



McManus, Michael A.: Files, 1982-1985

Finding Aid Type

White House Staff and Office File Collections

Subtitle/Office

Office of the Deputy Chief of Staff

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Copyright

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Record Type

Textual

Biography

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

Scope 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

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.

Series List

SERIES 01: SUBJECT FILE

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 02: 1983 ECONOMIC SUMMIT - WILLIAMSBURG, VA

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 03: EUROPEAN TRIP 1982

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 04: SOUTH AND CENTRAL AMERICAN TRIP 1982

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 05: FAR EAST TRIP 1983

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 06: CHINA TRIP 1984

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 07: 1984 ECONOMIC SUMMIT - LONDON, ENGLAND

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 08: EVENTS

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 09: 1984 REPUBLICAN NATIONAL CONVENTION

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 10: 1985 PRESIDENTIAL INAUGURAL

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

SERIES 11: POLITICAL

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.

OVERSIZE MATERIAL

Last Modified Date

2025-02-12

SERIES 01: SUBJECT FILE

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.

Box 1

Status	Title
OPEN	200th Anniversary of Signing of Constitution (1)-(3)
OPEN	American Irish Historical
OPEN	American Irish Historical: American Irish Historical Society (1)-(3)

Status	Title
OPEN	Amway
OPEN	Amway: Amway - Galtland 07/15/1982
OPEN	Awards: Presidential Citizens Medal
OPEN	Awards: Presidential Medal of Freedom
OPEN	Bailey
OPEN	Balanced Budget Amendment
OPEN	Baroody, Mike
OPEN	Baroody Talking Points
OPEN	Blacks
OPEN	Brandon, Muffie
OPEN	FY85 Budget / Economic Report Release Schedule
OPEN	Caribbean Basin Initiative
OPEN	Central America (1)(2)
OPEN	Administration - Communications
OPEN	Calendar of Communications Events (1)(2)

Box 2

Status	Title
OPEN	Calendar of Communications Plans (1)(2)
OPEN	Communications Correspondence (General)
OPEN	Deaver Communications Meeting 03/23/1984
OPEN	Deaver Communications Plan Meeting 03/16/1984
OPEN	Long Range Communications Meeting 12/11/1984
OPEN	Communications Plan Meeting with Deaver and Bailey 04/06/1984
OPEN	Ryan Communications Scheduling Themes
OPEN	A Message from President Reagan to Cystic Fibrosis Foundation (Videocassette - Stored in A/V for preservation)
OPEN	Dateline Disneyland (Parts 1 and 2) (Videocassette - Stored in A/V for preservation)

Status	Title
OPEN	<i>The Day After</i> (Videocassette – Stored in A/V for preservation)
OPEN	Debate Preparation
OPEN	Drug Chemical Allied Trade Association September Conference – Mike is Speaker (1)-(3)
OPEN	Education (1)-(4)
OPEN	Ellis Island (1)-(3)
OPEN	Environmental Protection Agency (1)-(4)

Box 3

Status	Title
OPEN	Michael Evans Project
OPEN	Faxon, Thomas S. – Sample Reel (Videocassette – Stored in A/V for preservation)
OPEN	Final Salute/ Vietnam Unknown – ABC News Special (Videocassette – Stored in A/V for preservation)
OPEN	Food Assistance Task Force
OPEN	[Fouhy, Edward]
OPEN	[Grenada:] Meeting w/Deaver, Kimmitt, et al. – 1:30 pm, Ward Room; PA-Grenada
OPEN	Group Interview with Deaver 04/06/1984
OPEN	Heimlich, Dr. Henry
OPEN	Hickey, Ed
OPEN	High Frontier (Videocassette – Stored in A/V for preservation)
OPEN	Hispanics (1)-(6)
OPEN	Hohlt, Richard F. (1)(2)
OPEN	Implementation
OPEN	Interand Corporation
OPEN	Irish Tourist Board/ President Reagan In-Flight Video Presentation (Videocassette – Stored in A/V for preservation)
OPEN	Jakarta, Indonesia

Status	Title
OPEN	Jewish
OPEN	Ketchum Advertising/ American Bell Dub (Videocassette – Stored in A/V for preservation)
OPEN	Maureen Reagan/Donahue (Videocassette – Stored in A/V for preservation)
OPEN	McCrary, Tex: Tex McCrary (1)(2)
Box 4	
Status	Title
OPEN	McCrary, Tex: Tex McCrary (3)(4)
OPEN	McCrary, Tex: President’s Taping for Navy League Dinner – Tex McCrary (1)(2)
OPEN	Media Relations Three Month Plan
OPEN	Director of Media Relations
OPEN	Medicare
OPEN	Melady, Dr. Thomas: Meeting with Dr, Melady 11/30/1984
OPEN	Melady, Dr. Thomas: Meeting with Dr. Melady 12/14/1984 (1)(2)
OPEN	Melady, Dr. Thomas: Meeting with Melady 04/13/1984
OPEN	Melady, Dr. Thomas: Knights of Columbus
OPEN	Melady, Dr. Thomas: Meeting with Dr. Melady 11/01/1983
OPEN	Melady, Dr. Thomas: Meeting with Dr. Melady 12/13/1983
OPEN	Melady, Dr. Thomas: Meeting with Tom Melady 07/20/1984 [July 1984 – September 1984] (1)(2)
OPEN	Melady, Dr. Thomas: Meeting with Melady 06/15/1984
OPEN	Melady, Dr. Thomas: Dr. Thomas Melady – Catholic Issues (1)-(3)
Box 5	
Status	Title
OPEN	Melady, Dr. Thomas: Meeting with Dr. Melady 02/24/1984 (1)-(5)
OPEN	Melady, Dr. Thomas: [Memos]

Status	Title
OPEN	Melady, Dr. Thomas: [Memos September 1984-October 1984] (1)(2)
OPEN	National Productivity Advisory Committee (1)(2)
OPEN	National Security Council: Scheduling NSC
OPEN	National Security Council: National Security Council
OPEN	National Taxpayers Legal Fund
OPEN	NHK/Interview with Prime Minister Margaret Thatcher (Videocassette – Stored in A/V for preservation)
OPEN	Office of Planning and Evaluation
OPEN	Office of Planning and Evaluation: Office of Planning and Evaluation (1)(2)
OPEN	Office of Planning and Evaluation: Meeting with Bruce Chapman
OPEN / DIGITIZED	Olympics (1)
OPEN / DIGITIZED	Olympics (2)
OPEN	Pfizer
OPEN	Picture/Event File
OPEN	President's Commission on White House Fellowships

Box 6

Status	Title
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Correspondence I (1)
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Correspondence I (2)
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Correspondence I (3)
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Meetings (1)
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Meetings (2)
OPEN	President's Council on Physical Fitness and Sports: National Fitness Test

Status	Title
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Miscellaneous
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Legislation
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Correspondence II (1)
OPEN	President's Council on Physical Fitness and Sports: Correspondence II (2)
OPEN	President's Council on Physical Fitness and Sports: National Fitness Academy (1)
OPEN	President's Council on Physical Fitness and Sports: National Fitness Academy (2)
OPEN	President's Council on Physical Fitness and Sports: National Fitness Academy (3)
OPEN	President's Council on Physical Fitness and Sports: U.S. Federal Sports Council
OPEN	President's Council on Physical Fitness and Sports: Public Service Advertisement
OPEN	President's Council on Physical Fitness and Sports: Special Projects
OPEN	President's Council on Physical Fitness and Sports: Quarterly Meeting 09/24/1982 - Capitol Hill
OPEN	President's Council on Physical Fitness and Sports: Stamp
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Special Advisors
OPEN	President's Council on Physical Fitness and Sports: [Salute to U.S. Medal Winners 1984 Olympics]
OPEN	President's Council on Physical Fitness and Sports: Lunch Meeting with Coach Allen 12/14/1984
OPEN / DIGITIZED	President's Council on Physical Fitness and Sports: Reception 01/19/1984 (1)
OPEN	President's Council on Physical Fitness and Sports: Reception 01/19/1984 (2)

Status	Title
OPEN	President's Council on Physical Fitness and Sports: Reception 01/19/1984 (3)
Box 7	
Status	Title
OPEN	President's Council on Physical Fitness and Sports: Coach George Allen
OPEN	President's Council on Physical Fitness and Sports: [Publications] (1)-(4)
OPEN	President's Council on Physical Fitness and Sports: National Adult Fitness Testing Week 05/06/1984-05/12/1984 (Binder)
OPEN	President's Council on Physical Fitness and Sports: Michael A. McManus Jr. (Binder) (1)(2)
OPEN	President's Mid-Term Policy (1)-(3)
OPEN	President's Mid-Term Policy: Presidential Initiatives - 2nd Term
OPEN	Miscellaneous Press Clippings
OPEN	Princess Grace Remembered/Nancy Reagan with the National Symphony Orchestra (Videocassette - Stored in A/V for preservation)
OPEN	Official Delegation to Monaco for Funeral of Princess Grace 09/17/1982
OPEN	Private Sector Initiatives (1)(2)

Box 8

Status	Title
OPEN	Protocol Office Memos
OPEN	Calendar of Public Affairs
OPEN	Ratemaking Commission
OPEN	Roadrunner Academy - Advance Reunion
OPEN	Ronald Reagan/Fortieth President of the United States (Videocassette - Stored in A/V for preservation)
OPEN	Roosevelt, Lucky - Department of State

Status	Title
OPEN	Schedule Proposals (1)-(3)
OPEN	Schedule Recommendations (1)-(4)
OPEN	School Prayer
OPEN	Sluhan, Elliott
OPEN	Small Business
OPEN	Social Security
OPEN	Spaeth, Merrie (1)-(4)

Box 9

Status	Title
OPEN	Speeches: Central American Speech 05/09/1984 8:00pm
OPEN	Speeches: National Security Speech
OPEN	Speeches: Announcement Speech 01/29/1984
OPEN	Speeches: Meeting with Deaver et al. re: Announcement Speech 12/09/1983
OPEN	Speeches: Speech Planning
OPEN	Speeches: Meeting with POTUS re: Briefing on Sperling Breakfast 02/14/1984
OPEN	Spokesmen: Television Appearance and Radio Talk Shows
OPEN	State Dinners
OPEN	State of the Union Speech [1984]
OPEN	State of the Union Speech [1984]: State of the Union Communication Plan
OPEN	State of the Union Speech [1984]: Memos re 1984 State of the Union Speech (1)-(3)
OPEN	State of the Union Speech [1984]: Memos on Meetings for the 1984 State of the Union Speech
OPEN	State of the Union Speech [1984]: Meeting with POTUS re State of the Union Oval Office 01/16/1984
OPEN	State of the Union Speech [1984]: Meeting with POTUS re 1984 State of the Union and Announcements 12/13/1983
OPEN	State of the Union Speech [1984]: State of the Union Meeting with Deaver, et al. 12/05/1983

Status	Title
OPEN	State of the Union Speech [1984]: Meeting on State of the Union with Deaver et al. 12/06/1983
OPEN	State of the Union Speech [1984]: Meeting with Deaver et al. re 1984 State of the Union 10/31/1983
OPEN	State of the Union Speech [1984]: Miscellaneous Information re 1984 State of the Union Speech
OPEN	Strategy Memos / Meetings re: Communications (1)(2)
OPEN	Strategy Memos / Meetings re: Communications: Talking Points
OPEN	Strategy Memos / Meetings re: Communications: Meetings
OPEN	Strategy Memos / Meetings re: Communications: Meeting with Deaver and Speakes 02/01/1984
OPEN	Strategy Memos / Meetings re: Communications: Meeting with Deaver, Bailey and Lois Harrington 02/13/1984
OPEN	Strategy Memos / Meetings re: Communications: Meeting with Deaver, Bailey and Dorcas Hardy 02/14/1984
OPEN	Strategy Memos / Meetings re: Communications: Pre-Press Conference Brief with POTUS 02/22/1984
OPEN	Strategy Memos / Meetings re: Communications: Interview Request Meeting 06/29/1984 Deaver, Speakes, Darman, McManus
OPEN	Subject - Specific Projects File: Discipline in Schools (1)

Box 10

Status	Title
OPEN	Subject - Specific Projects File: Discipline in Schools (2)(3)
OPEN	Subject - Specific Projects File: Disney Channel
OPEN	Subject - Specific Projects File: Family Weekly (1)(2)
OPEN	Subject - Specific Projects File: Fitness Book
OPEN	Subject - Specific Projects File: Johnston Films
OPEN	Subject - Specific Projects File: Missing and Exploited Children

Status	Title
OPEN	Subject – Specific Projects File: Saturday Radio Speech Issue
OPEN	Subject – Specific Projects File: Vice President Press
OPEN	Jim Thorpe Foundation
OPEN	Travel Authorizations and Vouchers (1)-(10)

Box 11

Status	Title
OPEN	Travel Authorizations and Vouchers (11)-(17)
OPEN	Tuition Tax Credit
OPEN	Verstandig, Lee [50 States Project]
OPEN	Verstandig, Lee: 50 States Project
OPEN	Verstandig, Lee: 50 States Project 07/13/1984 (1)(2)
OPEN	Vietnam Veterans
OPEN	Warren Bush Project (1)(2)
OPEN	Warren Bush Project: Warren Bush Project
OPEN	Warren Bush Project Continued (1)-(3)

Box 12

Status	Title
OPEN	Warren Bush Project Continued (4)
OPEN	Warren Bush Project Continued: Presidential Trip to the Far East 11/08/1983-11/15/1983 – Japan/Korea Excerpts Code Sheets
OPEN	Warren Bush Project Continued: Air Force One Documentary
OPEN	Warren Bush Project Continued: Multi-Image Slide Show
OPEN	Warren Bush Project Continued: Meeting w/Gergen, Mahan re: Bush Productions 10/27/1983
OPEN	Warren Bush Project Continued: Media Crews/Contacts
OPEN	[Warren Bush Project Continued: Note to McManus]
OPEN	Wasted/A True Story (Ringe Medis) (Videocassette – Stored in A/V for preservation)

Status	Title
OPEN	Letters re: White House News Service
OPEN	Book II White House News Service Three Month Plan
OPEN	[Relevant White House Operations: Briefing Paper]
OPEN	Women [Women's Business Ownership Conference] (packet)
OPEN	[Women] I: Women/Media (1)-(3)
OPEN	[Women] I: Women / Strategy
OPEN	[Women] I: Grove City - Civil Rights
OPEN	[Women] I: Women's Business Ownership Advisory Committee
OPEN	[Women] I: Women/Events (1)-(3)
OPEN	[Women] I: Talking Points (Women) (1)

Box 13

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

Box 14

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

SERIES 02: 1983 ECONOMIC SUMMIT - WILLIAMSBURG, VA

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.

Box 14, cont.

Status	Title
OPEN	Williamsburg I (1)-(5)
OPEN	Williamsburg I: Proposed Budget (1)(2)

Box 15

Status	Title
OPEN	Williamsburg I: Contract
OPEN	Williamsburg II (1)-(5)
OPEN	[Williamsburg] Summit Personnel: Finished Lists (Thank Yous) (1)-(3)
OPEN	[Williamsburg] Summit Personnel: Summit Personnel (1)(2)

Status	Title
OPEN	[Williamsburg] Summit Personnel: Personnel to Williamsburg
OPEN	[Williamsburg] Summit Personnel: Post Williamsburg – Beatty
OPEN	[Williamsburg] Summit Personnel: 1983 Summit Heads of State Correspondence (1)-(3)
Box 16	
Status	Title
OPEN	[Williamsburg] Summit Personnel: Memos re: Placement of Summit Personnel (1)-(5)
OPEN	[Williamsburg] Summit Personnel: Summit Miscellaneous (1)(2)
OPEN	[Williamsburg] Summit Personnel: [Summit Packet] (1)(2)
OPEN	[Note re OA 7623]
OPEN	[Publications re: 1983 Williamsburg Summit] (See Oversize Box 41)
OPEN	[Menu Suggestions for 1983 Williamsburg Summit] (See Oversize Box 41)
OPEN	Past Economic Summits – Ottawa [and Versailles] (1)-(7)
Box 17	
Status	Title
OPEN	[Meeting Notes (Williamsburg Summit Agenda)]
OPEN	State Administration: [Finances]
OPEN	State Administration: Budget (1)-(3)
OPEN	State Administration: Memos
OPEN	State Administration: Administrative State Announcements
OPEN	State Administration: Logistics Budget
OPEN	State Administration: Press Budget (1)(2)
OPEN	State Administration: USIA [United States Information Agency]
OPEN	State Administration: Weekly Reports
OPEN	Security

Status	Title
OPEN	Security: Organization – Security
OPEN	Military [Food Service]
OPEN	Military: Organization – Military
OPEN	Critical Path
OPEN	Film Proposal
OPEN	Rentschler [James Rentschler, NSC]
OPEN	Sherpa Meeting – Williamsburg, VA 04/15/1983-04/17/1983 (1)-(3)
OPEN	Correspondence (1)-(4)

Box 18

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

Box 19

Status	Title
OPEN	[Williamsburg Summit Miscellaneous] (2)-(7)
OPEN	Administrative: Bob Lesko Summit Paper
OPEN	Administrative: Chairs
OPEN	Administrative: Commonwealth of Virginia Sales and Use Tax
OPEN	Administrative: Counsel's Office
OPEN	Administrative: Courtesy Calls
OPEN	Administrative: Financial Management Computer Support
OPEN	Administrative: Fun Facts/Facts
OPEN	Administrative: Food (1)-(3)
OPEN	Administrative: Gifts [February 1983-March 1983] (1)(2)
OPEN	Administrative: Gifts [April 1983]
OPEN	Administrative: Informative/Questionnaire Material from French Summit
OPEN	Administrative: Jack Kemp
OPEN	Administrative: Protocol List of Countries
OPEN	Administrative: Memos (1)(2)
OPEN	Administrative: Memos – Administrator
OPEN	Administrative: Miscellaneous (1)(2)
OPEN	Administrative: Narrative on Slides

Box 20

Status	Title
OPEN	Administrative: Notes (1)(2)
OPEN	Administrative: Organizational Charts
OPEN	Administrative: [Private Sector Initiatives] Economic Summit – PSI (1)(2)
OPEN	Administrative: Protocol
OPEN	Administrative: Solicitation / Acceptance of Property Support
OPEN	Administrative: State Dinner (1)(2)
OPEN	Administrative: US Technology at Summit

Status	Title
OPEN	Logistics: Action Items
OPEN	Logistics: Binders
OPEN	Logistics: Brochure
OPEN	Logistics: Carter's Grove
OPEN	Logistics: Communications / Telephone
OPEN	Logistics: Contracts
OPEN	Logistics: Data Management System Information
OPEN	Logistics: Diagrams
OPEN	Logistics: Food
OPEN	Logistics: Housing
OPEN	Logistics: Housing Needs
OPEN	Logistics: Immigration and Customs Procedures
OPEN	Logistics: Memos
OPEN	Logistics: Miscellaneous – Logistics (1)(2)
OPEN	Logistics: Organization – Logistics
OPEN	Logistics: Street Closings
OPEN	Logistics: Tent Specifications
OPEN	Logistics: Transportation
OPEN	Logistics: Volunteers
OPEN	Logistics: White House Housing Requests of Williamsburg
OPEN	Advance: Organization – Advance
OPEN	Advance: Embassy Contact for Summit
OPEN	Advance: Foreign Delegation Advance Team
OPEN	Advance: Foreign Delegation – Facilities
OPEN	Advance: Rehearsals
OPEN	Advance: Special Events
OPEN	Advance: Interpreters/Interpretations
OPEN	Advance: Proposed Room Assignments
OPEN	Advance: Proposed Scenario and Alternatives, 01/01/1983
OPEN	Advance: Surveys

Box 21

Status	Title
OPEN	Advance: Summit Schedule with McManus Notes
OPEN	Advance: Schedule
OPEN	Advance: Task Force Block Schedule
OPEN	Advance
OPEN	Press: Press Activities
OPEN	Press: Press Center
OPEN	Press: Memos (1)-(4)
OPEN	Press: Media Promotional Activity
OPEN	Press: News Conferences
OPEN	Press: Newspaper Articles
OPEN	Press: Publications
OPEN	Press: Press Guidelines
OPEN	Press: Organization – Press
OPEN	Press: Press Platforms and Facilities
OPEN	Press: Press Releases
OPEN	Press: Press Themes
OPEN	Press: 1983 Summit of Industrialized Nations
OPEN	Press: Preliminary Questionnaire
OPEN	Press: Press Pools
OPEN	Press: Scope
OPEN	Press: Speakes Meetings
OPEN	Press: State of Virginia
OPEN	Press: Volunteers
OPEN	Press: McManus
OPEN	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)
OPEN	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

Status	Title
OPEN	1983 Economic Summit Potential Site – Colorado (1)-(7)
OPEN	1983 Economic Summit Potential Site – Disney World, FL (1)(2)
OPEN	1983 Economic Summit Potential Site – Hot Springs, VA (1)(2)
OPEN	1983 Economic Summit Potential Site – Keystone, CO (1)-(3)
OPEN	1983 Economic Summit Potential Site – Lake Placid, NY (1)-(3)

Box 23

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

Box 24

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

SERIES 03: EUROPEAN TRIP 1982

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.

Box 24, cont.

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

Box 25

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

Box 26

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

Box 27

Status	Title
OPEN	Diagrams Paris: Paris Diagrams (1)(2)
OPEN	Diagrams/Rome: Vatican Communications
OPEN	Diagrams/Rome: Rome Communications
OPEN	Diagrams/Rome: Rome Diagrams

SERIES 04: SOUTH AND CENTRAL AMERICAN TRIP 1982

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).

Box 27, cont.

Status	Title
OPEN	South and Central America Trip [1982] (1)(2)
OPEN	South and Central America Trip: Memos
OPEN	South and Central America Trip: Press Releases
OPEN	South and Central America Trip: Official Party List
OPEN	South and Central America Trip: Manifests
OPEN	South and Central America Trip: Schedule (Empty)
OPEN	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)
OPEN	South and Central America Trip: Thank Yous - South America

SERIES 05: FAR EAST TRIP 1983

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.

Box 27, cont.

Status	Title
OPEN	[President's Far East Trip November 1983] (Binder) (1)-(3)
OPEN	Tokyo-Seoul Trip

Status	Title
OPEN	Tokyo-Seoul Trip: Reading FileTokyo-Seoul Trip: Alaska
OPEN	Tokyo-Seoul Trip: 1st Lady / Protocol
OPEN	Tokyo-Seoul Trip: NHK – Japanese Broadcasting Corporation
OPEN	Tokyo-Seoul Trip: Ronald Reagan Scholarships, Japan
OPEN	Tokyo-Seoul Trip: TV Interviews
OPEN	Tokyo-Seoul Trip: U.S. – Japan Economic Relationships
OPEN	Tokyo-Seoul Trip: General Information on Major Events of State Visit

Box 28

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

SERIES 06: CHINA TRIP 1984

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.

Box 28, cont.

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

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

SERIES 07: 1984 ECONOMIC SUMMIT - LONDON, ENGLAND

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.

Box 29

Status	Title
OPEN	London: Correspondence - London Summit 1984
OPEN	London: Public Affairs Economic Summit
OPEN	London: Summit Questionnaire
OPEN	London: Early Summit Memos
OPEN	London: Press Miscellaneous - London
OPEN / DIGITIZED	London: Summit Public Diplomacy
OPEN	London Summit: Meeting with McMinn, Sims, Kimmit re: Public Affairs for London Summit 03/05/1984 2:00pm Roosevelt Room
OPEN / DIGITIZED	London Summit: Meeting on Summit Public Diplomacy 05/10/1984 4:00pm Roosevelt Room
OPEN	London Summit: Summit White House Group Meeting 03/30/1984 11:00 am
OPEN	London Summit: Trip to London 10/17/1983-10/21/1983 - 1984 Economic Summit

Status	Title
OPEN	London Summit: Meeting with Doug McMinn re: London Summit 11/30/1983
OPEN	London Summit: Deaver Special Mission 03/08/1984-03/13/1984
OPEN	Europe - Miscellaneous: Allan Wallis
OPEN	Europe - Miscellaneous: Europe Schedule
OPEN	Europe - Miscellaneous: Radio Addresses
OPEN	Europe - Miscellaneous: End of Trip Presidential Interview
OPEN	Europe - Miscellaneous: White House Summit Group Meeting 05/11/1984
OPEN	Europe - Miscellaneous: Summit Thematic
OPEN	Europe - Miscellaneous: London Schedule
OPEN	[European Trip June 1984] Ireland (1)(2)
OPEN / DIGITIZED	[European Trip June 1984] Normandy

SERIES 08: EVENTS

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.

Box 29, cont.

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

Box 30

Status	Title
OPEN	Presidential Trip to Kansas and Utah 09/09/1982-09/10/1982 (1)(2)
OPEN	Congressional Hispanic Caucus 09/16/1982
OPEN	Presidential Trip to New Jersey 09/17/1982 (1)(2)
OPEN	Presidential Trip to Ohio 09/21/1982-09/22/1982 (1)(2)
OPEN	Presidential Trip to Virginia 09/29/1982
OPEN	Presidential Pre-Advance to California, Nevada, Texas 09/29/1982-10/01/1982 (1)(2)
OPEN	Presidential California Trip 10/06/1982-10/10/1982
OPEN	Presidential Trip to Nevada and Texas 10/07/1982-10/11/1982
OPEN	President's Meeting with President-Elect de la Madrid in San Diego, 10/08/1982 (1)(2)
OPEN	Presidential Trip to Illinois 10/19/1982-10/20/1982 (1)(2)
OPEN	Presidential Trip to North Carolina, 10/26/1982
OPEN	Welbilt Event 11/05/1982 (Canceled)
OPEN	US League of Savings Association Annual Convention 11/15/1982-11/17/1982 (1)-(3)
OPEN	Kennedy Gala Event for President 12/05/1982
OPEN	Presidential Trip / Dallas, 01/11/1983

Box 31

Status	Title
OPEN	Presidential Trip / Chicago, 01/19/1983
OPEN	Presidential Trip to Boston 01/26/1983
OPEN	Presidential Trip / St. Louis, 02/01/1983
OPEN	American Legion, 02/22/1983
OPEN	Presidential Trip to California and Oregon 02/28/1983-03/05/1983
OPEN / DIGITIZED	Queen Elizabeth's Visit February 1983-March 1983 (1)
OPEN / DIGITIZED	Queen Elizabeth's Visit February 1983-March 1983 (2)
OPEN / DIGITIZED	Queen Elizabeth's Visit February 1983-March 1983 (3)

Status	Title
OPEN	Presidential Trip to Capital Center 04/11/1983
OPEN	President's Address to National Association of Home Builders 05/16/1982
OPEN	White House News Photographers Association Dinner 05/18/1982
OPEN	Bob Hope - USO TV Show 05/20/1983
OPEN	President's Trip to Miami, FL and South Orange, NJ 05/20/1983-05/21/1983 (1)(2)
OPEN	07/04/1983 Events
OPEN	Scheduling - Presidential Trips - General (1)-(3)

SERIES 09: 1984 REPUBLICAN NATIONAL CONVENTION

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.

Box 31, cont.

Status	Title
OPEN	McManus Memos (1)(2)
OPEN	Deaver (1)(2)
OPEN	Lesko (Electronic Mail)
OPEN	McFarlane

Box 32

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

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

Box 33

Status	Title
OPEN	Budget

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

Box 34

Status	Title
OPEN	Advance Memorandum on Housing (Karen Roberts) (3)
OPEN / DIGITIZED	Convention Memorabilia
OPEN	Proposals
OPEN	Press / Media (1)(2)
OPEN	Convention Schedules (1)(2)
OPEN	Security
OPEN	Special Events
OPEN	Convention Critical Path
OPEN	Entertainment
OPEN	Staffing Requirements
OPEN	Convention Telegrams
OPEN	TV Coverage
OPEN	Weekly Updates by Walker (1)(2)
OPEN	Convention – Sky Box
OPEN	Convention – Clergy
OPEN	Arrangements Committee (1)-(4)
OPEN	Fielding (Counsel’s Office)
OPEN	Convention – Timmons Memoranda (1)-(3)
OPEN	Timmons (1)

Box 35

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

Box 36

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

Box 37

Status	Title
OPEN	Convention Planning Update 01/27/1984 (Republican National Committee) (2)-(4)
OPEN	Convention Update 05/02/1984 [-07/25/1984] (1)-(4)
OPEN	Republican National Committee Meeting re: Convention 1984 06/18/1982-06/19/1982

Status	Title
OPEN	Meeting 08/26/1982-08/27/1982
OPEN	Meeting with the Secret Service re: Convention 09/28/1982
OPEN	Meeting 06/09/1983
OPEN	Meeting 07/29/1983
OPEN	Meeting 07/29/1983-07/30/1983
OPEN	Arrangements Meeting 10/12/1983-10/13/1983 - Dallas, TX
OPEN	Meeting with Fahrenkopf et al re: Convention 10/26/1983 at RNC
OPEN	Convention Meeting with Fahrenkopf, Timmons, Walker et al at RNC - Convention Organization 01/10/1984
OPEN	Meeting with Deaver, Rollins, Lake re: Political Travel 01/19/1984
OPEN	Meeting with Baker 02/08/1984
OPEN	Executive Coordinating Committee Meeting 02/10/1984
OPEN	Convention Oversight Meeting 02/23/1984
OPEN	03/26/1984 Meeting - Dallas
OPEN	Meeting with Walker and Timmons re: Convention 04/06/1984
OPEN	Convention Meeting 05/10/1984 (Baker's Office)
OPEN	Convention Meeting 05/16/1984
OPEN	Republican National Committee Executive Committee Meeting 05/18/1984
OPEN	Rollins 06/18/1984 [Meeting]
OPEN	Lake 06/18/1984 [Meeting]
OPEN	Convention Meeting with Baker et al, Baker's Office 06/26/1984

Box 38

Status	Title
OPEN	Timmons Convention Meeting 06/27/1984
OPEN	Convention Meeting with Timmons 07/10/1984
OPEN	Convention Meeting with Baker et al 07/11/1984

Status	Title
OPEN	Timmons Meeting 07/26/1984 (1)-(4)
OPEN	Miscellaneous Convention Meetings

SERIES 10: 1985 PRESIDENTIAL INAUGURAL

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

Box 38, cont.

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

Box 39

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

Status	Title
OPEN	Mike McManus – The Committee for the 50th American Presidential Inaugural – Advisory Board [Meeting 12/11/1984]
OPEN	Inaugural Invitations I
OPEN	Inaugural Invitations II
OPEN	Inaugural Invitations III

Box 40

Status	Title
OPEN	1985 Inaugural Committee (1)-(3)
OPEN	1985 Inaugural Committee: Inaugural (1)(2)

SERIES 11: POLITICAL

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.

Box 40, cont.

Status	Title
OPEN	Political: Presidential Travel
OPEN	Political: 1982 Campaign Scheduling
OPEN	Scheduling: Last Two Weeks in October (1)-(3)
OPEN	Political: Political vs. Non-Political Travel
OPEN	Political: Republican National Committee Direct Mail
OPEN	Political: Fund Raisers
OPEN	Political: Strategy (1)-(3)
OPEN	Political: 1984 [Populist Events, 1983]
OPEN	Political: Think Tank Miscellaneous
OPEN	Political: Betty Heitman – Pending
OPEN	Political: Meeting with Baker et al. 02/14/1984
OPEN	Political: Meeting with Baker re: Political Campaign 03/01/1984 2pm – Topic: Budget

Status	Title
OPEN	Political: Political Meeting with Baker et al. 04/17/1984 10am JAB's Office
OPEN	Political: Political Campaign Meeting with Baker 05/22/1984
OPEN	Political: Political Campaign Meeting with Baker et al. 06/12/1984 10:30am JAB's Office
OPEN	Reagan/Bush '84 TV Spots (Videocassette – Stored in A/V for preservation)
OPEN	March Spots Includes – “First Time,” “Overpromised,” “Diet (RNC)” (Videocassette – Stored in A/V for preservation)
OPEN	Reagan/Bush '84 (9 Spots) (Videocassette – Stored in A/V for preservation)
OPEN	Tuesday Team July 1984 (Videocassette – Stored in A/V for preservation)
OPEN	Tuesday Team/Reagan-Bush '84 (Spots) (Videocassette – Stored in A/V for preservation)
OPEN	Tuesday Team/Reagan on Camera (Videocassette – Stored in A/V for preservation)

OVERSIZE MATERIAL

Box 41

Status	Title
OPEN	[Women] II: Calendar of Events July 1984 – December 1984 (From Box 14)
OPEN	[Publications re: 1983 Williamsburg Summit] (From Box 16)
OPEN	[Menu Suggestions for 1983 Williamsburg Summit] (From Box 16)
OPEN	[Hotel del Coronado:] California Trip File 08/26/1982- 09/07/1982 (4) (From Box 24)
OPEN	Convention Briefing Book 01/24/1984 (3) (3 Plan Maps From Box 36)