia [empty] [CF, O/A 465]
Anti-Inflation Program - Reference Materials, Dallas, Texas [CF, O/A 465]
Anti-Inflation Program - Reference Materials, Hartford, Connecticut [CF, O/A 465]
Anti-Inflation Program - Reference Materials, Minneapolis, Minnesota [CF, O/A 465]
Anti-Inflation Program - Reference Materials, St. Louis, Missouri [CF, O/A 465]
Anti-Inflation Program - Reference Materials [CF, O/A 465]

**Container 2**
Chronological File, 4/1/77-4/15/77 [O/A 8525]
Chronological File, 4/18/77-4/26/77 [O/A 8525]
Chronological File, 4/27/77-4/29/77 [O/A 8525]
Direct Mail Samples - Abusive Language [O/A2944]
Direct Mail Samples - Anonymous [O/A 2944]
Direct Mail Samples - Copy Letters [O/A 2944]
Direct Mail Samples - Illegible [O/A 2944]
Direct Mail Samples - Insufficient Address [O/A 2944]
Direct Mail Samples - Lance/Critical [O/A 2944]
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Direct Mail Samples - Miscellaneous [O/A 2944]
Direct Mail Samples - Newspaper Clippings [O/A 2944]
Direct Mail Samples - Panama Canal [O/A 2944]
Direct Mail Samples - Personal Announcements [O/A 2944]
Direct Mail Samples - Presidential/Critical [O/A 2944]
Direct Mail Samples - Prison Inmates [O/A 2944]
Direct Mail Samples - Prolific [O/A 2944]
Direct Mail Samples - Propaganda [O/A 2944]
Direct Mail Samples - Questionable [O/A 2944]
Direct Mail Samples - Religious Fanatics [O/A 2944]
Direct Mail Samples - Tally Sheets [O/A 2944]

**Container 3**
Pass Requests 1978-79 [1] [O/A 8359]
Pass Requests 1978-79 [2] [O/A 8359]
Pass Requests 1978-79 [3] [O/A 8359]

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**Hugh (Skip) Holcombe Files**

**Container 1**
Americus Office [O/A 4804]
Auto Rental [O/A 6220]
Automated Data Processing System [O/A 6220]
Budget [O/A 6219]
Chronological File, 2/77-12/77 [O/A 8995]
Chronological File, 1/78-6/78 [O/A 8895]
Chronological File, 7/78-10/78 [O/A 8895]
Chronological File, 11/78-12/78 [O/A 8895]
Chronological File, 1/79-2/79 [O/A 8995]

**Container 2**
Chronological File - Staff Memos, 1/77-6/77 [O/A 4804]
Chronological File - Transition, Staff Memos, 1976 [O/A 6219]
Classified Documents [O/A 4804]
Combined Federal Campaign [O/A 6219]
Domestic Policy Review System [O/A 7564]
Domestic Secretariat [O/A 6219]
First Lady Travel - Texas, 9/5/78 [O/A 6220]
First Lady Travel - Philadelphia, 9/23/78 [O/A 6220]
First Lady Travel - North Carolina, Florida, Iowa, and Indiana, 9/28-30/78 [O/A 6220]
First Lady Travel - Ohio, Minnesota, Wisconsin, and Illinois, 10/6-7/78 [O/A 6220]
First Lady Travel - New York, Connecticut, New Hampshire, and Maine 10/18-19/78 [O/A 6220]
First Lady Travel - South Dakota, Kansas, Florida, and Georgia, 11/1-3/78 [O/A 6220]
First Lady's Neighborhood Project [O/A 6220]

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Government Printing Office [O/A 6219]
General Services Administration (GSA) - Energy Conservation [O/A 6219]
General Services Administration - Nonrecurring Reimbursable [O/A 4804]
Government Services, Incorporated [O/A 6219]
Grant Project [O/A 6220]
Grant Project [O/A 6220]
Hatch Act [O/A 6220]
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Interagency Advisory Group [O/A 6219]
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- Office Space [O/A 6220]
- Parking Information [1] [O/A 6219]
- Parking Information [2] [O/A 6219]
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- Reorganization [1] [O/A 4804]
- Reorganization [2] [O/A 4804]

**Container 5**
- Reorganization [3] [O/A 6219]
- Residence [O/A 6220]
- Security [O/A 6220]
- Speaker's Bureau [O/A 6220]
- Tax Reform [O/A 6220]
- Transition Files, 1976-1977 - Inventory and Property [O/A 6219]
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- Travel Policy, 1977-1978 [O/A 6220]
- Travel Policy - Background Information, 1977-1978 [O/A 6220]
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**Mary Lawton’s Files**

**Container 1**
- Billy Carter [O/A 11190]
- Expense Account [O/A 11190]
- Former President’s Bill (S. 2408) [O/A 11190]
- Government Accounting Office Inquiry [O/A 11190]
- 1980 Campaign [O/A 11190]
- Political Activities [O/A 11190]
- Presidential Records [O/A 11190]
- Special Counsel [O/A 11190]

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Administration, Office - FOIA
Administration, Office - Weekly Meeting
Automated Data Processing (ADP) - Congressional Outreach
ADP - Congressional Tracking
ADP - First Lady's Staff
ADP - Issue Tracking
ADP - Mitre Report
ADP - Name/Organization
ADP - Presidential Personnel
ADP - Systems - Overall [1]
ADP - Systems - Overall [2]
ADP - Upgrade, Computers

Container 2
ADP - Weekly Report, 1/80-9/80
Body Shop - Clerical
Body Shop - Current Searches
Body Shop - Professional
Correspondence Office - Agency Details
Correspondence Office - Agency Referrals
Correspondence Office - Autopen/Telegram
Correspondence Office - Autopen
Correspondence Office - Caddell Data
Correspondence Office - Children's Book
Correspondence Office - Christmas Cards (1979-1980)
Correspondence Office - Christmas Prints
Correspondence Office - Comment Office
Correspondence Office - Gift Unit
Correspondence Office - Guidelines/Rules
Correspondence Office - Key Statistics
Correspondence Office - Monthly Reports, 5/79-10/79

Container 4
Correspondence Office - Production Management
Correspondence Office - Quality Control
Correspondence Office - Simpson Review
Correspondence Office - Staffing
Correspondence Office - WAEs (When Actually Employed)
Correspondence Office - Weekly Mail Report, 12/79-1/80
Facilities - Construction/Decorating [1]
Facilities - Construction/Decorating [2]
Facilities - Current Space
Facilities - Energy
Facilities - Maintenance
Facilities - Office Space Management [1]
Facilities - Office Space Management [2]
Facilities - Oval Office
Facilities - Parking Facilities - Power Plant
Facilities - Regulatory Council

**Container 4**
Facilities - Secret Service (TSD) [Technical Security Division]
Facilities - Switchboard [1]
Facilities - Switchboard [2]
Facilities - Weekly Facilities Meeting
Financial - Accounts Receivable [1]
Financial - Accounts Receivable [2]
Financial - Annual Reports, 1/79-2/79
Financial - Budget Execution [1]
Financial - Budget Execution [2]
Financial - Budget Submission

**Container 5**
Financial - Entertainment
Financial - EOP Finance
Financial - 50 K Allowance
Financial - Financial Disclosure
Financial - FY 81 Budget
Financial - FY 82 Budget
Financial - Freeze Accounting
Financial - GAO
Financial - GAO Special Review
Financial - Taxes
Financial - Travel (1980) [1]
Financial - Travel (1980) [2]
Financial - 4th Quarter Travel
Financial - Unanticipated Needs
Financial - White House Budget
Management - Assistant Secretaries Management Group
Management - Attitude Survey

**Container 6**
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Management - Christmas 1980 [1]
Management - Democratic National Committee
Management - Delegation of Authority
Management - Fedor’s Weekly Report
Management - HAC Initiatives
Management - Linowitz, Sol
Management - Major Task Status
Management - Bi-Monthly Management Meeting, 4/80
Management - Bi-Monthly Management Meeting, 6/80
Management - June Management Reports, [1980]
Management - July Management Reports, [1980]
Management - Yearly Management Reports, 1980
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Management - Monthly Reports, [1980]
Management - Monthly Staff Meeting
Management - OMS Reorganization
Management - Operating Unit Meetings
Management - Operating Unit Staffing Plan
Management - Pass Policy

Container 7
Management - Presidential Records Act
Management - Quarterly Progress Report, 6/30/85
Management - Security
Management - Supervisors
Management - Transition Notes
Management - Vice President
Management - Year End Travel
Personnel - Christ as Party [1979]
Personnel - White House Staff Party List of Invitees
Personnel - Compensatory Time
Personnel - Congressional Personnel Report
Personnel - Detailee Program
Personnel - Executive Search
Personnel - Facilities/Equipment/Supply
Personnel - First Lady's Staff Personnel - Head Count Report Personnel - Interns
Personnel - Minority Reports
Personnel - “No’s”
Personnel - New System
Personnel - Office of Personnel Management (OPM) Report #1

Container 8
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Personnel - Performance Evaluation Program [1]
Personnel - Performance Evaluation Program [2]
Personnel - Personnel Management
Personnel - Personnel Policies
Personnel - Policy Background
Personnel - Position Upgrade
Personnel - Savings Bond Campaign
Personnel - Training Programs
Political/Official - Correspondence
Political/Official - General Regulations
Political/Official - Leave
Political/Official - 1980 Campaign Information [1]
Political/Official - 1980 Campaign Information [2]
Political/Official - Travel [1]
Political/Official - Travel [2]
Residence - Residence Budget Testimony

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Residence - Curators System
Residence - Entertainment Budget
Residence - Executive Residence - Current [1]
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Residence - FY 81 Budgets
Residence - House Keepers Search
Residence - Monthly
Residence - Paint Job
Residence - Proposed Staff Director's Instructions on Executive Residence Events
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Residence - Rex [Scouten] - President [1]
Residence - Rex [Scouten] - President [2]
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Residence - Residence FY 1982 Budget

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**Veronica Pickman’s Files**

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Administrative Briefing [Structure of White House Administration and Job Descriptions]
Appointment Book, 1980
Artwork for White House Offices - Argosy Gallery
Artwork - Associated American Artists
Artwork - Rasmussen, Jack
Artwork - Ridgefield, Incorporate
Assistant Secretaries for Administration Breakfast, 5/9/80 [1]
Assistant Secretaries for Administration Breakfast, 5/9/80 [2]
Authorization Bill [H.R. 11003 - White House Personnel
[Automation] - ADP
Automation - [White House Information Systems]
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Records of the White House Office of Administration 42
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**Container 2**
Carter/Mondale Re-Election Committee - Talking Points [1]
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Certificates for Senior Executive Service
Chronological File, 6/80
Chronological File, 7/1/80-7/14/80
Chronological File, 7/15/80-7/31/80
Chronological File, 8/1/80-8/19/80
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Chronological File, 9/1/80-9/14/80
Chronological File, 9/15/80-9/30/80
Chronological File, 10/1/80-10/14/80
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Chronological File, 11/1/80-11/20/80
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Energy [2]
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Energy Conservation Outreach, 4/80 - Secretary Duncan's Briefing Book [2]
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Energy Conservation Outreach - Briefing Book, 6/80 - Residential
Energy Conservation Outreach - Briefing Book, 6/26/80 - Status Report

**Container 5**
Energy Conservation Outreach - DOE Information
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Energy Conservation Outreach - DOE Speech Book
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Energy Conservation Outreach - General [8]
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Energy Efficiency Program - Driving Efficiency Kit, 6/15/80

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Energy Efficiency Program - “Gas Savers” Promotional Literature, 7/80
Energy Efficiency Program - Phase II Residential Kit, 7/80 [1]
Energy Efficiency Program - Phase II Residential Kit, 7/80 [2]
Energy Efficiency Program - Phase II Residential Kit, 7/80 (Short Version)

**Container 8**
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Energy Efficiency Program - President's Council on Energy Efficiency [2]
Energy Efficiency Program - President's Council on Energy Efficiency [3]
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Miscellaneous
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Office of Administration [1]
Office of Administration [2]
Operating Unit Meeting Reports, 8/16/79, 4/23/80
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Personnel - Candidates
Personnel - Security Specialist
Plains, Georgia [Installation of Underground Cable]
Planned Projects
Policies/Regulations - Internal [1]
Policies/Regulations - Internal [2]
Presidential Correspondence - Guidelines
Presidential Libraries - Background Information - Eisenhower Library
Presidential Libraries - Background Information - Ford Library
Presidential Libraries - Background Information - Hoover Library
Presidential Libraries - Background Information - Johnson Library
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Presidential Libraries - Background Information - Roosevelt Library
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Presidential Libraries - Background Information - Truman Library [4]
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [1]
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [2]
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [3]
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Presidential Libraries - General [4]
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Presidential Libraries - [Senator Chiles' Bill] - Old Drafts [1]
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Speech - Reference Material - Fact
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Task Force - Detallee Definitions
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Biographical Information

Hugh A. Carter, Jr.

Hugh A. Carter, Jr. was born on September 24, 1942 in Americus, Georgia. He received his bachelor’s degree in Industrial Engineering from Georgia Institute of Technology in 1964, and his MBA from Wharton School at the University of Pennsylvania in 1966. From 1968-1977, Carter was employed by John H. Harland Company in Atlanta. He served as District Operations Manager for Harland from 1974-1976, and as Vice President from 1976-1977. In January of 1977, he was appointed by President Carter to serve as Special Assistant to the President for Administration. Hugh Carter worked in this role until the end of the Administration in 1981.