

McMANUS, MICHAEL A.: Files, 1982-1985 – REAGAN LIBRARY COLLECTIONS

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**MCMANUS, MICHAEL A Jr.: Files, 1982-1985**

Office of the Deputy Chief of Staff: Deputy Assistant to the President and Deputy to the Deputy Chief of Staff (1982-1983)

Office of the Deputy Chief of Staff: Assistant to the President and Deputy to the Deputy Chief of Staff (1983-1985)

**Biography**

Michael McManus was born in Boston on March 11, 1943. He grew up in the suburbs of Boston and New York City. He earned a B.A. degree in Economics from the University of Notre Dame (1964), and a law degree from Georgetown University Law Center (1967). From 1968 to 1970 he served in the Army, as an attorney stationed at Fort McNair in Washington, DC. After his discharge, he was an attorney with the law firm Cadwalader, Wickersham and Taft (1970-1974) and the American Freedom Train Foundation (1974-1975). In December 1975 he joined the Department of Commerce, as a Regional Representative of the Secretary of Commerce for two years. He then returned to the private sector, as an attorney with the pharmaceutical firm Pfizer Inc.,

In April 1982 McManus became the chief assistant to Michael Deaver, the White House Deputy Chief of Staff. He was assigned to oversee the logistics of President Reagan's trip to Versailles, France for the 1982 G-7 Summit of Industrialized Nations. Once this Summit ended, McManus began work on the 1983 G-7 Summit, for which the United States was the host country. He was the official leader of the independent group that organized the Summit, which was held in Williamsburg, Virginia in May 1983. After the Williamsburg Summit, McManus was promoted from a Deputy Assistant to a full Assistant to the President. He continued working with the Office of Presidential Advance on event scheduling and logistics, especially for President Reagan's overseas trips. He assisted Mr. Deaver with internal administrative matters. He dealt with various issues, special projects, and outside organizations on behalf of Deaver and the Office of the Deputy Chief of Staff.

In October 1983, McManus was named the White House liaison on matters pertaining to the 1984 Republican National Convention. In January 1984 he took on direct oversight of most aspects of White House communications, as part of a reorganization of the White House staff undertaken for the 1984 campaign season. After President Reagan won re-election, McManus became a member of the advisory board for the 1985 Inaugural, while Deaver served as Chairman of the 1985 Inaugural Committee.

McManus left the White House staff effective March 31, 1985. Since then he has held leadership positions with various corporations in the New York City area, primarily in the banking and pharmaceutical fields.

### **Scope and Content Note**

The material within this collection reflects the intensive nature of planning and “advancing” Presidential events and trips. Separate series are maintained for five of the President’s foreign trips, reflecting the large amounts of material pertaining to these trips and McManus’s key role in planning them. The trip-based series can include material on advance site visits, event proposals, lists of event attendees, draft and final trip schedules, and thank-you notes to people who helped with the trip.

The collection also reflects the large supervisory role the Office of the Deputy Chief of Staff acquired after David Gergen, Director of Communications left the White House staff in late 1983. In effect, the Office was now providing the strategic guidance for the Office of Communications, Office of Media Relations, Office of Public Affairs and to some degree the Office of Speechwriting. McManus took on a large part of these responsibilities.

The collection includes material reflecting the Office of Deputy Chief of Staff’s responsibility for making all the arrangements of the Summit of Industrialized Nations (G-7) held in Williamsburg, Virginia at the end of May 1983. Michael McManus was appointed the Coordinator for Administration for the Summit, supervising the independent group organizing the Summit. While working closely with the Summit group, McManus also retained his White House job and functions. While working closely with the Summit group, McManus also retained his White House job and functions.

With the original McManus collection, we found about 4-5 cubic feet of the specific records for the Summit of Industrialized Nations independent body. This body was located outside the White House in Jackson Place and had an Executive Director running day-to-day operations. We have transferred this material to a created collection for the Summit of Industrialized Nations. There is some additional McManus work product in the Summit collection (see [separate inventory](#)).

The remaining material within this collection focuses on the political and ceremonial functions of the President including fund-raising trips and events; the 1984 Republican Convention in Dallas, Texas, and the 1985 Inaugural. (Series 9-11) All of these series are considered “personal” papers of President Ronald Reagan misfiled within McManus’ presidential records. As such it is processed and made available under the deed of gift of the President regarding this material.

As a general note on filing practices by McManus, his office staff liked to group his work product in big broad topics usually in large expansion (“accordion”) folders. We have retained this original order with overarching folder titles from the accordion folders and used some folder subtitles to break up the material in more specific units.

The Michael McManus collection consists of 11 series: SERIES I: Subject File, SERIES II: 1983 Williamsburg Summit, SERIES III: European Trip 1982, SERIES IV: South and Central American Trip 1982, SERIES V: Far East Trip 1983, SERIES VI: China Trip 1984, SERIES VII: 1984 Economic Summit – London, England, SERIES VIII: Events, SERIES IX: 1984 Republican National Convention, SERIES X: 1985 Presidential Inaugural, and SERIES XI: Political – General.

## DESCRIPTION OF SERIES

### SERIES I: SUBJECT FILE, 1982-1985 (5.5 l.ft., Boxes 1-14)

This series contains material relating to a variety of subjects regarding strategic planning for communicating and presenting the Reagan Administration. It also includes material on internal administrative matters and “special projects” which were the responsibility of McManus.

### SERIES II: 1983 ECONOMIC SUMMIT, WILLIAMSBURG, VA, 1982-1984 (3.8 l.ft., Boxes 14-24)

This series contains material relating to initial site selection for the Economic Summit, Administration events held at potential Summit sites, the budget for the Summit, Summit expenses and billing, setting up of accommodations, catering, security concerns, and meeting requirements. Only a few records pertain to the foreign policy and trade issues addressed during the Summit meetings.

### SERIES III: EUROPEAN TRIP 1982, 1981-1982 (1.2 l.ft., Boxes 24-27)

This series contains material relating to the planning, pre-advance, and final scheduling for this first European trip that Ronald Reagan took as President (June 2-11, 1982). The trip’s primary purpose was to attend the 1982 Economic Summit (Summit of Industrialized Nations) at Versailles, France. It was expanded to include stops in Ireland and Great Britain, a NATO meeting in West Germany, a visit to NATO headquarters in Brussels, and a visit with the Pope at the Vatican.

### SERIES IV: SOUTH AND CENTRAL AMERICAN TRIP 1982, 1981-1982 (0.2 l.ft., Box 27)

This series contains material relating to the planning, pre-advance, and final scheduling for this trip in which President Reagan visited Brazil, Colombia, Honduras, and Cost Rica (November 29 – December 4, 1982).

### SERIES V: FAR EAST TRIP 1983, 1982-1983 (0.3 l.ft., Boxes 27-28)

This series contains material relating to the planning, pre-advance and final scheduling for this November 1983 trip to Japan and South Korea. The trip included a visit to the DMZ at the border between North and South Korea.

**SERIES VI: CHINA TRIP, 1984 (0.3 l.ft., Box 28)**

This series contains material relating to the planning, pre-advance, and final scheduling for President Reagan's 1984 trip to China. The trip included events in Hawaii and Guam prior to arrival in China, and a meeting with Pope John Paul II in Alaska on the way back from China.

**SERIES VII: 1984 ECONOMIC SUMMIT, LONDON, ENGLAND, 1983-1984.  
(0.2 l.ft., Box 29)**

This series contains material relating to the planning, pre-advance, and final scheduling for this trip to the 1984 Summit of Industrialized Nations. The trip included a stop in Ireland, where President Reagan reconnected with his Irish background in Ballyporeen, Ireland. The President also delivered two speeches in Normandy, France, to commemorate the 40<sup>th</sup> anniversary of the World War II D-Day Invasion in June 1944.

**SERIES VIII: EVENTS, 1982-1983 (0.9 l.ft. Boxes 29-31)**

This series contains material relating to domestic trips to California, Ohio, Nevada, Texas, Massachusetts; local events within the Washington, DC area; and the President's meeting with President de la Madrid of Mexico in San Diego, California. The time period for this series is May 1982 to July 1983. The 1982 trips were also used as fundraising and political promotion of the Reagan Administration for the 1982 Congressional elections.

**SERIES IX: 1984 REPUBLICAN NATIONAL CONVENTION, 1983-1984  
(2.6 l.ft., Boxes 31-38)**

This series contains material relating to the pre-planning and advance work done by Michael Deaver and McManus to assist in staging the 1984 Republican National Convention in Dallas.

**SERIES X: 1985 PRESIDENTIAL INAUGURAL, (1969-) 1984-1985.  
(0.8 l.ft., Boxes 38-40)**

This series contains material relating to the planning for the 1985 Presidential Inaugural, including reference materials pertaining to past Inaugurals.

**SERIES XI: POLITICAL – GENERAL, 1982-1985 (0.3 l.ft., Box 40)**

This series contains material relating to political strategy for the off-year 1982 election and the 1984 presidential election. It contains 1984 campaign commercials, which are housed in our audio-visual holdings area.

**CONTAINER LIST**

**SERIES I: SUBJECT FILE**

**Box 1**

**200th Anniversary of Signing of Constitution (1)-(3)**

**American Irish Historical**

American Irish Historical: American Irish Historical Society (1)-(3)

Amway

Amway: Amway – Galtland 07/15/1982

Awards: Presidential Citizens Medal

Awards: Presidential Medal of Freedom

Bailey

Balanced Budget Amendment

Baroody, Mike

Baroody Talking Points

Blacks

Brandon, Muffie

FY85 Budget / Economic Report Release Schedule

Caribbean Basin Initiative

Central America (1)(2)

Administration – Communications

Calendar of Communications Events (1)(2)

Box 2

Calendar of Communications Plans (1)(2)

Communications Correspondence (General)

Deaver Communications Meeting 03/23/1984

Deaver Communications Plan Meeting 03/16/1984

Long Range Communications Meeting 12/11/1984

Communications Plan Meeting with Deaver and Bailey 04/06/1984

Ryan Communications Scheduling Themes

A Message from President Reagan to Cystic Fibrosis Foundation (Videocassette – Stored in A/V for preservation)

Dateline Disneyland (Parts 1 and 2) (Videocassette – Stored in A/V for preservation)

*The Day After* (Videocassette – Stored in A/V for preservation)

Debate Preparation

Drug Chemical Allied Trade Association September Conference – Mike is Speaker  
(1)-(3)

Education (1)-(4)

Ellis Island (1)-(3)

Environmental Protection Agency (1)-(4)

Box 3

Michael Evans Project

Faxon, Thomas S. – Sample Reel (Videocassette – Stored in A/V for preservation)

Final Salute/ Vietnam Unknown – ABC News Special (Videocassette – Stored in A/V for preservation)

Food Assistance Task Force

[Fouhy, Edward]

[Grenada:] Meeting w/Deaver, Kimmitt, et al. – 1:30 pm, Ward Room; PA-Grenada

Group Interview with Deaver 04/06/1984

Heimlich, Dr. Henry

Hickey, Ed  
High Frontier (Videocassette – Stored in A/V for preservation)  
Hispanics (1)-(6)  
Hohlt, Richard F. (1)(2)  
Implementation  
Interand Corporation  
Irish Tourist Board/ President Reagan In-Flight Video Presentation (Videocassette –  
Stored in A/V for preservation)  
Jakarta, Indonesia  
Jewish  
Ketchum Advertising/ American Bell Dub (Videocassette – Stored in A/V for  
preservation)  
Maureen Reagan/Donahue (Videocassette – Stored in A/V for preservation)  
McCrary, Tex: Tex McCrary (1)(2)

Box 4

McCrary, Tex: Tex McCrary (3)(4)  
McCrary, Tex: President's Taping for Navy League Dinner – Tex McCrary (1)(2)  
Media Relations Three Month Plan  
Director of Media Relations  
Medicare  
Melady, Dr. Thomas: Meeting with Dr. Melady 11/30/1984  
Melady, Dr. Thomas: Meeting with Dr. Melady 12/14/1984 (1)(2)  
Melady, Dr. Thomas: Meeting with Melady 04/13/1984  
Melady, Dr. Thomas: Knights of Columbus  
Melady, Dr. Thomas: Meeting with Dr. Melady 11/01/1983  
Melady, Dr. Thomas: Meeting with Dr. Melady 12/13/1983  
Melady, Dr. Thomas: Meeting with Tom Melady 07/20/1984 [July 1984-September  
1984] (1)(2)  
Melady, Dr. Thomas: Meeting with Melady 06/15/1984  
Melady, Dr. Thomas: Dr. Thomas Melady – Catholic Issues (1)-(3)

Box 5

Melady, Dr. Thomas: Meeting with Dr. Melady 02/24/1984 (1)-(5)  
Melady, Dr. Thomas: [Memos]  
Melady, Dr. Thomas: [Memos September 1984-October 1984] (1)(2)  
National Productivity Advisory Committee (1)(2)  
National Security Council: Scheduling NSC  
National Security Council: National Security Council  
National Taxpayers Legal Fund  
NHK/Interview with Prime Minister Margaret Thatcher (Videocassette – Stored in  
A/V for preservation)  
Office of Planning and Evaluation  
Office of Planning and Evaluation: Office of Planning and Evaluation (1)(2)  
Office of Planning and Evaluation: Meeting with Bruce Chapman  
[Olympics \(1\)](#)

Olympics (2)

Pfizer

Picture/Event File

President's Commission on White House Fellowships

Box 6

President's Council on Physical Fitness and Sports: Correspondence I (1)-(3)

President's Council on Physical Fitness and Sports: Meetings (1)(2)

President's Council on Physical Fitness and Sports: National Fitness Test

President's Council on Physical Fitness and Sports: Miscellaneous

President's Council on Physical Fitness and Sports: Legislation

President's Council on Physical Fitness and Sports: Correspondence II (1)(2)

President's Council on Physical Fitness and Sports: National Fitness Academy (1)-(3)

President's Council on Physical Fitness and Sports: U.S. Federal Sports Council

President's Council on Physical Fitness and Sports: Public Service Advertisement

President's Council on Physical Fitness and Sports: Special Projects

President's Council on Physical Fitness and Sports: Quarterly Meeting 09/24/1982 –  
Capitol Hill

President's Council on Physical Fitness and Sports: Stamp

President's Council on Physical Fitness and Sports: Special Advisors

President's Council on Physical Fitness and Sports: [Salute to U.S. Medal Winners 1984  
Olympics]

President's Council on Physical Fitness and Sports: Lunch Meeting with Coach Allen  
12/14/1984

President's Council on Physical Fitness and Sports: Reception 01/19/1984 (1)-(3)

Box 7

President's Council on Physical Fitness and Sports: Coach George Allen

President's Council on Physical Fitness and Sports: [Publications] (1)-(4)

President's Council on Physical Fitness and Sports: National Adult Fitness Testing Week  
05/06/1984-05/12/1984 (Binder)

President's Council on Physical Fitness and Sports: Michael A. McManus Jr. (Binder)  
(1)(2)

President's Mid-Term Policy (1)-(3)

President's Mid-Term Policy: Presidential Initiatives – 2<sup>nd</sup> Term

Miscellaneous Press Clippings

Princess Grace Remembered/Nancy Reagan with the National Symphony Orchestra  
(Videocassette – Stored in A/V for preservation)

Official Delegation to Monaco for Funeral of Princess Grace 09/17/1982

Private Sector Initiatives (1)(2)

Box 8

Protocol Office Memos

Calendar of Public Affairs

Ratemaking Commission

Roadrunner Academy – Advance Reunion

Ronald Reagan/Fortieth President of the United States (Videocassette – Stored in A/V for preservation)

Roosevelt, Lucky – Department of State

Schedule Proposals (1)-(3)

Schedule Recommendations (1)-(4)

School Prayer

Sluhan, Elliott

Small Business

Social Security

Spaeth, Merrie (1)-(4)

Box 9

Speeches: Central American Speech 05/09/1984 8:00pm

Speeches: National Security Speech

Speeches: Announcement Speech 01/29/1984

Speeches: Meeting with Deaver et al. re: Announcement Speech 12/09/1983

Speeches: Speech Planning

Speeches: Meeting with POTUS re: Briefing on Sperling Breakfast 02/14/1984

Spokesmen: Television Appearance and Radio Talk Shows

State Dinners

State of the Union Speech [1984]

State of the Union Speech [1984]: State of the Union Communication Plan

State of the Union Speech [1984]: Memos re 1984 State of the Union Speech (1)-(3)

State of the Union Speech [1984]: Memos on Meetings for the 1984 State of the Union Speech

State of the Union Speech [1984]: Meeting with POTUS re State of the Union Oval Office 01/16/1984

State of the Union Speech [1984]: Meeting with POTUS re 1984 State of the Union and Announcements 12/13/1983

State of the Union Speech [1984]: State of the Union Meeting with Deaver, et al. 12/05/1983

State of the Union Speech [1984]: Meeting on State of the Union with Deaver et al. 12/06/1983

State of the Union Speech [1984]: Meeting with Deaver et al. re 1984 State of the Union 10/31/1983

State of the Union Speech [1984]: Miscellaneous Information re 1984 State of the Union Speech

Strategy Memos / Meetings re: Communications (1)(2)

Strategy Memos / Meetings re: Communications: Talking Points

Strategy Memos / Meetings re: Communications: Meetings

Strategy Memos / Meetings re: Communications: Meeting with Deaver and Speakes 02/01/1984

Strategy Memos / Meetings re: Communications: Meeting with Deaver, Bailey and Lois Harrington 02/13/1984

Strategy Memos / Meetings re: Communications: Meeting with Deaver, Bailey and Dorcas Hardy 02/14/1984



Strategy Memos / Meetings re: Communications: Pre-Press Conference Brief  
with POTUS 02/22/1984

Strategy Memos / Meetings re: Communications: Interview Request Meeting  
06/29/1984 Deaver, Speakes, Darman, McManus

Subject – Specific Projects File: Discipline in Schools (1)

Box 10

Subject – Specific Projects File: Discipline in Schools (2)-(3)

Subject – Specific Projects File: Disney Channel

Subject – Specific Projects File: Family Weekly (1)(2)

Subject – Specific Projects File: Fitness Book

Subject – Specific Projects File: Johnston Films

Subject – Specific Projects File: Missing and Exploited Children

Subject – Specific Projects File: Saturday Radio Speech Issue

Subject – Specific Projects File: Vice President Press

Jim Thorpe Foundation

Travel Authorizations and Vouchers (1)-(10)

Box 11

Travel Authorizations and Vouchers (11)-(17)

Tuition Tax Credit

Verstandig, Lee [50 States Project]

Verstandig, Lee: 50 States Project

Verstandig, Lee: 50 States Project 07/13/1984 (1)(2)

Vietnam Veterans

Warren Bush Project (1)(2)

Warren Bush Project: Warren Bush Project

Warren Bush Project Continued (1)-(3)

Box 12

Warren Bush Project Continued (4)

Warren Bush Project Continued: Presidential Trip to the Far East 11/08/1983-11/15/1983  
– Japan/Korea Excerpts Code Sheets

Warren Bush Project Continued: Air Force One Documentary

Warren Bush Project Continued: Multi-Image Slide Show

Warren Bush Project Continued: Meeting w/Gergen, Mahan re: Bush Productions  
10/27/1983

Warren Bush Project Continued: Media Crews/Contacts

[Warren Bush Project Continued: Note to McManus]

Wasted/A True Story (Ringe Medis) (Videocassette – Stored in A/V for preservation)

Letters re: White House News Service

Book II White House News Service Three Month Plan

[Relevant White House Operations: Briefing Paper]

Women [Women's Business Ownership Conference] (packet)

[Women] I: Women/Media (1)-(3)

[Women] I: Women / Strategy

[Women] I: Grove City – Civil Rights  
[Women] I: Women’s Business Ownership Advisory Committee  
[Women] I: Women/Events (1)-(3)  
[Women] I: Talking Points (Women) (1)

Box 13

[Women] I: Talking Points (Women) (2)(3)  
[Women] I: Women’s Mailing  
[Women] I: Women/Meetings  
[Women] II: Women Initiatives – White House Coordinating Council  
[Women] II: Women/Legislation (1)-(4)  
[Women] II: Legal Equity for Women – Meeting with POTUS Cabinet Council on Legal Policy 02/14/1984  
[Women] II: Women/Press Relations/Articles (1)(2)  
[Women] II: Nancy Risque Meeting Notes  
[Women] II: Nancy Risque Meeting Notes: [Nancy Risque Meeting Notes] 10/21/1983  
[Women] II: Task Force on Legal Equity (1)(2)  
[Women] II: National Federation of Republican Women  
[Women] II: Women and the Reagan Administration  
[Women] II: Women/Speeches – Spokespersons (1)-(3)

Box 14

[Women] II: Maureen Reagan  
[Women] II: Meeting with Maureen Reagan 11/01/1983  
[Women] II: Meeting with Dorcas Hardy, Bailey, Tom Gibson 07/13/1984  
[Women] II: Calendar of Events July 1984 – December 1984 (in Oversize Box 41)  
[Women] II (1)-(3)  
Wright, Joe  
Wright, Joe: Meeting with Joe Wright re: Fraud, Waste and Abuse 03/26/1984 (1)-(5)  
Wright, Joe: [Wright, Joe]  
Young Political Leaders

**SERIES II: 1983 ECONOMIC SUMMIT – WILLIAMSBURG, VA**

Box 14, cont.

Williamsburg I (1)-(5)  
Williamsburg I: Proposed Budget (1)(2)

Box 15

Williamsburg I: Contract  
Williamsburg II (1)-(5)  
[Williamsburg] Summit Personnel: Finished Lists (Thank Yous) (1)-(3)  
[Williamsburg] Summit Personnel: Summit Personnel (1)(2)  
[Williamsburg] Summit Personnel: Personnel to Williamsburg  
[Williamsburg] Summit Personnel: Post Williamsburg – Beatty  
[Williamsburg] Summit Personnel: 1983 Summit Heads of State Correspondence (1)-(3)

Box 16

[Williamsburg] Summit Personnel: Memos re: Placement of Summit Personnel (1)-(5)  
[Williamsburg] Summit Personnel: Summit Miscellaneous (1)(2)  
[Williamsburg] Summit Personnel: [Summit Packet] (1)(2)  
[Note re OA 7623]  
[Publications re: 1983 Williamsburg Summit] (See Oversize Box 41)  
[Menu Suggestions for 1983 Williamsburg Summit] (See Oversize Box 41)  
Past Economic Summits – Ottawa [and Versailles] (1)-(7)

Box 17

[Meeting Notes (Williamsburg Summit Agenda)]  
State Administration: [Finances]  
State Administration: Budget (1)-(3)  
State Administration: Memos  
State Administration: Administrative State Announcements  
State Administration: Logistics Budget  
State Administration: Press Budget (1)(2)  
State Administration: USIA [United States Information Agency]  
State Administration: Weekly Reports  
Security  
Security: Organization – Security  
Military [Food Service]  
Military: Organization – Military  
Critical Path  
Film Proposal  
Rentschler [James Rentschler, NSC]  
Sherpa Meeting – Williamsburg, VA 04/15/1983-04/17/1983 (1)-(3)  
Correspondence (1)-(4)

Box 18

[Press Interviews – McManus / Colonial Williamsburg Banquet Menus]  
[Press/Media – Williamsburg Summit] (1)-(7)  
[Press/Media – Williamsburg Summit: McManus Interviews]  
Sherpa Meeting – San Diego, CA 03/17/1983-03/18/1983 (1)(2)  
[Post-Williamsburg Summit Thank-You Letters to Foreign Representatives]  
[Post-Williamsburg Summit Thank-You Letters]  
[Post-Williamsburg Summit Thank-You Letters 06/20/1983 (A-K)]  
[Post-Williamsburg Summit Thank-You Letters 06/20/1983 (L-Z)]  
[Post-Williamsburg Summit Thank-You Letters 06/21/1983 (A-H)]  
[Post-Williamsburg Summit Thank-You Letters 06/21/1983 (J-Z)]  
[Williamsburg Summit Sites]  
[Williamsburg Summit Planning] (1)(2)  
[Williamsburg Summit Miscellaneous] (1)

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[Williamsburg Summit Miscellaneous] (2)-(7)

Administrative: Bob Lesko Summit Paper  
Administrative: Chairs  
Administrative: Commonwealth of Virginia Sales and Use Tax  
Administrative: Counsel's Office  
Administrative: Courtesy Calls  
Administrative: Financial Management Computer Support  
Administrative: Fun Facts/Facts  
Administrative: Food (1)-(3)  
Administrative: Gifts [February 1983-March 1983] (1)(2)  
Administrative: Gifts [April 1983]  
Administrative: Informative/Questionnaire Material from French Summit  
Administrative: Jack Kemp  
Administrative: Protocol List of Countries  
Administrative: Memos (1)(2)  
Administrative: Memos – Administrator  
Administrative: Miscellaneous (1)(2)  
Administrative: Narrative on Slides

Box 20

Administrative: Notes (1)(2)  
Administrative: Organizational Charts  
Administrative: [Private Sector Initiatives] Economic Summit – PSI (1)(2)  
Administrative: Protocol  
Administrative: Solicitation / Acceptance of Property Support  
Administrative: State Dinner (1)(2)  
Administrative: US Technology at Summit  
Logistics: Action Items  
Logistics: Binders  
Logistics: Brochure  
Logistics: Carter's Grove  
Logistics: Communications / Telephone  
Logistics: Contracts  
Logistics: Data Management System Information  
Logistics: Diagrams  
Logistics: Food  
Logistics: Housing  
Logistics: Housing Needs  
Logistics: Immigration and Customs Procedures  
Logistics: Memos  
Logistics: Miscellaneous – Logistics (1)(2)  
Logistics: Organization – Logistics  
Logistics: Street Closings  
Logistics: Tent Specifications  
Logistics: Transportation  
Logistics: Volunteers  
Logistics: White House Housing Requests of Williamsburg

Advance: Organization – Advance  
Advance: Embassy Contact for Summit  
Advance: Foreign Delegation Advance Team  
Advance: Foreign Delegation – Facilities  
Advance: Rehearsals  
Advance: Special Events  
Advance: Interpreters/Interpretations  
Advance: Proposed Room Assignments  
Advance: Proposed Scenario and Alternatives, 01/01/1983  
Advance: Surveys

Box 21

Advance: Summit Schedule with McManus Notes  
Advance: Schedule  
Advance: Task Force Block Schedule  
Advance  
Press: Press Activities  
Press: Press Center  
Press: Memos (1)-(4)  
Press: Media Promotional Activity  
Press: News Conferences  
Press: Newspaper Articles  
Press: Publications  
Press: Press Guidelines  
Press: Organization – Press  
Press: Press Platforms and Facilities  
Press: Press Releases  
Press: Press Themes  
Press: 1983 Summit of Industrialized Nations  
Press: Preliminary Questionnaire  
Press: Press Pools  
Press: Scope  
Press: Speakes Meetings  
Press: State of Virginia  
Press: Volunteers  
Press: McManus  
Diagram of International Press Center [Summit of Industrialized Nations] (Shown as not at Library as of 06/11/1992 – rechecked 08/01/2009, not found)  
Area Maps of Williamsburg and Colonial Williamsburg [Summit of Industrialized Nations] (Shown as not at Library as of 06/11/1992 – rechecked 08/01/2009, not found)

Box 22

1983 Economic Summit Potential Site – Colorado (1)-(7)  
1983 Economic Summit Potential Site – Disney World, FL (1)(2)  
1983 Economic Summit Potential Site – Hot Springs, VA (1)(2)

1983 Economic Summit Potential Site – Keystone, CO (1)-(3)  
1983 Economic Summit Potential Site – Lake Placid, NY (1)-(3)

Box 23

1983 Economic Summit Potential Site – Lake Placid, NY (4)-(7)  
1983 Economic Summit Potential Site – San Diego, CA (1)-(6)  
Hotel del Coronado Correspondence [1982-1984] (1)(2)  
[Hotel del Coronado:] California Trip File 08/26/1982-09/07/1982 (1)(2)

Box 24

[Hotel del Coronado:] California Trip File 08/26/1982-09/07/1982 (3)-(5) (Menu transferred to Oversize Box 41)  
1983 Economic Summit Potential Site – White Sulfur Springs, WV (Binder) (1)-(3)

SERIES III: EUROPEAN TRIP 1982

Box 24, cont.

European Trip – Correspondence (1)-(4)  
European Trip Participants  
[European Trip Schedules] (1)-(9)

Box 25

European Trip June 1982 Press Releases (1)-(4)  
European Tour Working Group  
Media Plan  
Miscellaneous Communications (1)(2)  
Protocol (empty)  
Security / ID's  
TV/Radio – Mark Goode  
White House Group Versailles and NATO (1)-(4)  
Schedules: Pre-Advance (1)(2)  
Pre-Advance – Telegrams (1)-(3)  
Pre-Advance – Site Visit Schedules (1)(2)

Box 26

Advance – Volunteers and Assignments (1)(2)  
First Lady's Schedule [Europe 06/02/1982-06/11/1982]  
Advance – First Lady  
Actual Trip Manifests  
Diagrams – Berlin: Berlin Communications  
Diagrams – Berlin: Berlin Diagrams  
Diagrams – Bonn: Bonn Communications (1)(2)  
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Diagrams – England: London Communications (1)-(3)  
Diagrams – England: London Diagrams (1)(2)  
Diagrams Paris: Paris Communications (1)(2)

Box 27

Diagrams Paris: Paris Diagrams (1)(2)  
Diagrams/Rome: Vatican Communications  
Diagrams/Rome: Rome Communications  
Diagrams/Rome: Rome Diagrams

SERIES IV: SOUTH AND CENTRAL AMERICAN TRIP 1982

Box 27, cont.

South and Central America Trip [1982] (1)(2)  
South and Central America Trip: Memos  
South and Central America Trip: Press Releases  
South and Central America Trip: Official Party List  
South and Central America Trip: Manifests  
South and Central America Trip: Schedule (Empty)  
South and Central America Trip: Site Survey 11/04/1982-11/08/1982 [and Pre-Advance Trip 11/18/1982-11/20/1982] (1)(2)  
South and Central America Trip: Thank Yous – South America

SERIES V: FAR EAST TRIP 1983

Box 27, cont.

[President's Far East Trip November 1983] (Binder) (1)-(3)  
Tokyo-Seoul Trip  
Tokyo-Seoul Trip: Reading File  
Tokyo-Seoul Trip: Alaska  
Tokyo-Seoul Trip: 1st Lady / Protocol  
Tokyo-Seoul Trip: NHK – Japanese Broadcasting Corporation  
Tokyo-Seoul Trip: Ronald Reagan Scholarships, Japan  
Tokyo-Seoul Trip: TV Interviews  
Tokyo-Seoul Trip: U.S. – Japan Economic Relationships  
Tokyo-Seoul Trip: General Information on Major Events of State Visit

Box 28

Tokyo-Seoul Trip: Diagrams  
Tokyo-Seoul Trip: DMZ (Demilitarized Zone)  
Tokyo-Seoul Trip: Korea Miscellaneous (empty)  
Tokyo-Seoul Trip: Deaver Memos Far East Trip (1)(2)  
Tokyo-Seoul Trip: Japan

SERIES VI: CHINA TRIP 1984

Box 28, cont.

China Pre-Advance (packet) (1)(2)  
Premier Zhao's Visit (1)(2)  
Premier Zhao's Visit: Meeting with Deaver, Chinese and White House Pre-Advance Group 12/08/1983  
Premier Zhao's Visit: McManus / Shanghai  
President's China Trip I

President's China Trip [Pre-Advance]  
President's China Trip II (1)-(3)  
President's China Trip: China Pre-Advance Trip  
President's China Trip: Meeting with Deaver, Henkel re: China 02/14/1984  
President's China Trip: Event Concept Fact Sheet  
President's China Trip 1984 Public Affairs Guidance and Background (Binder) (1)-(3)

**SERIES VII: 1984 ECONOMIC SUMMIT – LONDON, ENGLAND**

Box 29

London: Correspondence – London Summit 1984  
London: Public Affairs Economic Summit  
London: Summit Questionnaire  
London: Early Summit Memos  
London: Press Miscellaneous – London  
[London: Summit Public Diplomacy](#)  
London Summit: Meeting with McMinn, Sims, Kimmit re: Public Affairs for London Summit 03/05/1984 2:00pm Roosevelt Room  
[London Summit: Meeting on Summit Public Diplomacy 05/10/1984 4:00pm Roosevelt Room](#)  
London Summit: Summit White House Group Meeting 03/30/1984 11:00am  
London Summit: Trip to London 10/17/1983-10/21/1983 – 1984 Economic Summit  
London Summit: Meeting with Doug McMinn re: London Summit 11/30/1983  
London Summit: Deaver Special Mission 03/08/1984-03/13/1984  
Europe – Miscellaneous: Allan Wallis  
Europe – Miscellaneous: Europe Schedule  
Europe – Miscellaneous: Radio Addresses  
Europe – Miscellaneous: End of Trip Presidential Interview  
Europe – Miscellaneous: White House Summit Group Meeting 05/11/1984  
Europe – Miscellaneous: Summit Thematic  
Europe – Miscellaneous: London Schedule  
[European Trip June 1984] Ireland (1)(2)  
[European Trip June 1984] Normandy

**SERIES VIII: EVENTS**

Box 29, cont.

Presidential Day Trips (1)-(3)  
Knoxville 05/01/1982-05/02/1982  
July 4th Celebration 1982  
Presidential Trip to Los Angeles 07/06/1982 (1)(2)  
Presidential Trip to Baltimore 07/13/1982 (1)(2)  
National Corn Growers Convention Des Moines 08/02/1982  
California August Scheduling 1982

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Presidential Trip to Kansas and Utah 09/09/1982-09/10/1982 (1)(2)  
Congressional Hispanic Caucus 09/16/1982



Presidential Trip to New Jersey 09/17/1982 (1)(2)  
Presidential Trip to Ohio 09/21/1982-09/22/1982 (1)(2)  
Presidential Trip to Virginia 09/29/1982  
Presidential Pre-Advance to California, Nevada, Texas 09/29/1982-10/01/1982 (1)(2)  
Presidential California Trip 10/06/1982-10/10/1982  
Presidential Trip to Nevada and Texas 10/07/1982-10/11/1982  
President's Meeting with President-Elect de la Madrid in San Diego, 10/08/1982 (1)(2)  
Presidential Trip to Illinois 10/19/1982-10/20/1982 (1)(2)  
Presidential Trip to North Carolina, 10/26/1982  
Welbilt Event 11/05/1982 (Canceled)  
US League of Savings Association Annual Convention 11/15/1982-11/17/1982 (1)-(3)  
Kennedy Gala Event for President 12/05/1982  
Presidential Trip / Dallas, 01/11/1983

Box 31

Presidential Trip / Chicago, 01/19/1983  
Presidential Trip to Boston 01/26/1983  
Presidential Trip / St. Louis, 02/01/1983  
American Legion, 02/22/1983  
Presidential Trip to California and Oregon 02/28/1983-03/05/1983  
[Queen Elizabeth's Visit February 1983-March 1983 \(1\)](#)  
[Queen Elizabeth's Visit February 1983-March 1983 \(2\)](#)  
[Queen Elizabeth's Visit February 1983-March 1983 \(3\)](#)  
Presidential Trip to Capital Center 04/11/1983  
President's Address to National Association of Home Builders 05/16/1982  
White House News Photographers Association Dinner 05/18/1982  
Bob Hope – USO TV Show 05/20/1983  
President's Trip to Miami, FL and South Orange, NJ 05/20/1983-05/21/1983 (1)(2)  
07/04/1983 Events  
Scheduling – Presidential Trips – General (1)-(3)

**SERIES IX: 1984 REPUBLICAN NATIONAL CONVENTION**

Box 31, cont.  
McManus Memos (1)(2)  
Deaver (1)(2)  
Lesko (Electronic Mail)  
McFarlane

Box 32

Housing (1)-(5)  
Margie Crawford Working Files: [Schedules and Attendees]  
Margie Crawford Working Files: Senior Staff Attending Convention  
Margie Crawford Working Files: Seat Allocation for White House Official Staff  
Margie Crawford Working Files: First Lady Box  
Margie Crawford Working Files: ID Pictures  
Margie Crawford Working Files: Cabinet Members

Margie Crawford Working Files: White House Convention Ticket Allocation  
Margie Crawford Working Files: Travel/Flights – Convention  
Margie Crawford Working Files: Letter to Networks re: Documentary  
Margie Crawford Working Files: First Lady’s Office (1)(2)  
Margie Crawford Working Files: Baker  
Margie Crawford Working Files: Darman  
Margie Crawford Working Files: Deaver  
Margie Crawford Working Files: Fielding  
Margie Crawford Working Files: Fuller  
Margie Crawford Working Files: Herrington  
Margie Crawford Working Files: Hickey  
Margie Crawford Working Files: Meese  
Margie Crawford Working Files: Oglesby  
Margie Crawford Working Files: Rogers  
Margie Crawford Working Files: Speakes  
Margie Crawford Working Files: Svahn  
Margie Crawford Working Files: Verstandig  
Margie Crawford Working Files: Whittlesey  
Margie Crawford Working Files: Vice President  
Margie Crawford Working Files: Military Aides, Photo Office, Etc.  
Margie Crawford Working Files: Department/Agency (empty)  
Margie Crawford Working Files: Convention Thank Yous  
Margie Crawford Working Files: [Campaign Buttons]

Box 33

Budget  
Calendar – Master  
Committee Members  
Convention Travel Miscellaneous  
Official vs. Unofficial Travel  
Contractor Information  
Diagrams  
Hotel Room Assignments – Advance (1)-(4)  
Miscellaneous Correspondence (1)-(8)  
Advance Memorandum on Housing (Karen Roberts) (1)(2)

Box 34

Advance Memorandum on Housing (Karen Roberts) (3)  
Convention Memorabilia  
Proposals  
Press / Media (1)(2)  
Convention Schedules (1)(2)  
Security  
Special Events  
Convention Critical Path  
Entertainment

Staffing Requirements  
Convention Telegrams  
TV Coverage  
Weekly Updates by Walker (1)(2)  
Convention – Sky Box  
Convention – Clergy  
Arrangements Committee (1)-(4)  
Fielding (Counsel's Office)  
Convention – Timmons Memoranda (1)-(3)  
Timmons (1)

Box 35  
Timmons (2)-(5)  
Staffing Plans and Facilities (1)-(3)  
Convention Facilities Site Survey 03/29/1983 Dallas, TX  
Site Agreement (1)(2)  
Site Agreement: Convention Facilities Site Survey  
Convention – Dallas – Layout and Facilities Information (1)-(7)

Box 36  
Convention – Dallas – Layout and Facilities Information (8)-(10)  
First Lady's Office  
Fuller  
Henkel  
Venable – Miscellaneous Tickets  
Walker (1)(2)  
[Proposed Tribute to President]  
Documentary [for GOP Convention – 1984] (1)(2)  
Budgets – Documentary Crew (1)(2)  
Political: Republican National Committee – General Memos  
Convention Briefing Book 01/24/1984 (1)-(3) (3 Plan Maps transferred to Oversize Box 41)  
Convention Planning Update 01/27/1984 (Republican National Committee) (1)

Box 37  
Convention Planning Update 01/27/1984 (Republican National Committee) (2)-(4)  
Convention Update 05/02/1984 [-07/25/1984] (1)-(4)  
Republican National Committee Meeting re: Convention 1984 06/18/1982-06/19/1982  
Meeting 08/26/1982-08/27/1982  
Meeting with the Secret Service re: Convention 09/28/1982  
Meeting 06/09/1983  
Meeting 07/29/1983  
Meeting 07/29/1983-07/30/1983  
Arrangements Meeting 10/12/1983-10/13/1983 – Dallas, TX  
Meeting with Fahrenkopf et al re: Convention 10/26/1983 at RNC

Convention Meeting with Fahrenkopf, Timmons, Walker et al at RNC – Convention  
Organization 01/10/1984  
Meeting with Deaver, Rollins, Lake re: Political Travel 01/19/1984  
Meeting with Baker 02/08/1984  
Executive Coordinating Committee Meeting 02/10/1984  
Convention Oversight Meeting 02/23/1984  
03/26/1984 Meeting – Dallas  
Meeting with Walker and Timmons re: Convention 04/06/1984  
Convention Meeting 05/10/1984 (Baker's Office)  
Convention Meeting 05/16/1984  
Republican National Committee Executive Committee Meeting 05/18/1984  
Rollins 06/18/1984 [Meeting]  
Lake 06/18/1984 [Meeting]  
Convention Meeting with Baker et al, Baker's Office 06/26/1984

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Timmons Convention Meeting 06/27/1984  
Convention Meeting with Timmons 07/10/1984  
Convention Meeting with Baker et al 07/11/1984  
Timmons Meeting 07/26/1984 (1)-(4)  
Miscellaneous Convention Meetings

**SERIES X: 1985 PRESIDENTIAL INAUGURAL**

Box 38, cont.

Proposed Management Plan for the Inaugural Committee (1969) – Booz & Allen  
(Binder) (1)-(4)  
The Presidential Inaugural – 1981: A Report to the President by Robert C. Gray and  
Charles Z. Wik (Binder) (1)(2)  
The Presidential Inaugural – 1981: A Report to the President by Robert C. Gray and  
Charles Z. Wick [Copy with Edits Added] (1)-(3)  
A Final Operational Review of the Presidential Inaugural Committee 1981 (Ricche and  
Company) (Binder) (1)-(3)  
Presidential Inaugural Committee 1981: Activity Coordination and Control – Illustrative  
Task Plans 12/08/1980  
1981 Presidential Inaugural Committee [List]

Box 39

GSA Support of 1977 Presidential Inaugural (Binder) (1)-(13)  
Inaugural Committee 1973: Facilities and Equipment Committee Final Report  
Mike McManus – Advisory Board  
Mike McManus – The Committee for the 50th American Presidential Inaugural –  
Advisory Board [Meeting 12/04/1984]  
Mike McManus – The Committee for the 50th American Presidential Inaugural –  
Advisory Board [Meeting 12/11/1984]  
Inaugural Invitations I  
Inaugural Invitations II

Inaugural Invitations III

Box 40

1985 Inaugural Committee (1)-(3)

1985 Inaugural Committee: Inaugural (1)(2)

SERIES XI: POLITICAL

Box 40, cont.

Political: Presidential Travel

Political: 1982 Campaign Scheduling

Scheduling: Last Two Weeks in October (1)-(3)

Political: Political vs. Non-Political Travel

Political: Republican National Committee Direct Mail

Political: Fund Raisers

Political: Strategy (1)-(3)

Political: 1984 [Populist Events, 1983]

Political: Think Tank Miscellaneous

Political: Betty Heitman – Pending

Political: Meeting with Baker et al. 02/14/1984

Political: Meeting with Baker re: Political Campaign 03/01/1984 2pm – Topic: Budget

Political: Political Meeting with Baker et al. 04/17/1984 10am JAB's Office

Political: Political Campaign Meeting with Baker 05/22/1984

Political: Political Campaign Meeting with Baker et al. 06/12/1984 10:30am JAB's Office

Reagan/Bush '84 TV Spots (Videocassette – Stored in A/V for preservation)

March Spots Includes – “First Time,” “Overpromised,” “Diet (RNC)” (Videocassette – Stored in A/V for preservation)

Reagan/Bush '84 (9 Spots) (Videocassette – Stored in A/V for preservation)

Tuesday Team July 1984 (Videocassette – Stored in A/V for preservation)

Tuesday Team/Reagan-Bush '84 (Spots) (Videocassette – Stored in A/V for preservation)

Tuesday Team/Reagan on Camera (Videocassette – Stored in A/V for preservation)

Box 41 (Oversize Material)

[Women] II: Calendar of Events July 1984 – December 1984 (From Box 14)

[Publications re: 1983 Williamsburg Summit] (From Box 16)

[Menu Suggestions for 1983 Williamsburg Summit] (From Box 16)

[Hotel del Coronado:] California Trip File 08/26/1982-09/07/1982 (4) (From Box 24)

Convention Briefing Book 01/24/1984 (3) (3 Plan Maps From Box 36)