

SUB-COLLECTION I.

BOARDS AND COMMISSIONS STAFF FILES

J. Robinson West headed this staff from November 1974 through August 1975. After West's departure, responsibility for many appointments to boards and commissions was transferred to the appropriate staff offices handling specific topic areas. West's secretary, Linda Folks, continued to handle appointments to the remaining boards and commissions.

The Boards and Commissions staff was responsible for identifying, recruiting, evaluating, and proposing Presidential appointment candidates for membership on departmental and independent boards and commissions.

SERIES DESCRIPTIONS

Containers Series

I1-I45 ***Boards and Commissions Staff Files: Presidential Appointments File, 1974-77. (20.1 linear feet)***

This series consists of the working files related to Presidential appointments to positions on boards and commissions. The files include notes on candidates, decision memorandums, position descriptions, background information on the organization and positions, biographical information, resumes, and letters, and recommendations and assessments of candidates from White House staff, Republican Party officials, and Members of Congress.

Arranged alphabetically by institution.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

I46-I52 ***Boards and Commissions Staff Files: General File, 1974-76. (3.1 linear feet)***

This series contains correspondence and subject files pertaining to Presidential appointments to boards and commissions. The files include vacancy reports, correspondence, decision memoranda, press releases, departmental committee schedules, and recommendations related to appointments.

Arranged alphabetically.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

I53-I54 ***Boards and Commissions Staff Files: Name File, 1974-76. (0.7 linear feet)***

This series consists of correspondence and resumes, primarily related to individuals seeking, recommended, or under consideration for a Presidential appointment.

Arranged alphabetically.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

SERIES DESCRIPTIONS

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I54-I60	<p><i>Boards and Commissions Staff Files: Talent Bank File, 1974-76. (2.6 linear feet)</i></p> <p>This series consists of correspondence, resumes, and letters of recommendation related to individuals seeking Presidential appointments.</p> <p>Arranged alphabetically by field, gender, or ethnicity.</p> <p><i>Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.</i></p>
I60-I64	<p><i>Boards and Commissions Staff Files: Departmental Boards and Commissions, and Delegations File, 1974-76. (1.9 linear feet)</i></p> <p>This series contains files on Presidential appointments to foreign delegations and departmental conferences and commissions. The files include information about potential candidates, appointments, and schedules.</p> <p>Arranged alphabetically.</p> <p><i>Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.</i></p>

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