

PRESIDENTIAL HANDWRITING FILE, 1981-1989 - REAGAN LIBRARY COLLECTIONS

This collection is available in whole for research use. Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.

PRESIDENTIAL HANDWRITING FILE, 1981-1989

The Presidential Handwriting File is an artificial collection created by the White House Office of Records Management (WHORM). The Presidential Handwriting File consists of a variety of documents that Ronald Reagan either annotated, edited, or wrote in his own hand. When documents containing the president's handwriting were received at WHORM for filing, the original was placed in the Presidential Handwriting File and arranged by the order received. A photocopy of the document was placed in the appropriate category of the WHORM: Subject File. The first page of the casefile was stamped Handwriting File, indicating the location of the original documents. However, WHORM often failed to indicate on the original documents the original location (i.e. the six digit tracking number, Subject Category Code). The Presidential Handwriting File, as created by the White House, did not contain handwriting found in staff and office files. The Library will be creating a further series of handwriting material from staff and office files.

In order to provide better access to the Presidential Handwriting File, the collection has been arranged into six series. Each series is arranged chronologically by the date of the document. Each document has been marked with the appropriate WHORM: Subject File category and a six digit tracking number.

SERIES I: PRESIDENTIAL MEETINGS

This series consists primarily of briefing materials and talking points prepared for the presidents meetings with congressional leaders. A majority of these documents are from WHORM Subject File categories PR007-01 (Appointments Granted, Presidential).

SERIES II: PRESIDENTIAL RECORDS

This series consists of Presidential hand-drafted responses to correspondence. A wide variety of topics are covered from numerous WHORM: Subject File categories.

SERIES III: PRESIDENTIAL SPEECHES

This series consists of speeches that the President either edited or wrote the initial draft. The series also contains the note cards that the President used when he

delivered remarks without a teleprompter. It was the President's habit to mark the note cards in such a way as to assist with the delivery of his remarks. The primary WHORM: Subject File category for speeches is SP. Each speech carries a unique secondary category number within SP (for example: SP230-82, 1982 State of the Union).

SERIES IV: PRESIDENTIAL PHONE CALLS

This series mirrors WHORM: Subject File category PR007-02 (Presidential Telephone Calls). This series consists of memos prepared for the President, which recommended that telephone calls be made to individuals on a variety of topics. The President would make a note of the results of the telephone conversation on the memos. This series provides insight into the President's efforts to lobby members of Congress to vote for a number of pieces of legislation which were a high priority to the Reagan administration. There are a number of documents from other WHORM: Subject File categories which primarily deal with the appointments of individuals to federal office, particularly federal judicial appointments.

SERIES V: WHITE HOUSE MAIL REPORTS

This series consists of reports to the President of the congressional correspondence received at the White House. The reports provide the President with the name of the correspondent and a brief summary of the correspondence. The President made notations on the margin of these reports.

SERIES VI: RONALD REAGAN PERSONAL PAPERS

This series consists of documents from the WHORM: Subject File categories that have been designated by President Reagan as personal papers. These materials are not considered to be presidential records and may not be requested via the Freedom of Information Act. The categories are PP (Presidential Personal), PL (Political Affairs), SP501 (Campaign Speeches), and TR003 (Campaign Trips)