

Ronald Reagan Presidential Library
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To see all Ronald Reagan Presidential Library inventories visit:

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

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563102 CU

FE008-01

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

Pat

- O - OUTGOING
H - INTERNAL
I - INCOMING
Date Correspondence Received (YY/MM/DD)

Name of Correspondent: John R. Mootz

MI Mail Report User Codes: (A) (B) (C)

Subject: Ronald Reagan Library Location

ROUTE TO:

ACTION

DISPOSITION

Table with columns: Office/Agency (Staff Name), Action Code, Tracking Date (YY/MM/DD), Type of Response, Code, Completion Date (YY/MM/DD). Includes handwritten entries for 'cubell', 'cuat 35', and 'cuculv' with corresponding action and disposition codes and dates.

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

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: L Individual Codes: 4680 _____

Prime Subject Code: FE008-01 Secondary Subject Codes: _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

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

THE WHITE HOUSE

WASHINGTON

March 2, 1988

ABC/PMB:jck
ABCulvahouse
PMBryan
Chron.

Dear Mr. Mootz:

Thank you for your letter, dated January 22, 1988, addressed to the President, urging that the Ronald Reagan Presidential Library be located on the Jungleland property rather than on its planned site.

We have referred your letter to the Honorable William French Smith, Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation, for his consideration.

Your interest and courtesy in writing are very much appreciated.

Sincerely,

Original Signed by ABC

Arthur B. Culvahouse, Jr.
Counsel to the President

Mr. John R. Mootz
569 Spring Road #51
Moorpark, CA 93021

cc (w/encl.): The Honorable William French Smith

THE WHITE HOUSE

WASHINGTON

March 2, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PATRICIA MACK BRYAN *PMB*

SUBJECT: Correspondence from the General Public
Urging that the Ronald Reagan
Presidential Library be Relocated

The two attached letters for your signature are to individuals urging that the Ronald Reagan Presidential Library be relocated so as to preserve the rustic nature of the spot where the library is to be located. In keeping with our approach to other correspondence on the location of the library, the attached letter refers that correspondence to the Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation.

Attachments

30

Reagan Library

503102CU

A.B. Culvahouse

John R. Mootz
569 Spring Rd. #51
Moorpark, CA 93021

Jan. 22, 1988

The President
The White House
Washington D.C.

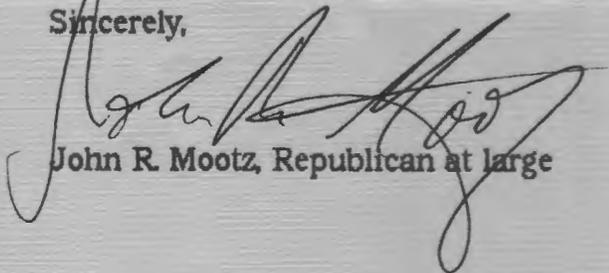
Dear Mr. President:

We here in the Moorpark, Simi, Thousand Oaks area are very concerned about the proposed location of the Ronald Reagan Library. It's to be built in what is called the green belt area, an area set aside to protect it from development so that future generations can see what the whole area once looked like. The building of the library will create a lot of animosity towards you and the Republican party in this area. Republicans in California are already viewed as not having much concerned for the environment.

My suggestion is this. Thousand Oaks is having a hard time figuring out what to do with the Jungleland property. This is a twenty acre lot where the famous zoo once was. The city wants to put in a civic center with a hotel, auditorium, etc. Many, if not most, people in Thousand Oaks feel that the price tag is too high. If the Reagan Library was to share the property with the city of Thousand Oaks it would help cut the cost to the city of the planned civic center, and the library would have the hotel, and auditorium that wouldn't be allowed in the green belt area. A suggestion like this from the White House would bolster your image and that of Republicans in this area.

Thank you very much for your time.

Sincerely,



John R. Mootz, Republican at large

565885 CU
FE 008-01

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

Pat

- O - OUTGOING
- H - INTERNAL
- I - INCOMING
Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: Alan R. Szymek

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: The Display House, Inc., and President Reagan's Library

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
<u>cuhol</u>	<u>ORIGINATOR</u>	<u>88,03,14</u>	<u>C</u>	<u>88,03,25</u>
<u>cuat 35</u>	<u>Referral Note:</u>	<u>88,03,15</u>	<u>C</u>	<u>88,10,25</u>
	<u>Referral Note:</u>	<u>see comments</u>		
	<u>Referral Note:</u>			
	<u>Referral Note:</u>			
	<u>Referral Note:</u>			

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

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 further action required.

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: 4200 _____

Prime Subject Code: FE 008-01 Secondary Subject Codes: BA _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

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**

THE WHITE HOUSE
WASHINGTON

Date: 3-24-88

TO: DIANNA

FROM: PATRICIA MACK BRYAN
Associate Counsel
to the President

ACTION

- For your information
- For your review & comment
- As we discussed
- For your files
- Please see me
- Return to me after your review

COMMENTS:

I spoke with Mr. Sizemore this morning and I feel this letter is strictly an advertisement.

JANEEN

565885 cu

A.B. Culvahouse



THE DISPLAY HOUSE INC.

1000 E. Comly Street Corner of Howell and Algon Sts.
Philadelphia, PA 19149 215-537-9400 Fax 215-537-9416

March 4, 1988

Design Department
The White House
1600 Pennsylvania Avenue
Washington, DC 20001

RE: President Reagan's Library

Dear Sir:

Thank you for your call requesting information on The Display House, Inc.

We are a Pennsylvania corporation, founded in 1932, by a pioneer in the exhibit design and production industry. The business stayed within the family until 1979 when Alan R. Sizmur, then production manager, bought the business after the retirement of the founder.

The Display House, Inc. is a full-service exhibit organization servicing clients from conception of needs through the installation of the completed project. Our design and art staffs, with our marketing staff, are equipped to take clients' needs to the drawing table and design a proposal to fit those needs.

We have a staff of forty-four skilled and experienced craftsmen fully capable of taking a design and producing the finished exhibits within the specifications and guidelines of the design to meet the clients' schedules. An in-house graphics and silkscreening department is equipped to produce visual aids to complement and complete the exhibits.

Since our beginning, we have endeavored to give our clients the best personal attention possible. Being a comparatively medium-size house, our staffs are able to work together more closely on a given assignment than would be possible in a larger house. This personal attention has resulted in long relationships with the majority of our clients.



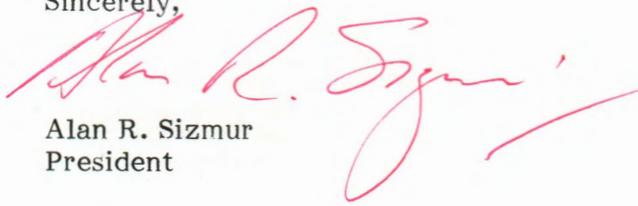
March 4, 1988
Page Two

We serve a nationwide clientele of industrial firms, government agencies, museums, and service organizations. For your reference, I have included a partial listing of clients whom we have successfully serviced.

I trust that this brief narrative and the enclosed illustrations will help you to understand the work of the Display House, Inc. I apologize that a current brochure has not been completed at this time; previous illustration brochures are out-of-date.

It would be a pleasure to hear from you, and we would appreciate the opportunity to be of service.

Sincerely,

A handwritten signature in red ink, appearing to read 'Alan R. Sizmur', is written over a light blue rectangular background. The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Alan R. Sizmur
President



CLIENT LIST

Independence National Historical Park

Independence Hall Association

City of Philadelphia:

Atwater Kent Museum

City Hall

Robin Hood Dell

U. S. Department of Agriculture: The Centennial
Museum of Juneau, Alaska

U. S. Department of Interior: Indian Bend Wash
Museum, Scottsdale, Arizona

U. S. Department of the Navy

Consolidated Edison, New York, New York

Philadelphia Historical Preservation Corporation

Individual Corporations

General Electric Capital

E. I. duPont

Rohm and Haas

Scott Paper

RCA Global Communications

ICI Electronics

McNeil Laboratories

National Geographic Society

FE008-01

Pat

**WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET**

- O - OUTGOING
- H - INTERNAL
- I - INCOMING
Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: *Lawrence Bressler*

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: *Offers suitable site on which to locate the Reagan Presidential Library*

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
<u><i>cu hall</i></u>	<u>ORIGINATOR</u>	<u><i>88,03,14</i></u>		<u><i>88,03,21</i></u>
	Referral Note:			
<u><i>cuat 35</i></u>	<u><i>R</i></u>	<u><i>88,03,15</i></u>		<u><i>88,03,21</i></u>
	Referral Note:			
<u><i>cucler</i></u>	<u><i>S</i></u>	<u><i>88,03,21</i></u>	<u><i>AC</i></u>	<u><i>A88,03,21</i></u>
	Referral Note:	<u><i>copy to William French Smith</i></u>		
	Referral Note:			
	Referral Note:			

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- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
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- A - Answered
- B - Non-Special Referral
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FOR OUTGOING CORRESPONDENCE:

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

Comments: _____

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RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 4000 ✓

Prime Subject Code: FE 008-01 Secondary Subject Codes: RA _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

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:

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- C - Copy
- D - Official document
- G - Message
- H - Handcarried
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- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

ABC/PMB:jck
ABCulvahouse
PMBryan
Chron.

THE WHITE HOUSE

WASHINGTON

March 21, 1988

Dear Mr. Bressler:

Thank you for your letter dated February 25, 1988, in which you offer to sell a 13-acre parcel of your land for use as the site for the Ronald Reagan Presidential Library. It is our understanding that a site for the library has already been chosen in Thousand Oaks, California. However, I have referred your letter to the Honorable William French Smith, Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation, for his consideration.

Your interest and courtesy in writing are very much appreciated.

Sincerely,

Original Signed by ABC

Arthur B. Culvahouse, Jr.
Counsel to the President

Mr. Lawrence Bressler
1175 Hermosa Way
Menlo Park, CA 94025

cc (w/encl.): The Honorable William French Smith

THE WHITE HOUSE

WASHINGTON

March 21, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PATRICIA MACK BRYAN *PMB*

SUBJECT: Correspondence from Lawrence Bressler

The attached letter for your signature is to Mr. Lawrence Bressler who wrote in to offer 13 acres of his property, to be used as the site for the Ronald Reagan Presidential Library. In keeping with our approach to other correspondence on the location of the library, the attached letter refers that correspondence to the Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation.

Attachments

7

AB Culverhouse

February 25, 1988

Regan Library Committee
1600 Pennsylvania Avenue
Washington, D.C.

Dear Mr. or Mrs:

It is my understanding that you may still be looking for a suitable site on which to locate the Regan Presidential Library. I own a 13 acre parcel of vacant ground in Palo Alto, California next to a portion of the Stanford campus.

Please let me know whether there would be any interest in purchasing this parcel.

Very truly yours,

Lawrence Bressler

Lawrence Bressler
1175 Hermosa Way
Menlo Park, Ca. 94025

THE WHITE HOUSE
WASHINGTON

March 15, 1988

Files
H.
566412
FEB 08-01
F500601

MEMORANDUM FOR JOHN HILBOLDT

FROM: FREDERICK J. RYAN, JR. *FJR*

SUBJECT: Gift to Ronald Reagan Library

On February 25, 1988, Armand Hammer presented a book to the President for inclusion in his Presidential Library. I was asked to be present at that presentation and to accept the book in my capacity as a Trustee of the Library.

I have since forwarded this book onto the Ronald Reagan Presidential Foundation at Mr. Hammer's request. I have attached a copy of his letter to the President for your information.

FEB 25, 88 letter to the President from Armand Hammer &
MAR 15, 88 Memo from Fred Ryan for Ron Kimberling

THE WHITE HOUSE

WASHINGTON

March 15, 1988

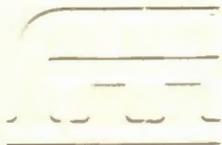
MEMORANDUM FOR RON KIMBERLING

FROM: FREDERICK J. RYAN, JR. *FJR*

SUBJECT: Gift to Presidential Library

I am forwarding to you a book that was presented to the President by Armand Hammer on February 25, 1988. It is Mr. Hammer's intention that this book be included in the Presidential Library.

I have attached a copy of his letter for your information.



The Armand Hammer Foundation

10889 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90024
(213) 879-1700

February 25, 1988

The President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mr. President:

I would like to present to you copy Number One of the Leonardo da Vinci Codex Hammer Facsimile. Only 1,000 numbered copies of the facsimile were created by Giunti Press which also fabricated the paper on which the original was written by Leonardo in 1506. The Hammer Codex facsimiles, including a full translation into English and a scholarly elucidation, have been presented to other world leaders including General Secretary and Mrs. Gorbachev and the Queen of England. The first 10 have been reserved for the Presidential Libraries of those Presidents whom I have known or been associated with. This copy, Mr. President, is intended for your Library.

The Leonardo Codex (dubbed the Codex Hammer by world renowned Codex scholar Carlo Pedretti), a five-centuries old compilation of Leonardo's handwritten notes and drawings done in his reverse mirror writing, is the sole Leonardo manuscript in the Western Hemisphere. This Codex is a special vision of the one man who, in all of history, is known as the world's greatest genius.

With best good wishes,

Respectfully,

Armand Hammer

FE008-01

sg

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

Pat

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 1 1 1

Name of Correspondent: Nancy Bender

MI Mail Report

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

Subject: Ronald Reagan Presidential Library

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
<u>Cuhoe</u>	<u>ORIGINATOR</u>	<u>88,03,24</u>		<u>88,04,01</u>
<u>Cuat 35</u>	<u>Referral Note:</u>	<u>88,03,25</u>		<u>88,04,01</u>
<u>Cuculo</u>	<u>S</u>	<u>88,04,01</u>	<u>AC</u>	<u>A 88,04,01</u>
	<u>Referral Note:</u>	<u>1 1</u>		<u>1 1</u>
	<u>Referral Note:</u>	<u>1 1</u>		<u>1 1</u>
	<u>Referral Note:</u>			

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- 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: See: 517941 CU

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RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 4900 4800 _____

Prime Subject Code: FE008-01 Secondary Subject Codes: _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

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- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
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- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

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- 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
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- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

THE WHITE HOUSE

WASHINGTON

April 1, 1988

Dear Mr. Voigt, Mr. McCormick and Ms. Bender:

Thank you for your recent letter addressed to the President and First Lady concerning the location of the Ronald Reagan Presidential Library. Your warm welcome on behalf of the Simi Valley business community is greatly appreciated.

We have referred your letter to the Honorable William French Smith, Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation, for his information.

Once again, thank you for your interest and courtesy in writing.

Sincerely,

Original Signed by ABC

Arthur B. Culvahouse, Jr.
Counsel to the President

Mr. Howard Voigt
President
Mr. Dave McCormick
President-Elect
Ms. Nancy Bender
Executive Director
Simi Valley Chamber of Commerce
250 Easy Street, #1
Simi Valley, CA 93065

cc (w/encl.): The Honorable William French Smith

THE WHITE HOUSE

WASHINGTON

April 1, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PATRICIA MACK BRYAN *PMB*
SUBJECT: Correspondence Re: Ronald Reagan
Presidential Library

Attached for your review and signature is a letter to Simi Valley Chamber of Commerce thanking them for writing and informing them that their letter has been forwarded to the Ronald Reagan Presidential Library.

Attachment



SIMI VALLEY CHAMBER OF COMMERCE

11

AB Callhouse

March 7, 1988

President and Mrs. Ronald Reagan
1600 Pennsylvania Avenue
Washington, D.C. 20005

Dear President and Mrs. Reagan:

We are very pleased and excited that the Ronald Reagan Presidential Library is to be located in our county. Speaking on behalf of the business community, we are greatly honored that you should choose this location for this prestigious Library.

We will work with all of our elected representatives to see that the building of the Library is accomplished in a smooth and timely manner.

We are eager to have you and whole-heartedly welcome you to our city.

Sincerely yours,

SIMI VALLEY CHAMBER OF COMMERCE

Howard Voigt
President

Dave McCormick
President-Elect

Nancy Bender
Executive Director

HV/DM/NB:db

OFFICERS

- HOWARD VOIGT
President
- DAVE McCORMICK
President Elect
- BECCA MERRELL
Vice-President,
Communications
- RAY O'LOUGHLIN
Vice-President,
Economic Development
- SUE SWAIN
Vice-President,
Finance
- LELAND NIXON
Vice-President,
Membership
- ELAINE FREEMAN
Past-President

DIRECTORS

- DOUG CROSSE
- JOHN HILBORN
- CAROLEE TUCKER
- BURT VON BIEBERSTEIN
- MIKE MOORE
- NANCY CARLSON
- BILL PEET
- ROGER COGER
- LLOYD BOLAND

STAFF

- NANCY BENDER
Executive Director
- DONNA SKAER
Program Coordinator
- CAROL HUNT
Administrative Assistant
- DEE BLOOMINGDALE
Secretary
- BETTY GANDEL
Receptionist
- PEGGY GRUNERT
Sales Representative

FE008-01

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

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

Date Correspondence Received (YY/MM/DD) _____
Name of Correspondent: Howard W. Vought / Nancy Bender

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: Ventura County eager to assist in locating Ronald Reagan Presidential Library and Center for Public Policy in Southern California

ROUTE TO: _____ ACTION _____ DISPOSITION _____

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>cu hole</u>	ORIGINATOR	<u>87107127 PY</u>			<u>87107127 PY</u>
<u>cut B6</u>	Referral Note: <u>1</u>	<u>87107128 PY</u>			<u>87107129 PY</u>
<u>aculv</u>	Referral Note: <u>5</u>	<u>8707129 AC</u>		<u>A</u>	<u>87107129 PY</u>
	Referral Note: <u>copy to Glenn Campbell</u>				
	Referral Note: _____				
	Referral Note: _____				

- 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
- 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.

THE WHITE HOUSE
WASHINGTON

ABC/CCC:jmy
ABCulvahouse
CCcox
Chron.

July 29, 1987

Dear Mr. Howard and Ms. Bender:

Thank you for your joint letter dated July 15, 1987, addressed to the President, urging that the Ronald Reagan Presidential Library be located in Ventura County, California.

We have referred your letter to the Honorable W. Glenn Campbell, Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation, for his consideration.

Your interest and courtesy in writing are very much appreciated.

Sincerely,

Original Signed by ABC

Arthur B. Culvahouse, Jr.
Counsel to the President

Mr. Howard W. Voight
President
Ms. Nancy Bender
Executive Director
Simi Valley Chamber of Commerce
250 Easy Street, #1
Simi Valley, California 93065

cc: The Hon. W. Glenn Campbell (w/enc.)



SIMI VALLEY CHAMBER OF COMMERCE

Presidential Library in
Ventura County

51794 CU

July 15, 1987

President Ronald Reagan
1600 Pennsylvania Avenue
Washington, D.C. 20005

Dear President Reagan:

We understand that the Presidential Library and Center for Public Policy is coming to Southern California. We in Ventura County are eager to assist you in any way we can.

On behalf of the citizens of our community we wholeheartedly welcome this repository for American History and our heritage. We would be pleased to extend ourselves to meet with you or your appointed representative to make the siting and approval process smooth, speedy and direct.

The location of the repository in Ventura County would be a great honor and of tremendous benefit to all of our citizens.

Sincerely yours,

SIMI VALLEY CHAMBER OF COMMERCE

Howard W. Voigt
President

Nancy Bender
Executive Director

HWV/NB:cj

cc: Gary Jones, Executive Director
Ronald Reagan Presidential Foundation

- OFFICERS**
HOWARD VOIGT
President
DAVE McCORMICK
1ST Vice-President
BECCA MERRELL
Vice-President
Communications
RAY O LOUGHLIN
Vice-President
Economic Development
SUE SWAIN
Vice-President
Finance
LELAND NIXON
Vice-President
Membership
ELANE FREEMAN
Past President
- DIRECTORS**
DOUG CROSSE
JOHN HILBORN
CAROLEE TUCKER
BURT VON BIEBERSTEIN
MIKE MOORE
NANCY CARLSON
BILL PEET
ROGER COGER
- STAFF**
NANCY BENDER
Executive Director
DONNA SKAER
Program Coordinator
CAROL WILSON
Administrative Assistant

P. B. Culver

567393

ID # _____ CU

FE008-01

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

sg

- O - OUTGOING
- H - INTERNAL
- I - INCOMING
Date Correspondence Received (YY/MM/DD) _____

Name of Correspondent: Patricia Mack Bryan

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: Ronald Reagan Presidential Library Foundation - Donations from Foreign Entities or Individuals

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code Tracking Date YY/MM/DD	Type of Response Code Completion Date YY/MM/DD
<u>Cuhall</u>	ORIGINATOR 88103,23	C 88,03,23
<u>cust 35</u>	D 88103,23	C 88103,23
<u>Cuculo</u>	S 88103,23	C 88103,23
	Referral Note: <u>Mar 23 88 ABC memo to Fred Ryan</u>	

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
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DISPOSITION CODES:

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- 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: 0 Individual Codes: _____

Prime Subject Code: FE 008-01 Secondary Subject Codes: CO 078
CO _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P-
DSP	_____	Time: _____	Media: _____

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

THE WHITE HOUSE

WASHINGTON

March 23, 1988

MEMORANDUM FOR FREDERICK J. RYAN, JR.
ASSISTANT TO THE PRESIDENT AND DIRECTOR
OF APPOINTMENTS AND SCHEDULING

FROM: ARTHUR B. CULVAHOUSE, JR. *Original Signed by ABC*
COUNSEL TO THE PRESIDENT

SUBJECT: Ronald Reagan Presidential Library Foundation --
Donations from Foreign Entities or Individuals

As you requested, Counsel's Office has examined the advisability of the Ronald Reagan Presidential Library Foundation accepting gifts from foreign entities or individuals that are not affiliated with foreign governments. As a preliminary matter, we note that as a private, non-profit corporation the Foundation should clear any proposed actions which may raise legal questions with its private counsel.

Of course, the Foundation, whose principal purpose is to raise money for the President's library, is closely associated in the minds of the public with the President and the White House. From the perspective of the White House, we note that solicitation or acceptance of funds from foreign sources exacerbates the appearance of conflict of interest or impropriety that attends accepting funds from private domestic sources. Members of the public are naturally more suspicious of funding from foreign sources: Not only are they less familiar with those sources but because they often identify foreign nationals with their governments, they have more serious concern about the type of influence these individuals or corporations may be attempting to exert on the President or senior White House officials. These concerns are exacerbated by the absence of the more obvious motives often attributed to United States donors -- pride in our country and its history.

For the above reasons, we believe that the Foundation's current policy of not accepting donations from foreign corporations or individuals is a good one and one we hope they will continue, at least until the end of the President's term of office. At the very least, we would prefer that they continue with their general policy and make only occasional exceptions in special cases (e.g., for particular foreign individuals or foundations that are well-known by Americans to be philanthropic).

As you know, we are careful to limit Presidential or White House involvement with even domestic donors to the Foundation -- for example, we keep the identities of those who donate money from the President. If the Foundation does begin to accept donations from foreign sources, we would want to limit any Presidential or White House involvement even beyond those limits established for domestic donors. In fact, we believe that foreign donors should be effectively walled off from any access to the President or other high-ranking government officials during the remainder of the President's term of office, regardless of whether such access would take place at the White House or at some private location. In our view, this is the only way for us to eliminate even the appearance of impropriety attending the acceptance of funds from foreign sources by an entity so closely associated with the President.

Frees,

The preliminary background checks on the Japanese citizen mentioned by Glen Campbell indicates that he is someone to be very wary of. If the information imparted by reliable diplomatic sources is accurate, he should not be invited to meet with the President in any context. Dr. Campbell may want to talk to Jan Crapen or me.

567396CK

THE WHITE HOUSE
WASHINGTON

March 23, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM:

PATRICIA MACK BRYAN *PMB*

SUBJECT:

Ronald Reagan Presidential Library Foundation --
Donations from Foreign Entities or Individuals

Pursuant to our conversation of yesterday, I have drafted the attached memorandum to Fred Ryan on the above-referenced subject for your signature. If you believe we need to discuss this issue at greater length, or to modify this memorandum in any way, please let me know.

Attachment

3/24/88

ABC:

Pat would like to talk to you about
this before it goes anywhere.

Thanks.

Don

aea

BOOKS BY A ...
...

Name	Date
Juseen Kocashi	4/5/88

Counsel



7
2

aj

568623

FE008-01

FG006-01

April 17, 1984

MEMORANDUM TO: FRED FIELDING

FROM: KATHERINE CAMALIER

SUBJECT: Disposition of James A. Baker, III Papers

Sometime ago, Rice University contacted Jim Baker to inquire regarding the disposition of his White House and related papers at the conclusion of this term. We contacted Rice University to advise them that any such request was premature and then set their letter aside. I have attached a copy of their letter for your further information.

Would you, or a member of your staff, please let us know what, if any, papers, documents, etc. Mr. Baker can give to Rice University? We are aware of the strict requirements outlined in the "Presidential Records Act," but would appreciate any clarification of this. For example, we have kept extensive "scrapbooks" of newspaper articles, etc. that mention Jim Baker. We are assuming that this is "personal property" and that Mr. Baker can, if he chooses, give these to Rice University.

This is not a top priority inquiry at this time, but it is something that we will need to be aware of at some point down the road. Thank you, in advance, for providing any pertinent information or explanation.

THE WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

ID# 573415

FE008-01

INCOMING

DATE RECEIVED: JUNE 01, 1988

NAME OF CORRESPONDENT: MRS. EVELYN J. ISAKSON

SUBJECT: OFFERS TO RENT OR LEASE HER HOME IN MOORPARK,
CALIFORNIA, TO SOMEONE CONNECTED WITH THE
REAGAN PRESIDENTIAL LIBRARY NEARBY

RECEIVED *sk mur*
JUN 9 1988
SCHEDULING
OFFICE

ROUTE TO: OFFICE/AGENCY (STAFF NAME)	ACTION		DISPOSITION	
	ACT CODE	DATE YY/MM/DD	TYPE RESP	C COMPLETED D YY/MM/DD
HOWARD BAKER	ORG	88/06/01		C 88 06 10 Z
REFERRAL NOTE:				
<i>SC Ryan</i>	A	88/06/07		C 88/06/15 TRJ
REFERRAL NOTE:				
<i>99 ATT: Ronald Reagan Presidential Foundation</i>	A	88/06/17	TRJ	A 88/07/11
REFERRAL NOTE:				
REFERRAL NOTE:				
REFERRAL NOTE:				

COMMENTS: *Fred Ryan for action*

ADDITIONAL CORRESPONDENTS: MEDIA:L INDIVIDUAL CODES: _____
CS MAIL USER CODES: (A) _____ (B) _____ (C) _____

- *****
- | | | | |
|--------------------------|----------------------|----------------------|---|
| *ACTION CODES: | *DISPOSITION | *OUTGOING | * |
| *A-APPROPRIATE ACTION | *A-ANSWERED | *CORRESPONDENCE: | * |
| *C-COMMENT/RECOM | *B-NON-SPEC-REFERRAL | *TYPE RESP=INITIALS | * |
| *D-DRAFT RESPONSE | *C-COMPLETED | * OF SIGNER | * |
| *F-FURNISH FACT SHEET | *S-SUSPENDED | * CODE = A | * |
| *I-INFO COPY/NO ACT NEC* | | *COMPLETED = DATE OF | * |
| *R-DIRECT REPLY W/COPY * | | * OUTGOING | * |
| *S-FOR-SIGNATURE | | | * |
| *X-INTERIM REPLY | | | * |
- *****

REFER QUESTIONS AND ROUTING UPDATES 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.

THE WHITE HOUSE
WASHINGTON

June 15, 1988

NOTE FOR ROBERT HIGDON

FROM: KIM SANDIE *Kim*

Robert, Fred asks if you will please respond to this letter to the Chief of Staff from Mrs. Evelyn Isakson regarding leasing her home to the Ronald Reagan Library.

Thank you very much.

FREDERICK J. RYAN, JR.

THE
RONALD REAGAN
PRESIDENTIAL FOUNDATION

10100 SANTA MONICA BOULEVARD
SUITE 2070
LOS ANGELES, CA 90067
(213) 284-8940

Ronald Reagan

1025 THOMAS JEFFERSON STREET, N.W.
SUITE 820
WASHINGTON, D.C. 20007
(202) 342-2900

July 11, 1988

NOTE FOR KIM SANDIE

FROM: LESLIE KRUSOFF

Kim, C. Ronald Kimberling has responded to Mrs. Evelyn J. Isakson's letter regarding leasing her home to the Ronald Reagan Library. I have enclosed a copy of the letter for your files. If you have any questions please call.

Encl.

BOARD OF TRUSTEES

WILLIAM FRENCH SMITH, CHAIRMAN; EDWIN MEESE III, VICE CHAIRMAN; MARTIN ANDERSON, SECRETARY; WILLIAM P. CLARK, TREASURER;
WALTER H. ANNENBERG; W. GLENN CAMPBELL; JOHN S. HERRINGTON; FREDERICK J. RYAN, JR.; LEW R. WASSERMAN; MARY JANE WICK
C. RONALD KIMBERLING, EXECUTIVE DIRECTOR

THE
RONALD REAGAN
PRESIDENTIAL FOUNDATION

10100 SANTA MONICA BOULEVARD
SUITE 2070
LOS ANGELES, CA 90067
(213) 284-8940

1025 THOMAS JEFFERSON STREET, N.W.
SUITE 820
WASHINGTON, D.C. 20007
(202) 342-2900

June 30, 1988

Mrs. Evelyn J. Isakson
4217 Alandia Court
Moorpark, CA 93021

Dear Mrs. Isakson:

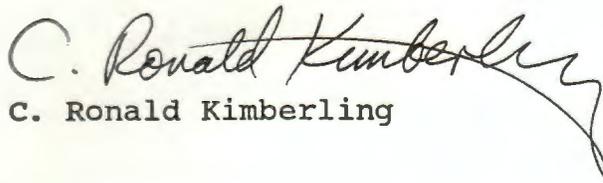
Thank you for your recent letter to former Chief of Staff Howard Baker, regarding your offer to sell or lease your home in Moorpark to someone involved with The Reagan Presidential Library.

As the new Executive Director of The Ronald Reagan Presidential Foundation, I have been asked by the White House to reply to you directly.

Your offer is most generous; however, we do not anticipate that any Reagan Library or Foundation staff will be relocating in Ventura County until the library construction is finished, in early 1991. I wish I had been aware of your home a few months ago, since I have recently purchased a home in Moorpark.

Thank you for thinking of The Reagan Library. We will certainly keep your kind offer in mind if the staffing situation should change.

Sincerely,


C. Ronald Kimberling

BOARD OF TRUSTEES

WILLIAM FRENCH SMITH, CHAIRMAN; EDWIN MEESE III, VICE CHAIRMAN; MARTIN ANDERSON, SECRETARY; WILLIAM P. CLARK, TREASURER;
WALTER H. ANNENBERG; W. GLENN CAMPBELL; JOHN S. HERRINGTON; FREDERICK J. RYAN, JR.; LEW R. WASSERMAN; MARY JANE WICK
C. RONALD KIMBERLING, EXECUTIVE DIRECTOR

JUN 20 1988

T H E W H I T E H O U S E O F F I C E

REFERRAL

JUNE 17, 1988

TO: AGENCY REFERRAL
ATTN: RONALD REAGAN PRESIDENTIAL FOUND.

ACTION REQUESTED:
APPROPRIATE ACTION

DESCRIPTION OF INCOMING:

ID: 573415

MEDIA: LETTER, DATED MAY 25, 1988

TO: HOWARD BAKER

FROM: MRS. EVELYN J. ISAKSON
4217 ALANDIA COURT
MOORPARK CA 93021

SUBJECT: OFFERS TO RENT OR LEASE HER HOME IN MOORPARK,
CALIFORNIA, TO SOMEONE CONNECTED WITH THE
REAGAN PRESIDENTIAL LIBRARY NEARBY

PROMPT ACTION IS ESSENTIAL -- IF REQUIRED ACTION HAS NOT BEEN
TAKEN WITHIN 9 WORKING DAYS OF RECEIPT, PLEASE TELEPHONE THE
UNDERSIGNED AT 456-7486.

RETURN CORRESPONDENCE, WORKSHEET AND COPY OF RESPONSE
(OR DRAFT) TO:
AGENCY LIAISON, ROOM 91, THE WHITE HOUSE, 20500

SALLY KELLEY
DIRECTOR OF AGENCY LIAISON
PRESIDENTIAL CORRESPONDENCE

573415

Mrs. Harold E. Isakson
4217 Alandia Court
Moorpark, CA 93021
(805) 523-2560

May 25, 1988

Mr. Howard Baker
Chief of Staff
The White House
Washington, D. C.

Subject; The Reagan Library

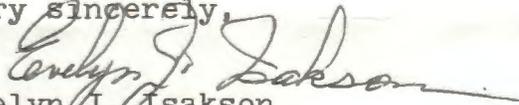
I would appreciate it very much if you would have someone on your staff put me in contact with:

Gary Jones
Executive Director
Ronald Reagan Presidential Foundation

My husband, Lt. Commander Harold E. Isakson (USN Ret.), ("Mr. AWAX"), died in May of 1986. We knew the Reagans--slightly--since 1952. I am now in the process of either selling or leasing our home here in Moorpark. It is a 4-bedroom residence only a "stone's throw" (about two miles) from the site now proposed for the Reagan Library. I thought perhaps some of the people who may be coming to work at the library might be interested in acquiring my property, on either a temporary or permanent basis.

Thank you for any assistance you may be able to provide.

Very sincerely,


Evelyn J. Isakson

573710

FEO08-01

JUN 23 1988

Miss Kristen K. Sulentic
5314 Wilkinson Avenue
North Hollywood, CA 91607

Dear Miss Sulentic:

Clarence Henley has forwarded to me your letter of June 8 in which you inquire about future staffing for the Ronald Reagan Presidential Library.

The two most common job series in our Presidential libraries, as well as throughout the National Archives and Records Administration, are those of archivist and archives technician. Enclosed is material which explains the qualification requirements for those occupations. Presidential Libraries, despite their name, are not libraries in the usual sense of the word. Rather, they are archival repositories for the Presidential and personal papers, museum objects, and audiovisual materials of the Presidents and their associates.

Until a permanent facility for the Reagan Library is completed (sometime in 1991), the records and a small staff to maintain and process them will be housed in a temporary facility in the Los Angeles area. That staff will consist almost wholly of archivists and archives technicians. It will be headed by a "Director," a position that may or may not be classified in the archivist series, and will also include a few administrative, secretarial or clerical support personnel. We plan to begin transferring a few personnel to the area as soon as the temporary facility is ready, probably later this year.

When the permanent library facility is completed and we have moved the records into it, we will hire additional personnel in the museum and education program areas.

If you would like to be considered for a position with the future library, please send to me a completed Application for Federal Employment, SF 171, and either a copy of your college transcripts or an OPM Form 1170/17. Copies of the SF 171 and OPM 1170/17 are enclosed for your use. When a director for the library has been appointed, we will turn

over to him/her for consideration the applications of persons who have expressed interest in employment with the library.

If you have any questions or would like additional information, please do not hesitate to write to me.

Sincerely,

(Signed) John Fawcett

JOHN FAWCETT
Assistant Archivist
for Presidential Libraries

Enclosures

cc: Official File - NL
Reading File - NL

NL:JAWood:pac 523-3212 6/23/88
DOC:SULENTIC:jaw

THE WHITE HOUSE
WASHINGTON

June 20, 1988

573710

FE008-01



Dear Miss Sulentic,

Thank you for your interest in working at the Reagan Library.

I have forwarded your letter and resume to John Fawcett, Assistant Archivist for Presidential Libraries, at the National Archives. He has primary responsibility for the staffing at the Library and we will be meeting to develop staffing needs. Should a position be available that would require your skills I will be in touch with you to arrange an interview.

Thanks again and don't hesitate to call me if you have any questions on (202)456-2240.

Sincerely,

Clarence L. Henley
Director
Office of Records Management

X
Miss Kristin K. Sulentic
5314 Wilkinson Avenue
North Hollywood, California 91607

cc: John Fawcett with original correspondence and resume

8 June 1988

Mr. Clarence L. Henley
Room 80
Old Executive Office Building
17th and Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Mr. Henley:

It has come to my attention while talking to a dear friend that you are coordinating the Ronald Reagan Presidential Library. Eileen Upperman and I worked closely together at Treasury for Secretary Baker.

I am interested in knowing more about the time frame set out for the Library. Having worked in Washington on the Reagan-Bush '84 Campaign and at the Department of Treasury, I am committed to the President and would very much like to become involved in the Ronald Reagan Presidential Library. Currently, I am a Legal Assistant at one of the largest law firms in Los Angeles.

Please review my resume and keep me in mind as you access your future staffing needs. I would most welcome the opportunity to speak with you about the Library by telephone, or if you anticipate being in the area in the near future, perhaps we could meet. I look forward to speaking to you.

Very truly yours,

Kristin K. Sulentic

Kristin K. Sulentic
Enclosure

PAUL, HASTINGS, JANOFSKY & WALKER

KRISTIN K. SULENTIC
LEGAL ASSISTANT

TWENTY-SECOND FLOOR
555 SOUTH FLOWER STREET
LOS ANGELES, CALIF. 90071
TELEPHONE (213) 489-4000

ATLANTA
CONNECTICUT
NEW YORK
ORANGE COUNTY
WASHINGTON, D.C.
WEST LOS ANGELES

KRISTIN KATHERINE SULENTIC
5314 Wilkinson Avenue
North Hollywood, California 91607
213-489-4000 (w) 818-760-1864 (h)

EXPERIENCE:

LEGAL ASSISTANT

Paul, Hastings, Janofsky & Walker
Los Angeles, California

Assisted in all phases of discovery and trial preparation. Proficient in document analysis and control. Performed factual and legal research and cite check of documents. Knowledge of WESTLAW, LEXIS/NEXIS. Prepared discovery pleadings. Traveled for document reviews, productions, and depositions.
October, 1987 to present

CONFIDENTIAL ASSISTANT TO JAMES A. BAKER, III

United States Department of Treasury
Washington, D.C.

Worked in the immediate office of the Secretary of Treasury. Coordinated all administrative arrangements for scheduled appointments with Congressmen, Senators and various heads of corporations. Ensured that protocol was followed when arranging bilaterals and other meetings with foreign heads of state. Coordinated logistical details with the United States Secret Service. Coordinated all White House social invitations for Mrs. Baker.
March, 1985-July, 1986

REGIONAL FIELD DIRECTOR , YOUTH FOR REAGAN-BUSH '84

Reagan-Bush '84 National Campaign
Washington, D.C.

Coordinated a political/media campaign among young voters in ten states. Required extensive travel, daily communication, and support for over 120 campaign workers and volunteers. Responsible for campus voter registration, absentee ballot, and get-out-the-vote programs on college campuses across the country. Also assisted in special events.
April, 1984-November, 1984

EDUCATION:

Lawyer's Assistant Program of the National Center for Paralegal Training. A.B.A. approved.
Atlanta, Georgia
Specialty in Civil Litigation with training in Criminal and Corporate Law, Real Estate, Probate, Legal Research, and Computer Literacy.
June-September, 1987

University of Colorado, Boulder
B.A., Political Science
December, 1983

REFERENCES AVAILABLE UPON REQUEST