

# Ronald Reagan Presidential Library Digital Library Collections

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**Collection:** Deaver, Michael: Files, 1981-1985

**Folder Title:** File Inventory –  
Presidential Inaugural Committee 1981

**Box:** 68

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PRESIDENTIAL INAUGURAL COMMITTEE - 1981

File Inventory of Boxes/Files Originally  
presented to the National Archives

prepared

July 14, 1981

Frank Mermoud - Finance

Prepared for  
me by Frank  
Mermoud at  
my request.  
J. Wallace  
Aug 81

PRESIDENTIAL INAUGURAL COMMITTEE - 1981

File Inventory of Boxes/Files Originally  
presented to the National Archives

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MAIN FILES

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SUB-FILES

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Audiovisual PIC-81  
Box 2 of 2

Audiovisual Record/Account  
Box 1 of 1

Ball Committee  
Box 1 of 1

Biebel, Frederick K.  
Executive Director  
Box 1 of 3

3 Inaugural Video Tapes

Cassette tape Inaugural Grand March  
Grand March music sheets (3 copies)  
Interface Video Reels-Grey Box  
Gala Tickets  
PIC-S-60-1: 60, S-30, S-10, C-30  
Interface Video Systems  
Gala Tickets Interface Video (2 copies)  
Sinatra/Carson PSA's Tape (2 copies)  
Taped Radio Spots Sinatra/Carson  
Photographs-180 degree black/white  
of Inaugural Swearing-In stand

AF of M Performance of TV sales  
Balls- Misc., Gary Hunt files  
Beach Boys Youth Concert  
Brown, James  
Contracts  
Correspondence-December  
Correspondence-January  
Cover Letters for Contracts  
General Notes File  
Hampton, Lionel  
Memo File-Misc.  
Miscellaneous  
Notes-1973  
Osmond Family  
Throw-Aways

Activity Coordination and Management  
Band Concerts Committee  
Boxes for Gala, Balls, etc.  
Directories and Post  
Directors Duties  
Division Director's Meeting  
Expansion of Office Space  
Inaugural Reviewing Stand Progress Report  
Inaugural Reviewing Stand Report  
Incoming Memorandum  
Kersey, Col. George  
Master Office List  
McCune, Robert  
McKenzie, Jo  
Memos to File  
Memos of Phone Conversations  
Memos from Jewell Wicks  
Outdoor Concert Committee

## MAIN FILES

## SUB-FILES

Biebel, contd.

Parade Ticket Requests  
Parking Ticket  
Payment Requests by Contractors and  
Builders (3 files)  
Personnel, Mr. Biebel  
Presidential Reviewing Stand Seat  
Assignments  
President's Itinerary  
Price-Waterhouse Meetings  
Purchase Orders  
Purchasing Information  
Republican National Committee Information  
Special Events Schedule, Master Schedule  
of Events, RNC Schedule  
Status Reports  
Taste of America  
Wolff, Otto  
Work Schedule

Biebel, Frederick K.  
Executive Director  
Box 2 of 3

Archives  
Armed Forces Inaugural Committee  
Balls- Ball Locations  
Ball Ticket Quotas  
Gala  
Local Ball Information  
Schedule of Events  
Ticket Costs  
Carter, Jimmy  
Correspondence- Commemorative Stamp,  
State Chairpeople, State Inaugural  
Coordinator, RNC letter to Chairmen,  
Committeemen, Committeewomen  
District of Columbia-D.C. Committee  
Finance Committee- Budgets-Biebel's Division  
Daily Statements  
Finance Committee  
General Counsel  
Inaugural- Governors  
Misc., Information  
Inaugural With Love  
Invitation and Ticket Control  
Miscellaneous- Advertising & Promotion  
Beverages and Catering Information  
Elector  
Entertainment-General  
House of Representatives  
Unofficial List  
Inaugural Committee Christmas  
Party  
Maps  
Misc.

## MAIN FILES

## SUB-FILES

Biebel, contd.

Biebel, Frederick K.  
Executive Director  
Box 3 of 3

Business & Industry Committee  
Box 1 of 1

Commemorative Invitations  
Box of 1800 invites

Communications-Office of the Chairman  
Box 1 of 1

Misc- Materials

National Park Service

Press Releases- General Press Releases

The Sometimes News

Republicans Abroad

Volunteers

Balls in States, Chuck Hagel Group XVI

Business/Industry Coordinator, Jack Gertz

Group XVII

Civic Participation, Mike Gill Group X

Facilities

Groups General- Outdoor Concerts

Housing- Jim Lowe Group IX

Hotel Information

Hospitality Group VIII

Inaugural Gala Group XII

Information

Interest Groups, Bob Williams Group XIV

Nationalities

Religious Participation

Veterans

Young Voters Committee

Labor Group XIX

License Plate Sales Group XIII

Parade Committee, Terry Chambers Group XV

Parade

Parade Tickets

Reviewing Stands, James Baker Group XI

Security- Demonstrations

Transportation- Automobile Insurance and  
Transportation

Administrative File for Business/Industry  
Folder Business/Industry Ticket Sales Summ

Special Invitation Requests Source Codes

199/205 (this file in John Ricche's offi

Special Invitation Requests Source Code

260/199 (this file in John Ricche's offi

Biographies- Hagel, Charles T.  
Chambers, Terry McDonald  
Fitzsimmons, Frank E.  
Gray, Robert Keith  
Hunt, Gary  
Kersey, Walter George  
McCune, Robert  
Middendorf II, J. William

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MAIN FILES

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SUB-FILES

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Communications-contd.

Pressler, Jackie  
Steorts, Nancy Harvey  
Wall, Shannon J.  
Wick, Charles Z.  
Wick, Mary Jane  
Zeller, F.C. Duke  
Zorthian, Barry

Gray and Wick Statement-12/9/80 Press  
Conference

Historical Inaugural Accounts from Washin  
Nixon

Issues and Answers- Robert Keith Gray

Local Press Releases-

Borth, Roger  
Bird, Dr. Monroe Murphy  
Boyce, Sarah  
Buzinsky, Robert J.  
Cebuhar, Barbara Ann  
Chambers, Terry  
Combs, William  
Crawford, Marjorie  
Crotty, Marianne  
DuMouchelle, Laurie  
Dyer, Martin  
Eakle, John  
Eiron, Donna  
Ford, Kay  
Gabriels, Alexander George  
Glass, David  
Hagel, Chuck  
Hart, Douglas Burton  
Kettlewell, Larry  
Lawler, Mike  
Maury, Melinda Michelle  
Meadows, M. Bruce  
McCain, Carol  
McKenzie, Jo  
Michalski, Robert  
Musgrave, Carol Marie  
Reed, Ellen Hardin  
Reisch, Gail  
Rhoades, Mary Lynne  
Roberts, John Benjamin  
Robinson, William Churchill  
Rodway, Allen  
Seguin, Susan  
Schnably, Linda S.  
Sorum, Peter  
Sullivan, Frank Patrick  
Vandergriff, David B.  
Wallace, Jerry

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MAIN FILES

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SUB-FILES

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Communications-contd.

Media Press Kit- 8 copies  
Parade Factbook- 2 copies  
Press Releases  
Transcript of news conference Gray and  
Wick 12/9/80

Concert Committee  
Box 1 of 1

Activity Control and Organization  
Budget Reports  
Concert Program File with Concert program  
samples  
Memorandums  
Miscellaneous

Facilities

Furniture Requests  
Sign Requests Blanks  
Sign Requests/Work Requests

Final Reports  
Box 1 of 1

Candlelight Dinners (Nancy Steorts  
Group VII  
Distinguished Ladies Reception  
Group VII  
Joint Congressional Committee  
Material  
Master List Judiciary Committee  
Judiciary Committee (Patricia  
O'Connell  
Medal Committee  
Williams, David A. (files)

Final Reports  
Box 1 of 3

Business, Industry and Special Even  
Group XVII  
Concert Committee  
Correspondence Control  
Cultural Events  
Distinguished Ladies Reception  
Executive Director for Invitation  
Control, Purchasing and Pro-  
curement, Correspondence Contr  
Equipment and Supplies, Ticket  
Control and Will Call  
Guarantor Ticket Liaison Office-  
Inaugural Finance Final Report  
Inaugural Balls  
Inaugural Participation of Vice-  
President and Mrs. Bush  
Labor Group XIX  
License Plate  
Major Donor Candlelight Dinner  
(2 copies)  
Medical  
Outdoor Band Concert



MAIN FILES

SUB-FILES

Final Reports  
Box 1 of 3  
contd.

Seniors and Handicapped  
Special Groups  
Ticket Control/Will Call Memorandum  
from Ed Morgan 2/4/81  
Transportation

Final Reports  
Box 2 of 3

Facilities  
Hospitality  
Information Center  
Parade  
Volunteer

Final Reports  
Box 3 of 3

Communications  
Governors Participation  
Invitation Control  
Vice-Presidents Reception  
Volunteer

Final Reports (Duplicates) for  
Hoover Institute  
Box 1 of 2

Communications  
Distinguished Ladies Reception  
Hospitality  
Invitation Control  
License Plates  
Vice-Presidents Reception  
Volunteer(2 copies)

Final Reports (Duplicates) for  
Hoover Institute  
Box 2 of 2

Business, Industry and Special Events  
Group XVII  
Concert Committee  
Congressional Liaison Office  
Construction of Presidential Review  
ing Stand, Media Stand and  
Bleacher Seating; Medical and  
Public Safety Committees.  
Correspondence Control  
Cultural Events  
Executive Director for Invitation  
Control, Purchasing and Pro-  
curement, Correspondence Control  
Equipment and Supplies, Ticket  
Control and Will Call  
Guarantor Ticket Liaison Office  
Housing  
Information Center  
Labor Committee  
License Plates  
Local Satellite Balls Committee  
Major Donor Candlelight Dinner  
Medical Committee  
Office of Facilities  
Operation of Security Trailer  
Outdoor Band Concert  
Parade Tickets



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**MAIN FILES**

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**SUB-FILES**

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Final Reports contd.

Final Reports: Historian Archivist  
Materials for PIC 1985  
Box 1 of 5

Final Reports Historian Archivist  
Materials for PIC 1985  
Box 2 of 5

Final Reports Historian Archivist  
Materials for PIC 1985  
Box 3 of 5

Security and Credentials  
Special Groups  
Ticket Control, Will Call Memorandum  
from Ed Morgan 2/4/81  
Transportation

D. C. Government Plan of Operation  
Final Report to the Chairpeople  
1977 Inaugural Committee  
Volume 1  
Volume 2  
Volume 3  
Final Report of the Chairpersons  
1977 Inaugural Committee  
Inaugural Press Kit 1981  
Miscellaneous File 1977

Congressional Liaison Final Report  
1973 Inaugural Committee  
( 2 copies)  
Press Aide Final Report 1973 Inaugural Committee  
Press Office Debriefing 1973 Inaugural Committee  
Press Office Final Report 1973 Inaugural Committee  
Press Relations Final Report 1973 Inaugural Committee  
Activity Scheduling System 1977 Inaugural Committee  
Communications Final Report 1977 Inaugural Committee  
Parade Script Book 1977 Inaugural Committee

1969-Balls Final Report  
Booz Allen Management Plan  
Miscellaneous 1969-1977  
1973-Balls Final Report (3 copies)  
Candlelight Dinners (3 copies)  
Correspondence Control (3 copies)  
Facilities/Equipment  
Finance Control Committee  
Group IV (3 copies)  
Invitation Control/Information Center  
(3 copies)  
License Tags  
Licenses & Concessions (2 copies)  
Marketing & Distribution Committee (3 copies)  
Office of the Vice-Chairman Group III  
Parade Tickets Sales  
Personnel Committee  
Purchasing/Procurement (2 copies)

## MAIN FILES

Final Reports Historian Archivist  
Box 3 of 5 contd.

Final Reports Historian Archivist  
Materials for PIC 1985  
Box 4 of 5

## SUB-FILES

Salute to the States  
Special Projects (2 copies)  
Ticket Liaison  
Transportation  
Vice-Presidents Reception Group II  
Volunteers  
Will Call/Ticket Pick-Up  
Youth Ticketing Report  
1981-State Coordinators

Blacks Division  
Business, Industry and Special Groups  
Candlelight Dinner Major Donor Committee  
Concert Committee  
Construction of Presidential Reviewing  
Stand, Media Stand and Bleacher  
Seating, Medical and Public Safety  
Committees Group XI  
Correspondence Control  
Cultural Events  
Executive Director for Invitation Contr  
Purchasing and Procurement, Corres  
pondence Control, Equipment and  
Supplies, Ticket Control and Will  
Facilities  
Gala  
Guarantor Ticket Liaison Office  
Hospitality  
Housing  
Information Center  
Invitation Control  
Labor Committee  
License Plates  
Local Satellite Inaugural Balls Committe  
Medical  
Nationalities  
Outdoor Band Concert  
Parade Tickets  
Religious Participation  
Security and Credentials  
Security Trailer  
Seniors/Handicapped  
Special Groups  
State, Territorial Societies  
Ticket Control/ Will Call Operation  
Transportation  
Veterans  
Vice-Presidents Reception  
Volunteers  
Young Voters (2 copies)

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MAIN FILES

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Final Reports Historian Archivist  
Materials for PIC 1985  
Box 5 of 5

Governors Reception

Governors Reception Committee  
Files

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SUB-FILES

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Business and Industry Special Events  
Group VII  
Construction of Presidential Reviewing  
Stand, Media Stand and Bleacher  
Seating, Medical and Public Safety  
Committees  
Correspondence Control  
Cultural Events Committee  
D.C. Government Plan of Operations  
Executive Director for Invitation Contr  
Purchasing and Procurement, Corres  
pondence Control, Equipment and  
Supplies, Ticket Control and Will  
Facilities  
Gala Final Report  
Information Center  
Invitation Control  
License Plates  
Outdoor Band Concert (2 copies)  
Parade Tickets (2 copies)  
Security and Credentials (2 copies)  
Budget File  
Computer Run of Governors Reception  
Schedule Plan  
Final Reports (2 hardbound copies 1 100  
Final Reports Governors Reception Staff  
File  
Governors Reception Invitations and Pro  
Hostess Report  
Media  
Miscellaneous  
Reception-Invitation Requests  
Swatches for Governors Reception Carpeti  
Thank-you  
Administrative Governors Reception  
Badges and Pins  
Blank Paper  
Chamberlain's Outgoing Memos  
Committee Check-List  
Conference Memoranda  
Diplomatic Protocol (2 files)  
Entertainment  
Fact Sheet-Other Committees  
Final Report-Committee Reports  
Floor Committee Governors Reception  
Forms Governors Reception  
Governors Party List  
Governors Purpose Forms  
Governors Reception Committee  
Governors Reception Inaugural 1969  
Honorary Chairman Responses

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MAIN FILES

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SUB-FILES

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## Governors Reception Files contd.

Hotel Liaison  
Inauguration 1969  
Liaison-Communication with Governors  
Media Packet  
Medical Governors Reception  
Meetings-Reports Governors Reception  
Military Aides to Governors  
Military Aides, Personal Governors  
Reception  
Military Liaison  
Miscellaneous Budget  
Miscellaneous Governors Reception  
Music Governors Reception  
Outgoing Correspondence  
Personnel Extra Memos  
Personnel Governors Reception Committee  
Press and Public Relations  
Purchasing and Procurement  
Quotas Governors Reception  
Reception-Communication with Governors  
Reception-Information Memos  
Schedule of Events  
Secret Service Clearance  
Security Clearance List  
Sheraton Washington Information  
Sometimes News  
Source Group Contacts  
Supplies-Purchasing and Procurement For  
Telephone Directories (office)  
Ticket Control Governors Reception  
Transportation GR  
Transportation Memos

Governors Reception-Box of Programs  
(5 boxes of programs)

Guidebooks-Box of 280  
(4 boxes of guidebooks)

Hospitality Group XI  
Box 1 of 2

Budget  
Chronological File  
— Civic Participation  
Distribution List Official Guidebook  
Director, Doriene Steeves  
Guidebook  
Guidebook Galleys  
Hostess Briefing  
Inaugural Committee Lists-Work Papers  
Contributors Lists  
Inaugural Publicity  
Inaugural Committee Report 1969, 1973  
Jelly Beans  
Materials  
Organization Chart

## MAIN FILES

## SUB-FILES

Hospitality contd.

Procurement Requests  
Schedule of Events  
Special Hostesses  
Staffed Hotels  
Status Report for Weekly Reports  
Stocked Hotels  
Volunteers  
Weekly Activity Reports  
Weekly Reports

Hospitality Miscellaneous

File box cards of on-going activities  
File box lists of institutions and places contacted  
Hospitality Desk Working File 1981

McCune, Robert General Files of the  
Executive Director  
Box 1 of 2

Administrative  
Advertising and Promotion  
Archives  
Balls I  
Balls II  
Budget  
Candlelight Dinner and Concert  
Communications  
Congressional Liaison  
Correspondence-General  
Credits  
Diplomatic  
Distinguished Ladies Reception  
Entertainment  
Finance  
Finance Committee  
Gala  
Governors Coordinator  
Governors Reception  
Hospitality  
Inaugural Day Sky Salute  
Inaugural Program  
Inauguration Day Prayer Services  
Information  
Insurance  
Invitation/Ticket Control  
Legal Memoranda  
License Plates  
Marketing  
Medical Services  
Miscellaneous Budget Files ( 24 files)  
Opening Day Ceremonies  
Parade Status Reports  
Personnel for Placement in the Administration  
Presidential Inaugural Trust  
Press Releases  
Printing (Stationary/Invitations)  
Procurement Form #9  
Purchasing and Procurement Policy

MAIN FILES

SUB-FILES

McCune contd.

Religious Participation Monthly Report  
Republican National Committee  
Secret Service  
Security  
Shut-Down  
Smithsonian Cultural Events  
Special Groups  
Status Report  
Ticket Requests  
Transportation  
Veterans Committee  
Vice-President Coordination  
Vice-Presidents Reception  
Volunteer Activities  
Volunteer Requests  
Young Voters

McCune, Robert General Files of the  
Executive Director  
Box 2 of 2

Advertising and Promotion  
Archives  
Ball Committee  
Book  
Co-Chairman's Reception  
Communications  
Concert  
Concert/Dinner  
Congressional Liaison  
Cost Center Budget Summary  
Diplomatic Liaison  
Distinguished Ladies  
First Family and Friends  
General Counsel  
Governors Liaison  
Governors Reception  
Insurance  
Judiciary  
Opening Ceremony  
Sky Salute  
Smithsonian  
Vice-President's Liaison  
Vice-President's Reception  
Volunteers  
Youth Ball

Miscellaneous Files

D.C. Plan of Operations  
Civic Participation  
Congressional Liaison  
Code List Inaugural Events  
Code List Souvenir  
Congressional Information Sheet 1-  
CLO Budget Information  
House Member Letter  
Information Sheet No. 1  
Mrs. Michel Letter  
Retiring Member Letter  
Senate Member Letter

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MAIN FILES

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Miscellaneous Files contd.

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SUB-FILES

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Congressional Liaison contd.

State Coordinators December 4 Men

Ticket Prices

U.S. House Postmaster

Wick Letter

Correspondence Control

Invitation Control, Correspondence

Memos

Missouri Answered

Sample Invitation Requests

Sample Ticket Requests

License Plates Miscellaneous Files

Registration certificates for all

PIC-81 cars-license tags

President and First Family and Friends

Packet of Information regarding

Reverend Moomaw

Seniors and Handicapped

Administrative Department Descrip

Budget

Committee Meetings

Correspondence-Seniors

Directories, PIC

Federal Express

Forms (Misc.)

Handicapped Services

Memoranda

Memoranda Incoming

Memoranda Outgoing

Memos to/from Bob Williams

Newspaper Clippings

Official Inaugural Merchandise

Organization Chart

Payroll

Pending

Procurement Cohen/Kersey

Receipts

Religious Participation

Reports (Final)

Resumes

Rosters

Security Visitors Clearance

Sometimes News

Special Groups

Staff Members

State Coordinators

Supplies

Telephone Directories

Theatre Facilities Available

Ticket Priority

Volunteers

1977 Plan Reports



## MAIN FILES

## SUB-FILES

Miscellaneous Official Inaugural  
Printed Matter 1981

Outdoor Concert Committee

Parade Committee  
Box 1 of 3

Governors Reception Programs  
Inaugural Commemoratives List  
(enclosure with Invitation)  
Inaugural Concert Performances Program  
Inaugural Tape Library Brochure  
License Plates Brochure  
Official Presidential Inaugural  
Commemoratives Catalogue  
Smithsonian Institution Cultural  
Center Program

Budget Salaries  
Chronological File Outdoor Concert  
Committee Office  
Forms File/Office  
Invitations Code # 208  
Memoranda  
OCC Department Description  
P.R. File  
Requests for Supplies/Equipment  
Volunteers  
Weekly Report-Biebel

Cardinal O'Hara High School  
Cardozo High School  
Chesterton High School  
Clovis High School  
Dixon High School  
Elko High School  
Fort Walton Beach High School  
Fountain Valley High School  
Hutchinson High School  
Inaugural Parade Factbook  
Media Packet  
Mormon Tabernacle Choir  
National Guard Bagpipe Band  
Oregon Bag Pipers  
Plan of Operations Manual  
Portsmouth High School  
Purdue University Glee Club  
Ross, Texas Volunteers  
Salem High School  
South Dakota State University  
Southern University  
Strom Thurmond High School  
Starkville High School  
University of Massachusetts  
University of Tennessee  
University of Texas  
Virginia Military Institute  
Virginia Polytechnical Institute  
West Iredell High School  
Willard High School

MAIN FILES

Parade Committee Group XV  
Box 2 of 3

Parade Committee Group XV  
Box 3 of 3

Parade Fact Book

Box of 10 Fact Books

Box of 10 Fact Books

2 Boxes of Fact Books

SUB-FILES

Budget Parade Committee-1981  
Floats Being Used  
Middle M1  
Northeast NE1  
Southern S1  
Western W1

Accounting Procedures Manual Cost Ce  
Directors  
American Driving Society  
American Indian Foundation  
American Morgan Horse Association  
American Quarter Horse Association  
American Saddle Bred  
Appaloosa Horse Club  
Baker, John  
Belgians  
California Rangers  
Con Davis  
Connecticut Governor's Horse Guard  
Culver Military Academy  
Demer's Pratt Team  
Equestrian Narratives for Fact Book  
First Maine Cavalry  
First Troop Philadelphia Cavalry  
Fort Hood First Cavalry  
Hala Horse Patrol  
International Arabian Horse Associat  
International Side Saddle Organizati  
Kena Shrine Temple Palominos  
Lake County, Indiana Sheriffs Posse  
Medinah Black Horse Troop  
Miscellaneous Original  
Mounted Ranger Patrol  
New York City Police  
Parade General Information  
Parade News Releases  
Parade Newspaper Clippings  
Parade Staging  
Photo/News File  
Presidente Horse  
Sacramento Sheriff's Posse  
Temple Lipizzans  
Third Infantry Ceremonials  
United States Equestrian Team  
United States Park Police  
Bill William's Mountain Men  
World's Champion Dog Sleds

MAIN FILLS

SUB-FILES

Pasetta Productions

Inaugural Gala  
Parts 1-3 (audiovisual)  
Satellite Inaugural Balls  
Parts 1-4 (audiovisual)

Public Safety and Reviewing  
Stands  
Box 1 of 1

Balls  
Boy Scouts of America  
Correspondence-Balls  
Cost Center  
Group XI Memos  
Housing  
Insurance  
Legal  
Miscellaneous PIC Office Memos  
Parade Tickets  
Press  
Reviewing Stands, etc. chronological  
Security  
Transportation  
United States Secret Service Clearance

Satellite Balls  
Box 1 of 1

AT & T  
American Hotel & Motel Association  
Budget  
Chamber of Commerce  
Entertainment  
Final Report  
International  
Legal  
Legal Agreements (sent out)  
Legal Agreements (returned)  
Mailings  
Mementos, Programs, etc.  
Press  
Production of Program  
Program Book Orders  
Questionnaire Results  
Republican National Committee  
Republican Party Reservations  
Satellite Confirmed Cities List  
Satellite Dead Cities  
Satellite LIB Sponsors  
Satellite List of Cities  
Satellite 50 States Files

Security Committee  
Box 1 of 1

Applications for Credentials  
Armed Forces Inaugural Briefing  
Budget Forms  
Credentials  
Credentials Worksheet  
Directory for Security Office Telephone  
Enforcement Controls  
Fire Security  
GSA Correspondence  
General Binding Corporation Photo ID

Security Committee contd.

Gubitosi Inaugural Invitation List  
Gubitosi Inaugural Invitations for  
Employees  
Inaugural Events Contact Sheets  
Inaugural Invitation List Volunteers  
Inaugural Invitation Lists Working  
Papers and Forms  
Interoffice Memos Sent  
Invoices and Receipts  
Letters to be Given to the Secret Se  
Lost and Found Forms  
Meeting and Briefing Notes  
Memos to Biebel  
Memos & Filing Policy  
Memos-Passes and Credentials  
Memo Policy Interoffice  
Memos Received  
Memos Sent  
Miscellaneous Security  
Notes 5:30 Meeting Minutes  
Organizational Charts  
Parade Routes  
Parking Requests  
Priority Removal  
Receipts for Property  
Request Forms for Supplies or Procur  
Request for Issue or Turn-In  
Secret Service Credentialing Forms  
Security Office Miscellaneous  
Sign-In Sheets  
Staff Directory November 24, 1980  
Supply Order Forms  
Taste of America  
Telephone Directory PIC-1981  
Theft of Property Report  
Typewriters Information  
Volunteer Request Forms  
Wackenhut

Special Groups Group XIV

Blank Forms  
Budget Forms  
Budget Report 12/29/80  
Budget Reports  
Chronological Files  
Chronological Files-January  
Commemorative Lists  
General Information  
Organizational Chart/Personnel  
Personnel Information  
Religious Groups  
Religious Participation  
Budgets  
Convocation Meeting  
Correspondence 11/5/80-11/27/81  
Expense Report  
Finance

## Special Groups contd.

## Religious Participation contd.

Forms  
 Humanism  
 Identification Papers  
 Meetings  
 Memos In-Coming  
 Memos Out-Going  
 Miscellaneous  
 Office Correspondence  
 Office Reports  
 Prayer Service (Tuesday)  
 Resumes  
 Religious Host Committee  
 Reports  
 Tickets  
 White House Reception

Schedule of Events  
 Senior Citizens and Handicapped  
 Special Groups-Blacks  
 Special Groups-Divisions  
 Special Groups-Hispanics  
 Special Groups-Nationalities  
 Special Groups-Phone Listings  
 Staff File  
 Staff Resumes  
 State Coordinators  
 State Societies  
 Young Voters  
 Veterans  
 Volunteers  
 WV Memo/Letters  
 Washington, D.C. Committee  
 Weekly Reports  
 Williams Memos/Letters

Ticket Operation-Invitation Control  
 Box 1

Alpha Labels Log-Computer Print Out  
 (Held in John Ricche's Office)  
 Data Entry Receipts(copies returned)  
 File  
 File of Will Call Envelope Vouchers  
 January 10, 1981  
 Operations Log 12/31/80-1/1/81

Ticket Operation-Invitation Control  
 Box 2

Daily Batch Reports PIC (3-7)  
 Data Entry Batch Number File Invitat  
 List Control

Ticket Operation-Invitation Control  
 Box 3

Operations Log 1/8/81-1/10/81

Ticket Operation-Invitation Control  
 Box 4

Daily Batch Reports PIC (10-13)

Ticket Operation-Invitation Control  
 Box 5

Daily Batch Reports PIC (14-17)

Transportation Committee  
Box 1 of 3

Air and Ground Transportation for  
Balls and Bands  
Archives-Memos and Correspondence  
Archives-Miscellaneous  
Ball Site Diagrams  
Britt  
Boy Scout Escorts  
Busses  
Congressional Liaison Requests  
Dan  
Distinguished Ladies Trans Requests  
Entertainment Trans Requests  
Final Report (2 copies)  
First and Second Family Requests  
Full Time Transportation Requests  
Governors Participation Trans Requests  
Governors Reception Trans Requests  
Hospitality Trans Requests  
Inaugural Balls Trans Requests  
Judiciary Trans Requests  
Labor Trans Requests  
Limousines  
Mann, Bob  
Police-Accident Requests and Reports  
Rob  
Special Groups Trans Requests  
Stefano, Bob  
Vice-President's Family and Friends  
VIP Limousine Requests  
Wright, Shirley  
Young Voters Trans Requests

Transportation Committee  
Box 2 of 3

AMC  
Ambulances  
Americar Rental System  
Armed Forces  
Auto Manufacturers  
Ball Directory  
Bechtel Corporation  
Brown & Root, Inc.  
Budget 12/19/80, 12/29/80, 12/30/80 (4  
total)  
Bush (Family)  
Car Call  
Capitol Centre  
Car Accident Information  
Cars (permanent) Drivers  
Car Wash  
Chains  
Check Requisition Forms  
Chevron  
Chrysler  
Contact Sheet  
Courier Service  
Daily Reports



## MAIN FILES

## SUB-FILES

Transportation Committee cond.  
Box 2 of 3

Purchase Orders  
Purchasing and Procurement  
Report-1977 Armed Forces Inaugural Commi  
Seals  
Security Information  
Shell Oil  
Shuttle Service  
Signal Oil Company  
Sign Requests  
Sites  
Site Coordinators  
Snow Emergency  
Staff (Executive) Duty Hours  
Staff Meetings  
Staff Time Records  
Standard Oil Company  
Tax Opinion  
Tax Status  
Taxi Service (PIC)  
Task Force Members  
Tenneco Incorporated  
Texaco  
Texas Eastern Transmission  
Tickets  
Tickets (Bus)  
Time Chart  
Trucks  
Vehicle Requests  
Volunteers  
Wackenhut Security  
Westminster Motor Company

Transportation Committee  
Box 3 of 3

(not in set of files originally retrieved  
from the National Archives)

Vice-Presidents Reception Committee  
Box 1 of 1

Commemorative Contributors  
Computer Run-Off of Invitations issued to  
Vice-Presidents Reception(in John  
Ricche's office).  
Congressional Acceptance  
D.C. Hostess List  
Honorary Response Sheets for Vice-Preside  
Reception  
In-House Memoranda  
Inaugural Books-Requests and Checks  
Inter-Office Memoranda  
Mailing Lists for Medallions, Programs,  
Pens, etc.  
Maryland Hostesses  
Memo Originals  
Names for Invitations Checked  
Purchase Orders  
Security Clearance  
Sometimes News  
Staff and Volunteers Sign-In and Out Shee  
Support Personnel for Vice-Presidents  
Reception





# Presidential Inaugural Committee - 1981

Second and T Streets, SW  
Washington, DC 20599

(202)382-8250

Robert K. Gray  
Charles Z. Wick  
Co-Chairmen

August 26, 1981

## INAUGURAL COMMEMORATIVE ARCHIVES

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Program  
Assorted Event Tickets  
Inaugural Book  
Case Jelly Belly  
Tray  
Ice Bucket  
Set of Six Glasses  
Umbrella  
Invitation Plaque  
Cross Pen/Pencil Set  
Blue Scarf  
Red Scarf  
Thumbs Up America Songsheet  
Ad Brochure for Inaugural Book  
Ad Brochure for Commemoratives  
Desk Folder  
Pocket Calendar/Planner  
Red Tie  
Blue Tie  
Set of Six Coasters  
Silver Tie Tac  
Gold Lapel Pin  
Gold Cuff Links  
Silver Pendant  
Gold Tie Tac  
Silver Stick Pin  
Gold Pendant  
Silver Lapel Pin  
Sky Salute Poster  
Inaugural Plate Box  
Inaugural Book Ad Poster  
Commemorative Ad Poster  
License Plates  
Tube Plastic Inaugural Seal Glasses

MAIN FILES

Vice-Presidents Reception Committee  
Box 1 of 1  
contd.

SUB-FILES

Tickets, Inaugural Roster, Computer Run-  
Off and Requests  
Vice-Presidents Reception-Final Report,  
Chairman's, etc.  
Virginia Hostesses  
Volunteer Applications