Material noted in bold within this collection is currently available for research use. If a folder is available for research use it may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc. Any non-bolded folder is closed for research.

The non-bolded folders are subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

If you are interested in submitting a FOIA request for access to any of the unavailable records or have any questions about these collections or series, please contact our archival staff at 1-800-410-8354, or email reagan.library@nara.gov.


A preliminary arrangement was completed for this office resulting in six series. They are:
SERIES I: Presidential Schedules; SERIES II: Set-Up Memos; SERIES III: Subject Files; SERIES IV: Phyllis Hallahan Material; SERIES V: State Files; SERIES VI: Event Files; SERIES VII: Administration.

Series IV was donated to the Library by the estate of Phyllis Hallahan, a longtime volunteer in the Office of Appointments and Scheduling. Material includes drafts, outgoing letters written by Hallahan in response to requests for meetings with the President; inserts and background material included in outgoing letters; administrative material for the Office; and general instructive memos to all of the White House Staff. Hallahan continued past January 20, 1989 so a very small amount of work product for the George H.W. Bush Administration is included in this material.

The three directors of this office were Gregory Newell, 1981-1982; William Sadlier, 1982-1983; and Frederick J. Ryan, 1983-1989. The Library has a separate collection for both Newell and Ryan. We do not have a collection for Sadlier. His work product may be found within office series.

Mr. Ryan also served as the Director of Private Sector Initiatives, so some of the event and subject folders cross over as part of the agenda for this office.

CONTAINER LIST

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Photographs of the Space Center and U.S. Space Camp (Envelope)
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