RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES, 1933-1989 (NATIONAL ARCHIVES RECORD GROUP 274): Presidential Inaugural Committee, 1980-1981: Records

This collection is available for research use. You may access this collection in our research room. While available for research, some folders may contain withdrawn material under the terms of the Freedom of Information Act. The most commonly withdrawn material concerns personal privacy, protection of the President and national security material.

# RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES: Presidential Inaugural Committee, 1980-1981: Records

This collection is arranged into nine series that closely follow the working functions of the Presidential Inaugural Committee (PIC).

## SERIES I: OFFICE OF THE CHAIRMAN, 1980-1981

Robert K. Gray and Charles Wick were the co-chairmen of the 1981 Presidential inaugural. The Library has material for this series from Mr. Gray only. Please see the donated personal papers of Charles Wick for more information on his role on this Committee. Material within this series is arranged into five subseries. They are Subseries A: Robert K. Gray Office Files; Subseries B: General Counsel Office Files; Subseries C: Armed Forces Inaugural Committee; Subseries D: Communications Committee; and Subseries E: Final Reports to the Chairmen.

## SERIES II: OFFICE OF THE EXECUTIVE DIRECTORS

There were three co-Executive Directors of the 1981 Presidential Inaugural Committee. They were Frederick K. Biebel, Robert G. McCune and Colonel George W. Kersey. The Library has material for this series from Mr. Biebel and Mr. McCune. Material from Col. Kersey can be found in other parts of the collection. Col. Kersey mostly handled the heavy military involvement in the Inaugural and his work is reflected in the multiple final reports from the military units covering their responsibilities

This series contains two subseries. They are Subseries A: Frederick K. Biebel Office Files; and Subseries B: Robert G. McCune Office Files.

## SERIES III: OFFICE OF THE EXECUTIVE ADVISOR

This series contains material regarding coordination with Congress and the judicial branch and their roles in the 1981 Inaugural. This series contains two subseries. They are Subseries A: Congressional Liaison Committee; and Subseries B: Judicial Liaison Committee.

Series IV: Executive Office Staff contains seven subseries. They are Subseries A: Correspondence Control; Subseries B: Facilities; Subseries C: Personnel; Subseries D: Procurement; Subseries E: Security and Clearances; Subseries F: Ticket and Invitation Control; and Subseries G: Transportation.

Series V: Inaugural Committee Groups contains seventeen subseries. They are Subseries A:

Advertising/Promotion; Subseries B: Inaugural Balls; Subseries C: Inaugural Concert and Candlelight Dinner; Subseries D: Vice-President's Reception; Subseries E: Governor's Reception; Subseries F: Distinguished Ladies; Subseries G: Inaugural Souvenir Book; Subseries H: Civic Participation; Subseries I: Public Safety and Reviewing Stand; Subseries J: License Plates; Subseries K: Special Groups; Subseries L: Inaugural Parade; Subseries M: Inaugural Balls in States; Subseries N: Business, Industry, and Special Events; Subseries O: Hospitality; Subseries P: Outdoor Concert; and Subseries Q: Housing.

Series VI: Printed Materials for Events, 1981

Series VII: Audio-Visual Records of Inaugural, 1981

Series VIII: Artifacts/Objects; Series IX: Architectural Drawings.

#### **CONTAINER LIST**

SERIES I: OFFICE OF THE CHAIRMAN

Subseries A: Robert K. Gray Office

Box 1

Aerial Displays

Archives, 11/14/1980-11/26/1980

Archives, 11/28/1980-12/09/1980

Archives, 12/03/1980-12/19/1981

Archives, 12/20/1980-01/28/1981

**Book Committee** 

**Box Seats** 

Box 2

Bush

Business/Industry Coordinator

Candlelight Dinner

Civic Participation, Mike Gell

Cochairmen Reception (1)(2)

**Communication Director** 

Comptroller

Credit List

**Cultural Events** 

**Distinguished Ladies** 

**Eagles** 

**Entertainment Committee** 

European Ball

Executive Director, Fred Biebel

Executive Director, George Kersey

Executive Director, Robert McCune

Finance

#### Financial Committee

Box 3

[General Counsel/Roger Clark]

[Governor's Reception]

[Gray's Daily Schedule]

**Guest Lists** 

[Handicapped – Seniors Jean Berquast]

Honorary Chairmen

Hospitality

Housing

[Inauguration, General Correspondence]

**Invitation Control** 

**Invitation Quotas** 

[Labor Committee – Paul Locigno]

Miscellaneous Odds & Ends

[Opening Ceremonies/Tommy Walker]

**Outdoor Concert** 

[Parade Chairman – Terry Chambers]

Parade Seating, Jim Baker

Personnel

Porcelain Plates

Postmaster General

Box 4

**Press Clippings** 

[Promotion – Barry Zorthian]

[Protocol – Bill Codus]

[Purchasing and Procurement – Bob Cohen]

[Religious Participation – Bob Billings]

[Satellite Balls]

[Special Groups]

Swearing-In

[Tickets Referred to State Committee for Action]

Transition

[Transportation – Cindy Tapscott]

Veterans/Medal of Honor Winners

Vice-President's Reception

Volunteers

[Young Voters/Youth Ball – Paul Cotton]

Subseries B: General Counsel Office files, 1980-81

Box 5

Chron File 02/18/1981-04/22/1981

Chron File 02/23/1981-02/18/1981

Advertising

Advertising & Promotion: Mailing List Acquisition

Archives

Armed Forces Participation in Public Events: Band Regulations

Balls (DC): Avignone Freres

Balls (DC): Entertainment Hoffman Travel Service Agreement

Balls (DC): Inaugural Balls

Balls (DC): Woodley Park Community Association

Balls (International)

Balls (States): Inaugural Balls in States

Balls (States): TNT Contracts

Box 6

Bleachers

**Book Committee** 

Booth, Elliott "Rusty"

Civic Participation

Civic Participation: Martin Lithographers

Civic Participation: Taste of America

Claims & Disputes: Disneyland

Claims & Disputes: Exhibition Decorators, Inc.

Claims & Disputes: Helum-Cross Pen

Claims & Disputes: Hohlt, Rick - Auto Accident

Claims & Disputes: May, Peggy

Claims & Disputes: Mongiovi, Arnita

Claims & Disputes: Olde Colony

Claims & Disputes: Public Citizen - FOIA

Claims & Disputes: Rabin's

Claims & Disputes: Somerville

Claims & Disputes: Various

Clark, Roger A.: Attorney Notes

Clark, Roger A.: Entertainment Notes

Clark, Roger A.: General File

Communications

**Concert Dinner Committee** 

Contracts, General

Contracts, General [Forms]

Box 7

Contracts: Computers
Contracts: Copyright
Contracts: Entertainment

Contracts: GSA Contracts: Hotels Contracts: Insurance Contracts: Tickets Country Gospel Music **Cultural Events** 

**Data Processing** 

D. C. Special Regulations

Distinguished Ladies Reception

Entertainment (1)-(5)

Federal Election Commission

Finance Committee

Box 8

Gala: Capital Center Gala: Hargrove

Gala: Mickey Rudin

General Counsel, Office of (1)(2)

General Counsel, Office of: Office Procedure

General Counsel, Office of: Personnel

G.S.A.

G.S.A.: Forms Guarantee Fund Historic Documents

Historic Documents: General Counsel Report, 1969

Historic Documents: 1973, 1977 Inaugural Committee Reports (1)

Box 9

Historic Documents: 1973, 1977 Inaugural Committee Reports (2)(3)

Hospitality Housing

Inaugural Day Sky Salute

Lawsuit

Insurance (1)(2)

[Insurance: Claims & Disputes] (1)(2) [Insurance: Contracts/Binders] (1)(2)

Box 10

[Invitation Control: Contracts, Bowne]

[Invitation Control: Contracts, Mercury Mailers and SBC] (1)(2)

Jimmy Carter Trust Fund

Johnson, Dr. James Legal Memoranda License Plate Sales

Licensing Agreements (1)(2)

Mailing Lists: American Mailing Lists Corporation Mailing Lists:

Mailing Lists: Capitol Hill List Brokers

Mailing Lists: Computer Caging Corporation

Mailing Lists: Enten Mailing Lists: General

Mailing Lists: Gottlieb/Merril Assoc.

Mailing Lists: Human Events Mailing Lists: List America

Box 11

Mailing Lists: Name Exchange Mailing Lists: Omega (1)(2) Mailing Lists: Preferred Lists

Mailing Lists: Purge

Mailing Lists: Sullivan, Patrick [Marks, Herbert: General File]

[Medal, Inaugural Commemorative] (1)-(5)

Box 12

[Medal, Inaugural Commemorative] (6)-(8)

Mercury Mailers, Inc

Mercury Mailers, Inc: Contracts Mercury Mailers, Inc: Notes

Mercury Mailers, Inc: Notes of Meetings

Opening Day Ceremonies, 1981

[Opening Day Ceremonies, 1981 Osmond Entertainment] (1)(2) [Opening Day Ceremonies: Osmond – Reimbursement Expenses]

[Opening Day Ceremonies Osmond – Tommy Walker]

Parade Committee Postal Permits Promotion

Purchasing and Procurement

[Ryan, John]

Box 13 Security

Security: DC Emergency Ball Special Counsel and Advisors Taxes: District of Columbia Tax Taxes: Federal Income Tax

[Taxes: General] (1)(2)

[Taxes: Maryland Admissions Tax] (1)-(3)

**Ticket Control Problem** 

Trademarks Transportation

Vice-President's Salute Workmen's Compensation

Zambelli

Box 14

[Accounting Procedures Manual and Budgets] [District of Columbia Special Regulations] (1)-(3) [Statutes and Regulations Manual] (1)-(4)

[Office Supplies: Rolodexes] (1)(2)

Subseries C: Armed Forces Inaugural Committee, 1980-1981

Box 15

AFIC: Administrative Office: Significant Documents Book (1)-(3)

AFIC: Capital Control Operations Orders (1)-(3)

AFIC: Capital Control Government of the District of Columbia Plan of Operations

AFIC: Capital Control Government of the District Inaugural Ceremonies

AFIC: Public Affairs: Air Force Ban Publicity

AFIC: Public Affairs: Facts Sheets: Branch Senior Officers

AFIC: Public Affairs: Facts Sheets: General (1)(2) AFIC: Public Affairs: Facts Sheets: Subcommittees

AFIC: Medal of Honor Event

AFIC: Public Affairs: President Carter Departure

AFIC: Public Affairs: Press Clippings: 11/05/1980-11/21/1980

Box 16

AFIC: Public Affairs: Press Clippings: 11/29/1980-01/15/1981 AFIC: Public Affairs: U.S. Navy Band Promotional Material AFIC: Parade: Band Subcommittee: Officer in Charge (1)(2)

AFIC: Parade: CBS News Parade Book

AFIC: Parade: Ceremonial Instructions (1)(2)

AFIC: Parade: Division Group Control Orders (1)-(10)

**Box 17** 

AFIC: Chairmen: Overhead Organization Chart

AFIC: Maps & Plans (1)-(3)

Subseries D: Communications Committee, 1980-1981

Box 18

Bios: Federick K. Biebel Bios: Charles T. Hagel

Bios: Terry McDonald Chambers

Bios: Frank E. Fitzsimmons

Bios: The Honorable Robert Keith Gray

Bios: Gary Hunt

Bios: Walter George Kersey Bios: Robert G. McCune

Bios: J. William Middendorf

Bios: Jackie Presser

Bios: Nancy Harvey Steorts (NY)

Bios: Shannon J. Wall Bios: Mary Jane Wick Bios: F. C. Duke Zeller Bios: Barry Zorathian Hometown Bios: Roger V. Barth

Hometown Bios: Dr. Monroe Murph Bird

Hometown Bios: Sarah J. Boyce

Hometown Bios: Robert Buzinsky (Ohio)

Hometown Bios: Robert J. Buzinsky (Wisconsin)

Hometown Bios: Barbara Ann Cebuhar

Hometown Bios: Terry Chambers

Hometown Bios: Mary Williams Combs

Hometown Bios: Marjorie Crawford

Hometown Bios: Marianne Crotty

Hometown Bios: Laurie DuMouchelle

Hometown Bios: Martin B. Dyer

Hometown Bios: John Eakle

Hometown Bios: Donna Eiron

Hometown Bios: Kay Ford

Hometown Bios: Alexander George Gabriels

Hometown Bios: David Glass

Hometown Bios: Charles T. Hagel

Hometown Bios: Douglas Burton Hart

Hometown Bios: Larry G. Kettlewell

Hometown Bios: Lawler

Hometown Bios: Melinda Michelle Maury

Hometown Bios: M. Bruce Meadows

Hometown Bios: Carol McCann

Hometown Bios: Jo McKenzie

Hometown Bios: Toledo Man Active in Inaugural (Robert E. Michalski)

Hometown Bios: Carol Marie Musgrave

Hometown Bios: Local Woman: Ellen Hardin Reed

Hometown Bios: Gail Reisch

Hometown Bios: Local Woman: Mary Lynn Rhoades

Hometown Bios: John Benjamin Roberts II (CA)

Hometown Bios: John Benjamin Roberts II (WV)

Hometown Bios: William Churchill Robison

Hometown Bios: Allen Rodway

Hometown Bios: Local: Susan Sequin

Hometown Bios: Linda S. Schnabl

Hometown Bios: Peter Sorum

Hometown Bios: Nancy Harvey Steorts (Bethesda)

Hometown Bios: Nancy Harvey Steorts (NY #2)

Hometown Bios Sullivan (Frank Patrick):

Hometown Bios: David B. Vandergriff

[Monett Man Presidential Inaugural Archivist]

Zeller (IL)

Zeller (VA)

Press Kit

Press Releases - November, 1980

Press Releases – December, 1980

Press Release – January, 1981

Issue & Answers 12/28/1980

01/06/1981, 12/09/1980 Gray & Wick Statement for Press Conference

Communications: Historical Inaugural Accounts from Washington to Nixon (1)-(3)

Subseries E: Final Reports to the Chairmen, 1981

Box 19

Final Reports: Office of the Co-Chairmen: General Counsel

Final Reports: Office of the Co-Chairmen: Guarantee Fund, Finance

Final Reports: AFIC: Chairman

Final Reports: AFIC: Joint Executive (1)-(4)

Final Reports: AFIC: Administrative Office: Credentials Coordinator

Final Reports: AFIC: Capitol Control (1)-(3)

Final Reports: AFIC: Logistics

Final Reports: AFIC: Military Aids (1)(2)

Final Reports: AFIC: Public Affairs: Document Team

Box 20

Final Reports: AFIC: Public Affairs: Documentation Team

Final Reports: AFIC: Parade

Final Reports: AFIC: Parade: Bands

Final Reports: AFIC: Parade: Division Control

Final Reports: AFIC: Office of the Co-Chairmen: Governor's (1)-(4) Final Reports: Office of the Co-Chairmen: Communications (1)-(3): Final Reports: Office of the Executive Directors: George Kersey

Final Reports: Executive Advisor (1)-(4)

Box 21

Final Reports: Executive Advisor (5)(6)

Final Reports: Executive Office Staff: Correspondence

Final Reports: Executive Office Staff: Facilities

Final Reports: Executive Office Staff: Information Center (1)-(4) Final Reports: Executive Office Staff: Security and Clearances (1)-(3) Final Reports: Executive Office Staff: Ticket and Invitation Control (1)-(3)

Box 22

Final Reports: Executive Office Staff: Ticket and Invitation Control Will Call

Final Reports: Executive Office Staff: Transportation (1)-(4)

Final Reports: Group I – Volunteers (1)(2)

Final Reports: Group II – Advertising and Promotion Final Reports: Group III – Inaugural Balls (1)-(3)

Final Reports: Group IV: Inaugural Concert and Candlelight Dinners

Final Reports: Group V – Vice President's Reception (1)(2)

Box 23

Final Reports: Group V – Vice President's Reception (3)-(5)

Final Reports: Group VI – Governor's Reception (1)-(3)

Final Reports Group VII – Distinguished Ladies Reception (1)-(3)

Final Reports: Group XII – Inaugural Gala (1)(2)

Final Reports: Group XIII – License Plates Final Reports: Group XIV – Special Groups

Final Reports: Group XIV – Special Groups/Ethnic Nationalities

Final Reports: Group XIV – Special Groups/Blacks Final Reports: Group XIV – Special Groups/Hispanics

Box 24

Final Reports: Group XIV - Special Groups/Young Voters Final Reports: Group XIV - Special Groups Religious Groups

Final Reports: Group XIV – Special Groups/Veterans

Final Reports: Group XIV – Special Groups/Senior Citizens/Handicapped

Final Reports: Group XIV – State/Territorial Societies

<u>Final Reports: Group XV – Inaugural Parade (1)</u> <u>Final Reports: Group XV – Inaugural Parade (2)</u> Final Reports: Group XVI – Inaugural Balls in States

Final Reports: Group XVII – Business, Industry and Special Events

Final Reports: Group XVIII – Labor
Final Reports: Group XIX - Hospitality
Final Parasta: Group XVI — Outdoor Co

Final Reports: Group XXI – Outdoor Concert

Final Reports: Group XXIII – Inaugural Cultural Events

Final Reports: Group XXVIII – Housing

## SERIES II: OFFICE OF THE EXECUTIVE DIRECTORS, 1980-1981

Subseries A: Frederick K. Biebel Office Files, 1980-1981

Box 25

Biebel: Budget: Accounting Biebel: Budget: Band Concert

Biebel: Budget: Bleachers & Reviewing Stand Biebel: Budget: Business/Industry Coordinator Biebel: Budget: Civic Participation (1)(2)

Biebel: Budget: Executive Director's Office – F.K.B.

Biebel: Budget: Facilities Biebel: Budget: Hospitality Biebel: Budget: Housing

Biebel: Budget: Inaugural Balls in Europe

Biebel: Budget: Inaugural Gala Biebel: Budget: Information Services

Biebel: Budget: License Plates Biebel: Budget: Parade Committee

Biebel: Budget: Personnel Biebel: Budget: Public Safety

Biebel: Budget: Public Safety – Medical Committee

Biebel: Budget Security

Box 26

Biebel: Budget: Special Groups/Administrative Biebel: Budget: Special Groups/Nationalities

Biebel: Budget: Special Groups/Labor

Biebel: Budget: Special Groups/State Societies

Biebel: Budget: Special Groups/Veterans Committee Biebel: Budget: Special Groups/Young Voters Committee

Biebel: Budget: Special Groups/Senior Citizens and Handicapped

Biebel: Budget: Special Groups/Religious Participation

Biebel: Budget: Transportation (1)(2) Biebel: Budget: Control #1 (1)(2)/ Biebel: Budget: Control #2 (1)(2) Biebel: Budget: Control #3 (1)-(4)

Box 27

Progress Report, December 1980

Personnel

Information – Progress Report

Facilities – Progress Report

Transportation – Progress Reports

Security – Progress Reports

License Plate Coordination – Progress Reports

Inaugural Balls in Europe – Progress Reports

Housing – Progress Reports

Civic Participation – Progress Reports

Presidential Reviewing Stand, Media Stands & Bleachers – Progress Reports

Gala – Progress Reports

License Plates – Progress Reports

Special Groups – Progress Reports

Parade – Progress Report

Local Inaugural Balls – Progress Reports

Business/Industry & Special Events – Progress Reports

Band Concert – Progress Reports

Hospitality – Progress Reports

Labor Committee – Progress Reports

**Daily Construction Reports** 

Construction Invoices (1)-(4)

Box 28

Construction Invoice (5)-(10)

Construction Chron File: 02/05/1981-02/20/1981 Construction Chron File: 01/21/1981-02/04/1981 Construction Chron File: 01/15/1981-01/20/1981 Construction Chron File: 01/10/1981-01/14/1981 **Box 29** 

Construction Chron File: 01/06/1981-01/09/1981 Construction Chron File: 12/30/1980-01/05/1981 Construction Chron File: 12/19/1981-12/29/1980 Construction Chron File: 12/14/1980-12/18/1980 Construction Chron File: 12/08/1980-12/13/1980

District of Columbia Department of General Service: Project Diary for Construction of

the Presidential Reviewing Stand

Box 30

**Activity Coordination and Management** 

Advertising Archives

Armed Forces Inaugural Committee

Balls: Ball Ticket Quotas Balls: Ball Locations

Balls: Local Ball Information

Beverages and Catering Information

Mr. Biebel's Personnel Boxes for Gala, Balls, Etc. Budgets – Biebel's Division Jimmy Carter Inaugural Commemorative Stamp

Correspondence: State Inaugural Coordinator/Chairman

Director's Duties Directories & Rosters

District of Columbia: Inaugural Committee

District of Columbia Government's Operation Plan

Division Director's Meeting

Elector

Box 31

Entertainment-General

Expansion of Office Space

**Facilities** 

Finance Committee

Finance Committee: Daily Statements (1)-(3)

Gala

General Counsel

Governors

Groups - General

Group X – Civic Participation

Group XI: Reviewing Stand Contract (1)-(3)

Box 32

Group XI: Reviewing Stand Contract (4)

Group XI: Reviewing Stands: GSA Inaugural

Group XII: Inaugural Gala Group XIII: License Plate

Group XIII: License Plates: Bureau of Motor Vehicles Inaugural

Group XIV: Special Groups

Group XIV: Special Groups: Blacks Group XIV: Special Groups Hispanics

Group XIV: Special Groups: Nationalities Ethnics Group XIV: Special Groups: Religious Participation Group XIV: Special Groups: Seniors/Handicapped

Group XIV: Special Groups: Veterans Group XIV: Special Groups Young Voters

Box 33

Group XV: Parade

Group XV: Parade: Parade Tickets Group XVI: Inaugural Balls in States

Group XVII: Business, Industry and Special Events

Group XVIII: Labor Group XIX: Hospitality Group XVIII: Housing

House of Representatives Unofficial List Inaugural Committee Christmas Party

Inaugural: Miscellaneous Inaugural Information

"Inaugural With Love" Incoming Memorandum

Information

Invitation and Ticket Control

Box 34

Invitation and Ticket Control: Tickets – Eagles

Joe Rogers

Invitation and Ticket Control: Ticket Costs

Master Office List

Material Forwarded to Other Departments

Memos from Col. George Kersey

Memos from Bob McCune

Memos from Jo McKenzie

Memos from Jewell Wilkes

Memos from Otto Wolff

Missouri – Answered

Names & Addresses of Donors and Volunteers

Office Location

Personnel

Personnel – Kersey Division

Pitney Bowes

Post Office

Press Memos

Purchasing & Procurement

Rental Car Information

Box 35

Security (1)(2)

Security: Credentials

Security: Demonstrations

Status Report

Taste of America

Transportation (1)-(3)

Transportation: Automobile Insurance

Volunteers

Work Schedule

Subseries B: Robert G. McCune Office Files, 1980-1981

Box 35, cont.

Daily Statement of Receipts and Disbursements

Directives

Historical File

Budget Master File

Revision - CCD Copies

Revision Input 01/04/1981

**Revision Interim** 

Box 36

Revision 01/11/1981

**Status Sheets** 

Copies of Output

Cost Center List

**Fact Sheets** 

Floor Plans Temp

Kennedy Center Negotiations

Rev. Projections

**Budget- Working Draft** 

P - Request

41030 Advertising/Promotion (1)(2)

10031 Archives

19032 Balls (1)-(3)

15030 Book

Co-Chairperson's Reception

11030 Communications

23032 Concert

23232 Concert Dinner

09031 Congressional Liaison

Cost Center Budget Summary Forms

49031 Diplomatic

21232 Distinguished Ladies Reception

Box 37

56031 First Family Liaison

04030 General Counsel

54031 Governor's Liaison

42032 Governor's Reception

38030 Insurance

48031 Judiciary

**Opening Ceremony** 

Sky Salute

Smithsonian Cultural Event

55031 Vice-President's Liaison

20032 Vice-President's Reception

14031 Volunteers

Administration

Advertising/Promotion

Balls I

Balls II (1)-(3)

Budget (1)(2)

Box 38

Candlelight Dinner/Concert

Credits

Communications

Congressional Liaison

Correspondence - General

**Diplomatic** 

Distinguished Ladies Reception

Entertainment

Finance

Gala

Governor's Coordination

Governor's Correspondence

Governor's Reception

Hospitality

Inaugural Day Sky Salute

Inaugural Program

Inauguration Day Prayer Service

Information

Insurance

Invitation/Ticket Control

Kennedy Center Floor Plan

License Plates

Legal Memoranda

Marketing

**Medical Services** 

Memoranda – Outgoing

Opening Day Ceremony

Parade

Parade Status Reports

Box 39

Personnel – Memoranda

Presidential Inaugural Trust

Press Releases

Price List

Printing Stationary/Invitations

Procurement – Form # 9, Copies

**Purchasing and Procurement Policy** 

Religious Participation – Monthly Report

Republican National Committee

Shut – Down

Smithsonian Cultural Events

Secret Service

Security

Special Inaugural Personnel for Placement in the Administration

**Special Groups** 

**Status Reports** 

Ticket Request

Transition

**Transportation** 

**Veterans Committee** 

Vice-President's Coordination

Vice-President's Reception

Volunteer Coordinator

Volunteer Request

Young Voters

# SERIES III. OFFICE OF THE EXECUTIVE ADVISOR, 1980-1981

Subseries A. Congressional Liaison Committee, 1980-1981

Box 40

Congressional Liaison: District of Columbia Plan of Operations (1)(2)

Code List: Inaugural Events

Code List: Souvenir Information Sheet #1

Congressional Information Sheet No.2

Congressional Information Sheet #3

Information Sheet #4

Congressional Information Sheet 5

Congressional Information Sheet #6

Congressional Information Sheet #8

Information Sheet #9

Information Sheet #10

**CLO Budget Information** 

House Member Letter

Mrs. Michel Letter

Retiring Member Letter

Senate Member Letter

12/04/1980 Memo State Coordinators

**Ticket Prices** 

US House Postmaster Robert V. Rota – Jay Woodle Senate Postmaster

Wick Letter

Subseries B: Judicial Liaison Committee, 1980-1981

Box 40, cont.

Invitation Control Sheets (1)(2)

United State Court Directory (1)-(3)

Final Report – Judiciary Committee

Medal Committee

## SERIES IV: EXECUTIVE OFFICE STAFF, 1980-1981

Subseries A: Correspondence Control, 1980-1981

Box 41

Communications – News Release & Press Releases

Correspondence

Correspondence Control

Correspondence Control Budget

Courier Service Schedule

Directories

Ted Garish

Hospitality

**Inter-Office Memos** 

Art Jackson Ticket Control

Lanier

Louise 600

Mailgrams

Mail Room

Memos from our Office

Memos Special Events

Memos to our Office

Miscellaneous

Missouri – Answered

Names & Addresses of Donors and Volunteers

Office Location

Personnel

Personnel – Kersey Division

Pitney Bowes

Post Office

Press Memos

Purchasing & Procurement

**Rental Car Information** 

Box 42

Resumes

Sample Letters

Special Quota Mailers

**Transportation Information** 

Volunteers

Western Union

Word Processing

Xerox

Subseries B: Facilities, 1980-1981

Box 42, cont.

Furniture Request (1)-(4)

Work Request (1)(6)

Sign Request (1)(2)

**Facilities Forms** 

Subseries C: Personnel, 1980-1981

Box 43

Budget

Contracts

Correspondence

Forms

Invitations to Inaugural Events -- General Information

Memorandums (from Kay Ford)

**Swearing-In Ceremony Tickets** 

Temporary Personnel

Weekly Activity Report

Subseries D: Procurement, 1980-1981

Box 43, cont.

Advertising and Promotion

Bulk Rate Permit – Advertising

**Collier Graphics** 

**Commemorative Invitations** 

Cost Center

Equipment & Supplies

**GSA** 

Invitations

**Invitation Control** 

Lanier

Memos (1)-(3)

Box 44

Miscellaneous (1)(2)

**Opening Ceremonies** 

Pitney Bowes

P & P

**Property Pass** 

Purchase Order Forms – Completed

**QUIP** 

Requests for Supplies

[Request for Supplies – Cancelled/Filled]

**Seal Reproductions** 

System 80

Transportation

**Travel Authorization** 

Correspondence -01/14/1981

Correspondence – 01/03/1981-01/13/1981

Correspondence - 12/09/1980-01/02/1981

Correspondence – 11/21/1980-12/08/1980

Correspondence/Memos – Alpha File, A-D

Correspondence/Memos – Alpha File, E-M

Correspondence/Memos – Alpha File, O-X

Box 45

Contracts/Agreements: AFTRA

Contracts/Agreements: Ball Facilities and Catering (1)-(7)

Contracts/Agreements: Contract for Balloonist Contracts/Agreements: Brink's Incorporated Contracts/Agreements: City Decorations

[Contracts/Agreements: O/C: Director's Guild of America]

Contracts/Agreements: Inaugural Ball Telecast

Box 46

Contracts/Agreements: Map Reproduction and Use

Contracts/Agreements: Miscellaneous

Contracts/Agreements: Office Trailer, GSA Design Space

Contracts/Agreements: Photographers

Contracts/Agreements: Taste of America (1)-(3)

Contracts/Agreements: TV Spot by Charlton Heston, StarFax

Subseries E: Security and Clearances, 1980-1981

Box 46, cont.

Application for credentials (Temp A & B Building Only)

Applications for Credentials (Limited Access) Empty

Armed Forces Inaugural Briefing

Budget Forms (20a, 20b, 20c)

Credentials

Credentials (Worksheet)

[Daily Reports]

[Directory – Security Office Telephone]

**Enforcement Contact** 

Fire/Security

GSA Correspondence (Empty)

General Bingling Corporation Photo IDs

Gubutosi, Robert K. Inaugural Invitation List

Gubutosi, Robert K. Personal File (1)(2)

Inaugural Invitations for Employees (empty)

**Inaugural Events Contact Sheet** 

**Inaugural Invitation List Volunteers** 

Inaugural Invitation Lists Working Papers and Forms

Interoffice Memorandums Sent

**Invoices and Receipts** 

Letters to be Given to the Secret Service

Lost and Found Forms

Meeting and Briefing Notes

Memos to Mr. Biebel

Memorandum and Filing Policy

Memorandum Policy Inter-Office

Memorandum – Passes/Credentials

Box 47

Memorandum Received (1)(2)

Memorandum Sent (1)(2)

Memorandum – Supply Room

Memos to Mr. Biebel

Notes/Minutes

Parade Route

**Parking Permits** 

Pinkerton

[Presidential Inaugural License Plates] (1)(2)

Property Removal

[Receipts for Property – GSA]

Request for Supplies or Procurement

Request for Issue or Turn-In

Secret Service Credentialing Forms

Security Office – Miscellaneous

Sign-In Sheets

Staff Directory – Presidential Inaugural Committee 1981

Theft of Property (Report)

Typewriters – Information

Wackenhut

Wells Fargo

Subseries F: Ticket Control

Box 48

Charts

Data Entry Batch Number File Invitation List Control (1)-(4)

[Data Entry Receipts (Copies Returned)] (1)(2)

Invitation Control: Correspondence – Requests (1)-(3)

Box 49

[Invitations Control: Final Report, 1973]

[Swearing-In Tickets]

[Swearing-In Tickets: Final Report] [Swearing-In Tickets Requests]

[Swearing-In Tickets: Williams, Dave Files]

Tickets, Miscellaneous Will Call Envelope Voucher

Subseries G: Transportation, 1980-1981

Box 49, cont.

Air and Ground Transportation for Balls, Bands

Ambulances

**AMC** 

Amectran

Americar Rental System

Armed Forces

Auto Manufacturers

**Ball Directory** 

**Ball Site Diagrams** 

**Bechtel Corporation** 

**Britt** 

**Boy Scout Escorts** 

Brown & Root, Inc.

**Budget** 

Budget 12/19/1980

Box 50

Budget 12/29/1980

Budget 12/30/1980

Bush (Family)

Busses

Capitol Centre

Car Accident Information

Car Call

Cars (Permanent)/Drivers

Car Wash

Chains

Check Requisition Forms (Empty)

Chevron

Chrysler

**Contact Sheet** 

**Courier Services** 

**Daily Reports** 

DeStefano, Bob

Dispatch

**Donations** 

Driver's Manual

Entertainment

**Events** 

Exxon

[Final Report -01/28/1981 - Transportation] (1)(2)

Box 51

[Final Report – 01/28/1981 – Transportation] (3)

[Final Report – Supporting Material – Correspondence, Etc.] (1)-(3)

Finance

Finance (Military)

Fireworks

Floor Diagrams

Ford Motor Company

FTS Directory (empty)

Gasoline

GM

Government Regulation

Governors

Greyhound

**Gulf Oil Corporation** 

Hotels

Ice Scrapers/Umbrellas

Inaugural Book

[Inauguration, 1973]

In-house Memo

Insurance

Kennedy Center

License Tags

Loan Agreement – Auto

[Mahaffey, Rob]

[Mann, Bob]

Maps

Mass Transportation

Box 52

Masters and Extra Copies

Mayors

Meeting Attendees

Meetings (Minutes)

Memos Received

Messenger Service

Metro Service

Mobil

Motor Pool (Executives)

Motor Pool Inventory

**Motor Pool Services** 

Oil Companies

Oil Companies (General)

**Organizational Charts** 

Organization Charts (PIC 1981)

Osmonds

Parade

**Parking** 

**Parking Credentials** 

**Parking Violations** 

People's Gas Company

**Press Inquiries** 

Prince George's County Government

Procurement/Supplies

Progress Report 12/08/1980

Progress Report 12/12/1980

Progress Report 12/19/1980

Progress Report 12/26/1980

Progress Report 01/02/1981

Progress Report 01/09/1981

**Purchase Orders** 

**Purchasing and Procurement** 

Report – 1977 Armed Forces Inaugural Committee

Seals

Security Info

Shell Oil

Shuttle Service

Signal Oil Company

Sign Requests

Box 53

Sites

**Site Coordinators** 

**Snow Emergency** 

Staff (Executive) Duty Hours

**Staff Meetings** 

Staff Memos, Misc.

Standard Oil

State Delegation

States

Sun Oil

Superior Oil Company

Task Force Members

Tax Opinion

Tax Status

Taxi Service (PIC)

Tenneco Inc.

Texaco

**Texas Eastern Transmission** 

**Tickets** 

Tickets (Bus)

Time Chart

[Truck Rental]

Vehicle Requests

Volunteers

Wackenhut Security

Westminster Motor Company

Wright, Shirley

Congressional Liaison Transportation Requests

Distinguished Ladies Reception Transportation Requests

**Entertainment Transportation Requests** 

First and Second Family Transportation Requests

Full Time Transportation Requests

Governor's Participation Transportation Requests

Hospitality Transportation Requests

Box 54

**Inaugural Balls Transportation Requests** 

**Judiciary Transportation Requests** 

Limousines

Police – Accidents Requests and Reports

Special Groups Transportation Requests

Vice President – Family and Friends

Young Voters Transportation Requests

SERIES V: INAUGURAL COMMITTEE GROUPS, 1980-1981

Subseries A: Advertising/Promotion, 1980-1981 Group II)

Box 54, cont.

[Archival Orders for Reagan Library & Hoover Institute]

Art Folder

Artwork

Audio Cassette

**Broadcasting File** 

[Broadcasting – Review of PSA Campaign]

Candlelight Dinner Plate

Catalogues (Distribution)

Catalogue – Invoices

Catalogue – Items

Catalogue – Misc.

Catalogue Ordering

Catalogue Printing

Box 55

[Catalogue – Regrets]

Catalogue Sales

Contract Form

Credentialing

Direct Mail Lists (Catalogue)

**Environmental Educators** 

Fine Arts Project

Inaugural; Backgrounds

Inaugural Book

**Inaugural Events** 

**Inauguration Order Forms** 

Insurance

Interdepartmental Memos

**Invitation Lists** 

Legal

Mailing Lists, PIC

Memorabilia

[Memos General]

Memos to Bob Gray

Miscellaneous

Miscellaneous Correspondence

**Motor Pool Information** 

**Neiman Painting** 

Official Invitation

Personnel

Box 56

Petty Cash Vouchers

Poster

Press

Program

Program Marketing

Purchase Orders - Made

[Purchase Request & Forms]

**Purchasing Contract Policy** 

Retailing

Scripts – Producers, etc

**Staff Information** 

Team Telephone

Vendors

VIP Official Inaugural Collection

Volunteers

Zorthian, Barry

George Stringer Office Files: Accomplishments George Stringer Office Files: Budget (Current) George Stringer Office Files: Budget (Historical) George Stringer Office Files: Business Oversight Team

George Stringer Office Files: Catalogue

George Stringer Office Files: Collier Graphics

George Stringer Office Files: Contracts

Box 57

George Stringer Office Files: Final Reports

George Stringer Office Files: Flags

George Stringer Office Files: Inaugural Medal George Stringer Office Files: Inaugural Programs

George Stringer Office Files: Insurance Information Interoffice Memos

George Stringer Office Files: Legal

George Stringer Office Files: Merchandise Packing, Slips/Receipts

George Stringer Office Files: Miscellaneous

George Stringer Office Files: Post Office BRE Receipts George Stringer Office Files: Post Office Receipts

George Stringer Office Files: Printing Bids

George Stringer Office Files: Reserved Plate Info

George Stringer Office Files: Time Schedules (Projects)

George Stringer Office Files: Transportation

George Stringer Office Files: TV-Radio PSA Mailing

George Stringer Office Files: Vending

George Stringer Office Files: Welch, Frankie

George Stringer Office Files: "What's Happened Since 1776"

Subseries B: Inaugural Balls, 1980-1981 (Group III)

Box 57, cont.

AF to M Performance and TV Scales

Beach Boys/Youth Concert

Brown, James

Contracts

Cover Letters for Contracts

December Correspondence (1)(2)

Box 58

Entertainment

[Group III Final Report Materials] (1)(2)

General Notes File

[Hampton, Lionel]

January Correspondences (1)-(3)

Box 59

January Correspondences (4)

**1973 Notes** 

**Osmond Family** 

Subseries C: Inaugural Concert and Candlelight Dinner, 1980-1981 (Group IV)

Box 59, cont.

Activity Control & Organization

**Budget Reports** 

Candlelight Dinners/Concert Committee

**Concert Program** 

Final Report of the Entertainment Committee, 1973

[Material for the Final Report, 1981]

Memos

Subseries D: Vice-President's Reception, 1980-1981 (Group V)

Box 59, cont.

Commemorative Contributors

Congressional Acceptances

**DC** Hostess Lists

Honorary Response Sheets (1)

Box 60

Honorary Response Sheets (2)

In-House Memoranda

Inter-Office Memoranda

Mailing Lists for Medallions, Programs and Pens, Etc.

Maryland Hostesses

Memo Originals

Names for Invitations Checked

**Purchase Orders** 

Security Clearance

Sometimes News, The

Staff and Volunteers – Sign In/Out Sheets

Support Personnel for V-P's Reception (1)(2)

Virginia Hostesses

Volunteer Applications

Subseries E: Governor's Reception, 1980-1981 (Group VI)

Box 61

Administrative

Badges & Pins

[Budget]

Chamberlin's Outgoing Memos

Committee Checklist

[Credentials]

[Decoration Bids]

Diplomatic Protocol

Entertainment

Fact Sheet – Other Committee

[Final Report – Background Material]

[Final Reports from Subcommittee]

Floor Committee

Forms

[Governor Information]

Honorary Chairmen

Hotel Liaison

**Information Memos** 

Box 62

Liaison – Communication with Governors

Media Packet

Medical

[Meetings (Reports)]

Military Aides to Governors

Military Liaison

Music

Name Lists

[National Naval Medical Center]

1969 Governor's Reception Inaugural

**Outgoing Correspondence** 

Press & Public Relations

Purchasing & Procurement

Quotas

Secret Service Clearance

Schedule of Events

[Schedule Plan]

**Sheraton Group Contacts** 

**Supplies** 

Telephone Directories (Office)

Ticket Control

[Time Sheets]

Transportation

[Volunteers]

Subseries F: Distinguished Ladies Reception, 1980-1981 (Group VII)

Box 63

Budget

Contributions

[Correspondence, Memos and Lists]

Diplomatic Wives

Draft – Distinguished Ladies Reception

Hostesses for Distinguished Ladies Reception

Maps

Press/Staff

Program

Renee Rubinson

[A Reporter's Guide to Inaugural Washington]

Site Coordination and Services

Subseries G: Inaugural Souvenir Book, 1980-81 (Group VIII)

Box 63, cont.

Advertisements

Advertising & Production; Final Report, 1977

Articles re: RR and Inauguration

Assignments

[Background & Research material]

Book Committee (BA)

[Book Text – Drafts] (1)

Box 64

[Book Text – Drafts] (2)

[Book Text – Editing Copy]

[Book Text – Page 1-10]

Budget

**Bumper Stickers** 

Captions to All Pictures

[Complimentary Copies]

Congressional Letters of Appreciation

Contact Sheets – Transferred to AV 5/15/94

Contracts

[Copyright Information]

Credentials

Daily Log (Trans and Written)

Departmental Logos

[Design Treatment]

Editorial/to Typesetter

Edwards, James Burrows

[Event Specifications]

[Final Report Background Material] (1)

Box 65

[Final Report Background Material] (2)

First Family – Bio Data

Gray, Bob

Historical Xerox Copies, National Gallery

**Honorary Advisors** 

Hotels

**Image** 

[Inaugural Book Jackets]

[Inaugural Book – Master for Lover]

**Inaugural History** 

Inaugural Seals (Negatives)

[Inaugural Souvenir Book, 1969]

Inaugural Weather

Invitations

Invoices

**Labor Committee** 

**Lanier Instructions** 

[(Legal) Inaugural Book]

[Letters to Governors Wives (Not Sent)]

Mailing Receipts

[Maps, Drawings]

Memorandums – Office (3)

Memos Duke Zeller/Staff

Mementos

**Box 66** 

[News & Public Information Committee Report, 1973] (1)-(3)

Outline – "A Great New Beginning"

Personnel

**Petty Cash Receipts** 

[Photograph Lists]

[Photograph Credits]

[Photographers]

[Photographs]

Presidential Inaugural Committee 1981 – Accounting

Procedures Manual – Cost Center Directors

**Press Lists** 

[Press Party]

Press Releases

[Previous Inaugural Programs]

Procurement Forms Sent to Supply

Production

Reagan, Nancy Bio & Article

Registration for License Plate

Release Form

Requests for Books

Box 67

Resumes

Rodgers, Nancy

Schedule of Events (Drafts)

[Smithsonian Historical Slides Order]

Tampico, Illinois

Transition – Arts & Humanities

Volunteers (3)

White House Book Presentation Ceremony

Subseries H. Group X. Civic Participation

Box 67, cont.

Group X – Civic Participation

Subseries I. Group XI. Public Safety & Reviewing Stands

Box 67, cont.

Balls

Boy Scouts of America

Correspondence Baker

Cost Center 22252

Group XI Memos

Housing

Insurance

Legal

Miscellaneous PIC Office Memos

Parade Tickets

Press

Reviewing Stands, Etc. Chron

Security

Transportation

**USSS** Clearance

Subseries J. Group XIII License Plates

Box 68

**Background License Information** 

Balls

Budget

Budget for License Plate Division

Communications

Comps

Correspondence & Memos – Outgoing

D.C. Space Sales

**DMV** 

**Events** 

Fact Sheet

Family Schedule

FIC & PIC Information

Final Report

[Final Report & Attachments]

Flyer

Governors

**Incoming Memos** 

License Plates, Misc.

Lists

Marketing Plans

Memos

Motorcade

News/Promotion

News Release

Notes

Numbers

Orders – Exec. (not PD)

Personnel

**Pictures** 

Box 69

Press Releases

Printing

Procedure Handling Plate Sales

Procurement

PSA's

**Purchase Orders** 

PX's

Radio Programs

Registration/Order Forms

"Sometimes News"

State Sales

[States Sales order Forms]

Telephone Bank

**Telephone Directory** 

Transportation

Volunteers

Weekly Reports

Subseries K. Group XIV – Special Groups

Box 69, cont.

Budget

**Budget Forms** 

**Budget Reports** 

Chron File – December

Chron File – January

Commemorative Lists

**Forms** 

[Memos/Letters – Williams]

[Memos/Letters – Wu]

Organizational Chart/Personnel

Schedule of Events

Special Group: Blacks

Special Group: Hispanics

Special Group: Nationalities

Special Group: Religious

Special Group: Senior Citizens/Handicapped

Special Group: Veterans

Special Group: Young Voters

Special Group Phone Listing

Box 70

Staff File

Staff Resumes

**State Coordinators** 

Volunteers

Washington D.C. Committee

Weekly Reports

Bob Billings – Director of Religious Participation Subject Files: Convocation Meeting

Bob Billings – Director of Religious Participation Subject Files: Correspondence 11/04/1980-11/12/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 11/13/1980-11/20/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 11/21/1980-11/30/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 12/01/1980-12/14/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 12/15/1980-12/28/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 12/29/1980-01/11/1981

Bob Billings – Director of Religious Participation Subject Files: Correspondence 01/12/1981-01/21/1981

Bob Billings – Director of Religious Participation Subject Files: Humanism

Bob Billings – Director of Religious Participation Subject Files: Memos – In-Coming

Bob Billings – Director of Religious Participation Subject Files: Memos – Outgoing

Bob Billings – Director of Religious Participation Subject Files: Miscellaneous

Bob Billings - Director of Religious Participation Subject Files: Office Correspondence

Bob Billings – Director of Religious Participation Subject Files: [Possible Musical Participants]

- Bob Billings Director of Religious Participation Subject Files: Religious Host Committee
- Bob Billings Director of Religious Participation Subject Files: Schedule of Events
- Bob Billings Director of Religious Participation Subject Files: Tickets
- Bob Billings Director of Religious Participation Subject Files: Weekly Reports: Copies from Religious Group
- Bob Billings Director of Religious Participation Subject Files: White House Reception

#### Box 71

- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Administrative Department Description
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Budget
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Committee Meetings
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Correspondence – Seniors
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Directories, PIC
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Forms (Miscellaneous)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos (Incoming)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos Outgoing
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos to/from Bob Williams
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Newspaper Clipping
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Notes]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Official Inaugural Merchandise
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Organization Chart
- Jean Berguast Director of Senior Citizens and Handicapped Subject Files: Payroll
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Procurement (Cohen/Kersey)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Receipts
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Religious Participation
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: "Sometimes News"
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Special Groups Group 14
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: State Coordinators Inaugural Plans 1981
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Supplies

- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Ticket Priority
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Volunteers
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Handicapped Services]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Access (Physical)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Communications
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: General
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Interpretation
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: In-Kind Services
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Memos (In-House)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Handicapped Services '81: 1977 Final Report]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Planning
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Press
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Printing
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Reserved Areas/Parking
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Resources
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Transportation

## Subseries L: Group XV – Parade Committee

Box 72

[Parade Participant Files: Cardinal O'Hara H.S. - PA – 1]

[Parade Participant Files: Cardozo High School – DC – II]

[Parade Participant Files: Chesterton H.S. – IND – III]

[Parade Participant Files: Clovis H.S. – Calif – IV]

[Parade Participant Files: Dixon High School – Illinois – III]

[Parade Participant Files: Eldo H.S. – Nevada – IV]

[Parade Participant Files: Fort Walton Beach H.S. – FLA – II]

[Parade Participant Files: Fountain Valley H.S. – California – IV]

[Parade Participant Files: Hutchinson H.S. – Kansas – III]

[Parade Participant Files: Morman Tabernacle Choir]

[Parade Participant Files: National Guard Bagpipe band – Oregon IV]

```
[Parade Participant Files: Portsmouth H.S. – RI – I]
[Parade Participant Files: Purdue University Glee Club – IND – III]
[Parade Participant Files: Ross Volunteers Texas A&M]
[Parade Participant Files: Salem High School – NH – I]
[Parade Participant Files: South Dakota State University – SD – III]
Box 73
[Parade Participant Files: Southern University – LA – II]
[Parade Participant Files: Strom Thurmond High School – SC – II]
[Parade Participant Files: Starkville H.S. – Mississippi – II]
[Parade Participant Files: University of Massachusetts]
[Parade Participant Files: University of Tennessee – TN – II]
[Parade Participant Files: University of Texas – Texas – IV]
[Parade Participant Files: Virginia Polytechnical Institute – VA (VPI) "Hightie-Tightie"
[Parade Participant Files: West Iredell H.S. – TN – II]
[Parade Participant Files: Willard H.S. – Missouri – III]
[Parade Participant Files: American Driving Society – National – New York]
[Parade Participant Files: American Indian Foundation Region II Virginia]
[Parade Participant Files: American Morgan Horse Assoc. National Texas]
[Parade Participant Files: American Quarter-Horse Assoc. National – Texas]
[Parade Participant Files: American Saddle-Bred Region II Kentucky]
[Parade Participant Files: Appaloosa Horse Club Region II VA]
[Parade Participant Files: Belgians Newfields, NH]
[Parade Participant Files: California Rangers – Region IV Calif.]
[Parade Participant Files: Con Davis Region IV – Calif.]
[Parade Participant Files: Connecticut Governor's Horse Guard Region I Conn.]
[Parade Participant Files: Culver Military Academy Region III Indiana]
[Parade Participant Files: Demer's Draft Team Region I Mass]
[Parade Participant Files: Equestrian Narratives for Fact Book (Rough Drafts)
[Parade Participant Files: First Maine Cavalry Region II Maryland]
[Parade Participant Files: First Troop Philadelphia Cavalry Region I PA]
[Parade Participant Files: Fort Hood First Cavalry National – Texas]
[Parade Participant Files: Hella Horse Patrol Region IV Texas]
[Parade Participant Files: International Arabian Horse Association – National]
Box 74
[Parade Participant Files: International Side-Saddle Organization Region I NJ]
[Parade Participant Files: Kena Shrine Temple Palominos Region II Virginia]
[Parade Participant Files: Lake County Sheriff's Posse, Ind Region III]
[Parade Participant Files: Medinah Black Horse Troop Region III Illinois]
[Parade Participant Files: Mounted Ranger Patrol/Cleveland Metro Park Region III Ohio]
[Parade Participant Files: New York City Police Region I New York]
[Parade Participant Files: President Horses Region IV California]
[Parade Participant Files: Sacramento Sheriff's Posse Region IV Calif.]
[Parade Participant Files: Tempel Lipizzians Region III – Illinois]
```

[Parade Participant Files: Third Infantry Ceremonial National – Virginia]

[Parade Participant Files: U.S. Equestrian Team National – Maine]

[Parade Participant Files: U.S. Park Police/National Park Service National – District]

[Parade Participant Files: Bill Williams Mountain Men Region IV Arizona] [Parade Participant Files: World's Champion Dog Sleds Region IV Alaska]

[Band Information]

Budget – Parade Committee – 1981 – Inaugural

[Cavalcade/Motorcade]

[Credentials]

[Equestrian Teams]

[Float – Bob Luker]

[Float – Hargrove]

[Float – World's Fair]

Floats Being Used

[Form Letters]

[Form Originals]

Group XV – Inaugural Parade Status Report (1)-(3)

#### Box 75

[Historical Parade Committee Reports] (1)-(3)

[Inaugural Parade Booklet: General Order Number 1]

Inaugural Parade Fact Book

[Parade Committee Fact Sheets]

[Parade Line of March]

Parade News Release

Parade Newspaper Clippings

[Parade Notes]

[Parades Staging Reports]

Phone Directories

[Photo File]

[Plan of Operations]

Press Kit: Press Briefing; 01/10/1981

[Procurement]

#### Box 76

[Sheet Music: Inaugural Grand March]

["The Sometimes News"]

[State Coordinators List]

[Weather Forecast]

[Regional Parade Participant Books Middle – M I]

[Regional Parade Participant Books Northeast – NE I]

[Regional Parade Participant Books Southern S-I (A)]

[Regional Parade Participant Books Southern S-I (B)]

[Regional Parade Participant Books Western W I]

Subseries M: Group XVI - Inaugural Balls in States

Box 77

Albany Satellite Ball

American Hotel & Motel Association

AT&T

Budget

Chamber of Commerce

**Dead Cities** 

Entertainment

Final Report

International

Legal

Legal Agreements (Sent Out)

Legal Statements (Returned)

List of Cities

Local Inaugural Ball Sponsors

**Mailings** 

Mementos – Programs – Etc.

Press

Production of Program

Program Book Order

**Box** 78

Questionnaire Results

Republican National Committee

Republican Party Reservations

Satellite Balls Confirmed Cities List

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

Georgia

Hawaii

Idaho

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maine

Maryland

Massachusetts

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

New Hampshire

New Jersey

New Mexico

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

Rhode Island

South Carolina

South Dakota

Tennessee

Texas

Utah

Virginia

Washington

West Virginia

Wisconsin

Wyoming

Subseries N: Group XVII – Business, Industry & Special Events

Box 78, cont.

[Business/Industry/Special Events Final Report] (1)-(3)

Contributors – In-Kind

Event I.D. Credentials

Out-going Memos from This Division

Personnel

Press Club Event

Purchasing & Procurement

Box 79

Quota Info

Report Info

Security

Seniors/Handicapped

Signs

Special Events Ideas

State Coordinators List

Tax Status

Ticket Sales

Tickets Sales Receipts

**Tickets** 

Tickets Received from Staff by Companies

Transportation

Ticket Sales Summary Book

Weekly Report B/E/SE 12/08/1980

Weekly Report B/E/SE 12/12/1980

Weekly Report B/E/SE 12/19/1980

Weekly Report B/E/SE 01/02/1981

Weekly Report B/E/SE 01/09/1981

Subseries O: Group XIX – Hospitality

Box 79, cont.

Alphabetized List of Institutions/Performers

Places Contacted (1)-(3)

Budget (1)(2)

Chron File (1)(2)

Civic Participation

[Credentials]

[Day by Day Schedule Cards 01/16/1981]

[Day by Day Schedule Cards 01/17/1981]

Box 80

[Day by Day Schedule Cards 01/18/1981]

[Day by Day Schedule Cards 01/19/1981]

[Day by Day Schedule Cards 01/20/1981]

Distribution List for Official Guide Book

Doriene Steeves, Director

[Final Reports]

[Guide Book Galley Proofs] (1)-(4)

[Guide Book Inaugural Committee Lists] (1)-(3)

Box 81

[Guide Book Inaugural Committee Lists] (4)(5)

[Guide Book Information] (1)(2)

[Guide Book Proofs]

Hospitality Booth Locations (1)(2)

**Hostess Briefing** 

Hospitality Desk Working File (1)-(5)

[Inaugural Guide Book, 1965]

**Inaugural Publicity** 

[Inauguration 1977 Schedule of Events & Guide to Washington]

Box 82

Jellybeans

Materials

**Organization Chart** 

**Procurement Requests** 

Schedule of Events

Special Events

**Special Hostesses** 

Staffed Hotels (1)(2)

Status Reports for Weekly Reports

Stocked Hotels

[Transportation]

[Tourist Information Cards A-H]

[Tourist Information Cards I-S]

[Tourist Information Cards T-W]

Volunteers

Weekly Activity Reports

Subseries P: Group XXI: Outdoor Concert Committee

Box 83

Budget/Salaries

"Invitations" Code #208

Myles Ambrose, Director

**OCC** Department Description

[OCC Final Report]

[OCC Outgoing Correspondence, December 1980]

OCC Outgoing Correspondence, January 1981]

P.R. File

Requests for Supplies/Equipment

Telephone Directory

Volunteers

Weekly Report/Biebel

Subseries Q: Group XXVIII – Housing

Box 83, cont.

Accommodations for Rev. Moomau

SERIES VI: PRINTED MATERIAL FOR EVENTS, 1981

**Box 84** 

[Governor's Reception Invitations] (1)-(6)

Box 85

[Inaugural Commemorative Invitations] (1)-(6)

Box 86

## [Inaugural Guide Books] (1)-(6)

**Box 87** 

[Parade Fact Books] (1)-(6)

Box 88

[Book – "A New Beginning"]

[Book – "We the People: An American Celebration 50<sup>th</sup> Golden Inaugural"]

Concert Performances Kennedy Center

Distinguished Ladies Reception

Governor's Reception

Inaugural Commemorative

**Inaugural Convocation** 

Inaugural Education Kit

Inaugural First Stamp Cover

**Inaugural Gala Invitations** 

Inaugural Gala Programs

**Inaugural Invitations** 

Inaugural Parade

Inaugural Parade Fact Book

Inaugural Program

Inaugural Reception - George Bush

[Inaugural Tickets from Museum Collection]

**Box 89** 

Invitations for Reception – Samuel Pierce

1981 Presidential Inaugural Committee Press Kit (1)(2)

Plan for the Inaugural Ceremonies

[Presidential Seal on the Johnson Proclamation]

[Seniors and Handicapped Citizens Reception]

**Sheet Music** 

**Staff Passes** 

[Stationary]

"A Taste of America"

**Telephone Directory** 

[Ticket Request Forms]

[Various Programs, Pamphlets]

[Veterans Inaugural Ball]

[Transfer Sheets – Architectural Plans]

[Transfer Sheets - Audio- Visual] – See <u>full inventory</u> of audio-visual items for this collection

[Transfer Sheet – Objects]

**Box 90** 

Poster – The Official Inaugural Plate

Poster – Official Inaugural Commemoratives (4 Copies)

Calendar – 1981 "We the People"

Poster – Reagan/Bush (2 copies)

Poster – Neiman Painting (2 copies)

Commemorative Announcement – Governor's Ball (30 copies)

Box 91

Poster – Tape Recording

Poster – 1981 Inaugural Book (2 copies)

Poster – The Official Presidential Commemorative Collection with Order Forms

Box 92

Poster – Commemorative Appreciation Photo of President & Mrs. Reagan (200 copies)

Box 93

Plan for Booths at Governor's Reception

Swatch Samples for Governor's Reception

Braille Invitation for Vice-President's Reception

Newspaper – Washington Star Tuesday, 01/20/1981

Newspaper – Washington Post Wednesday, 01/21/1981

## SERIES VII: AUDIO-VISUAL RECORDS OF INAUGURAL, 1981

This material is described on transfer sheets in Box 89 and the AV inventory

## SERIES VIII: ARTIFACTS/OBJECTS

This material is described on transfer sheets in Box 89 with 11 items

## SERIES IX: ARCHITECTURAL DRAWINGS

This material is described on transfer sheets in Box 89 with 99 items