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(Federal Government: Library, Incumbent President)

**Case file Number(s):** 190000-219999

**Box:** 20

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Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: [https://reaganlibrary.gov/archives/research-support/citation-guide](https://reaganlibrary.gov/archives/research-support/citation-guide)

National Archives Catalogue: [https://catalog.archives.gov/](https://catalog.archives.gov/)
Name of Correspondent: Robert A. Hattenbach

Subject: Writer is interested in having the Reagan library established at the University of California at Santa Barbara.

ROUTE TO:

<table>
<thead>
<tr>
<th>Office/Agency</th>
<th>(Staff Name)</th>
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ACTION

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Referral Note:

DISPOSITION

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ACTION CODES:

A - Appropriate Action
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X - Interim Reply

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Completion Date = Date of Outgoing

Comments: ____________________________________

Keep this worksheet attached to the original incoming letter.
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11/81
RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: _____ Individual Codes: 4620 _____ _____ _____

Prime Subject Code: E4008 01 Secondary Subject Codes: 50 _____ _____ _____ _____ _____

PRESIDENTIAL REPLY

Code Date Comment Form

C _____ Time: ___________________________ P-

DSP _____ Time: ___________________________ Media: ___

SIGNATURE CODES:
CPn - Presidential Correspondence
n - 0 - Unknown
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n - 3 - Ron
n - 4 - Dutch
n - 5 - Ron Reagan
n - 6 - Ronald
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H - Handcarried
L - Letter
M - Mailgram
O - Memo
P - Photo
R - Report
S - Sealed
T - Telegram
V - Telephone
X - Miscellaneous
Y - Study
Dear Dr. Huttenback:

Thank you for your letter of 6 December expressing interest in having the President's library established at the University of California at Santa Barbara.

As you are aware, we are still pursuing the issue of the library's location with the trustees of Stanford University. However, your thoughtful offer is appreciated, and I will convey it to the President.

With best wishes,

Sincerely,

EDWIN MEERSE III
Counselor to the President

Dr. Robert A. Huttenback
Chancellor
University of California
Santa Barbara, CA 93106

EM/NH/lynn-1EM
Mr. Edwin Meese III  
Counsellor to the President  
The White House  
Washington, D. C. 20500  

Dear Mr. Meese:  

I just finished talking to Allen Weinstein who informed me that you and he had discussed briefly the possibility of the Reagan Library being established at the University of California at Santa Barbara. I know you must also have seen my letter to Congressman Lagomarsino on this subject. Other than an historian's personal enthusiasm at the prospect of such a great scholarly asset moving to his campus, I am convinced that the siting of the library at UCSB makes a lot of sense, given the President's history and place of residence. I fully realize that the hand, vis-a-vis Stanford and the Hoover Institute, must be played out first, and I would not want to interfere with Hoover's pride of place. Should it all, however, come to nought, I would hope to start serious conversations with appropriate officers of the administration on the one hand and with my faculty and other interested university parties on the other.

With best personal regards,

Sincerely yours,

Robert A. Huttenback
Chancellor

cc: Bruce Chapman  
Robert Lagomarsino  
Gertrude Calden  
Eldon Haskell  
Barney Klinger  
Holmes Tuttle  
Elliot Brownlee  
Allen Weinstein
**WHITE HOUSE COUNSELLOR'S OFFICE TRACKING WORKSHEET**

- **Date Correspondence Received (YY/MM/DD):** 85/12/23
- **Name of Correspondent:** Ellen Devere
- **Subject:** Writer suggests that the Institute for Contemporary Studies oversee the Reagan Library and Institute for Public Affairs.

### ROUTE TO:

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**Referral Note:**

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**DISPOSITION CODES:**

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- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

**Comments:** Overaken my events — 7/6/84

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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: _______

Prime Subject Code: _______ Secondary Subject Codes: _______

PRESIDENTIAL REPLY

Code Date Comment Form

C _______ Time: ___________________________ P-________

DSP _______ Time: ___________________________ Media: _______

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M - Mailgram
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P - Photo
R - Report
S - Sealed
T - Telegram
V - Telephone
X - Miscellaneous
Y - Study
December 20, 1983

Edwin Meese, III
Counsellor to the President
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Ed:

Now that the proposal made to the Hoover Institution and Stanford appears to have fallen through, regarding the Reagan Library and Institute for Public Affairs, I wonder if our own Institute for Contemporary Studies might serve your purpose.

What I have in mind is this: the library could be located either in San Francisco or Los Angeles (LA might be a more appropriate place, considering the President's residence). I understand the Archivist of the U.S. is always in charge of such presidential collections. Then—instead of organizing a new "think tank" which would be doing much of the same things that we are, what about utilizing the existing ICS for the major policy and public affairs studies to come out of the Reagan Library?

I would not want to have a "tail wagging the dog" situation, whereby the ICS would be diminished in its stature, but it seems to me that we are now doing the same type of public affairs study that the President envisioned in his proposal. To have two Western "think tanks" doing essentially the same thing, with one depending more on the library than the other, seems to me redundant.

ICS has always chosen its own topics. I can see, however, the possibility of our discussing and accepting suggestions as to certain subjects which would be more closely related to the holdings of the Reagan Library. ICS' basic philosophy is, as you know, for free enterprise and a strong nation, which match the President's goals as well. Moreover, we already have an established scholarly reputation, which would certainly facilitate effective utilization of the Reagan Library materials.
Does this suggestion have any merit? If so, please give me a call. (Remember, we've moved--785 Market Street, Suite 750. 415-543-6213.)

Cordially,

Glenn Dumke
President

CD/ls

P.S. I haven't consulted with the board on this matter, and whatever happens would be a matter of board approval.
Name of Correspondent: Robert C. Elkus

Subject: Water seeks a copy of his letter regarding the Stanford last school fund and the controversy over the Reagan Library.

ROUTE TO:
Office/Agency: CNHAMM

ACTION
Office/Agency (Staff Name) Action Code Tracking Date YY/MM/DD Type of Response Code Completion Date YY/MM/DD
CNHAMM 0 871/2/12 WS OBE C 84/03/16

Referral Note: __________________________
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**PRESIDENTIAL REPLY**

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- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study
Dear Bob:

Thank you very much for sending me a copy of your letter to Bob Cathcart regarding your thoughts on the placement of the President's library and public affairs center. It's good to know that you recognize what a valuable asset this would be to Stanford, and I appreciate your voicing your opinion on this matter.

With best personal wishes,

Sincerely,

Edwin Meese III

Mr. Robert C. Elkus
Suite 2460
555 California Street
San Francisco, CA 94104
December 20, 1983

Edwin Meese, III, Esq.
Counsellor to the President
The White House
Washington, D.C.

Dear Ed:

I thought you might be interested in the enclosed.
Happy holidays and best regards.

Sincerely,

Robert C. Elkus

RCE/ec
December 20, 1983

Robert S. Cathcart, Esq.
Bledsoe, Cathcart, Boyd,
Elliot & Curfman
650 California Street,
Suite 2828
San Francisco, CA 94108

Re: Stanford Law School Fund

Dear Bob:

Thank you for your letter regarding the annual drive for contributions to the Law School Fund. This now makes the third such communication which I have received.

As you know, I have been a regular contributor to the Law School Fund but this year I am having grave difficulties in deciding whether to contribute or not. My problem does not have to do with the Law School, its need for funds nor the excellent job which it has been doing and continues to do under our new Dean. It has to do with what I consider to be an appalling situation regarding the proposed Reagan gift to the Hoover Institute.

The message I get is that a viewpoint with which many of the faculty do not agree is not to be tolerated at Stanford. I realize that many reasons have been given for the posture which has been taken by President Kennedy, including principally those of governance and interruption of campus activities. These "legitimate" objections are, to me, totally specious. If the Hoover Institute were liberal rather than conservative and provided expertise to Walter Mondale or Ted Kennedy rather than President Reagan, objections would not have been raised. That it is an emotional issue is clear when a member of the Stanford faculty can be quoted in the Wall Street Journal as having compared President Reagan to Nero and Hitler. Emotional response on the part of those whose politics differ from President Reagan is to be expected. To permit this purely political response to have such a dramatic and pernicious effect on President Kennedy and the Board of Trustees is to me a denial of everything Stanford should represent. Stanford should be grateful for the opportunity to promote diversity of viewpoints.
Under what appears to be the current proposal, the public affairs center would be administered by a committee named by the University provost. Under this set of rules, it is virtually certain that within a very short space of time the center, although bearing his name, would become a focal point for views diametrically opposed to those of the President. That this might occur over a period of time, in any event, is a possibility, but that would result from evolution, not perversion. If a Stanford faculty member can seriously object to "memorializing" Senator Stanford, (the Founder) and President Hoover, (the only Stanford graduate to be elected President) on the basis that they are "right-wing figures", it would be a travesty to permit him to have any influence on the proposed center for public affairs. It has been made clear that he and others like him would have such influence. From the Faculty Senate to the Provost to the Committee - Tinker to Evers to Chance. If the existing faculty establishment, acting from political malice, is able to prevent the Stanford family (of which the Hoover Institute is a member) from gaining the benefit of the remarkable opportunity offered by the President, this would indicate clearly that Stanford tolerates diversity of opinion only when it starts at the center of the body politic and moves sharply to the left. It would also indicate a lack of courage and integrity by the Administration and the Trustees. This is hardly the posture which should be taken by a great university.

Because of my concern for the Stanford Law School itself and appreciation for all that it has contributed to me directly and to others with whom I have been associated over the years, I have not yet decided whether to make a gift to the Law School Fund this year. If I do not, I hope you and Dean Ely will understand.

Sincerely,

Robert C. Elkus

RCE/jbs

cc: John Ely, Dean of the Stanford School of Law
Donald Kennedy, President, L.S.J.U.
William Kimball, Chairman of the Board of Trustees
Members, Board of Trustees
Director W. Glenn Campbell, Hoover Institution
Edwin Meese III, Counselor to the President
(Partial List)
MEMORANDUM FOR RICHARD DARMAH

FROM: Biff Benley

SUBJECT: President's Daily Diary Copies for Audio Taping

With your permission, I will direct the Diarist to discontinue sending copies of the Diary for taping. Joe Holmes died in May of 1983 and WHCA informed me that they have not received a script since April of 1983.

The total collection of tapes is 33 weeks and I believe that is more than enough to fulfill the need of a future visitor at the Reagan Presidential Library.

I have attached the background material that set this project in motion.

OK — but on understanding that documents necessary to create audio record will be preserved so that library can make record in future if wanted.

Informed the Diarist 1/30/84

CC: Doug Follet, AIV, WHCA
5 March 1984

Dear Mrs. Munger: 

Those of us involved in the development of the Reagan Presidential Library complex appreciate very much the outcome of your last meeting of the Stanford University Board of Trustees. The location of President Reagan's library and museum on the Stanford campus is especially important because it will allow the integration of his gubernatorial and campaign papers with his Presidential papers, thus providing one of the most complete and thorough sets of Presidential documents available for scholarly research. The President is deeply appreciative of your time and effort in this regard and looks forward to working with you to ensure that the library and museum become an academic resource of which we all can be proud.

Because you will be considering the proposal for an independent national center for public affairs, which was raised but not fully discussed at the last meeting, I want to take this opportunity to further explain our thinking on this proposal.

Following the controversy of the last several months, it appears that establishing a center for public affairs -- including conference facilities and a program of visiting scholars -- under the auspices of either the Hoover Institution or the Stanford faculty would be very difficult. On the other hand, the establishment of an independent conference and study would substantially increase the potential for research at the Presidential library, and, I believe, would be of substantial value to the entire Stanford community. As you probably know, the conference facilities we are planning would be comparable to the best available in the world, and these facilities would be made available by the center for use by the various schools and departments of Stanford University.

It is my understanding that Donald Kennedy and William Kimball have expressed some concerns about an independent center at your last meeting. Recognizing that there may be some questions in the minds of the Board, I would like to address several of the key issues involved.

First, as to political neutrality, it is very important that the proposed center for public affairs be nonpartisan in appearance as well as in fact. The purpose of the center is to further the advanced study of public policy and I can assure you that it will be operated in a scrupulously nonpartisan manner. To help ensure this quality, we would expect to establish a national advisory board of very distinguished scholars. Academic excellence is critical to the success of any research center and we would expect to follow appointment procedures for visiting fellows that would at least equal and very probably exceed normal academic standards found in the best universities. I cannot stress too strongly that President Reagan views this center not as a vehicle to defend or praise his own Administration, but rather as an important resource for inquiry into the structure and processes of the American governmental system.
Second, concerning the Stanford name, the proposed center for public affairs would have no connection with Stanford University. This would be announced clearly at the outset and emphasized as the operations of the center develop. It would be known as the "Center for Public Affairs" of the Presidential Library complex and the Stanford name would not be used in any way to promote or describe its activities. In fact, if it could be arranged, we would be pleased to use a Palo Alto mailing address so that the "Stanford" post office designation would not cause any confusion.

Finally, let me address the costs and benefits to Stanford. I think it is clear that a center for public affairs, in reasonably close proximity to the Presidential Library, would significantly enhance the research potential of the archives. There are also considerable benefits that would accrue to the Stanford community. In addition to a program of visiting scholars, a significant number of whom would undoubtedly be from Stanford, the conference facilities would be available for use by the University. We would welcome and encourage this use. In terms of costs to Stanford, I have been told that it is likely that the site to be recommended for the complex will probably be subject to county zoning regulations, which would set aside more land than can be fully utilized by the library and museum. Consequently, the addition of a center for public affairs on the same site would probably require no additional land.

We hope that this more fully explains our thinking on the proposal for an independent center for public affairs. We feel that it can and should be an important part of the Presidential Library complex. If you have any comments or questions, please do not hesitate to call me (202/456-1414).

We look forward to continuing to work with you and the Board of Trustees on the development of a valuable scholarly resource for the University and our nation.

Sincerely,

Edwin Meese III
Counsellor to the President

Mrs. Charles T. Munger
351 North June Street
Los Angeles, CA 90004
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We look forward to continuing to work with you and the Board of Trustees on the development of a valuable scholarly resource for the University and our nation.

Sincerely,

EDWIN MEESE III
Counsellor to the President
Note: Unless indicated otherwise, send mail to office.

Attorney: Goodell, Anderson & Quinn
Castle and Cooke Building
Financial Plaza of the Pacifie
P.O. Box 3196
Honolulu, HI 96801
3757 Diamond Head Road
Honolulu, HI 96816

808-547-5600

William E. Ayer
Business Consultant
Building 4, Suite 170
3000 Sand Hill Road
Menlo Park, CA 94025
12993 West Sunset Drive
Los Alton Hills, CA 90242

415-941-3702

Thomas D. Barrow
Vice Chairman, The Standard Oil Co. (Ohio)
3050 Post Oak Boulevard
P.O. Box 4507
Houston, TX 77210
49 Briar Hollow
Houston, TX 77277

713-552-8656

Daniel L. Brehner
Legal Assistant to the Chairman
Federal Communications Commission
1919 N Street, N.W., Suite 514
Washington, D.C., 20554
1800 R Street, N.W., #007
Washington, D.C., 20009

202-632-6600

Warren Christopher
Attorney: O'Harvey & Myers
400 South Hope Street
Los Angeles, CA 90071-2899
1299 Monte Cielo Drive
Beverly Hills, CA 90210

213-689-6100

Linda Hawes Clever, M.D.
Chair, Department of Occupational Health
Presbyterian Hospital of Pacific Medical Center
2381 Clay Street
San Francisco, CA 94118
41 Glen Drive
Mill Valley, CA 94941

415-363-4321

Changes/Additions/Deletions:

Date of this revision: 9/15/83

Replaces page dated: 1/10/83
BOAD OF TRUSTEES OF STANFORD UNIVERSITY

Note: Unless indicated otherwise, send mail to office.

JAMES F. DICKASON, JR. (Jim, Linda)
Chairman/President/CEO/Director
The Newhall Land and Farming Company
23823 West Valencia Boulevard
Valencia, CA 91355
950 Rosalind Road
San Marino, CA 91108
805-255-4000
213-792-3900

JOHN A. DITZ (Jack, Ann)
President, Foremost-McKesson Property Co.
1 Post Street, 27th Floor
San Francisco, CA 94104
95 Ridgewood Drive
Atherton, CA 94027
415-983-8665
415-834-6528

BARBARA DENHING FINBERG (Barbara, Alan R.)
Vice President, Programs
Carnegie Corporation of New York
437 Madison Avenue
New York, NY 10022
165 East 73rd Street, Apt. 19-L
New York, NY 10021
212-371-3200
212-744-5063

THOMAS W. FORD (Tom, Joan)
President, Ford Land Company
Building 4, Suite 180
3000 Sand Hill Road
Menlo Park, CA 94025
118 Selena Road
Portola Valley, CA 94025
415-854-3000
415-851-0292

JAMES C. CAITHER (Jim, Susan)
Attorney: Cooley, Godward, Castro
Huddleston & Tatum
The Alcoa Building
One Maritime Plaza, 20th Floor
San Francisco, CA 94111
P.O. Box 2098
San Francisco, CA 94122
415-981-5252
415-456-2926

EDWARD L. GINZON (Ed, Artemes)
Chairman of the Board
Varian Associates
611 Hansen Way
Palo Alto, CA 94303
28014 Natoma Road
Los Altos Hills, CA 94022
415-424-5170
415-945-5362

Changes/Add/Del/Ext: Add James F. Dickason, Jr.; change Ginzon's office phone number
Date of this revision: 9/15/83
Replaces page dated: 1/10/83
Note: Unless indicated otherwise, send mail to office.

[Table of trustees' names, addresses, and phone numbers, with some handwritten notes, including:

- Handwritten note: "John!"
- Handwritten note: "Don!"
- Handwritten note: "Bill"
- Handwritten note: "Mel"
- Handwritten note: "George"

Changes/Adds/Deletions:

Date of this revision: 9/15/83

Replaces page dated: 1/10/83]
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Contact Information</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frederick W. Mielke, Jr.</td>
<td>Chairman of the Board of Trustees of Stanford University</td>
<td>415-761-4211</td>
</tr>
<tr>
<td></td>
<td>Pacific Gas &amp; Electric Company, 77 Beale Street, San Francisco, CA</td>
<td>x-2583</td>
</tr>
<tr>
<td></td>
<td>94106</td>
<td></td>
</tr>
<tr>
<td>Nancy Barry Hueniger</td>
<td>351 North June Street, Los Angeles, CA 90004</td>
<td>213-938-7384</td>
</tr>
<tr>
<td>(Nancy, Charles T.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rudolph J. Hueniger</td>
<td>Chairman, Petroina, Incorporated, 1600 East Hill Street, Long</td>
<td>213-427-5471</td>
</tr>
<tr>
<td>(Rudy, Daphne)</td>
<td>Beach, CA 90806</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4240 Virginia Road, Long Beach, CA 90807</td>
<td>213-425-4766</td>
</tr>
<tr>
<td>Joel Lyn Kapp Murphy</td>
<td>Manager, Rates and Regulation, Public Service Company of New</td>
<td>505-845-2896</td>
</tr>
<tr>
<td>(Joellyn)</td>
<td>Mexico, Alvarado Square, Seventh Floor, Albuquerque, NM 87101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1101 Marquette Avenue, N.W., Albuquerque, NM 87102</td>
<td>505-842-0655</td>
</tr>
<tr>
<td>John T. Packard</td>
<td>President, Scudder, Stevens &amp; Clark, Inc., 101 California Street,</td>
<td>415-981-8191</td>
</tr>
<tr>
<td>(John, Barbara)</td>
<td>41st Floor, San Francisco, CA 94111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12840 La Vida Real, Los Altos Hills, CA 94022</td>
<td>415-948-8397</td>
</tr>
<tr>
<td>Otis A. Pease</td>
<td>Professor, Department of History, University of Washington, Seattle,</td>
<td>206-543-5746</td>
</tr>
<tr>
<td>(Otis, Mary)</td>
<td>WA 98195</td>
<td>206-543-5790</td>
</tr>
<tr>
<td></td>
<td>1116-36th Avenue, East, Seattle, WA 98112</td>
<td>205-322-1549</td>
</tr>
</tbody>
</table>

Changes/Add/Delet= Changes Packard's title

Date of this revision: 9/13/83

Replaces page dated: 4/1/83
JOHN A. YOUNG
(John, Rosemary)
President, Hewlett-Packard Company
3000 Hanover Street
Palo Alto, CA 94304
-5-~(~
26 Arradadro Road
Portola Valley, CA 94025

TRUSTEES EMERITI OF STANFORD UNIVERSITY
MRS. ROGER GORDON
(Hay)
2440 North Vermont Avenue
Los Angeles, CA 90027
213-664-5832

HERMAN PHELGER
(Norman, Mary Elena)
Brobeck, Phleger & Harrison
Spear Street Tower
One Market Place
San Francisco, CA 94105
415-442-0900
P.O. Box 788
Redwood City, CA 94064
415-951-7289

1983-84 OFFICERS OF THE BOARD OF TRUSTEES
President --------------------- William R. Kimball
Vice Presidents -------------- Nancy Barry Munger
------------------------------ Barbara Denning Finberg
------------------------------ John A. Young
------------------------------ John T. Packard

Changes/Adds/Deletes: Delete Joel P. Smith as Secretary of the Board of Trustees
Date of this revision: 9/15/83
Replaces page dated: 2/8/83
Copy to Michael 10/21/85
DATE CORRESPONDENCE RECEIVED (YY/MM/ DD) 8410314

NAME OF CORRESPONDENT: Donald Kennedy

CN MAIL REPORT

USER CODES: (A) _______  (B) _______  (C) _______

SUBJECT: Writer regrets that the Stanford University Board of Trustees cannot accept the proposal to have the President's Center for Public Affairs operated by an independent foundation.

ROUTE TO:

OFFICE/AGENCY: CNHamm
(Staff Name)

ACTION: O

TRACKING DATE: 8410314

DISPOSITION: NAN

ACTION CODE: 0

COMPLETION DATE: 8403127

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: No reply Nec. — Orig. + enc. to EM files.

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: L

Individual Codes: 4610

Prime Subject Code: EE 008-01

Secondary Subject Codes: ED

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**PRESIDENTIAL REPLY**

<table>
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<td>DSP</td>
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<td></td>
<td>Media:</td>
</tr>
</tbody>
</table>

**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 - 0 - Unknown
- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 - Mrs. Ronald Reagan

CSh - 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
O - Memo
P - Photo
R - Report
S - Sealed
T - Telegram
V - Telephone
X - Miscellaneous
Y - Study
March 13, 1984

The Honorable Edwin Meese III  
Counsellor to the President  
The White House  
Washington, D.C. 20500

Dear Mr. Meese:

As you requested, most recently in your letter of March 5, the Stanford University Board of Trustees considered at its meeting this morning your proposal that a Ronald Reagan Center for Public Affairs be operated on Stanford lands by an independent foundation. As a result of its deliberations, the Board passed the attached resolution.

I know that this outcome is not the one you desired. I want to assure you, however, that in all of its discussions the Board understood and respected your wishes and those of the President. We were not able to accommodate them in the end, because of the Board's convictions -- already expressed to you in other communications -- about the appropriate form of governance for academic activities that take place on the University's lands. We regret very much that we could not reach agreement with you regarding the Center; but my colleagues on the Board wished me to communicate to you their pleasure and gratitude at the fact that the Ronald Reagan Library will be housed on the campus. Planning for Stanford's proposal to you in that regard is proceeding forthwith.

Sincerely yours,

Donald Kennedy  
President

enclosure

cc: William R. Kimball,  
Board of Trustees

DK/tdp
WHEREAS, Presidential Counsellor Edwin Meese has requested that the Board of Trustees consider locating on Stanford land a Ronald Reagan Center for Public Affairs organized and operated independently of Stanford University in a proposal summarized most recently in Mr. Meese's letter of March 5, 1984, and the Board has considered that proposal.

RESOLVED, that the Board of Trustees reaffirms the interest of Stanford University in considering a Ronald Reagan Center for Public Affairs to be governed by Stanford University.

RESOLVED FURTHER, that, without limiting the intent of the foregoing paragraph, and with appreciation for the expression of interest in locating such a Center at Stanford, the Board respectfully concludes that it cannot accept the proposal put forth by Mr. Meese because it is not consistent with the need for the University's normal academic governance of such activities on its lands.
**WHITE HOUSE COUNSELLOR'S OFFICE TRACKING WORKSHEET**

- **Date Correspondence**: Missing
- **Received (YY/MM/DD)**: 4/03/88
- **Name of Correspondent**: Allan Hovee

**Subject:**
Winter hopes that Mr. Meese will be successful in his efforts to establish the Reagan Library complex at Stanford University under the Hoover Institute.

**ROUTE TO:**
- **Office/Agency** (Staff Name): CNHAMM

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Tracking Date YY/MM/DD</th>
<th>Type of Response Code</th>
<th>Completion Date YY/MM/DD</th>
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<tr>
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<td>4/103/88</td>
<td>NAN</td>
<td>4/103/85</td>
</tr>
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**ACTION CODES:**
- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure
- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

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- Type of Response = Initials of Signer
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- Completion Date = Date of Outgoing

**DISPOSITION:**

**Comments:**

---

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### Records Management Only

**Classification Section**

No. of Additional Correspondents: __

Prime Subject Code: \( \text{FE008-01} \)

Secondary Subject Codes: __ __ __ __ __ __ __ __ __ __ __ __

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**Presidential Reply**

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- O - Memo
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- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- Y - Study

**Media Code:** 
- L
March 6, 1984

Mr. Edwin Meese III  
Counsellor to the President  
The White House  
1600 Pennsylvania Ave.  
Washington, D. C. 20050

Dear Mr. Meese:

A copy of your letter to Bill Kennedy of February 10th covering the turn of negotiations for a Reagan Library at Stanford has been awaiting my return from a winter vacation in the Islands. Your consideration is greatly appreciated.

I have been following developments and announcements with great interest as a Reagan complex would mean so much to the Hoover Institution and would be of tremendous importance to Stanford. My hope is that you will be able to secure the type of arrangements you are seeking.

With best wishes for success in your recent Congressional hearings.

Sincerely,

Allan Hoover

AH:oh
MEMORANDUM FOR JOHN F.W. ROGERS

FROM: Biff Henley

SUBJECT: The Reagan Library

First, thank you and Mr. Darman for affording me the opportunity to meet with the staffs of the Presidential Libraries. The meetings were educational and provided an excellent forum to convey the activities currently performed by the Office of Records Management.

The Directors noted that this is the first time the White House has shown interest in a future Presidential Library at such an early date. I found the pace and "freedom from the nest" attitude displayed somewhat intriguing. The Libraries are professionally staffed, ably managed, and appear to enjoy high morale. The staffs consist of a Director, Deputy Director, Curator, Senior Archivist, and other support staff members, including Junior Archivists, Secretaries, Technicians, and Sales Clerks. My contacts were cooperative, enthusiastic and more than willing to share their thoughts regarding my work and what they thought would help in preparing the papers and materials for future Libraries.

To set the theme of this paper I want to share some quotes from the Stanford Campus Report which I have found interesting and helpful. They were collected during this past year.

September 21, 1983

The Ronald Reagan Library will house the Presidential papers and a supporting library estimated at 20,000 volumes. It will serve as the archival depository for all of the papers and other media of record (photos, films, recordings, etc.) generated and received by the President and his immediate staff, including the following Offices of the Executive Office of the President:

- Office of Policy Development
- Council of Economic Advisors
- Intelligence Oversight Board
- National Security Council (Presidential Papers only)
- Office of Science and Technology (Presidential Papers only)

in conducting their official duties. The exact definition of these materials lies within the 1978 Presidential Records Act, and that Act establishes governmental ownership of the materials. Access to these materials
would be available for all bona fide researchers (including students and nonacademics) as governed by the 1978 Act and by the standards established by the Society of American Archivists. The provisions of the Freedom of Information Act apply after 12 years from the time the President leaves office, but access to sensitive materials may have additional restrictions. It is likely that the papers of other individuals prominent in the Reagan Administration would be added to the library.

The library will need about 85,000 gross square feet of space. Exhibition space for educational displays will be included. An office would be provided for the former President. The director of the library would be appointed by the Archivist of the United States and would be a government employee, as would be a staff of about 30 persons.

October 5, 1983
The President has already deposited all of his gubernatorial papers, Presidential campaign papers, and transition papers in the Hoover Institution archives. The library complex will consist of two parts: the library and a small museum. The construction costs of the entire complex will be paid for with privately-raised funds. On completion they will become part of the National archival system and their operating costs and staffing will be provided by the federal government.

The library itself will be of incalculable academic benefit to the Stanford University community. In addition to the rich archival resources that would be contained in the official papers of the Executive Office of the President and the large body of related papers, such as those of cabinet officials, the location of a presidential library at Stanford would provide a unique opportunity for all of us to participate fully in the national archival system including the vast resources of the National Archives in Washington DC.

The rapidly growing use of computers and electronic communications promises to open up a new era in academic scholarship. A strong and direct tie to the national archival system would prove to be of immense value in the future to those scholars who are fortunate enough to have convenient physical access through the facilities of a presidential library.

The museum part of the library complex, if properly done, can add a rich part of American history to the entire community. With an emphasis on providing documentary exhibits that help to demonstrate and explain the policymaking process in Washington, DC, the museum
can be a valuable education and research tool, not only to students, but the larger community as well. Based on a careful analysis of the past experience of other Presidential libraries, it is estimated that the number of visitors to the museum could run as high as 1,500 per day during the early years of operation. Although the visits are highly concentrated during the summer months and on weekends.

March 14, 1983
President Donald Kennedy, Stanford University, appointed a committee headed by Robert E. Freelen, including David Abernethy, Raymond F. Bacchetti, Amy Blue, Iris Brest, Glenn Campbell, Paul Mosher, Henry Riggs, John Schwartz, and Phil Williams to recommend a plan for siting and physical configuration of the library and for administrative arrangements necessary for its construction and operation at Stanford.

While these statements are as near accurate as I can determine they are vague and do not answer the questions I have as to the preparation of the papers and materials, their physical arrangement or their move into a complex.

On Friday, August 31, I had the opportunity to give a tour of our operation to Charles Palm, Archivist for the Hoover Institution. He was very impressed with what we are doing but very much interested in what I had in mind to do before the papers are transferred to the Reagan Library. I shared with him my idea of asking the National Archives to detail to ORM, after the election, one Archivist and several technicians to begin preparing the papers for researchers when the Library is opened. The thought is to get ahead of the game and hopefully set a precedent by having the Library opened to researchers years ahead of the normal required time, which is four to five years. The technicians would prepare the papers by removing the items that would create problems in the future (e.g. newspaper clippings, clips that rust, etc.) and then place the papers in acid-free folders, and packed in Hollinger boxes for shipment. The Archivist would review the papers and remove the ones that are not to be opened to researchers until a later date. I also think the President's handwriting file should be prepared, microcopied (when we have the means) and stored in the Hollinger boxes. This will permit researchers the availability of the President's thoughts in writing but protect the originals. We have already placed acid-free paper between each page he has written on to protect from "acid bleed through". We talked about several other projects more general in nature that I hope to accomplish without additional help.

Now back to the trip report. I have grouped the topics discussed into main areas with recommendations and options. Keep in mind that whatever is accomplished at the White House will be a savings in a Library budget. I will do some items without any
difficulty but others are strictly tasks to be performed in the future Administrations.

1. Papers

a. All papers should be placed in acid-free folders: standard folder acidity is too high.

I would suggest that we offer to buy the standard folders, which we use today, and have Archives provide the difference ($72 per 1000, approximately) in cost for acid-free. I think they would do this or pay full price for new folders when the papers arrive in the Library.

1. Purchase Acid-Free with White House Funds ($112 per 1000) Yes ☑ No

2. Ask Archives to provide the difference ($72 per 1000) Yes ☑ No

3. Continue to use Standard Folders ($40 per 1000) Yes No

b. All papers that are to be retained should use stainless steel staples and fasteners. This prevents corrosion.

Purchase stainless steel staples and fasteners. Yes ☑ No

c. All newspaper clippings should be xeroxed and the original clipping destroyed. This prevents deterioration and saves manhours at the Library.

Copy as suggested. Yes No

d. All papers should lie flat, no folds. This prevents the paper from breaking apart in the future. I suggest we continue to fold the papers because of space limitations and folder size.

Continue folding. Yes ☑ No

e. The paper and the writing implements that the President uses should be of archival quality. This preserves the President's handwriting.

Have only archival quality readily available for the President's use (Work this through Mrs. Osborne) Yes ☑ No
f. Be selective and destroy, after the Archives reviews, large attachments that have no historical value. This will save space and manhours at the Library.

Destroy non-historical attachments (As done with public mail)

Yes ☑ No

g. Consider the use of Hollinger boxes now not after the papers arrive at the Library. A Hollinger box is the storage medium used by the Archives in the Libraries. We are using Record Center boxes at the present time.

1. Use Hollinger boxes when papers are shipped to the Library.

Yes ☑ No

2. Ask Archives to provide the boxes.

Yes ☑ No

3. Continue to use Record Center boxes.

Yes ☑ No

h. Papers should not contain glue or tape that is not of archival quality. These materials tend to deteriorate the papers.

Use only archival quality materials in the Records Management area while processing.

Yes ☑ No

2. Still Photographs

a. Identification is the main concern of Archivists. Little identification of individuals in photographs is presently being performed. The Photo Office has a computerized identification system that could be better utilized by sending a form to offices that receive prints listing the roll and print numbers. That office could list the individual's name on the form and return it to the Photo Office where it would be entered into the computer or kept in it's present form for future input by the Library staff. During the Nixon Administration left to right identification required two and one half people to accomplish.

Work out a plan with the Photo Office.

Yes ☑ No

b. Negatives should be stored in acid-free folders and not folded. The Archivists suggest Archival Binders, which hold 100 pages per book. I have some literature on the type recommended.

Work with Photo Office to determine feasibility.

Yes ☑ No
c. A subject index should be maintained, e.g., President with horse, President and First Lady together, President with foreign leaders etc. I believe some effort is being done on this.

Work with Photo Office to determine feasibility of such an index.

Yes ☑ No

d. The albums that are presented to the Head of States, which the Photo Office provides are excellent display items. I understand that the Photo Office made two of each album during the Carter Administration, one for the visitor and one for the President. Today they keep a list of the prints used to create the album but do not create a copy for the President.

1. Have two albums created henceforth.

Yes ☑ No

2. Create another copy of the albums that have been given.

Yes ☑ No

e. All contact books should go to the Library with the negatives. I understand that three contact books are made, one which the Navy Lab maintains (with the negatives), one for the Dairist, and one for the Photo Office.

Confirm this with the Photo Office and make certain all books and negatives find their way to the Library.

Yes ☑ No

3. Audio/Visual

a. An index should be available. I am currently seeking the answer to the question "Is there an index being created?" If not, I propose using the index that is available from the Library of Congress.

Use index available through Library of Congress

Yes ☑ No

b. USIA is willing to produce one copy of each film that has the President in it. Therefore, I asked Mr. Darman if I should proceed and have the copy produced, he is in agreement. I think the copy should be stored in the Archives until the end of the Administration with the film and tapes they are storing from WHCA.

Have Archives store the film

Yes ☑ No

c. The Audio/Visual room at the Library should be named the "Joe Holmes Audio/Visual Room". This was a suggestion at the time of Joe's death.
Keep it in mind
Yes / No

4. Objects (3-Dementional)

a. Gifts should have release from donor. Although this may solve problems in the future I think it would create an enormous work-load today.

Pursue the release idea
Yes / No

b. Locate as many items of the past as possible. Since the museum is to depict the Presidential years I think it would be good to know where some of the objects are now in case the museum would want to borrow them for future exhibits. It should be kept in mind that exhibits are "be formed with the assumption that objects can be acquired to fill the gaps, only a small percentage of items can be displayed at one time, and that entire collections should be rotated frequently for variety and protection.

Obtain a holding list from as many places as possible
Yes / No

c. Like objects should be crated together. This is being done today when possible (e.g. books and recordings are packed in the same box)

Insure that the above is correct
Yes / No

d. Crates should be screwed down not nailed. Many times the objects in the crate are damaged while removing the nails. If the crate has to be opened several times the top is too badly damaged to nail down again

Put this into practice now
Yes / No

5. Oral History

a. Who worked on what during their time here - major issues use tapes if necessary. We are currently satisfying this through the exit interviews we conduct when a staff member leaves the staff.

Continue to do the interview
Yes / No

b. Interview Support Units. The Library staff believes that the "permanent" support staff operation should be documented somehow and oral interviewing is the best media I think to do accomplish it.
Conduct interviews with the supervisors of each unit

Yes___ No___  Cast?  Not much

c. Oral History program. Is there an oral history program being done by Archives or the Hoover Institution? The President's family and friends are only available for a period of time and if something isn't being done today it should get started as soon as possible.

1. Check with Archives.  
   Yes___ No___
   Again, this sounds like an Archives problem.  Not ours.

2. Check with the Hoover Institution.  
   Yes___ No___ Only for President's family.

d. Interview tapes should be transcribed and a signed release obtained from the interviewee as soon as possible. An interview that can not be released is the same as no interview.

1. Have the tapes transcribed by Correspondence Section.  
   Yes___ No___

2. Obtain the release from the interviewee.  
   Yes___ No___

6. Miscellaneous

a. The receipt of Federal Publications from the Public Printer. USC 44 § 1714 states that certain publications should be sent to the Archives, in triplicate, by the Public Printer. One copy of each of these is stored in the Archives and eventually sent to the Presidential Library. The Carter Library received 1,400 cubic feet of this material, if the Archives had done a selective depository at the beginning of the Carter Administration this figure would have been reduced to 400 cubic feet.

   Pursue this with Archives  
   Yes___ No___

b. Create a Presidential staff handwriting sample file. Often researchers are unable to ascertain who wrote something on a memo and have asked the Library staff to identify the staff member's handwriting. The task would not be difficult if it is done at the present time.

   Create the Presidential staff handwriting file.  
   Yes___ No___

c. Create a Presidential staff initial file. The same rational as above.
Create the initial file  
Yes ✓ No __

d. President's time before his Inauguration. Did the President ever have a diary kept before he was President?

Inquire from available sources (e.g. former staff members)  
Yes ✓ No __

The answer is no. Mr. William J. Proctor keeps his own handwritten diary today.

e. Library should keep a record of the copies given to researchers. ORM does this today and it should be continued.

Continue this practice.  
Yes ✓ No __

f. Create a quote index. An idea that can become a valuable research tool.

Create a quote index.  
Yes ✓ No __

g. Obtain telephone books now. All too often these never find their way to the Library, be it White House, Congressional, Maryland, DC, Virginia or Agencies. The researchers are constantly trying to ascertain who someone was or where he/she fits into the scheme of the Administration.

Collect as many telephone books as possible.  
Yes ✓ No __

h. Proclamations, children's booklets, hand-outs etc. These items are sometimes destroyed during the course of time but if they are retained they can be sold at the museum sales desk later for a small price.

Save these items for future sale  
Yes ✓ No __

i. Create user Documents. This is one area that tends to be left undone in every operation because the job always comes first and time doesn't permit later. If you happen to be the person using the system you will understand how it works but try in twenty years to remember how it worked.

Have users manuals created for all systems possible.  
Yes ✓ No __ but who pays?

As additional thoughts develop through the contacts I have made at the Libraries I will keep you informed.

Continue to keep you informed  
Yes ✓ No __
MEMORANDUM FOR JOHN F.W. ROGERS

FROM: Biff Henley

SUBJECT: The Reagan Library

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To set the theme of this paper I want to share some quotes from the Stanford Campus Report which I have found interesting and helpful. They were collected during this past year.

September 21, 1983
The Ronald Reagan Library will house the Presidential papers and a supporting library estimated at 20,000 volumes. It will serve as the archival depository for all of the papers and other media of record (photos, films, recordings, etc.) generated and received by the President and his immediate staff, including the following Offices of the Executive Office of the President:
- Office of Policy Development
- Council of Economic Advisors
- Intelligence Oversight Board
- National Security Council (Presidential Papers only)
- Office of Science and Technology (Presidential Papers only)
in conducting their official duties. The exact definition of these materials lies within the 1978 Presidential Records Act, and that Act establishes governmental ownership of the materials. Access to these materials
would be available for all bona fide researchers (including students and nonacademics) as governed by the 1978 Act and by the standards established by the Society of American Archivists. The provisions of the Freedom of Information Act apply after 12 years from the time the President leaves office, but access to sensitive materials may have additional restrictions. It is likely that the papers of other individuals prominent in the Reagan Administration would be added to the library.

The library will need about 85,000 gross square feet of space. Exhibition space for educational displays will be included. An office would be provided for the former President. The director of the library would be appointed by the Archivist of the United States and would be a government employee, as would be a staff of about 30 persons.

October 5, 1983
The President has already deposited all of his gubernatorial papers, Presidential campaign papers, and transition papers in the Hoover Institution archives. The library complex will consist of two parts: the library and a small museum. The construction costs of the entire complex will be paid for with privately-raised funds. On completion they will become part of the National archival system and their operating costs and staffing will be provided by the federal government.

The library itself will be of incalculable academic benefit to the Stanford University community. In addition to the rich archival resources that would be contained in the official papers of the Executive Office of the President and the large body of related papers, such as those of cabinet officials, the location of a presidential library at Stanford would provide a unique opportunity for all of us to participate fully in the national archival system including the vast resources of the National Archives in Washington DC.

The rapidly growing use of computers and electronic communications promises to open up a new era in academic scholarship. A strong and direct tie to the national archival system would prove to be of immense value in the future to those scholars who are fortunate enough to have convenient physical access through the facilities of a presidential library.

The museum part of the library complex, if properly done, can add a rich part of American history to the entire community. With an emphasis on providing documentary exhibits that help to demonstrate and explain the policymaking process in Washington, DC, the museum
can be a valuable education and research tool, not only to students, but the larger community as well. Based on a careful analysis of the past experience of other Presidential libraries, it is estimated that the number of visitors to the museum could run as high as 1,500 per day during the early years of operation. Although the visits are highly concentrated during the summer months and on weekends.

March 14, 1983
President Donald Kennedy, Stanford University, appointed a committee headed by Robert E. Freelen, including David Abernethy, Raymond F. Bacchetti, Amy Blue, Iris Brest, Glenn Campbell, Paul Mosher, Henry Riggs, John Schwartz, and Phil Williams to recommend a plan for siting and physical configuration of the library and for administrative arrangements necessary for its construction and operation at Stanford.

While these statements are as near accurate as I can determine they are vague and do not answer the questions I have as to the preparation of the papers and materials, their physical arrangement or their move into a complex.

On Friday, August 31, I had the opportunity to give a tour of our operation to Charles Palm, Archivist for the Hoover Institution. He was very impressed with what we are doing but very much interested in what I had in mind to do before the papers are transferred to the Reagan Library. I shared with him my idea of asking the National Archives to detail to ORM, after the election, one Archivist and several technicians to begin preparing the papers for researchers when the Library is opened. The thought is to get ahead of the game and hopefully set a precedent by having the Library opened to researchers years ahead of the normal required time, which is four to five years. The technicians would prepare the papers by removing the items that would create problems in the future (e.g. newspaper clippings, clips that rust, etc.) and then place the papers in acid-free folders, and packed in Hollinger boxes for shipment. The Archivist would review the papers and remove the ones that are not to be opened to researchers until a later date. I also think the President's handwriting file should be prepared, microcopied (when we have the means) and stored in the Hollinger boxes. This will permit researchers the availability of the President's thoughts in writing but protect the originals. We have already placed acid-free paper between each page he has written on to protect from "acid bleed through". We talked about several other projects more general in nature that I hope to accomplish without additional help.

Now back to the trip report. I have grouped the topics discussed into main areas with recommendations and options. Keep in mind that whatever is accomplished at the White House will be a savings in a Library budget. I will do some items without any
difficulty but others are strictly tasks to be performed in the future Administrations.

1. Papers

a. All papers should be placed in acid-free folders: standard folder acidity is too high.

I would suggest that we offer to buy the standard folders, which we use today, and have Archives provide the difference ($72 per 1000, approximately) in cost for acid-free. I think they would do this or pay full price for new folders when the papers arrive in the Library.

1. Purchase Acid-Free with White House Funds ($112 per 1000)
   Yes  No
2. Ask Archives to provide the difference ($72 per 1000)
   Yes  No
3. Continue to use Standard Folders ($40 per 1000)
   Yes  No

b. All papers that are to be retained should use stainless steel staples and fasteners. This prevents corrosion.

   Purchase stainless steel staples and fasteners.
   Yes  No

c. All newspaper clippings should be xeroxed and the original clipping destroyed. This prevents deterioration and saves manhours at the Library.

   Copy as suggested.
   Yes  No

d. All papers should lie flat, no folds. This prevents the paper from breaking apart in the future. I suggest we continue to fold the papers because of space limitations and folder size.

   Continue folding.
   Yes  No

e. The paper and the writing implements that the President uses should be of archival quality. This preserves the President's handwriting.

   Have only archival quality readily available for the President's use (Work this through Mrs. Osborne)
   Yes  No
f. Be selective and destroy, after the Archives reviews, large attachments that have no historical value. This will save space and manhours at the Library.

   Destroy non-historical attachments (As done with public mail)
   Yes___ No___

   g. Consider the use of Hollinger boxes now not after the papers arrive at the Library. A Hollinger box is the storage medium used by the Archives in the Libraries. We are using Record Center boxes at the present time.

   1. Use Hollinger boxes when papers are shipped to the Library.
      Yes___ No___

   2. Ask Archives to provide the boxes.
      Yes___ No___

   3. Continue to use Record Center boxes.
      Yes___ No___

   h. Papers should not contain glue or tape that is not of archival quality. These materials tend to deteriorate the papers.

      Use only archival quality materials in the Records Management area while processing.
      Yes___ No___

2. Still Photographs

   a. Identification is the main concern of Archivists. Little identification of individuals in photographs is presently being performed. The Photo Office has a computerized identification system that could be better utilized by sending a form to offices that receive prints listing the roll and print numbers. That office could list the individual's name on the form and return it to the Photo Office where it would be entered into the computer or kept in it's present form for future input by the Library staff. During the Nixon Administration left to right identification required two and one half people to accomplish.

      Work out a plan with the Photo Office.
      Yes___ No___

   b. Negatives should be stored in acid-free folders and not folded. The Archivists suggest Archival Binders, which hold 100 pages per book. I have some literature on the type recommended.

      Work with Photo Office to determine feasibility.
      Yes___ No___
c. A subject index should be maintained. e.g. President with horse, President and First Lady together, President with foreign leaders etc. I believe some effort is being done on this.

Work with Photo Office to determine feasibility of such an index.

Yes ___ No ___

d. The albums that are presented to the Head of States, which the Photo Office provides are excellent display items. I understand that the Photo Office made two of each album during the Carter Administration, one for the visitor and one for the President. Today they keep a list of the prints used to create the album but do not create a copy for the President.

1. Have two albums created henceforth.

Yes ___ No ___

2. Create another copy of the albums that have been given.

Yes ___ No ___

e. All contact books should go to the Library with the negatives. I understand that three contact books are made, one which the Navy Lab maintains (with the negatives), one for the Dairist, and one for the Photo Office.

Confirm this with the Photo Office and make certain all books and negatives find their way to the Library.

Yes ___ No ___

3. Audio/Visual

a. An index should be available. I am currently seeking the answer to the question "Is there an index being created?" If not, I propose using the index that is available from the Library of Congress.

Use index available through Library of Congress

Yes ___ No ___

b. USIA is willing to produce one copy of each film that has the President in it. Therefore, I asked Mr. Darman if I should proceed and have the copy produced, he is in agreement. I think the copy should be stored in the Archives until the end of the Administration with the film and tapes they are storing from WHCA.

Have Archives store the film

Yes ___ No ___

c. The Audio/Visual room at the Library should be named the "Joe Holmes Audio/Visual Room". This was a suggestion at the time of Joe's death.
Keep it in mind  
Yes___ No___

4. Objects (3-Dementional)

a. Gifts should have release from donor. Although this may solve problems in the future I think it would create an enormous work-load today.

Pursue the release idea  
Yes___ No___

b. Locate as many items of the past as possible. Since the museum is to depict the Presidential years I think it would be good to know where some of the objects are now in case the museum would want to borrow them for future exhibits. It should be kept in mind that exhibits are be formed with the assumption that objects can be acquired to fill the gaps, only a small percentage of items can be displayed at one time, and that entire collections should be rotated frequently for variety and protection.

Obtain a holding list from as many places as possible  
Yes___ No___

c. Like objects should be crated together. This is being done today when possible (e.g. books and recordings are packed in the same box)

Insure that the above is correct  
Yes___ No___

d. Crates should be screwed down not nailed. Many times the objects in the crate are damaged while removing the nails. If the crate has to be opened several times the top is too badly damaged to nail down again

Put this into practice now  
Yes___ No___

5. Oral History

a. Who worked on what during their time here - major issues use tapes if necessary. We are currently satisfying this through the exit interviews we conduct when a staff member leaves the staff.

Continue to do the interview  
Yes___ No___

b. Interview Support Units. The Library staff believes that the "permanent" support staff operation should be documented somehow and oral interviewing is the best media I think to do accomplish it.
Conduct interviews with the supervisors of each unit

Yes  No

c. Oral History program. Is there an oral history program being done by Archives or the Hoover Institution? The President's family and friends are only available for a period of time and if something isn't being done today it should get started as soon as possible.

1. Check with Archives.
   Yes  No

2. Check with the Hoover Institution.
   Yes  No

d. Interview tapes should be transcribed and a signed release obtained from the interviewee as soon as possible. An interview that can not be released is the same as no interview.

1. Have the tapes transcribed by Correspondence Section.
   Yes  No

2. Obtain the release from the interviewee
   Yes  No

6. Miscellaneous

a. The receipt of Federal Publications from the Public Printer. USC 44 § 1714 states that certain publications should be sent to the Archives, in triplicate, by the Public Printer. One copy of each of these is stored in the Archives and eventually sent to the Presidential Library. The Carter Library received 1,400 cubic feet of this material, if the Archives had done a selective depository at the beginning of the Carter Administration this figure would have been reduced to 400 cubic feet.

   Pursue this with Archives
   Yes  No

b. Create a Presidential staff handwriting sample file. Often researchers are unable to ascertain who wrote something on a memo and have asked the Library staff to identify the staff member's handwriting. The task would not be difficult if it is done at the present time.

   Create the Presidential staff handwriting file.
   Yes  No

c. Create a Presidential staff initial file. The same rational as above.
Create the initial file  
Yes  No

d. President's time before his Inauguration. Did the President ever have a diary kept before he was President?

Inquire from available sources (e.g. former staff members)  
Yes  No

e. Library should keep a record of the copies given to researchers. ORM does this today and it should be continued.

Continue this practice.  
Yes  No

f. Create a quote index. An idea that can become a valuable research tool.

Create a quote index.  
Yes  No

g. Obtain telephone books now. All too often these never find their way to the Library, be it White House, Congressional, Maryland, DC, Virginia or Agencies. The researchers are constantly trying to ascertain who someone was or where he/she fits into the scheme of the Administration.

Collect as many telephone books as possible.  
Yes  No

h. Proclamations, children's booklets, hand-outs etc. These items are sometimes destroyed during the course of time but if they are retained they can be sold at the museum sales desk later for a small price.

Save these items for future sale  
Yes  No

i. Create user Documents. This is one area that tends to be left undone in every operation because the job always comes first and time doesn't permit later. If you happen to be the person using the system you will understand how it works but try in twenty years to remember how it worked.

Have users manuals created for all systems possible.  
Yes  No

As additional thoughts develop through the contacts I have made at the Libraries I will keep you informed.

Continue to keep you informed  
Yes  No