

MICHAEL J. FARRELL FILES, (1969-73) 1974-77

Collection Type

Federal Records

Extent

24.8 linear feet (52,500 pages)

Record Type

Textual

Access

Open. Researchers wishing to view papers should consult with an archivist prior to their visit in order to request that specific folders be added to the Library's Review on Request queue. Even after the completion of this review some items may be temporarily restricted under terms of the donor's deed of gift, a copy of which is available on request, or under National Archives and Records Administration general restrictions (36 CFR 1256).

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Processed by

John J. O Connell, August 2015

Biography

Michael J. Farrell

Feb. 19, 1937 Born in Peoria, Illinois

1960 B.S., University of Illinois

1960-69 Commercial Representative, U.S. Steel Corporation

1969 71 Staff Assistant, White House Visitors Office

1971-74 Special Assistant, White House Visitors Office

1974-77 Director of the White House Visitors Office

1977-91 Private sector positions, including Wheelabrator Technologies

Apr. 1991-Nov. 1991 Deputy Assistant Secretary for Student Financial Aid; Interim Assistant Secretary for Post-Secondary Education, U.S. Department of Education

May 11, 1999 Died in San Francisco, California

Scope and Content Note

Michael Farrell joined the White House staff on March 24, 1969, and became Director of the White House Visitors Office in 1974 during the Nixon administration, a post he held through the entire Ford administration. Most of the collection dates from the Ford administration, but includes some Nixon administration materials, most notably the group tour calendar books, going back as far as 1969.

The collection primarily documents matters associated with the White House Visitors Office including the training of tour officers, distribution of tickets for special ceremonies, issuance of parking permits to White House staff, requests for special tours, and handling appointments for East Wing staff.

There are also materials on the various collaborative projects between the Visitors Office and the First Lady's staff, including the Easter Egg Roll, garden tours, candlelight tours, National Explorer Scouts meeting, arrival ceremonies for heads of state, the Combined Federal Campaign, and savings bond and blood bank drives.

Related Materials (August 2015)

Materials related to White House tours and social functions can be found in the White House Central Files Subject Files under file codes PR 18 (White House Tours - Visitors) and SO (Social Affairs), White House Social Office Central Files, First Lady's staff office files, and files of Russell H. Armentrout, Sheila R. Weidenfeld, and the Maria Downs Papers.

Last Modified Date

2024-04-15

Subject File, (1969-73) (1974-77).

(Boxes 1-14, 14.4 linear feet)

This series contains memorandums, correspondence, schedules, request forms, and lists concerning White House tours, arrival ceremonies, special visitors, tour officer training, personnel matters, the National Explorer President's Conference, and Easter egg rolls.

Arranged alphabetically by subject.

Box 1 - Subject File

Status	Title
CLOSED	Arrival Ceremonies - Bus signs
CLOSED	Arrival Ceremonies - Correspondence
CLOSED	Arrival Ceremonies - Forms
CLOSED	Arrival Ceremonies - Maps (1)
CLOSED	Arrival Ceremonies - Maps (2)
CLOSED	Arrival Ceremonies - Possible Invitees
CLOSED	Arrival Ceremonies - Southeast Gate
CLOSED	Arrival Ceremonies - Southwest Gate
CLOSED	Arrival Ceremonies - Ticket Request (1)

Status	Title
CLOSED	Arrival Ceremonies - Ticket Request (2)
CLOSED	Arrival Ceremonies - Ticket Request (3)
CLOSED	Arrival Ceremonies - Ticket Request (4)
CLOSED	Arrival Ceremonies - President Anwar Al-Sadat, Egypt
CLOSED	Arrival Ceremonies - President Giscard d' Estaing, France (1)
CLOSED	Arrival Ceremonies - President Giscard d' Estaing, France (2)
CLOSED	Arrival Ceremonies - King Hussein and Queen Alia, Jordan (1)
CLOSED	Arrival Ceremonies - King Hussein and Queen Alia, Jordan (2)
CLOSED	Arrival Ceremonies - President Scheel, Federal Republic of Germany (1)
CLOSED	Arrival Ceremonies - President Scheel, Federal Republic of Germany (2)
CLOSED	Arrival Ceremonies - Shah of Iran (1)
CLOSED	Arrival Ceremonies - Shah of Iran (2)
CLOSED	Arrival Ceremonies - Israel, 9/10/74
CLOSED	Arrival Ceremonies - President Giovanni Leone, Italian Republic, 9/25/74
CLOSED	Arrival Ceremonies - Edward Gierak, Poland, Polish United Worker's Party, 10/8/74 (1)
CLOSED	Arrival Ceremonies - Edward Gierak, Poland, Polish United Worker's Party, 10/8/74 (2)
CLOSED	Arrival Ceremonies - Chancellor Kreisky, Austria, 11/12/74 (1)
CLOSED	Arrival Ceremonies - Chancellor Kreisky, Austria, 11/12/74 (2)
CLOSED	Arrival Ceremonies - Chancellor Schmidt, Federal Republic of Germany, 12/5/74 (1)

Status	Title
CLOSED	Arrival Ceremonies - Chancellor Schmidt, Federal Republic of Germany, 12/5/74 (2)
CLOSED	Arrival Ceremonies - Prime Minister Harold Wilson, Great Britain, 1/30/75 (1)
CLOSED	Arrival Ceremonies - Prime Minister Harold Wilson, Great Britain, 1/30/75 (2)
CLOSED	Arrival Ceremonies - President Lopez, Columbia, September 1975
CLOSED	Arrival Ceremonies - President Anwar Al-Sadat, Egypt, 10/27/75
CLOSED	Arrival Ceremonies - Emperor Hirohito, Japan, 10/2/75 (1)
CLOSED	Arrival Ceremonies - Emperor Hirohito, Japan, 10/2/75 (2)
CLOSED	Arrival Ceremonies - Emperor Hirohito, Japan, 10/2/75 (3)
CLOSED	Arrival Ceremonies - Emperor Hirohito, Japan, 10/2/75 (4)
CLOSED	Arrival Ceremonies - Prime Minister and Mrs. Rabin, Israel, 1/27/76
CLOSED	Arrival Ceremonies - Prime Minister of Ireland, 3/17/76 (1)
CLOSED	Arrival Ceremonies - Prime Minister of Ireland, 3/17/76 (2)
CLOSED	Arrival Ceremonies - King of Spain, State Visit, 6/2/76 (1)
CLOSED	Arrival Ceremonies - King of Spain, State Visit, 6/2/76 (2)
CLOSED	Arrival Ceremonies - Queen Elizabeth and Duke of Edinburgh, Great Britain, 7/7/76
CLOSED	Arrival Ceremonies - Chancellor Schmidt, Federal Republic of Germany, 7/15/76
CLOSED	Arrival Ceremonies - Prime Minister and Mrs. Fraser, Australia, 7/27/76 (1)
CLOSED	Arrival Ceremonies - Prime Minister and Mrs. Fraser, Australia, 7/27/76 (2)
CLOSED	Arrival Ceremonies - Possible Invitees, 7/27/76
CLOSED	Arrival Ceremonies - President Urho Kekkonen, Republic of Finland, 8/3/76

Status	Title
CLOSED	Arrival Ceremonies - Possible Invitees to Arrival Ceremony, 8/3/76
CLOSED	Arrival Ceremonies - Tolbert, Liberia, 9/21/76
CLOSED	Arrival Ceremonies - President Giulio Andreotti, Italian Republic, 12/6/76
CLOSED	Bicentennial - Visitors Waiting Area, 1974 - 75
CLOSED	Bicentennial - Visitors Waiting Area, 1976
CLOSED	Biographical Data, 1974
CLOSED	Candlelight Tours, 1974 (1)
CLOSED	Candlelight Tours, 1974 (2)
CLOSED	Candlelight Tours, 1974 (3)
CLOSED	Candlelight Tours, 1974 (4)
CLOSED	Candlelight Tours, 1975
CLOSED	Candlelight Tours - Request for Information

Box 2 - Subject File

Status	Title
CLOSED	Cash Room, Treasury Building
CLOSED	Children's Book / Magazine
CLOSED	Christmas Events
CLOSED	Christmas Tour in Cooper
CLOSED	Combined Federal Campaign, 1974 - 75
CLOSED	Combined Federal Campaign, 1975
CLOSED	Combined Federal Campaign, 1976
CLOSED	Combined Federal Campaign, 1977
CLOSED	Committee for the Preservation of the White House
CLOSED	Congressional Appeals
CLOSED	Congressional Calls
CLOSED	Congressional Offices Tour and Refreshments, 9/75
CLOSED	Congressional Thank You Letters, 1974
CLOSED	Congressional Thank You Letters, 1975
CLOSED	Congressional Thank You Letters, 1976

Status	Title
CLOSED	Correspondence - August 1974 (1)
CLOSED	Correspondence - August 1974 (2)
CLOSED	Correspondence - September 1974
CLOSED	Correspondence - October, 1974
CLOSED	Correspondence - November 1974
CLOSED	Correspondence - November / December 1974
CLOSED	Correspondence - December 1974
CLOSED	Correspondence - January 1975
CLOSED	Correspondence - January / February 1975
CLOSED	Correspondence - February 1975
CLOSED	Correspondence - March 1975 (1)
CLOSED	Correspondence - March 1975 (2)
CLOSED	Correspondence - April 1975 (1)
CLOSED	Correspondence - April 1975 (2)
CLOSED	Correspondence - May 1975 (1)
CLOSED	Correspondence - May 1975 (2)
CLOSED	Correspondence - June 1975 (1)
CLOSED	Correspondence - June 1975 (2)
CLOSED	Correspondence - July 1975 (1)
CLOSED	Correspondence - July 1975 (2)

Box 3 - Subject File

Status	Title
CLOSED	Correspondence - August 1975 (1)
CLOSED	Correspondence - August 1975 (2)
CLOSED	Correspondence - September 1975 (1)
CLOSED	Correspondence - September 1975 (2)
CLOSED	Correspondence - October 1975 (1)
CLOSED	Correspondence - October 1975 (2)
CLOSED	Correspondence - November 1975 (1)
CLOSED	Correspondence - November 1975 (2)
CLOSED	Correspondence - December 1975 (1)

Status	Title
CLOSED	Correspondence - December 1975 (2)
CLOSED	Correspondence - January 1976 (1)
CLOSED	Correspondence - January 1976 (2)
CLOSED	Correspondence - February 1976
CLOSED	Correspondence - March 1976
CLOSED	Correspondence - April 1976 (1)
CLOSED	Correspondence - April 1976 (2)
CLOSED	Correspondence - May 1976 (1)
CLOSED	Correspondence - May 1976 (2)
CLOSED	Correspondence - June 1976 (1)
CLOSED	Correspondence - June 1976 (2)
CLOSED	Correspondence - July 1976 (1)
CLOSED	Correspondence - July 1976 (2)
CLOSED	Correspondence - August 1976 (1)
CLOSED	Correspondence - August 1976 (2)
CLOSED	Correspondence - September 1976 (1)
CLOSED	Correspondence - September 1976 (2)
CLOSED	Correspondence - October 1976 (1)
CLOSED	Correspondence - October 1976 (2)
CLOSED	Correspondence - November 1976 (1)
CLOSED	Correspondence - November 1976 (2)
CLOSED	Correspondence - December 1976
CLOSED	Correspondence - January 1977 (1)
CLOSED	Correspondence - January 1977 (2)
CLOSED	DC Council on Clothing for Kids Drive, 1975
CLOSED	Diagrams of South Lawn and Gardens
CLOSED	East Wing Reception Room
CLOSED	Easter Egg Roll, 1974
CLOSED	Easter Egg Roll, 1975 (1)
CLOSED	Easter Egg Roll, 1975 (2)

Box 4 - Subject File

Status	Title
CLOSED	Easter Egg Roll, 1976 (1)
CLOSED	Easter Egg Roll, 1976 (2)
CLOSED	Executive Protective Service, 1974 - 75
CLOSED	Executive Protective Service, 1976
CLOSED	Fall Garden Tour, 1974
CLOSED	Filming - Rules and Regulations
CLOSED	First Family
CLOSED	First Family Biographies
CLOSED	First Family Files
CLOSED	First Family Travel
CLOSED	First Lady
CLOSED	First Lady's Visit to Ellipse, 4/14/76
CLOSED	Fourth of July Activities
CLOSED	Gallery - Senate & House of Representatives
CLOSED	Garden Tour, Spring 1975
CLOSED	Garden Tour, Fall 1975
CLOSED	Garden Tours, 1976
CLOSED	Gifts, Awards, Presidential Memberships, 1974 - 75
CLOSED	Gifts, Awards, Presidential Memberships, 1976
CLOSED	Grand Rapids Art Museum - 11/75
CLOSED	Grand Rapids Handicapped Group - 4/29/76 (1)
CLOSED	Grand Rapids Handicapped Group - 4/29/76 (2)
CLOSED	Guests Lists - Meetings with the President and First Family
CLOSED	Halloween
CLOSED	Handicapped Visitors
CLOSED	Historical Information
CLOSED	Historical Information - Mrs. Ford
CLOSED	Inaugural, 1977
CLOSED	International Fellows Program, 1975 - 76
CLOSED	Invitations, 1976 - 77 (1)

Status	Title
CLOSED	Invitations, 1976 - 77 (2)
CLOSED	Junior Guild of Davis Memorial Goodwill Industries Costume Ball, 1976
CLOSED	Junior Guild of Davis Memorial Goodwill Industries Costume Ball, 1977
CLOSED	Lafayette Square Sunday
CLOSED	Letters - Request for Information (1)
CLOSED	Letters - Request for Information (2)

Box 5 - Subject File

Status	Title
CLOSED	Maps
CLOSED	Maury, Melinda - Job Application, 1974
CLOSED	Memorandums - Incoming and Outgoing
CLOSED	Memorandums - 8/74 - 5/76 (1)
CLOSED	Memorandums - 8/74 - 5/76 (2)
CLOSED	Memorandums - 6/76 - 9/76
CLOSED	Mr. Basil Thomson Incident - 10/74
CLOSED	National Awareness Week - Easter Seal Society
CLOSED	National Explorer President's Congress - Envelopes, Stationery (1)
CLOSED	National Explorer President's Congress - Envelopes, Stationery (2)
CLOSED	National Explorer President's Congress - "Explorer Leader Development - The Advisor" (1)
CLOSED	National Explorer President's Congress - "Explorer Leader Development - The Advisor" (2)
CLOSED	National Explorer President's Congress - Explorer Seminar
CLOSED	National Explorer President's Congress - Explorer Scouts Presidents' Congress, 1971
CLOSED	National Explorer President's Congress - National Explorer Scouts, 1972 - November, 1973
CLOSED	National Explorer President's Congress - 1973

Status	Title
CLOSED	National Explorer President's Congress - April 26 - 30, 1973
CLOSED	National Explorer President's Congress - National Explorer Scouts, December, 1973
CLOSED	National Explorer President's Congress - Explorer Training Program, 1974
CLOSED	National Explorer President's Congress - Phonograph Record, 1974

Box 6 - Subject File

Status	Title
CLOSED	National Explorer President's Congress - Exploring - Washington Conference, 11/2/74
CLOSED	National Explorer President's Congress - Correspondence, 1974 - 75
CLOSED	National Explorer President's Congress - Invitations, 1974
CLOSED	National Explorer President's Congress - 1975
CLOSED	National Explorer President's Congress - 1976
CLOSED	National Explorer President's Congress - 1977
CLOSED	National Symphony Radiothon, 1975
CLOSED	National Symphony Radiothon, 1976
CLOSED	Newspaper clippings
CLOSED	Nixon Papers
CLOSED	Order forms - Applications
CLOSED	Order forms - Combined Federal Campaign
CLOSED	Order forms - Fact Sheets
CLOSED	Order forms - Rosalie
CLOSED	Order forms - Sequoia, Maps
CLOSED	Order forms - Supplies Requisition Form
CLOSED	Order forms - U.S. Savings Bonds
CLOSED	Order forms - White House Brochures
CLOSED	Order forms - White House Garden Tour

Status	Title
CLOSED	Order forms - White House Historical Association
CLOSED	Outgoing Letters - Complaints (Sample Letter)
CLOSED	Outgoing Letters - Confirming Tour (Sample Letter)
CLOSED	Outgoing Letters - Congressional Tour (Sample Letter)
CLOSED	Outgoing Letters - Gift Acceptances (Sample Letter) (empty)
CLOSED	Outgoing Letters - No Reservation (Sample Letter)
CLOSED	Outgoing Letters - Photographs To Be Sent (Sample Letter)
CLOSED	Outgoing Letters - Request Tour in the Future (Sample Letter)
CLOSED	Outgoing Letters - Turn Down Gift Acceptance (Sample Letter)
CLOSED	Outgoing Letters - Washington, D.C. Visitors Bureau (Sample Letter)
CLOSED	Outgoing Letters - Western White House (Sample Letter)
CLOSED	Outgoing Letters - White House Tour Request Denied (Sample Letter)
CLOSED	Outgoing Memos
CLOSED	Overtime Records (1)
CLOSED	Overtime Records (2)
CLOSED	Parking - Carpools
CLOSED	Parking - East Executive Avenue, 1974
CLOSED	Parking - East Executive Avenue, 1975 (1)
CLOSED	Parking - East Executive Avenue, 1975 (2)
CLOSED	Parking - East Executive Avenue, 1976 (1)
CLOSED	Parking - East Executive Avenue, 1976 (2)
CLOSED	Parking - Memo to Jerry Jones, 1975
CLOSED	Parking - Parking Memo Responses, 2/24/75
CLOSED	Parking - Parking Quotas, 1974

Box 7 - Subject File

Status

Title

CLOSED	Parking - Parking Requests Pending
CLOSED	Parking - Parking Restructuring, 1975
CLOSED	Parking - Vice Presidential Staff Parking
CLOSED	Parking - West Executive Avenue, 1974
CLOSED	Parking - West Executive Avenue, 1975
CLOSED	Parking - West Executive Avenue, 1976
CLOSED	Parking - West Executive Avenue, Parking Places
CLOSED	Pending Groups, 1975
CLOSED	Photographs, 1974 - 76
CLOSED	Presidential Classrooms, 1974
CLOSED	President's Departure for Asia, 11/74
CLOSED	President Nixon Pardon
CLOSED	Radio Show, 11/17/75
CLOSED	Radio Show, 12/10/75
CLOSED	Redecoration of the White House, 1/69 - 5/72 (1)
CLOSED	Redecoration of the White House, 1/69 - 5/72 (2)
CLOSED	Regulations for Touring the Residence and West Wing
CLOSED	Savings Bonds - General
CLOSED	Savings Bond Drive
CLOSED	Savings Bonds Drive, 1976
CLOSED	Schedules - President, 1974 - 75 (1)
CLOSED	Schedules - President, 1974 - 75 (2)
CLOSED	Schedule Proposals, 1976
CLOSED	Secretarial Interviews, 1/75
CLOSED	Sequoia
CLOSED	Smithsonian Institution - Invitations, 1975
CLOSED	Special Tour Instruction

Box 8 - Subject File

Status	Title
CLOSED	Special Visitors - August, 1974
CLOSED	Special Visitors - September, 1974
CLOSED	Special Visitors - October, 1974

Status	Title
CLOSED	Special Visitors - November, 1974
CLOSED	Special Visitors - December, 1974
CLOSED	Special Visitors - January, 1975
CLOSED	Special Visitors - February, 1975
CLOSED	Special Visitors - March, 1975
CLOSED	Special Visitors - April, 1975
CLOSED	Special Visitors - May, 1975
CLOSED	Special Visitors - June, 1975
CLOSED	Special Visitors - July, 1975 (1)
CLOSED	Special Visitors - July, 1975 (2)

Box 9 - Subject File

Status	Title
CLOSED	Special Visitors - August, 1975 (1)
CLOSED	Special Visitors - August, 1975 (2)
CLOSED	Special Visitors - September, 1975
CLOSED	Special Visitors - October, 1975 (1)
CLOSED	Special Visitors - October, 1975 (2)
CLOSED	Special Visitors - November, 1975
CLOSED	Special Visitors - December, 1975

Box 10 - Subject File

Status	Title
CLOSED	Special Visitors - April, 1976 (1)
CLOSED	Special Visitors - April, 1976 (2)
CLOSED	Special Visitors - May, 1976 (1)
CLOSED	Special Visitors - May, 1976 (2)
CLOSED	Special Visitors - June, 1976 (1)
CLOSED	Special Visitors - June, 1976 (2)
CLOSED	Special Visitors - July, 1976 (1)
CLOSED	Special Visitors - July, 1976 (2)
CLOSED	Special Visitors - August, 1976 (1)
CLOSED	Special Visitors - August, 1976 (2)

Status	Title
CLOSED	Special Visitors - August, 1976 (3)

Box 11 - Subject File

Status	Title
CLOSED	Special Visitors - September, 1976 (1)
CLOSED	Special Visitors - September, 1976 (2)
CLOSED	Special Visitors - October, 1976 (1)
CLOSED	Special Visitors - October, 1976 (2)
CLOSED	Special Visitors - November, 1976 (1)
CLOSED	Special Visitors - November, 1976 (2)
CLOSED	Special Visitors - December, 1976 (1)
CLOSED	Special Visitors - December, 1976 (2)
CLOSED	Special Visitors - January, 1977
CLOSED	Speeches
CLOSED	State Department Background Notes, by Country A - C
CLOSED	State Department Background Notes, by Country D - L
CLOSED	State Department Background Notes, by Country M - R
CLOSED	State Department Background Notes, by Country S - Z
CLOSED	State Department Background Notes, Index
CLOSED	Subpoenas
CLOSED	Swearing - In - Ceremony, 8/9/74
CLOSED	Swimming Pool

Box 12 - Subject File

Status	Title
CLOSED	Telephone System
CLOSED	Thank You Letters - to MJF, 03/71 - 01/73
CLOSED	Thank You Letters - to MJF, 08/74 - 12/4
CLOSED	Thank You Letters - to MJF, 1975 (1)
CLOSED	Thank You Letters - to MJF, 1975 (2)
CLOSED	Thank You Letters - to MJF, 04/75 - 08/75 (1)
CLOSED	Thank You Letters - to MJF, 04/75 - 08/75 (2)
CLOSED	Thank You Letters - to MJF, 04/75 - 08/75 (3)

Status	Title
CLOSED	Thank You Letters - to MJF, 09/75 - 12/75 (1)
CLOSED	Thank You Letters - to MJF, 09/75 - 12/75 (2)
CLOSED	Thank You Letters - to MJF, 1975 -76
CLOSED	Thank You Letters - to MJF, 01/76 - 03/76 (1)
CLOSED	Thank You Letters - to MJF, 01/76 - 03/76 (2)
CLOSED	Thank You Letters - to MJF, 03/1976
CLOSED	Thank You Letters - to MJF, 04/76 - 05/76 (1)
CLOSED	Thank You Letters - to MJF, 04/76 - 05/76 (2)
CLOSED	Thank You Letters - to MJF, 06/76 - 09/76
CLOSED	Thank You Letters - to MJF, 10/76 - 01/77

Box 13 - Subject File

Status	Title
CLOSED	Thirty - Thirty Brunch
CLOSED	Ticket System Reservation
CLOSED	Time and Attendance Cards (1)
CLOSED	Time and Attendance Cards (2)
CLOSED	Time Sheets - Cathy Barker, Joyce Adams, Betty Shannon
CLOSED	Tours for the Blind
CLOSED	Tour Figures, 1974, 1975, 1976
CLOSED	Tour Information (1)
CLOSED	Tour Information (2)
CLOSED	Tour Officers
CLOSED	Tour Officers - Birthday and Cards, 1974
CLOSED	Tour Officers - Officer J.W.F Allen
CLOSED	Tour Officers - Officer Craig B. Ashe
CLOSED	Tour Officers - Officer Arey
CLOSED	Tour Officers - Officer James Covert
CLOSED	Tour Officers - Officer Frederick Culpepper
CLOSED	Tour Officers - Officer Eccher
CLOSED	Tour Officers - Officer Stewart Fannin
CLOSED	Tour Officers - Officer R.C. Gawthorp

Status	Title
CLOSED	Tour Officers – Officer Gove
CLOSED	Tour Officers – Officer Joseph Grillo
CLOSED	Tour Officers – Officer George Hallett
CLOSED	Tour Officers – Officer Linda Harrison
CLOSED	Tour Officers – Officer Horton
CLOSED	Tour Officers – Officer Ted Hresko
CLOSED	Tour Officers – Officer Dennis Jacobs
CLOSED	Tour Officers – Officer L.G. Mathenson
CLOSED	Tour Officers – Officer George Morgenthaler
CLOSED	Tour Officers – Officer Christopher M. Murphy
CLOSED	Tour Officers – Charles P. O’Donnell
CLOSED	Tour Officers – Officer Richard Oskin
CLOSED	Tour Officers – Officer Bobby R. Snider
CLOSED	Tour Officers – Officer Terry Thompson
CLOSED	Tour Officers – Officer Edward Warzywak
CLOSED	Tour Officers – Officer Forest Gene Web
CLOSED	Tour Problems – Confidential File
CLOSED	Tour Procedures
CLOSED	Tour Quizzes (1)
CLOSED	Tour Quizzes (2)
CLOSED	Tour Sign Survey, 1972
CLOSED	Tour Statistics
CLOSED	Tours – Use of Park Service Personnel – Confidential File
CLOSED	Training (1)
CLOSED	Training (2)
CLOSED	Usher’s Office - Memos
CLOSED	Visitors Log Book, 1974 - 76
CLOSED	Visitors Office
CLOSED	Visitors Waiting Area, 1977

Box 14 - Subject File

Status	Title
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CLOSED	Weapons Detection System
CLOSED	Weekly Planning Schedule - First Lady
CLOSED	White House - Brochures
CLOSED	White House - Brochure, 1974
CLOSED	White House - Brochure, 1975
CLOSED	White House - Garden Tours
CLOSED	White House - General Office Operations
CLOSED	White House - Grounds
CLOSED	White House - Memoranda
CLOSED	White House - Personnel (1)
CLOSED	White House - Personnel (2)
CLOSED	White House - Personnel (3)
CLOSED	White House - Staff
CLOSED	White House - Staff Manual (1)
CLOSED	White House - Staff Manual (2)
CLOSED	White House - Staff Memos
CLOSED	White House - Tour Office Correspondence, Mrs. Ford
CLOSED	White House - Tour Office Correspondence, Mrs. Nixon (1)
CLOSED	White House - Tour Office Correspondence, Mrs. Nixon (2)
CLOSED	White House - Tour Tickets
CLOSED	White House Historical Association
CLOSED	White House Historical Association Book Orders

Group Tours File., (1969-73) (1974-77).

(Boxes 15-25, 9.5 linear feet)

This series contains correspondence requesting special group tours of the White House, copies of group tour request forms filled out by the office, and group tour schedules and calendar books.

Arranged alphabetically.

Box 15 - Group Tours File

Status	Title
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CLOSED	Calendar Books - 1969
CLOSED	Calendar Books - 1970
CLOSED	Calendar Books - 1971

Box 16 - Group Tours File

Status	Title
CLOSED	Calendar Books - 1972
CLOSED	Calendar Books - 1973
CLOSED	Calendar Books - 1974

Box 17 - Group Tours File

Status	Title
CLOSED	Calendar Books - 1975
CLOSED	Calendar Books - 1976
CLOSED	Calendar Books - 1977

Box 18 - Group Tours File

Status	Title
CLOSED	Combined Tour Reports
CLOSED	Congressional Tour Bookings, 1974 - 75
CLOSED	Correspondence
CLOSED	Form Letter Samples (1)
CLOSED	Form Letter Samples (2)
CLOSED	Group Tour - T / D, 1976 (empty)
CLOSED	Group Tour Requests - 8/74 - 12/74 (1)
CLOSED	Group Tour Requests - 8/74 - 12/74 (2)
CLOSED	Group Tour Requests - 8/74 - 12/74 (3)
CLOSED	Group Tour Requests - 8/74 - 12/74 (4)
CLOSED	Group Tour Requests - 8/74 - 12/74 (5)
CLOSED	Group Tour Requests - 8/11 - 8/17/74
CLOSED	Group Tour Requests - 8/18 - 8/24/74
CLOSED	Group Tour Requests - 8/25 - 8/31/74
CLOSED	Group Tour Requests - 9/1 - 9/7/74
CLOSED	Group Tour Requests - 9/8 - 9/14/74
CLOSED	Group Tour Requests - 9/15 - 9/21/74

Status	Title
CLOSED	Group Tour Requests - 9/22 - 9/28/74
CLOSED	Group Tour Requests - 9/29 - 10/5/74
CLOSED	Group Tour Requests - 10/6 - 10/12/74
CLOSED	Group Tour Requests- 10/13 - 10/19/74
CLOSED	Group Tour Requests - 10/20 - 10/26/74
CLOSED	Group Tour Requests - 10/27 - 11/2/74
CLOSED	Group Tour Requests - 11/3 - 11/9/74
CLOSED	Group Tour Requests - 11/10 - 11/16/74
CLOSED	Group Tour Requests - 10/17 - 11/23/74
CLOSED	Group Tour Requests - 11/24 - 11/30/74
CLOSED	Group Tour Requests - 1/75 - 4/75 (1)
CLOSED	Group Tour Requests - 1/75 - 4/75 (2)

Box 19 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 1/75 - 4/75 (3)
CLOSED	Group Tour Requests - 1/75 - 4/75 (4)
CLOSED	Group Tour Requests - 1/75 - 4/75 (5)
CLOSED	Group Tour Requests - 3/2 - 3/8/75
CLOSED	Group Tour Requests - 3/9 - 3/15/75
CLOSED	Group Tour Requests - 3/16 - 3/22/75
CLOSED	Group Tour Requests - 3/23 - 3/29/75
CLOSED	Group Tour Requests - 3/30 - 4/5/75
CLOSED	Group Tour Requests - 4/6 - 4/12/75
CLOSED	Group Tour Requests - 4/13 - 4/19/75
CLOSED	Group Tour Requests - 4/20 - 4/26/75
CLOSED	Group Tour Requests - 4/27 - 5/3/75

Box 20 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 5/4 - 5/10/75
CLOSED	Group Tour Requests - 5/11 - 5/17/75
CLOSED	Group Tour Requests - 5/18 - 5/24/75

Status	Title
CLOSED	Group Tour Requests - 5/25 - 5/31/75
CLOSED	Group Tour Requests - 6/1 - 6/7/75
CLOSED	Group Tour Requests - 6/8 - 6/14/75
CLOSED	Group Tour Requests - 6/15 - 6/21/75
CLOSED	Group Tour Requests - 6/22 - 6/28/75
CLOSED	Group Tour Requests - 6/29 - 7/5/75
CLOSED	Group Tour Requests - 7/6 - 7/12/75
CLOSED	Group Tour Requests - 7/13 - 7/19/75
CLOSED	Group Tour Requests - 7/20 - 7/26/75
CLOSED	Group Tour Requests - 7/27 - 8/2/75
CLOSED	Group Tour Requests - 8/3 - 8/9/75
CLOSED	Group Tour Requests - 8/10 - 8/16/75

Box 21 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 8/17 - 8/23/75
CLOSED	Group Tour Requests - 8/24 - 8/30/75
CLOSED	Group Tour Requests - 8/31 - 9/6/75
CLOSED	Group Tour Requests - 9/7 - 9/13/75
CLOSED	Group Tour Requests - 9/14 - 9/20/75
CLOSED	Group Tour Requests - 9/21 - 9/27/75
CLOSED	Group Tour Requests - 9/28 - 10/4/75
CLOSED	Group Tour Requests - 10/5 - 10/11/75
CLOSED	Group Tour Requests - 10/12 - 10/18/75
CLOSED	Group Tour Requests - 10/19 - 10/25/75
CLOSED	Group Tour Requests - 10/26 - 11/1/75
CLOSED	Group Tour Requests - 11/2 - 11/8/75
CLOSED	Group Tour Requests - 11/9 - 11/15/75
CLOSED	Group Tour Requests - 11/16 - 11/22/75
CLOSED	Group Tour Requests - 11/23 - 11/29/75
CLOSED	Group Tour Requests - 11/30 - 12/6/75
CLOSED	Group Tour Requests - 12/7 - 12/13/75

Status	Title
CLOSED	Group Tour Requests - 12/14 - 12/20/75
CLOSED	Group Tour Requests - 12/21 - 12/27/75
CLOSED	Group Tour Requests - 12/28/75 - 1/3/76
CLOSED	Group Tour Requests - 1/4 - 1/10/76
CLOSED	Group Tour Requests - 1/11 - 1/17/76

Box 22 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 1/18 - 1/24/76
CLOSED	Group Tour Requests - 1/25 - 1/31/76
CLOSED	Group Tour Requests - 2/1 - 2/7/76
CLOSED	Group Tour Requests - 2/8 - 2/14/76
CLOSED	Group Tour Requests - 2/15 - 2/21/76
CLOSED	Group Tour Requests - 2/22 - 2/28/76
CLOSED	Group Tour Requests - 2/29 - 3/6/76
CLOSED	Group Tour Requests - 3/7 - 3/13/76
CLOSED	Group Tour Requests - 3/14 - 3/20/76
CLOSED	Group Tour Requests - 3/21 - 3/27/76
CLOSED	Group Tour Requests - 3/28 - 4/3/76
CLOSED	Group Tour Requests - 4/4 - 4/10/76
CLOSED	Group Tour Requests - 4/11 - 4/17/76
CLOSED	Group Tour Requests - 4/18 - 4/24/76
CLOSED	Group Tour Requests - 4/25 - 5/1/76

Box 23 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 5/2 - 5/8/76
CLOSED	Group Tour Requests - 5/9 - 5/15/76
CLOSED	Group Tour Requests - 5/16 - 5/22/76
CLOSED	Group Tour Requests - 5/23 - 5/29/76
CLOSED	Group Tour Requests - 5/30 - 6/5/76
CLOSED	Group Tour Requests - 6/6 - 6/12/76
CLOSED	Group Tour Requests - 6/13 - 6/19/76

Status	Title
CLOSED	Group Tour Requests - 6/20 - 6/26/76
CLOSED	Group Tour Requests - 6/27 - 7/3/76
CLOSED	Group Tour Requests - 7/4 - 7/10/76
CLOSED	Group Tour Requests - 7/11 - 7/17/76
CLOSED	Group Tour Requests - 7/18 - 7/24/76
CLOSED	Group Tour Requests - 7/25 - 7/31/76
CLOSED	Group Tour Requests - 8/1 - 8/7/76

Box 24 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 8/8 - 8/14/76
CLOSED	Group Tour Requests - 8/15 - 8/21/76
CLOSED	Group Tour Requests - 8/22 - 8/28/76
CLOSED	Group Tour Requests - 8/29 - 9/4/76
CLOSED	Group Tour Requests - 9/5 - 9/11/76
CLOSED	Group Tour Requests - 9/12 - 9/18/76
CLOSED	Group Tour Requests - 9/19 - 9/25/76
CLOSED	Group Tour Requests - 9/26 - 10/2/76
CLOSED	Group Tour Requests - 10/3 - 10/9/76
CLOSED	Group Tour Requests - 10/10 - 10/16/76
CLOSED	Group Tour Requests - 10/17 - 10/23/76
CLOSED	Group Tour Requests - 10/24 - 10/30/76
CLOSED	Group Tour Requests - 10/31 - 11/6/76
CLOSED	Group Tour Requests - 11/7 - 11/13/76
CLOSED	Group Tour Requests - 11/14 - 11/20/76
CLOSED	Group Tour Requests - 11/21 - 11/27/76
CLOSED	Group Tour Requests - 11/28 - 12/4/76
CLOSED	Group Tour Requests - 12/5 - 12/11/76

Box 25 - Group Tours File

Status	Title
CLOSED	Group Tour Requests - 12/12 - 12/18/76
CLOSED	Group Tour Requests - 12/19 - 12/25/76

Status	Title
CLOSED	Group Tour Requests - 12/26/76 - 1/1/77
CLOSED	Group Tour Requests - Pending, 1976
CLOSED	Schedules - 1974
CLOSED	Schedules - 1975 (1)
CLOSED	Schedules - 1975 (2)
CLOSED	Schedules - 1975 (3)
CLOSED	Schedules - 1976 (1)
CLOSED	Schedules - 1976 (2)

Publications, (1973) 1974-77.

(Boxes 26-27, 0.9 linear feet)

This series contains White House Historical Association tour guides and other books given to Farrell during his time in the White House.

Arranged alphabetically by title.

Box 26 - Publications

Status	Title
OPEN	Calder: A Pictorial Essay
OPEN	Congressional Pictorial Directory, Ninety - Fourth Congress
OPEN	Foreign Claims Settlement Commission of the United States Annual Report, 1973
OPEN	Foreign Claims Settlement Commission of the United States Annual Report, 1974
OPEN	Germany
OPEN	The Living White House
OPEN	Milestone '76
OPEN	Noi Popolo: Storia Del Campidoglio Degli Stati Uniti
OPEN	Nos o Povo: A Historia Do Capitolio Dos Estados Unidos Da America

Box 27 - Publications

Status	Title
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