

SWEET, ROBERT W.: Files, 1983-1988 – REAGAN LIBRARY COLLECTIONS

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SWEET, ROBERT W.: FILES, 1983-1985 (linear feet and boxes)

Office of Policy Development, Senior Staff Member, 1983-1985
[Domestic Policy Council, Deputy Executive Secretary, 1985-1988](#)

Biography

Robert Sweet served as a senior member of the Office of Policy Development and the Domestic Policy Council in the first and second administration, respectively. He specialized in education policy but coordinated general domestic policy initiatives.

Robert Sweet was born in Durham, Maine in 1937. He obtained his BA in English from the University of Maine, Orono in 1960 and completed graduate coursework in chemistry and wage and salary administration from University of New Hampshire, Durham and Brandeis University, respectively.

Sweet worked primarily in education. Prior to his bureaucratic career, from 1960-1962 he taught at the junior high and high school level. From 1962-1979 he was an educational salesman and consultant with two major textbook companies where he conducted teacher training seminars in educational methodology and material utilization in the classroom at the elementary and secondary level. During that time, he was also a member of the Governor's Commission on Public Education for the state of New Hampshire, for 1973-1974. His work consisted of efforts to recodify state statutes for education and to implement a model voucher plan. Additionally, he served six years as a New Hampshire regional school board representative (1974-1980), where he was the chairman of the board for multiple terms. Robert Sweet was also one of the founders and first President of the Fair Haven Christian School in Essex, MA, which opened in 1977.

In the early 1980s, Robert Sweet served multiple positions within the Department of Education culminating in his appointment to the White House in the Office of Policy Development in 1983. In March of 1982, Robert Sweet was appointed by President Reagan to serve as Deputy Director of the National Institute of Education (NIE) in the US Department of Education. Concurrently, he was the Acting Director at NIE from June 17, 1982-January, 1983. He joined NIE after serving as Special Assistant in the Elementary and Secondary Education Division of the Department of Education.

On March 28, 1983 Robert Sweet joined the Office of Policy Development. Under the direction of the Assistant Director for Federalism, Health and Human Resources, he was responsible for assisting in the development and implementation of policies relating to all aspects of education

and disability. He chaired the Working Group on Handicapped Policy from 1983-1984 where they studied the current state of federal disability policy and how it could be better improved to assist people with disabilities. The Working Group ultimately recommended establishing a blue-ribbon commission based on the data they gathered. In the second administration, Sweet he became the Deputy Executive Secretary of the Domestic Policy Council and continued to coordinate health and education policy. The Library has a separate inventory for that collection that can be viewed [here](#).

In 1993, Robert Sweet co-founded the nonprofit the National Right to Read foundation, which focuses on the specific mission of returning scientifically validated classroom instruction in reading to public schools. He is married to Joy Sweet and has five children and currently resides in Virginia.

Scope and Content

Within the Office of Policy Development, Robert Sweet was in charge of developing and monitoring education and disability policy in President Reagan's first administration. This collection documents his work in these two areas over the course of 1983 to 1985. The collection covers his work as the chairman of the Handicapped Policy Working Group (HPWG), which had 3 major goals: (1) encourage care for the handicapped within the context of the family and community; (2) promote integration of the handicapped into society, schools, and the work place; and (3) foster independence and dignity in the lives of handicapped persons. In addition, this collection documents Sweet's development and implementation of policies relating to all aspects of education, including public and private schools; elementary, secondary, college, and post-college education. Sweet was also overseeing the adoption and implementation of various Reagan Administration goals including tuition tax credits; low-income voucher options; education savings accounts; math and science teaching; student self-help reforms; adult literacy; and school discipline.

This collection consists of original memos, correspondence, drafts of working group papers, reports, studies, and more. Also included are copies made by Sweet for documentation purposes. There is a bit of material from 1982 from other Office of Policy Development members, but mostly on issues tangential to what Robert Sweet was working on.

The Robert Sweet collection has been arranged into 6 series, one of which has subseries. The series are as follows: SERIES I: Handicapped Policy Working Group Files; SERIES II: Education Policy Files; SERIES III: Chronological Files; SERIES IV: Administrative Files; SERIES V: Subject Files; and SERIES VI: Telephone Logs.

Series I consists of two subseries. The subseries are as follows: SUBSERIES A. Working Files and SUBSERIES B: Publications.

Collection Description

SERIES I: HANDICAPPED POLICY WORKING GROUP FILES, 1983-1985 (6.2 l. ft., Boxes 1-15)

SUBSERIES A: WORKING FILES (4.8 l. ft., Boxes 1-11)

This subseries consists of material relating to Bob Sweet's work as Chair of the Handicapped Policy Working Group (HPWG). This series contains Sweet's correspondence with disability organizations, individuals, and government agencies; agendas and meeting notes for the HPWG; newspaper articles and clippings on disability issues; recommendations for committee membership; notes on the federal budget as it pertains to supporting disabled communities; laws and proposed bills affecting the disabled community; analysis of the Department of Justice's interpretation of section 504 of the Rehabilitation Act of 1973; public criticism leveled at the Justice Department's interpretation of Section 504; and the many drafts and comments that went into drafting the HPWG's final paper which included their recommendations for further action in shaping disability policy for the Reagan Administration.

In order to maintain Sweet's original file system, some folders titles begin with "Working Files:" but those folders do not represent the entirety of his work as part of the Working Group. This series contains all of his work associated with the HPWG with additional copies of memos, correspondence, and other materials existing in other series in this collection. Original folder titles were used when present. The subseries is arranged alphabetically.

SUBSERIES B: PUBLICATIONS (1.7 l. ft., Boxes 11-15)

This subseries consists of the publications and reports that Sweet received to better inform him on disability research and advocacy. These publications were originally placed in folders Sweet labelled "Working Files," but have been moved into a subseries of their own due to the volume of publications he received. The subseries is arranged alphabetically.

SERIES II: EDUCATION POLICY FILES, 1983-1984 (2.8 l. ft., Boxes 15-20)

This series contains material relating to Bob Sweet's work on drafting and tracking education policy initiatives within the Reagan administration. This series consists of timelines; background papers; analysis, memos, letters, and reports of major policy initiatives written by Bob Sweet which includes the block grant program at the Department of Education (DOE); information on abolishing DOE; education saving accounts; school prayer amendment; merit pay for teachers; federalism in education and other actions for the 1984 campaign; questions and answers on policy plans; and correspondence with parents, organizations, and other government agencies. This series also contains Sweet's memos and letters on issues that were of personal interest to him regarding education issues such as phonics as a method of literacy training; the Working Group on School Discipline in which he was a member; concerns over the negative impacts of the Exemplary Center for Reading Instruction (ECRI); travel arrangements for various education-related conferences and speeches he gave; and newspaper articles and publications on education policy that interested him.

Original folder titles were maintained when present. The series is arranged alphabetically.

SERIES III: CHRONOLOGICAL FILES, 1982-1984 (2.2 l. ft., Boxes 20-25)

This series contains ingoing and outgoing correspondence from Robert Sweet during his time at the Office of Policy Development. It documents his daily activities and schedule as a member of the Office of Policy Development. The chronological file consists of letters; memos; articles; invitations, transcripts of speeches he gave; travel reimbursements; resumes he received; and personal correspondence either drafted by Robert Sweet or sent to him. It starts in March of 1983 and documents his daily activities through December of 1984.

This series is arranged chronologically. Original folder titles were retained in processing.

SERIES IV: ADMINISTRATIVE FILES, 1983-1984 (3 l. ft., Boxes 25-31)

This series contains copies of memorandums and correspondence Sweet drafted or received during his tenure at the Office of Policy Development. This series consists of folders Sweet specifically labelled as administrative. In addition to photocopies of memorandum and correspondence related to the HPWG and Education policy, this series also contains budgetary information; the assigned areas of responsibility within OPD; meetings Sweet attended and did not attend; assignments he worked on for Jack Svahn and Robert Porter; correspondence sent to the White House and forwarded to the Office of Policy Development for answer (computer tracking correspondence); and all the logistical information for the events and conferences Sweet attended in his official capacity at the Office of Policy Development.

This series is arranged alphabetically and then chronologically. Original folders were retained in processing.

SERIES V: SUBJECT FILES, 1983-1985 (10 l. in., Boxes 31-33)

This series contains material related to topics that weren't in Sweet's regular assigned areas. It contains memos and correspondence regarding topics such as religious liberties; alternatives to abortion; tax reform; and speeches, messages, interviews, and official appearances given by President Reagan.

This series is arranged alphabetically. Original folder titles were retained in processing.

SERIES VI: TELEPHONE LOGS, 1983-1984 (3 folders, Box 33)

This series contains telephone memorandums of calls coming into Robert Sweet's office as well as messages left for him while he was out. Original folder titles were retained in processing.

Container List

SERIES I: HANDICAPPED POLICY WORKING GROUP FILES

SUBSERIES A: Subject File

Box 1

Aid to Families with Dependent Children (A.F.D.C)
Architectural Barrier Board (empty)
Architectural Transportation Barriers and Compliance Boards
[Architectural and Transportation Barriers Compliance Board]
Articles and Clippings
[Articles and Reports on Disability Issues] (1)-(4)
Commission Goals and Responsibilities
Commission Membership Recommendations (1)(2)
[The Commission/Task Force on Disability]
Correspondence, April 1983-May 1983
[Correspondence (Miscellaneous) to Sweet from the President's Committee on Mental Retardation]
Correspondence, June 1983-October 1983
Correspondence, November 1983-December 1983
Correspondence, January 1984-March 1984
Correspondence, April 1984 (1)(2)
Correspondence, May 1984-June 1984
Correspondence, July 1984-08/23/1984
Correspondence, 08/24/1984-08/31/1984

Box 2

Correspondence, September 1984 (1)(2)
Correspondence, October 1984
Correspondence, November 1984-December 1984
Correspondence: Mary Doreumus Challenge Committee (1)(2)
"Demography and Disability: A Chartbook for Rehabilitation"
[Dennis Cox- Proposal on Intergovernmental Coordination]
Disability Rights Center (empty)
[Disability Rights Center, Inc.- 1984 Campaign Ideas
Disabled
EDUE-M. Will (sic)
Employment Initiatives (Folder) (1)(2)
Employment of the Handicapped
Federal Employer Handicapped
[Federal Programs Assisting the Handicapped]
[Federal Programs Assisting the Handicapped: Health Care Financing Administration (HCFA)- Respirator Issue]
Federal Task Force on Disability
[Federal Task Force on Disabled Persons (FTFDP)]
Financial
Handicapped Advocacy Groups (empty)
[Handicapped:] 504 Regulations (1)(2)
Handicapped – Employment
Handicapped Policy (Binder) [Information Gathered from the 1st and 2nd Working Group

Meetings] (1)

Box 3

Handicapped Policy (Binder) [Information Gathered from the 1st and 2nd Working Group Meetings] (2)-(8)
[Handicapped Policy] (1)(2)
Handicapped Policy Sub-Working Group (empty)
Handicapped Policy Sub-Working Groups - Health and Human Services/Treasury (empty)
Handicapped Policy Sub-Working Groups – Labor/Council of Economic Advisors (empty)
Handicapped Policy Sub-Working Groups – Veterans Administration/Labor (empty)
[Handicapped Policy Working Group -Concluding Remarks and Recommendations] (Folder) (1)-(5)
Handicapped Policy Working Group [Events] (Binder) (1)-(5)
[Handicapped Working Group – Drafts of Final Recommendations for Goals and Proposals]
Handicapped [Policy Working Group Papers] (1)

Box 4

Handicapped [Policy Working Group Papers] (2)
Handicapped Working Group Members (empty)
Handicapped Working Group Members – CEA (empty)
Handicapped Working Group Members – Department of Transportation (empty)
Handicapped Working Group Members – Education (empty)
Handicapped Working Group Members – Health and Human Services (empty)
Handicapped Working Group Members – Justice (empty)
Handicapped Working Group Members – Labor (empty)
Handicapped Working Group Members – NCH (empty)
Handicapped Working Group Members – NCH: John Doyle (1)(2)
Handicapped Working Group Members – Office of Management and Budget (empty)
Handicapped Working Group Members – Public Liaison (empty)
Handicapped Working Group Members – Veterans Administration (empty)
HHS/National Institute for Health Research – Disability Issue
Initiatives and Programs Affecting the Handicapped (1)-(3)
Initiatives and Programs Affecting the Handicapped: Federal Task Force Meeting
07/02/1984 (1)-(3)
Issue Luncheon Papers
Issue Papers – Handicapped
[Office of Management and Budget (OMB) Circular A-76 and its Impacts on Federal Employees with Disabilities]
[Legislative Programs Relating to People with Disabilities]
Legislative Veto
[List of Information Packet Recipients]
[Final Meetings of Handicapped Policy Working Group]

Memos, May 1983–August -1983
Memos, September 1983-October 1983
Memos November 1983
Memos, 12/01/1983-12/14/1983
Memos, 12/15/1983-12/31/1983

Box 5

Memos, January 1984-February 1984
Memos, March 1984 (1)(2)
Memos, April 1984
Memos, May 1984
Memos, June 1984 (1)(2)
Memos, July 1984
Memos, August 1984 (1)(2)
Memos, September 1984
Memos, October 1984-December 1984
The Menninger Foundation (Folder) (1)(2)
National Handicapped Policy (empty)
National Handicapped Policy-NCH/CMR
National Institute of Handicapped Research-“Executive Summary of the Long-Range Plan” 1981
[National Policy for Service the Vast Disabled Population (Draft)]
[Newspaper Articles]
Organization Contacts
[Peg Porter Memo on Reviewing Costs of Services in Community-based and Institutional Organizations]
Presentation Outline-Cabinet Council for Human Resources
President’s Committee on Employment of the Handicapped (1)-(3)
[President’s Committee on Employment of the Handicapped] (1)

Box 6

[President’s Committee on Employment of the Handicapped] (2)
President’s Committee on Mental Retardation
President’s Committee on Mental Retardation Charter Review (1)-(4)
President’s Committee on Mental Retardation-Official Package (Binder) (1)-(3)
Presidential Event 11/28/1983 (1)-(3)
Private Sector Initiatives-National Technical Network
Presidential Statement 11/28/1983
[Programs and Events for Assisting People with Disabilities]
[Programs and Priorities of the “Governmentwide Selective Placement Programs Division]
[Proposed Legislation]

Box 7

[Publications]

[Recommend Telephone Call to Mrs. Minne Farr]
[Remarks of the President to the 105th Annual Meeting of the American Bar Association-
8/01/1983]
Statistical Information-Handicapped Budget-Population
[Requests for Event Participation, 1983]
Special Education/New York Diocese
Task Force Members-Recommendations
[Unsigned Correspondence]
[United States Office of Consumer Affairs (USOCA) Plans and Activities for the Decade
of the Disabled]
[Working Files: Assorted Articles]
[Working Files: Associated Resources, Inc.]
[Working Files: Association for Retarded Children (ARC) Proposed Legislation]
[Working Files: Bills and Laws Impacting Persons with Disabilities]
[Working Files: Cabinet Council on Human Resources Recommendations for Drafting
Federal Handicapped Policy] (1)(2)
[Working Files: Catalog of International Symbol of Access Signs]
[Working Files: Federal Policy and Blindness] (Miscellaneous)
[Working Files: Computers and Disabilities]
[Working Files: Correspondence, 1982]
[Working Files: Correspondence, January-March, 1983]
[Working Files: Correspondence, April, 1983]
[Working Files: Correspondence, May, 1983]
[Working Files: Correspondence, June, 1983]
[Working Files: Correspondence, 07/01/1983-07/10/1983]
[Working Files: Correspondence, 07/11/1983-07/18/1983]
[Working Files: Correspondence, 07/19/1983-07/27/1983]
[Working Files: Correspondence, 07/28/1983-08/14/1983]
[Working Files: Correspondence, 08/15/1983-08/31/1983]
[Working Files: Correspondence, 09/01/1983-09/12/1983]

Box 8

[Working Files: Correspondence, 09/13/1983-09/27/1983]
[Working Files: Correspondence, 09/28/1983-10/03/1983]
[Working Files: Correspondence, 10/04/1983-11-06/1983]
[Working Files: Correspondence, 11/7/1983] (1)(2)
[Working Files: Correspondence, 11/9/1983] (1)(2)
[Working Files: Correspondence, 11/10/1983-12/31/1983]
[Working Files: Correspondence, January-February, 1984]
[Working Files: Correspondence, March, 1984] (1)(2)
[Working Files: Correspondence, April-05/10/1984]
[Working Files: Correspondence, 05/11/1984-12/31/1984]
[Working Files: Correspondence, 1985]
[Working Files: Cost Studies]
[Working Files: Council of Economic Advisors]

[Working Files: Department of Education] (1)(2)
[Working Files: Department of Health and Human Services]
[Working Files: Department of Housing and Urban Development]
[Working Files: Department of Interior]
[Working Files: Department of Justice] (1)(2)
[Working Files: Department of Navy]

Box 9

[Working Files: Department of Transportation]
[Working Files: Disability Issues] (1)-(5)
[Working Files: Examples of Severely Handicapped People in Job Situations]
[Working Files: Federal Assistance for Programs Serving the Handicapped] (1)-(3)
[Working Files: Federal Emergency Management Agency (FEMA)]
[Working Files: General Services Administration (GSA)] (1)(2)
[Working Files: Handicapped Policy Notebook]
[Working Files: Handicapped Programs – Review 1984] (1)(2)
[Working Files: House Sponsored Bills]
[Working Files: Budget Information for Programs Affecting People with Disabilities]
[Working Files: Interagency Committee on Handicapped Employees]
[Working Files: Interagency Committee on Handicapped Research]
[Working Files: Interview of Bob Sweet for *Programs for the Handicapped* Newsletter]
[Working Files: Issue Papers on Federal Policy and Disability]
[Working Files: Justin Dart, Communications with]
[Working Files: Lists of People of Interest]
[Working Files: Members of Federal Task Force on Disabled Persons]
[Working Files: National Council on the Handicapped]

Box 10

[Working Files: National Decade of the Disabled Persons]
[Working Files: National Organization on Disability] (1)(2)
[Working Files: National Symposium on Access to Cultural Programs]
[Working Files: Non-Discrimination against the Handicapped] (Binder) (1)(2)
[Working Files: Office of Management and Budget (OMB)-Federal Budget for Disability Programs]
[Working Files: Office of Policy Development]
[Working Files: President's Committee on Employment of the Handicapped] (1)-(5)
[Working Files: President's Committee on Mental Retardation] (1)(2)
[Working Files: Presidential Messages]
[Working Files: Press Releases]
[Working Files: Recommendations for Drafting Final Policies and Reports] (1)(2)
[Working Files: Resumes and Biosketches]
[Working Files: Schedule Proposals]
[Working Files: Senate—Sponsored Bills]
[Working Files: Small Business Administration]
[Working Files: State Department]

[Working Files: United States Architectural and Transportation Barriers Compliance Board]

[Working Files: Upcoming Events]

[Working Files: US Population of Disabled Individuals]

[Working Files: Working Group on Handicapped Policy]

Box 11

Working Group: Handicapped Policy (1)-(7)

[Working Group on Handicapped Policy]

Working Group on Health (Cabinet Council on Health and Human Resources) (1)-(5)

SUBSERIES B: Publications

Box 11, cont.

Working Files: *Accommodating the Spectrum of Individual Abilities*

Working Files: Annotated List of the National Rehabilitation Information Center's (NARIC) Periodical Collection

Working Files: "Annual Report on Federal Activities Related to the Administration of the Rehabilitation Act of 1973 as Amended"

Working Files: "Caring for Older Veterans" (1)(2)

Box 12

Working Files: CHAIN-Dr. Koop's Initiative (1)(2)

Working Files: Clearinghouse on the Handicapped Publications, 1983

Working Files: "The Cost Benefits of Rehabilitation: What is Known"

Working Files: Discrimination against Handicapped People

Working Files: Fifth: *Fifth Annual Report to Congress on the Implementation of the Education for All Handicapped Children Act* (1)-(4)

Working Files: Handicapped Requirements Notebook

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume I (1)-(4)

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume II (1)-(3)

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume III (1)

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Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume III (2)-(5)

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Volume IV (1)-(3)

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Primer

Working Files: Interagency Collaboration on Full Services for Handicapped Children and Youth, Annotated Bibliography (1)(2)

Working Files: International Labor Office

Working Files: *Law Reform in Disability Rights*, Volume I (1)(2)
Working Files: *Law Reform in Disability Rights*, Volume II (1)-(3)
Working Files: National Rehabilitation Information Center (NARIC) – *Final Report*,
1977-1982

Box 14

Working Files: National Institute of Handicapped Research – *Long Range Plan*, 1981
Working Files: Maryland Rehabilitation Center-Annual Report, FY 1981
Working Files: Paralyzed Veterans (1)(2)
Working Files: “Problems and Issues Concerning Handicapped and Disabled Americans”
Working Files: Programming for Chronically Disabled Persons: The Impact of Federal
Financing Policies in the Political Climate of the Early 1980s”
Working Files: *Rehabilitation Act Amendment of 1983 Report*
[Working Files: Report of the Working Group on Handicapped Policy – Background
Paper]
Working Files: Technology and Handicapped People, May 1982
Working Files: *Technology and Rehabilitation of Disabled Persons in the Information
Age*
[Working Files: Various William Copeland Pieces] (1)-(3)
Working Files: Veteran’s Administration Legislative Status Report, 98th Congress
Working Files: White House Conference on Handicapped Individuals Final Report
Recommendations – President’s Committee on Mental Retardation (PCMR)
(1)(2)
Working Files: The White House Conference on Handicapped Individuals:
Implementation Plan

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Working Files: White House Conference on Handicapped Individuals Implementation
Unit (1)-(5)
Working Groups

SERIES II: EDUCATION POLICY FILES

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Adopt-a-School
Articles/Clippings (1)(2)
Block Grant Proposal (1)-(3)
Budget Proposals and Legislative Programs
Child Care (1)(2)
Correspondence-April, 1983 (1)-(3)
Correspondence-May, 1983
Correspondence- June-July, 1983
Correspondence- August, 1983
Correspondence- September-December, 1983

Box 16

Correspondence- January 1984
Correspondence- February 1984 (1)(2)
Correspondence- March 1984
Correspondence- April 1984 (1)-(3)
Correspondence- May 1984
Correspondence- June 1984
Correspondence- July 1984
Correspondence- August 1984 (1)(2)
Correspondence- September 1984
Correspondence- October 1984 (1)-(4)
Correspondence- November 1984
Correspondence- December 1984 (1)(2)
Day Care Initiatives

Box 17

Dismantling the Department of Education (1)(2)
Education Committee
Education Savings Accounts
Education Working Group (1)(2)
Enrolled Bills (1)(2)
Excellence in Education Report
Executive Secretariat Meetings Agenda, 1983-1984
Fact Sheet, General (1983)
Fact Sheet on Vouchers (1983)
Families
Initiatives and 10 Presidential Events (1983)
Issue Luncheon Papers (1)-(3)
Math and Science (1)-(4)
Meeting with Governors
Memos- 1982
Memos- January-February 1983

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Memos- March 1983 (1)(2)
Memos- April 1983
Memos- May 1983 (1)(2)
Memos- June 1983 (1)(2)
Memos- July-September 1983
Memos- October 1983 (1)(2)
Memos- November 1983
Memos- December 1983 (1)(2)
Memos- January 1984 (1)(2)
Memos- February 1984 (1)-(4)
Memos- March 1984 (1)(2)
Memos- April 1984

Memos- May 1984 (1)(2)

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Memos- May 1984 (3)(4)

Memos – June 1984

Memos – July 1984 (1)(2)

Memos – August 1984 (1)(2)

Memos September 1984

Memos – October 1984

Memos – November 1984 (1)(2)

Memos – December 1984

National Commission on Education Research (including letters to)

National Education Association

National Institute on Education

Ohio Center

Phonics

Pre-School

Presidential Message to Congress 03/17/1983(1)(2)

Proposals (1)(2)

Student Financial Aid

Sweet, Robert (1)(2)

United Negro College

Box 20

Vocational-Technological Education and Displaced Workers (1)-(3)

SERIES III: CHRONOLOGICAL FILES

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CHRON: March-April 1983 (1)-(4)

CHRON: May-July 1983 (1)-(7)

CHRON: August-September 1983 (1)-(3)

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CHRON: August-September 1983 (4)-(7)

CHRON: October-December 1983 (1)-(14)

CHRON: January-February 1984 (1)(2)

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CHRON: January-February 1984 (3)-(9)

CHRON: March 1984 (1)-(4)

CHRON: April 1984 (1)-(5)

CHRON: May 1984 (1)(2)

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CHRON: May 1984 (3)-(5)

CHRON June 1984 (1)-(6)
CHRON: July 1984 (1)-(4)
CHRON: August 1984 (1)-(4)

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CHRON: August 1984 (5)-(9)
CHRON: September 1984 (1)-(8)
CHRON: October 1984 (1)-(7)

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CHRON: November 1984 (1)-(4)
CHRON: December 1984 (1)-(3)

SERIES IV: ADMINISTRATIVE FILES

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Agenda 1983
Appropriates Bills – OPD Assignments
Areas of Responsibility
Budget
Computer Tracking Correspondence [1982]
Computer Tracking Correspondence [March-August 1983]
Computer Tracking Correspondence [September-October 1983]
Computer Tracking Correspondence [November 1983]
Computer Tracking Correspondence [December 1983-January 1984] (1)(2)
Computer Tracking Correspondence [February-March 1984]
Computer Tracking Correspondence [April-May 1984] (1)(2)
Computer Tracking Correspondence [June 1984]
Computer Tracking Correspondence [July 1984]

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Computer Tracking Correspondence [August 1984] (1)(2)
Computer Tracking Correspondence [September 1984]
Computer Tracking Correspondence [November-December 1984]
Correspondence (General) [April 1983] (1)-(4)
Correspondence (General) [May-December 1983]
Correspondence (General) [January-February 1984]
Correspondence (General) [March-April 1984] (1)(2)
Correspondence (General) [May 1984]
Correspondence (General) [June 1984] (1)(2)
Correspondence (General) [July 1984]
Correspondence (General) [August 1984] (1)-(4)
Correspondence (General) [September 1984] (1)

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Correspondence (General) [September 1984] (2)-(5)

Correspondence (General) [October 1984] (1)(2)
Correspondence (General) [November 1984]
Correspondence (General) [December 1984] (1)(2)
Meetings – Attended (1)-(3)
Meetings – Declined (1)(2)
Mid-Term Planning
Memos [March-July 1983]
Memos [August 1983]
Memos [September 1983] (1)-(3)
Memos [October 1983] (1)(2)

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Memos [November 1983] (1)(2)
Memos [December 1983] (1)-(3)
Memos [January 1984]
Memos [February-March 1984]
Memos [April-May 1984]
Memos [June 1984]
Memos [July 1984]
Memos [August 1984] (1)(2)
Memos [September 1984] (1)-(3)
Memos [October 1984] (1)-(3)
Memos [November 1984] (1)

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Memos [November 1984] (2)
Memos [December 1984] (1)(2)
Porter Action Items 1983 (1)-(5)
Porter Action Items 1984
Svahn Action Items 1983 (1)-(7)
Svahn Action Items 1984 (1)-(3)

Box 30

Svahn Action Items 1984 (4)-(14)
Travel-Accepted
Travel: American Legislative Exchange Council (ALEC) Annual Meeting, San Diego,
CA, 06/2/1984-06/24/1984
Travel: College of the Bible, Philadelphia, Pennsylvania, 10/11/1984-10/12/1984
Travel-Declined
Travel-Declined: Bristol Community College Office of Continuing Education, Fall River,
MA, 09/21/1983 (empty)
Travel-Declined: League of United Latin American Citizens (LULAC) Education
Symposium, Detroit, MI, 07/01/1983
Travel-Declined: National Forum on Excellence in Education, Indianapolis, IN,
12/06/1983-12/08/1983

Travel-Declined: Participate Panel Review, Bermuda School System, Bermuda,
11/05/1983

Travel: Dedication Ceremony and National Education Conference – Christian
Broadcasting Network (CBN) University, 10/12/1984-10/13/1984

Box 31

Travel: East Texas State University Speech 10/16/1984

Travel: Educational Excellence Conference, Indianapolis, Indiana 11/30/1984-12/01/1984

Travel: Hempfield High School Trip, Landisville, Pennsylvania 17538, 11/12/1984

Travel: Manchester, New Hampshire 03/03/1984-03/05/1984

Travel: National Leadership Conference Speech, North Carolina, 05/23/1984

Travel: Paralyzed Veterans of America (PVA) Conference, Portland Oregon, 08/04/1983-
08/05/1983

Travel: President's Committee on Mental Retardation (Speech) Napa Valley, California
06/24/1983-06/27/1983 (1)(2)

Travel: "Respect Life and Family Day Rally" Mobile, Alabama 10/06/1984-10/08/1984
(1)(2)

Travel: War Memorial Association re: Handicapped Working Group-Grosse Point, MI
11/17/1983

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Abortion, Alternatives (1)-(9)

Alternatives to Abortion Conference 11/15/1984 (1)

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Alternatives to Abortion Conference 11/15/1984 (2)

Kemp, Jack

Presidential Interviews (1)-(3)

President: Campaign Promises

Presidential Initiatives [1982] (1)-(4)

Presidential Issue Luncheon Papers, 1983 (1)-(3)

Presidential Issue Luncheon Papers, 1984

Presidential Messages (1)-(3)

Presidential Q's and A's, 1983

Presidential Q's and A's, 1984 (1)-(4)

Presidential Scheduling (1)(2)

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Presidential Scheduling (3)(4)

Tax Reform (2nd Term) (1)-(3)

Religious Liberty (1)-(6)

Reagan Speeches and Statements (1)-(6)

SERIES VI: TELEPHONE LOGS

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Telephone Logs (1)-(3)