
This collection has been reviewed by the Reagan Library staff and it is available for research. You may access this collection in our research room. There is no need to file a Freedom of Information Act (FOIA) request for any of the contents of this collection.

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.

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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 the official head of the independent group organizing the Summit. 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. 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.

Within the series, most files have been retained in the order in which they initially came to the Reagan Library. Many such files were originally grouped together, by broad topic, in large expansion (“accordion”) folders.

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.


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.

(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 40th 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.

(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.

(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

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200th Anniversary of Signing of Constitution (1)-(3)
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Awards: Presidential Medal of Freedom
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Balanced Budget Amendment
Baroody, Mike
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FY85 Budget / Economic Report Release Schedule
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Long Range Communications Meeting 12/11/1984
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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
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Environmental Protection Agency (1)-(4)

Box 3
Michael Evans Project
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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
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High Frontier (Videocassette – Stored in A/V for preservation)
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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)

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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)
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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)

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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
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Calendar of Public Affairs
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[Women]-II: Nancy Risque Meeting Notes: [Nancy Risque Meeting Notes] 10/21/1983
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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: 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

Box 30
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)
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)-(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)
McManus - 18

October 11, 2016. Bolded folders are available for use TODAY. No need to FOIA

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

Box 38
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. Wick (1)(2) (Binder)
A Final Operational Review of the Presidential Inaugural Committee 1981 (Ricche and Company) (Binder) (1)-(3)
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
[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)