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**WHORM Subject File Code:** FE008-01  
(Federal Government: Library, Incumbent President)  
**Case file Number(s):** 312156-356999  
**Box:** 21

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

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National Archives Catalogue: [https://catalog.archives.gov/](https://catalog.archives.gov/)
MEMORANDUM FOR MICHAEL K. DEAVER

FROM: Biff Henley

SUBJECT: President Reagan’s Library

Thank you for the opportunity to share my thoughts on the President Reagan Library.

The goal will be to project President Reagan’s interest in providing the facts and historical record of his Administration quickly and accurately to the scholarly community. Opening the Library the day after the President leaves office may be optimistic but not unrealistic. Opening within two years would be unpresidented and lauded by historians. I came to the White House 24 years ago and, in my opinion, the Reagan Administration is the most completely documented with the papers located in one central place, Records Management (RM). Past Administrations found that 50% of the papers were in RM while the other 50% were either in offices or members had removed them after resigning their position. Three advantages this Administration has are the Presidential Records Act, effective January 20, 1981, President Reagan’s strong belief in an archival system, and a staff which ensured proper maintenance and control of material.

The majority of the work that has to be accomplished can be done at the White House by following a plan as outlined.

1. Create a "working group".

The Hoover Institute, the National Archives, the White House and the Attorney General have interest in the Library. A representative of each office would be appointed to the "group".

Objectives

a. coordinate activities

It is a waste of time and money to start a task and discover that another office is working toward the same goal. As examples, Hoover Institute is working on an Oral History project, are they aware that RM does exit interviews? National Archives is collecting books about the President and his Administration, is the Hoover Institute collecting the same books? The Attorney General has solicited papers of Cabinet and former Cabinet members, is the Archivist of the U.S. soliciting the same papers? The answers will be there with the "group".
b. be communication links with the principle offices

c. perform duties as outlined by the principle offices.

2. Prepare papers for viewing by the researchers.

   a. This can only be performed physically within the RM office area by Archivists and Archivist Technicians from the National Archives.

   b. Funds that have been set aside for the President Reagan Library Liaison Office, which doesn't exist (the funds are now being used to purchase books and gift packing supplies), should be used for these activities.

   c. Archivists can begin immediately with the first term papers, Technicians make papers ready for review.

3. Prepare an index of negatives.

   a. Work with the Photo Office to prepare this index.

   b. Complete identification will require two and one-half persons, volunteers from the Comments Office can assist.

   c. Create a form to be used that will require staff offices to identify individuals in each frame.

4. Prepare an index of audio/visual materials

   a. Work with the Audio-Visual Section index to make it compatible with the Library's.

5. Prepare Museum items for display.

   a. Secure a Curator who is familiar with exhibits at existing Presidential Museums to identify, from printouts, display items. Gifts are computerized and well inventoried.

These ideas are only a beginning but one in the right direction.
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These ideas are only a beginning but one in the right direction.
Prepare a comprehensive plan with the following offices:

- The Delegation Office to oversee and guide the planning process
- The National Archives

We have received the necessary materials from the Office of the President, which will now be distributed to the appropriate teams and departments for further review and implementation.

- Complete the necessary forms and return them to the Office of the Commerce

Create a plan to cover each topic with the appropriate office in each area.

- Prepare an index of significant material

Work with the Physical-Technical Section to prepare a

- Prepare the museum items for display

These steps are only a beginning, put one in the right direction.
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for CTRH RECID: 333343
MAIN SUBCODE: FE008

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July 17, 1985

Dear Mr. Obermeier:

Mrs. Reagan has asked me to respond to your recent letter expressing your interest in the Ronald Reagan Library Foundation. She certainly appreciates your writing.

I have asked the foundation to contact you regarding involvement in fundraising. You should be hearing from individuals there shortly.

Again, thank you for your kind offer of assistance. With Mrs. Reagan's best wishes,

Sincerely,

Deborah Balfour
Deputy Director of Projects
Office of the First Lady

Mr. Ronald Obermeier
New Majestic Hotel
230 Duffield Street
Brooklyn, New York 11201
P. 6

Sir paper
SBetter -

Please -

type envelopes

and make copies

of incoming -

outgoing -

for library.

The First Lady of:

The United States of America

Mrs. Nancy Reagan

The White House

1600 Pennsylvania Avenue

Washington, D.C. 20510

New Majestic Hotel

230 DeKalb street

Brooklyn, New York

June 8, 1985

Mr. Reagan:

This is from a member of the Brooklyn

Public Library in an interest in subscribing

to President Reagan's Library Foundation Fund.

As you may be aware, one of the Republican

Party of Kings County has always been interested

in library services and look forward to the

possibility of being invited. Person stated to join

in the fund raising and foundation.

The best your good cheer and good

health.

Donald William O'Fleming

Kings County Republican Committee

067 340514
MEMORANDUM FOR THE RECORD

FROM: Biff Henley

SUBJECT: Ronald Reagan Library/Museum Material

Gary L. Jones, Ronald Reagan Foundation, [(202) 395-3300] during our meeting on August 23 asked the following space requirement questions for the Presidential Library/Museum. The information was obtained from the National Archives, Howard McNeill.

Material stored at the end of the first term

<table>
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<td>WHTV Film</td>
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TO: Biff Henley

FROM: KATHY OSBORNE
Personal Secretary to the President

DATE: 11-15-85

FYI, this was done for the RR Library Foundation for the letterhead they will be using -- it will simply have his signature at the top.

Presidential Signature For the Ronald Reagan Library Foundation -- For the Letterhead
They Will be Using
FOR LARGE BLUNT END MARKER
WRITE LARGE TO FILL SPACE AS MUCH AS POSSIBLE

Ronald Reagan

Ronald Reagan
FOR LARGE BLUNT END MARKER
WRITE LARGE TO FILL SPACE AS MUCH AS POSSIBLE

Ronald Reagan

FOR SMALL MARKER WRITE LARGE

Ronald Reagan
Ronald Reagan
Ronald Reagan
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for CTRH RECID: 354286
MAIN SUBCODE: FE008

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DATE RECEIVED: DECEMBER 04, 1985

NAME OF CORRESPONDENT: MR. DAVID PACKARD

SUBJECT: INFORMS HE WILL NOT BE ABLE TO ATTEND THE FOUNDERS DINNER OF THE RONALD REAGAN PRESIDENTIAL FOUNDATION

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<td>KATHERINE C. SHEPHERD</td>
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REFERRAL NOTE: 

COMMENTS: DAVE

ADDITIONAL CORRESPONDENTS: MEDIA: L INDIVIDUAL CODES: __ __

MI MAIL USER CODES: (A) ______ (B) ______ (C) ______

*******************************************************************

*ACTION CODES: *DISPOSITION
*A-APPROPRIATE ACTION *A-ANSWEPFD
*C-COMMENT/RECOM *B-NON-SPEC-REFERRAL
*D-DRAFT RESPONSE *C-COMPLETED
*F-FURNISH FACT SHEET *S-SUSPENDED
*I-INFO COPY/NO ACT NEC*
*R-DIRECT REPLY W/COPY *
*S-FOR-SIGNATURE *
*X-INTERIM REPLY *

*OUTGOING
*CORRESPONDENCE:
*TYPE RESP=INITIALS
*OF SIGNER
*CODE = A
*COMPLETED = DATE OF
*OUTGOING

RFFER QUESTIONS AND ROUTING UPDATING TO CENTRAL REFERENCE
(ROOM 75, OEOB) EXT-2590
KEEP THIS WORKSHEET ATTACHED TO THE ORIGINAL INCOMING
LETTER AT ALL TIMES AND SEND COMPLETED RECORD TO RECORDS
MANAGEMENT.
November 21, 1985

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

I am very sorry I can not be with you at the Founders Dinner of the Ronald Reagan Presidential Foundation. Bill Clark invited me to join the Trustees of the Foundation, which I am pleased to do, but unfortunately, before I knew the schedule of this dinner I had made a prior engagement which I can not change. I wanted to give you my personal apology that I can not be there, but assure you I am very enthusiastic about the important opportunities for the Ronald Reagan Presidential Foundation.

Sincerely,

David Packard

DP/lgk
THANK YOU VERY MUCH.

IT's SO LONG SINCE I'VE SEEN ALL
OF YOU / HOW THE HECK HAVE YOU BEEN?

EVEN THOUGH WE MET LAST NIGHT I HOPED
YOU'D BE ABLE TO COME IN TODAY AND SEE
THE EAST ROOM AT ITS BEST / ALL DRESSED UP
FOR CHRISTMAS. I ALWAYS THINK THIS IS THE
JOLLIEST ROOM IN THE WHITE HOUSE.

TEDDY ROOSEVELT's PORTRAIT IS HERE, WITH ALL
ITS HAPPY DYNAMISM / AND HERE, OF COURSE /
THE PORTRAIT OF WASHINGTON THAT DOLLEY
MADISON SMUGGLED OUT OF THE WHITE HOUSE
BEFORE IT WAS SET ON FIRE
BEFORE IT WAS BURNED IN 1812.

THIS IS THE ROOM WHERE HARRY TRUMAN
PLAYED THE PIANO AND WHERE THE KENNEDYS
DANCED / THIS IS THE ROOM IN THE WHITE HOUSE
THAT HAS BEEN THE SCENE OF MUCH MUSIC AND
LAUGHTER / AND SO IT's GOOD TO SEE SO MANY
OLD FRIENDS HERE TODAY AT THIS TIME OF YEAR.
SERIOUSLY, WHEN MY WORK HERE IS DONE I'D JUST AS SOON RELAX AND ENJOY MY RETIREMENT, BUT THERE WILL STILL BE WORK TO DO. THERE'S NO DISPUTING THE FACT THAT WHAT WE'RE INVOLVED IN HERE EVERY DAY IS HISTORY, AND WE OWE IT TO THE FUTURE, TO POSTERITY, TO KEEP THE RECORD OF THIS TIME IN HISTORY, AND SO THE LIBRARY, AND THE NECESSITY TO DEDICATE OURSELVES TO IT.

YOU GOOD PEOPLE ARE THE ONES WHO HAVE TO DO MOST OF THE WORK, THROUGH, AND ALL NANCY AND I CAN SAY IS THANKS, AND LET US KNOW ANY TIME, WHAT WE CAN DO TO HELP.

THANK YOU AGAIN. PLEASE HAVE A GOOD TIME WHILE YOU'RE HERE, AND TAKE A LOOK AROUND. I HAVE TO GO EARN MY KEEP, BUT YOU STAY ON IF YOU CAN, AND GOD BLESS YOU ALL.

# # #

AS I SAID LAST NIGHT, THANKS FOR SERVING ON THE BOARD OF GOVERNORS. NANCY AND I THANK YOU FOR YOUR HELP AND LEADERSHIP IN RAISING FUNDS FOR THE LIBRARY AND THE CENTER FOR PUBLIC AFFAIRS. SOME MONTHS BACK (WHEN I SPOKE AT A FUNDRAISER FOR THE JOHN F. KENNEDY LIBRARY), I MENTIONED THAT THERE'S NOTHING SO BRACING AS THE TRUTH, AND IT'S THE JOB OF EVERY PRESIDENTIAL LIBRARY TO SEE THAT THE TRUTH OF AN ADMINISTRATION IS PRESERVED FOR FUTURE SAILORS ON THE SEA OF SCHOLARSHIP. THIS HAS BEEN A DRAMATIC TIME IN THE NATION'S LIFE, THE 1980's, AND IT IS GOOD THAT WE WILL BE PRESERVING SO MUCH THAT WENT INTO THE GREAT DECISIONS OF THESE DAYS FOR OUR CHILDREN AND GRANDCHILDREN.

I USED TO THINK PRESIDENTIAL LIBRARIES WERE JUST MONUMENTS FOR WHATEVER PRESIDENT WAS INVOLVED, BUT NOW I'M PRESIDENT...SO I'VE CHANGED MY MIND.
Thank you very much. Thank you Ed Meese, Glenn Campbell, and Mike Deaver.

It's so long since I've seen all of you — how the heck have you been? Even though we met last night I hoped you'd be able to come in today and see the East Room at its best, all dressed up for Christmas. I always think this is the jolliest room in the White House. Teddy Roosevelt's portrait is here, with all its happy dynamism -- and here, of course, the portrait of Washington that Dolley Madison smuggled out of the White House before it was burned down in 1812.

This is the room where Harry Truman played the piano and where the Kennedys danced; this is the room in the White House that has been the scene of much music and laughter, and so it's good to see so many old friends here today at this time of year.

As I said last night: Thanks for serving on the Board of Governors. Nancy and I thank you for your help and leadership in raising funds for the Library and the Center for Public Affairs. Some months back, when I spoke at a fundraiser for the John F. Kennedy Library, I mentioned that there's nothing so bracing as the truth, and it's the job of every presidential library to see that the truth of an administration is preserved for future sailors on the sea of scholarship. This has been a dramatic time in the Nation's life, the 1980's, and it is good that we will be
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Seriously, when my work here is done I'd just as soon relax
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There's no disputing the fact that what we're involved in here
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DROPBY MEETING OF THE RONALD REAGAN FOUNDATION BOARD OF GOVERNORS

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**WHITE HOUSE STAFFING MEMORANDUM**

**DATE:** 12/12/85  
**ACTION/CONCURRENCE/COMMENT DUE BY:** NA

**SUBJECT:** PRESIDENTIAL REMARKS: DROPBY MEETING OF THE RONALD REAGAN FOUNDATION BOARD OF GOVERNORS

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**REMARKS:**  
The attached is being forwarded to the President.

**RESPONSE:**

---

David L. Chew  
Staff Secretary  
Ext. 2702
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You good people are the ones who have to do most of the work, though. And all Nancy and I can say is thanks, and let us know, any time, what we can do to help.

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The attached is being forwarded to the President.

RESPONSE:
# WHITE HOUSE STAFFING MEMORANDUM

**DATE:** 12/12/85  
**ACTION/CONCURRENCE/COMMENT DUE BY:** NA

**SUBJECT:** PRESIDENTIAL REMARKS: DROPBY MEETING OF THE RONALD REAGAN FOUNDATION BOARD OF GOVERNORS

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David L. Chew  
Staff Secretary  
Ext. 2702
# WHITE HOUSE STAFFING MEMORANDUM

**DATE:** 12/11/85  
**ACTION/CONCURRENCE/COMMENT DUE BY:** 11:00 a.m., Thurs, 12/12

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**DATE:** 12/11/85  
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December 12, 1985

MEMORANDUM FOR BEN ELLIOTT
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF SPEECHWRITING

FROM: HUGH HEWITT
ASSISTANT COUNSEL

SUBJECT: Presidential Remarks: Drop By Meeting of the Ronald Reagan Foundation Board of Directors

I have reviewed the referenced speech and have no legal objection to the President delivering these remarks.

cc: David L. Chew
WHITE HOUSE STAFFING MEMORANDUM

DATE: 12/11/85  ACTION/CONCURRENCE/COMMENT DUE BY: 11:00 a.m., Thurs, 12/12

SUBJECT: PRESIDENTIAL REMARKS: DROP-BY MEETING OF THE RONALD REAGAN FOUNDATION BOARD OF DIRECTORS (Dec. 11 - 4:30 pm draft)

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Ext. 2702
**WHITE HOUSE**  
**CORRESPONDENCE TRACKING WORKSHEET**

- **0 - OUTGOING**
- **H - INTERNAL**
- **I - INCOMING**

### Date Correspondence Received

**Name of Correspondent:** David Chew

### Subject:

Presidential Remarks: Drop by Meeting of the Ronald Reagan Foundation Board of Directors

### ROUTE TO:

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### 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

### ACTION CODES:

- **A** - Appropriate Action
- **C** - Comment/Recommendation
- **D** - Draft Response
- **F** - Furnish Fact Sheet to be used as Enclosure

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### Comments:

Comments directly to Ben Elliott with an info copy to David Chew.

---

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

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

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
O - Memo
P - Photo
R - Report
S - Sealed
T - Telegram
V - Telephone
X - Miscellaneous
Y - Study
MEMORANDUM FOR BEN ELLIOTT
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF SPEECHWRITING

FROM: HUGH HEWITT
ASSISTANT COUNSEL

SUBJECT: Presidential Remarks: Drop By Meeting of the
Ronald Reagan Foundation Board of Directors

I have reviewed the referenced speech and have no legal objection
to the President delivering these remarks.

cc: David L. Chew
WHITE HOUSE STAFFING MEMORANDUM

DATE: 12/11/85

ACTION/CONCURRENCE/COMMENT DUE BY: 11:00 a.m., Thurs, 12/12

SUBJECT: PRESIDENTIAL REMARKS: DROPBYE MEETING OF THE RONALD REAGAN FOUNDATION
BOARD OF DIRECTORS (Dec. 11 - 4:30 pm draft)

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REMARKS:
Please submit your comments on the attached directly to Ben Elliott by 11:00 a.m. tomorrow morning with an info copy to my office. Thank you.

RESPONSE:

David L. Chew
Staff Secretary
Ext. 2702
PRESIDENTIAL REMARKS: DROPBY MEETING OF THE RONALD REAGAN FOUNDATION BOARD OF GOVERNORS
SUNDAY, DECEMBER 15, 1985

Thank you very much.

It's so long since I've seen you -- how the heck have you been? Even though we met last night I hoped you'd be able to come in today and see the East Room at its best, all dressed up for Christmas. I always think this is the jolliest room in the White House. Teddy Roosevelt's portrait is here, with all its happy dynamism -- and here, of course, the portrait of Washington that Dolly Madison cut out of a frame and rolled up and smuggled out of the burning White House in 1812.

This is the room where Harry Truman played the piano and where the Kennedys danced; this is the room in the White House that has been the scene of much music and laughter, and so it's good to see so many of my old friends here today at this time of year.

As I said last night: Thanks for serving on the Board of Governors. Nancy and I thank you for your help and leadership in raising funds for the Library and the Center for Public Affairs. Some months back, when I spoke at a fundraiser for the John F. Kennedy Library, I mentioned that there's nothing so bracing as the truth, and it's the job of every presidential library to see that the truth of an administration is preserved for future sailors on the sea of scholarship. This has been a dramatic time in the Nation's life, the 1980's, and it is good that we will be
preserving so much that went into the great decisions of these
days for our children and grandchildren.

I used to dismiss presidential libraries as just an ego trip
for whatever president was involved. But now I'm President and
it's no longer convenient for me to hold that view so I've
changed my mind. Seriously, the fact is I'd just as soon walk
out the way I walked in and relax and enjoy my retirement. But
there's no disputing the fact that the work we're involved in
here every day is history -- and we owe it to the future, to
posterity, to keep the record of this time in history. And so
the library, and the necessity to dedicate ourselves to it.

You good people are the ones who have to do most of the
work, though. And all Nancy and I can say is thanks, and let us
know, any time, what we can do to help.

Thank you again. Please have a good time while you're here,
and take a look around. I have to go earn my keep, but you stay
on if you can. And God bless you all.