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(Federal Government: Library, Incumbent President)  
**Case file Number(s):** BEGIN-029999  
**Box:** 20

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National Archives Catalogue: [https://catalog.archives.gov/](https://catalog.archives.gov/)
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The White House unit of the Presidential Libraries Office is currently involved in a variety of activities related to Presidential records:

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We have already begun to prepare purchase orders for books about the First Family and the Reagan Administration. These books will be the nucleus of the book collection at the future Reagan Library. When possible, we'd appreciate receiving donations of books for this collection.

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The Federal Register, which is also part of the National Archives, maintains an office in the EOB which publishes the Weekly Compilation of Presidential Documents, the Public Papers of the President, and indexes to Presidential press releases. We work closely with this unit on a variety of tasks.

III. Possible Additional Activities

As you can see from the above, we are already busy with a variety of activities on behalf of the Reagan Library. We would like to do an even better job, however, and engage in many more activities. Some of the possibilities for additional activities on behalf of the future Reagan Library are listed below:

--Advising White House Staff members concerning the importance of the documentary record of the Administration and the requirements of the Presidential Records Act
Although we are advising staff members upon request now, we could accomplish this objective in a more systematic way. Working with the Counsel’s Office and White House Central Files, we suggest the following specific activities:

1. A briefing at a Senior Staff meeting
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3. Handbook on Presidential records
4. Survey of recordkeeping practices in staff offices to identify problems and provide assistance as needed
5. Encouragement of private diary-keeping by the President, First Lady and staffers
6. Initiation of "historic event" memoranda. After major foreign or domestic events, specific staffers would be asked, perhaps by the Chief of Staff, to write detailed descriptions of the events from their perspectives. These memoranda would be maintained in a special historical file, perhaps by the Staff Secretary or personal assistant to the President.

-- Recommending preservation actions

Although this activity may be accomplished in conjunction with the records survey listed above, we think it important enough to discuss separately. The records maintained in Central Files are well preserved, but the many other records in staff offices are frequently stored in hazardous locations, subject to fire or water damage, or are stored in inefficient and expensive ways.

One example of a more efficient storage method might be applied to the dictabelts used by the President in preparing responses to his mail. Staffers in the Presidential Correspondence unit feel that the dictabelts should be erased and used again, because of the replacement expense, and yet they are reluctant to lose the audio record of the President's voice relating stories and incidents for response letters. Archives audiovisual experts could periodically copy the dictabelt tapes onto large reels for storage purposes and still return the dictabelts for reuse, with a significant savings in equipment costs.

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Each Presidential Library has conducted oral history programs in order to enhance the paper records with the sounds of voices and the substance of personal recollections of members of the Administration and the President's family. Most of these programs are initiated after the end of the Administration.

We have conducted tape recorded interviews during past Administrations with (1) departing members of the President's staff and (2) members of the President's and First Lady's families. We interviewed departing staff members because it was cost efficient to interview them in Washington, DC before they left the city for other job locations. We interviewed family members on the subject of family history for the biographical sections of the Presidential Library.

We would like to continue the staff and family interview programs, if the President wishes us to do so.

--Solicitation of materials to supplement the official records in the Reagan Presidential Library

The success of the Reagan Library as a research and archival institution will depend partly on the quality and quantity of additional materials donated to the Library to supplement the official records. We can start now to accumulate these materials, when they are not already located in archival institutions, and to compile solicitation lists. Particularly valuable are the pre-Presidential papers of the President, relating to his several careers, and the papers of the President's family, staff and associates.

--Coordination of computer-produced records

The Presidential Libraries are entering a new era in which machine-readable records will constitute a major portion of Library records. The transfer of the computer records of the Carter Administration was not as smooth or efficient as it could have been with more advance planning. The Archives needs to be involved at an earlier point in the White House standards for computer programs, choice of machines and software packages, and organization of data, if the Archives, through the Presidential Library, is to carry on these programs after the Administration.
In order to plan more effectively for the utilization of computer programs, we suggest the establishment of a computer records committee. This committee would include representatives from Archives, Central Files, OA, Counsel's Office, and other units using computer services in the White House. A senior staff member should chair the committee in order to provide authority necessary to accomplish committee recommendations.

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Each Presidential Library is an extension of the personality and personal style of the President it honors and memorializes. Archives officials planning the Library could do a more efficient job, and a job more in keeping with the President's wishes, if they could be informed, at an early date, concerning the President's ideas and goals for his Library. The appropriate Archives officials for such meetings would include Dr. James O'Neill, Assistant Archivist for Presidential Libraries, and Dr. Robert Warner, Archivist of the United States. The establishment of such a dialogue early in the Administration would, we believe, significantly expedite planning for the Library and enhance the quality of documentation of the Reagan Presidency.

IV. Conclusion

At some date in the future, the former President, in cooperation with the National Archives, will establish the Ronald Reagan Presidential Library. I know that there are many more immediate items on the President's calendar. Nonetheless, I feel that the quality of our present preparations for the Library are important and I appreciate your comments and your assistance.
SUMMARY OF ACTION ITEMS

The National Archives should seek to advise the White House staff concerning records responsibilities (in conjunction with Central Files and Counsel's Office) through

(1) Briefing at a Senior Staff meeting
   Yes _____ No _____

(2) Training courses
   Yes _____ No _____

(3) Handbook on Presidential records.
   Yes _____ No _____

(4) Surveys of recordkeeping practices
   Yes _____ No _____

(5) Initiation of "historic event" memoranda
   Yes _____ No _____

(6) The senior White House staff member with oversight responsibility for these activities is

   ____________________________

The National Archives should carry out the following preservation activities:

(1) Survey staff offices
   Yes _____ No _____

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   Yes _____ No _____

(3) Study the preservation quality of the paper and ink used by the president and his staff
   Yes _____ No _____

The National Archives should carry out the following oral history programs:

(1) exit interview program
   Yes _____ No _____
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<table>
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Copy to Chris Hieber 10/21/86
April 7, 1981

MEMORANDUM TO: HELENE VON DAMM
ASSISTANT TO THE PRESIDENT

FROM: MARIE ALLEN
PRESIDENTIAL LIBRARIES OFFICE

SUBJECT: PREPARATIONS FOR RONALD REAGAN PRESIDENTIAL LIBRARY

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If Yes is checked, our contact for compiling solicitation lists should be

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The Archives should assist in the establishment of a Computer Records Committee

Yes ____ No ____

Archives officials should meet with the President and/or Senior Staff members to discuss the President's ideas and goals for the Reagan Library

Yes ____ No ____
Thanks for your nice note. When Kathy Osborne comes on board on October 1, remind me to introduce you to her and to explain in your presence just what we have been trying to do. I know you will enjoy working with her - she's bright, accommodating and very devoted to the best interests of the President.

I doubt that we'll lose touch completely as I think I'll be housed where you are in the EOB and you know you can call on me any time with questions or if you just want a sounding board.

Best regards.
**WHITE HOUSE**
CORRESPONDENCE TRACKING WORKSHEET

- **O - OUTGOING**
- **H - INTERNAL**
- **I - INCOMING**

Date Correspondence Received (YY/MM/DD) __/__/__

Name of Correspondent: 

** MI Mail Report **

User Codes: (A) _____ (B) _____ (C) _____

Subject: 

---

**ROUTE TO:** 

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<th>Action Code</th>
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<th>Type of Response Code</th>
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</table>

**ACTION CODES:**
- A - Appropriate Action
- C - Comments
- D - Draft Response
- F - Fact Sheet
- I - Info Copy/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**
- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**
Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: 

---

Keep this worksheet attached to the original incoming letter.
Send all routing updates to Central Reference (Room 75, OEOB).
Always return completed correspondence record to Central Files.
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.
RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: __ _ Media: ___ Individual Codes: 4610 ___ ___ ___

Prime Subject Code: FE008.01 Secondary Subject Codes: ED ___ ___ ___

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PRESIDENTIAL REPLY

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<tr>
<td>DSP</td>
<td>___</td>
<td>Time:</td>
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SIGNATURE CODES:

CPn - Presidential Correspondence
n - 0 - Unknown
n - 1 - Ronald Wilson Reagan
n - 2 - Ronald Reagan
n - 3 - Ron
n - 4 - Dutch
n - 5 - Ron Reagan
n - 6 - Ronald
n - 7 - Ronnie

CLn - First Lady's Correspondence
n - 1 - Nancy Reagan
n - 2 - Nancy
n - 3 - 

CBn - Presidential & First Lady's Correspondence
n - 1 - Ronald Reagan - Nancy Reagan
n - 2 - Ron - Nancy

MEDIA CODES:

B - Box/package
C - Copy
D - Official document
G - Message
H - Handcarried
L - Letter
M - Mailgram
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R - Report
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V - Telephone
X - Miscellaneous
Y - Study
June 1, 1981

Dear Ms. Morris:

Thank you for your letter of April 20th.

The President has asked me to acknowledge your request for interviews with the President to discuss events between 1966 and 1974. Although the President would be delighted to join you during one of his visits to California, regrettably, due to the many demands on his time, I do not foresee an opportunity when this could be arranged this year.

Your interest is sincerely appreciated.

With the President's best wishes,

Sincerely,

Gregory J. Newell
Special Assistant to the President

Ms. Gabrielle Morris
Coordinator
Government History Documentation Project
University of California, Berkeley
Berkeley, CA 94720

GJN:emb-39b
Dear Ms. Morris,

Thank you for your letter of April 20th.

The President has asked me to acknowledge your request for interviews with the President regarding events between 1966 and 1974. Although the President would be delighted to join you during one of his visits to California, regrettably, due to the many demands on his time, I do not foresee an opportunity when this could be arranged this year.

Your interest is sincerely appreciated.

With the President's best wishes.

Sincerely
GJN
SAP

THE WHITE HOUSE
WASHINGTON

GJN:
What do we do with this?
TR
5/20
Can't do this after.
Dear Miss Morris:

Thank you for your recent message. I will be happy to be interviewed by a representative of the Bancroft Library under the conditions and for the purposes stated in your letter. While I have no plans to be in California within the immediate future, I am sure that within the next two years we will be able to determine a mutually convenient time for such an interview.

With best wishes,

Sincerely,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

Miss Gabrielle Morris
Coordinator
Governmental History Documentation Project
The Bancroft Library
University of California, Berkeley
Berkeley, CA 94720
Mr. Michael Deaver  
The White House  
Washington, D.C. 20500

Dear Mr. Deaver:

As you may know, the Regional Oral History Office of The Bancroft Library has been authorized by the state legislature to conduct an oral history project on the Ronald Reagan administration in California, to document for future students and scholars significant governmental issues and accomplishments of those years through tape-recorded interviews with selected individuals who served in the governor's office, executive departments, legislature, and related positions. We have been keeping in touch with Edwin Meese about this project and are working closely with Molly Sturges Tuthill, the archivist for the Reagan Papers at the Hoover Institution, on background research for interviews.

We are now beginning the interviewing phase of the project, which we expect will continue for approximately two years. During that time, we would very much like to interview you about your own work with Mr. Reagan in California. Although you are deeply involved in major national responsibilities just now, we hope that in the months to come you will be in California from time to time with a few hours to reflect with one of our interviewers about the events and implications of 1966-1974.

Qualified interviewers for the project are available in northern and southern California. The sessions can be long or short, at your convenience. The interviewing process is, of course, confidential. Transcripts of the taped interviews are sent to you for review before final processing. Completed manuscripts are deposited in the State Archives and selected research repositories with your permission.

If you are willing to participate in this project as time permits, will you let me know? We will then stay in touch with your office and the Hoover Institution to determine when interviewing can be scheduled, at which time we will send you an outline of topics for discussion.

Your personal recollections of the Reagan years in California would be of great value in supplementing the information preserved in the papers and understanding the how and why of state government.

Sincerely yours,

Gabrielle Morris, Coordinator  
Governmental History Documentation Project
20 April 1981

The Honorable Ronald Reagan
The White House
Washington, D.C. 20500

My dear Mr. President:

It has been some time since we have been in touch with you about the oral history study of your administration in California, which has been authorized by the state legislature. First let me say how thankful we are that the shocking assassination attempt caused no more injury than it has. Your grace under extreme danger has been a blessing to us all.

Planning and background research for the project has proceeded in cooperation with several other oral history programs and other advisors to insure a broad range of viewpoints and expertise. Molly Sturgis Tuthill has been competent and helpful in guiding our work in the fine collection in the Hoover Institution.

We are now beginning the interviewing phase of the project, which will continue for approximately two years. At our present funding level, we can interview about 100 persons who were in significant positions in the governor's office, executive departments, the legislature, as well as some representatives of the opposition.

The primary purpose of the project is preservation of firsthand accounts of how and why major events and issues developed as they did, perspectives that are often not included in official documents. For this, of course, your own interviews will be of paramount importance to scholars and students, and we would like to tape record several sessions with you—short ones or long ones—at your convenience to carry on chronologically from the tapes you have already recorded with this office.

Although you are deeply involved with the state of the nation just now, it is that very fact that makes this project more compelling. We are hopeful that in the months to come you will be in California from time to time with a few hours to reflect on the events of 1966-74. For historians (and any writing you may plan yourself) it is important that your thoughts on those years be set down before they are completely overlaid by later thoughts and experiences.

If it is acceptable to you, we would like to stay in touch with your office, perhaps through Molly Tuthill, to determine when interviews might be scheduled. At that time we will provide an outline of interview topics for your suggestion.

Sincerely,

Gabrielle Morris, Coordinator
Governmental History Documentation Project
