

JERRY JONES FILES, 1974-77

Collection Type

Federal Records

Extent

23.6 linear feet (ca. 47,200 pages)

Record Type

Textual

Access

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Processed by

Jennifer Sternaman & Helmi Raaska, January 1991

Biography

Jerry H. Jones

June 13, 1939 - Born in Lamesa, TX

1961 - Graduated cum laude, Harvard College

1964 - MBA, Harvard Graduate School of Business

1964-67 - Management Consultant, McKinsey & Company, New York, NY

1967-70 - President, Jones Simonds, Inc., New York, NY

1968-70 - President, Symcon, Inc., McHenry, IL

1971 - Staff Member, White House Personnel Office

1972 - Staff Member, Field Division of the Committee to Re-Elect the President

November 1972 - Staff Assistant, White House Personnel Office

1973 - Director, White House Personnel Office

April 1974 - White House Staff Secretary

June 1975 - Special Assistant to the President and Director, Scheduling and Advance Office

September 1976 - Deputy Assistant to the President

(1989) - President, Alta Acquisition Corporation, New York, NY

Scope and Content Note

Jerry Jones began his White House career during the Nixon administration and remained on staff for the entire Ford presidency. He held several positions in the White House Personnel Office from 1971-74, and in April 1974 was appointed Staff

Secretary. He continued as Staff Secretary in the Ford administration until June 1975 when he was appointed Director of the Scheduling and Advance Office. The Jones Files are from his tenures in the last two positions.

Jones' Role in the Ford White House

As Staff Secretary, Jones' job responsibilities fell into four categories: presidential papers, action requests, administration, and special projects. The first area involved the administration of the flow of decision memoranda, briefing materials, and other paperwork to and from the President. For paperwork going to the President, Jones made sure that all relevant inputs were included, and checked for correct format, thoroughness, and accuracy. He also transmitted requests or notes from the President to members of the staff. The second area of responsibility was follow-up on all action requests from the President and Chief of Staff, including receipt of written reports for all presidential requests. In fulfilling these obligations, Jones saw that proper staff work was done on all paperwork going to the President, helped the President structure use of his time, and assured an orderly decision-making process.

Jones' administrative responsibilities included administration and supervision of the White House budget, hiring secretarial and professional personnel, allocation of office space and perquisites, approval of travel requests and vouchers, supervision of White House support personnel through the Chief Executive Clerk, and oversight of all operations of the Military Aide's Office on matters other than presidential travel. He also served as liaison with the General Services Administration and the telephone company for all work in the White House complex, cleared all communications to the staff, directed expenditure of the funds provided by the Republican National Committee, and supervised the visitors office and the archives unit on the presidential papers project. Special projects varied over time, but included oversight of White House computer operations and planning for the White House swimming pool.

When Jones became Director of the Scheduling and Advance Office in June 1975, he assumed responsibility for long-range planning of the President's schedule. He coordinated the submission of schedule proposals to the President, and scheduling for trips, meetings, special events, speeches, and media encounters. This was an especially crucial role during the primary and general campaigns of the 1976

presidential election.

The Staff Secretary and Scheduling and Advance Offices were both supervised by the Assistant to the President for White House Operations. This chain of command is evident in the approximately 2,000 pages of memoranda exchanged between Jones and Alexander Haig, Donald Rumsfeld, and Richard Cheney, who held that position in succession.

Scope and Content of the Jones Files

The earliest materials predate the Ford administration by several months, but basically the collection begins with the transition. The files include materials from the Staff Secretary's Office under both Nixon and Ford, and the Scheduling and Advance Office. Because of the positions Jones held, the files give a good overview of the functioning of the White House Office and the processes for managing the many details relating to personnel, paperwork flow, follow-up on action requests, and scheduling. Much of the collection is understandably routine administrative material, but taken in toto it provides insight into life in the Ford White House.

The files are particularly valuable for the study of White House administration, the 1976 presidential campaign, presidential scheduling and trips, and media relations. When using the files, a researcher should be willing to look in several places, as one series may not yield the full range of material available on a given topic.

Memoranda exchanged among White House staff members, paperwork status reports, and a variety of logs are all good sources for the study of White House administration. A sense of the corporate culture of the White House can be gained from the many folders relating to perquisites and personnel.

Materials relating to the presidential election are especially voluminous and varied for the primaries, and include files about the campaign effort in several states, the Reagan challenge, and defining the Ford constituency. There are also several folders relating to logistics for the Republican National Convention, and liaison with the Republican National Committee and President Ford Committee. Significant portions of the Scheduling and Trips and Media Events series are campaign related.

Presidential scheduling and trips are documented by the many schedule proposals submitted to the President. These proposals list the pros and cons of each event and give evidence of the many factors to be considered by the White House staff and President when making decisions about presidential activities. The President indicated his decisions by initialing the proposals and sometimes wrote comments in the margins. In addition to routine itineraries and schedules, trip files may also include background information, briefing materials, and follow-up reports.

Materials on media relations include recommendations for interviews, and memoranda concerning the timing of media events, topics of interviews, and the President's image. Briefing papers and transcripts of interviews are also included in the files.

Related Materials (January 1991)

Related materials can be found in the files of Alexander Haig, Richard Cheney, and their colleagues in the White House Operations Office. The files of James Connor, Secretary to the Cabinet and Jones' successor as Staff Secretary, are also open for research. Selected series of the President Ford Committee records are open, and additional materials relating to the 1976 campaign are described in "The 1976 Presidential Election: A Guide to Manuscript Collections Available for Research." The Ron Nessen Papers and Files contain related materials in the area of media relations.

Last Modified Date

2024-04-09

Staff Secretary Files, 1974-76.

(Boxes 1-16, 6.4 linear feet)

Correspondence, memoranda, briefing papers, agenda, and logs. Files contain both routine administrative materials such as the various tracking logs, and materials on topical issues such as the Nixon-Ford transition and disposition of the Nixon presidential papers, the coal strike and other energy concerns, and the 1975 State of the Union address. The White House memos contained in this series include communications between high level staff such as Don Rumsfeld, Dick Cheney, and Alexander Haig. These memos cover a wide range of issues, from routine administrative matters to cabinet meetings. Many of the memos are candid

observations, especially by Jones, on White House operations, the political impact of various decisions, and the public's perception of the President.

Arranged alphabetically by subject.

Box 1 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | Air Force Academy |
| OPEN | Amnesty for Draft Evaders |
| OPEN | Cabinet Meeting, Oct. 30, 1974 |
| OPEN | Civil Service |
| OPEN | Coal Strike |
| OPEN | Constituent Concerns |
| OPEN | Correspondence - General |
| OPEN | "Dexed" Material (1)-(4) |
| OPEN | Domestic Council |
| OPEN | Economic Cooperation Between Europe/U.S. |
| OPEN | Energy |

Box 2 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | Invitations and Special Requests for the President (1)-(4) |
| OPEN | Iranian Investment in Pan Am |
| OPEN | Legislation Tracking Logs (1)-(4) |
| OPEN | Mayaguez Incident |

Box 3 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | Military Aide (1)-(2) |
| OPEN | Miscellaneous |
| OPEN | Nixon, Richard |
| OPEN | Nixon, Richard - Office in San Clemente, CA - General |
| OPEN | Nixon, Richard - Office in San Clemente, CA - Ziegler, Ron |
| OPEN | Nixon, Richard - Presidential Materials |
| OPEN | OMB Personnel |

| Status | Title |
|---------------|---|
| OPEN | Paperwork Status Reports (1)-(3) |
| OPEN | Parks (Legacy of Parks Program) (1)-(2) |

Box 4 - Staff Secretary Files

| Status | Title |
|---------------|---------------------|
| OPEN | Perquisites (1)-(9) |

Box 5 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | Presidential Handwriting Log (1)-(6) |
| OPEN | Presidential Legislative Initiatives (1)-(4) |

Box 6 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | Presidential Meetings - Memos (1)-(2) |
| OPEN | Presidential Meetings - Minutes (1)-(3) |
| OPEN | Presidential Paperwork Log (1)-(5) |
| OPEN | Presidential Statements and Messages |

Box 7 - Staff Secretary Files

| Status | Title |
|---------------|---------------------------|
| OPEN | Printed Materials (1)-(2) |
| OPEN | Public Opinion Polls |
| OPEN | Requests for Travel |
| OPEN | Scheduling Items (1)-(6) |

Box 8 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | State of the Union 1975 - General (1)-(2) |
| OPEN | State of the Union 1975 - Press Materials (1)-(5) |

Box 9 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | Tax Cut - Background and Speech Material (1)-(2) |
| OPEN | Tax Cut - Speaking Notes |
| OPEN | Tax Cut - Speech (1)-(2) |
| OPEN | Vice President, Appointment of |

| Status | Title |
|---------------|--|
| OPEN | Weekly Expense Report |
| OPEN | White House Automobiles |
| OPEN | White House Emergency Plan |
| OPEN | White House Memos - Areeda, Philip |
| OPEN | White House Memos - Armstrong, Anne |
| OPEN | White House Memos - Ash, Roy |
| OPEN | White House Memos - Baroody, William |
| OPEN | White House Memos - Baroody, William: "Rebuilding a Free Society" - A Theme for 1976 |
| OPEN | White House Memos - Bennett, Douglas |
| OPEN | White House Memos - Buchen, Philip |
| OPEN | White House Memos - Burch, Dean |
| OPEN | White House Memos - Calkins, Jack |
| OPEN | White House Memos - Cannon, James |

Box 10 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | White House Memos - Casselman, William |
| OPEN | White House Memos - Cavanaugh, James |
| OPEN | White House Memos - Cavaney, Red |
| OPEN | White House Memos - Cheney, Dick (1)-(11) |

Box 11 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | White House Memos - Cheney, Dick (12)-(17) |
| OPEN | White House Memos - Cole, Ken |
| OPEN | White House Memos - Connor, Jim |
| OPEN | White House Memos - Duval, Mike |
| OPEN | White House Memos - Eberle, William |
| OPEN | White House Memos - Elliott, Roland |
| OPEN | White House Memos - Farrell, Mike |
| OPEN | White House Memos - Gulley, Bill |
| OPEN | White House Memos - Gwin, Dianna |

| Status | Title |
|---------------|--|
| OPEN | White House Memos - Haig, General Al (1) |

Box 12 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | White House Memos - Haig, General Al (2)-(3) |
| OPEN | White House Memos - Hartmann, Robert |
| OPEN | White House Memos - Hendriks, Warren |
| OPEN | White House Memos - Hoopes, Dave (1)-(4) |
| OPEN | White House Memos - Jenkins, Wilbur |
| OPEN | White House Memos - Joulwan, George |
| OPEN | White House Memos - Lawson, General Richard |
| OPEN | White House Memos - Lebedev, Greg |
| OPEN | White House Memos - Licata, Judy |
| OPEN | White House Memos - Linder, Bob |
| OPEN | White House Memos - Lowitz, Donald |
| OPEN | White House Memos - Marrs, Ted |
| OPEN | White House Memos - Marsh, Jack |
| OPEN | White House Memos - Moore, Powell A. |
| OPEN | White House Memos - Nessen, Ron |
| OPEN | White House Memos - O'Neill, Paul |
| OPEN | White House Memos - Parker, David |
| OPEN | White House Memos - Ratchford, John |

Box 13 - Staff Secretary Files

| Status | Title |
|---------------|--|
| OPEN | White House Memos - Rogers, James R. |
| OPEN | White House Memos - Rumsfeld, Donald (1)-(8) |

Box 14 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | White House Memos - Rumsfeld, Donald (9)-(10) |
| OPEN | White House Memos - Rustand, Warren |
| OPEN | White House Memos - Ruwe, Nancy |
| OPEN | White House Memos - Schleede, Glenn |

| Status | Title |
|---------------|--|
| OPEN | White House Memos - Scouten, Rex |
| OPEN | White House Memos - Scowcroft, Brent |
| OPEN | White House Memos - Semerad, Roger |
| OPEN | White House Memos - Shaw, Robert |
| OPEN | White House Memos - Shepard, Geoff |
| OPEN | White House Memos - Theis, Paul |
| OPEN | White House Memos - Timmons, William |
| OPEN | White House Memos - Walker, Bill (1)-(2) |
| OPEN | White House Memos - Wardell, Charles |
| OPEN | White House Memos - Wimer, Dave |
| OPEN | White House Memos - Zarb, Frank |

Box 15 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | White House Memos - Discussion - Cheney, Richard |
| OPEN | White House Memos - Discussion - Connor, Jim |
| OPEN | White House Memos - Discussion - Marsh, Jack |
| OPEN | White House Memos - Discussion - Rumsfeld, Don |
| OPEN | White House Memos - A-Z (1)-(2) |
| OPEN | White House Operations - Paperwork Flow |
| OPEN | White House Operations - Staffing - General |
| OPEN | White House Operations - Staffing - Presidential Speeches |
| OPEN | White House - Staff Authorization (1)-(3) |

Box 16 - Staff Secretary Files

| Status | Title |
|---------------|---|
| OPEN | White House - Staff Authorization (4)-(5) |
| OPEN | White House Staff - General (1)-(3) |
| OPEN | White House Staff - Personnel Lists |
| OPEN | White House Staff - Standard of Conduct (1)-(2) |
| OPEN | White House Swimming Pool (1)-(2) |

Subject File, 1974-77.

(Boxes 17-33, 6.8 linear feet)

Correspondence, memoranda, newsletters, and clippings relating to routine administrative matters and the 1976 campaign. Campaign materials are especially good for the primary elections, Republican National Convention, President Ford Committee, and White House liaison with the Republican party.

Arranged alphabetically by subject.

Box 17 - Subject File

| Status | Title |
|---------------|-----------------------------------|
| OPEN | Action Memos |
| OPEN | Administrative |
| OPEN | Advance Office (1)-(4) |
| OPEN | Advocates (1)-(2) |
| OPEN | American Political Report (1)-(2) |
| OPEN | Audit |
| OPEN | Automobiles, White House Fleet |

Box 18 - Subject File

| Status | Title |
|---------------|---|
| OPEN | Bicentennial (1)-(2) |
| OPEN | Budget - Defense |
| OPEN | Budget - General |
| OPEN | Busing |
| OPEN | Cabinet |
| OPEN | Camp David |
| OPEN | Campaign - Advancemen and Workers |
| OPEN | Campaign - Campaign Practices Reports (1)-(2) |
| OPEN | Campaign - Fund Raising Letters |
| OPEN | Captive Nations Meeting |

Box 19 - Subject File

| Status | Title |
|---------------|------------------------|
| OPEN | Carter, Jimmy (1)-(5) |
| OPEN | Common Situs Picketing |

| Status | Title |
|---------------|---------------------------------|
| OPEN | Communications |
| OPEN | Computers in the White House |
| OPEN | Constituents |
| OPEN | Crime |
| OPEN | Dead Schedule Proposals (1)-(4) |

Box 20 - Subject File

| Status | Title |
|---------------|---------------------------------------|
| OPEN | Debates |
| OPEN | Delegates |
| OPEN | Democratic Presidential Candidates |
| OPEN | Democratic Presidential Watch (1)-(2) |
| OPEN | Domestic Council |
| OPEN | Education |
| OPEN | Endorsements |
| OPEN | Energy |
| OPEN | Energy Independence Authority |

Box 21 - Subject File

| Status | Title |
|---------------|-------------------------------------|
| OPEN | Ethnic Groups |
| OPEN | Federal Election Commission (1)-(2) |
| OPEN | First Year in Office Assessment |
| OPEN | Foreign Policy (1)-(2) |
| OPEN | Ford, Gerald R. |
| OPEN | Intelligence Community |
| OPEN | Issues (1)-(4) |

Box 22 - Subject File

| Status | Title |
|---------------|-------------------|
| OPEN | Issues (5)-(11) |
| OPEN | Legislation |
| OPEN | Medal of Freedom |
| OPEN | Network Newscasts |

| Status | Title |
|---------------|-----------------|
| OPEN | Nielsen Ratings |
| OPEN | Pending |

Box 23 - Subject File

| Status | Title |
|---------------|----------------------------------|
| OPEN | Perquisites (1)-(4) |
| OPEN | Personnel (1)-(3) |
| OPEN | Political Reports (1)-(2) |
| OPEN | President Ford Committee (1)-(3) |

Box 24 - Subject File

| Status | Title |
|---------------|---|
| OPEN | President Ford Committee (4)-(8) |
| OPEN | President Ford Committee - Organization |
| OPEN | President Ford '76 Factbook (1)-(2) |
| OPEN | Presidential Letters (1)-(2) |
| OPEN | Presidential Messages |

Box 25 - Subject File

| Status | Title |
|---------------|---|
| OPEN | Presidential Phone Calls |
| OPEN | Presidential Preference Primaries (1)-(2) |
| OPEN | Presidential Seal |
| OPEN | Primaries |
| OPEN | Reagan, Ronald (1)-(5) |

Box 26 - Subject File

| Status | Title |
|---------------|---|
| OPEN | Reorganization |
| OPEN | Republican National Committee (1)-(2) |
| OPEN | Republican National Convention - Alternate Programming Review (1)-(5) |
| OPEN | Republican National Convention - Crown Center |
| OPEN | Republican National Convention - General (1)-(2) |

Box 27 - Subject File

| Status | Title |
|---------------|--|
| OPEN | Republican National Convention - General (3)-(8) |
| OPEN | Republican National Convention - Site Selection (1)-(2) |
| OPEN | Republican Party - Presidential Participation at Fundraisers and Meetings with Party Leaders (1)-(2) |
| OPEN | Republican Party - State Chairmen |

Box 28 - Subject File

| Status | Title |
|------------------|--------------------------------|
| OPEN | Rockefeller, Nelson |
| OPEN | Scheduling Office - General |
| OPEN | Scheduling Office - Philosophy |
| OPEN | Senior Citizens |
| OPEN / DIGITIZED | Sequoia |
| OPEN | Speeches (1)-(2) |
| OPEN | Spokesmen (1)-(3) |
| OPEN | Staff Meetings |
| OPEN | "Staff Secretary Leftovers" |

Box 29 - Subject File

| Status | Title |
|---------------|-----------------------------|
| OPEN | States - Alabama |
| OPEN | States - Arkansas |
| OPEN | States - California (1)-(2) |
| OPEN | States - Florida (1)-(3) |
| OPEN | States - Georgia |
| OPEN | States - Illinois (1)-(2) |
| OPEN | States - Indiana |

Box 30 - Subject File

| Status | Title |
|---------------|------------------------|
| OPEN | States - Iowa |
| OPEN | States - Massachusetts |
| OPEN | States - Michigan |
| OPEN | States - Mississippi |

| Status | Title |
|---------------|---|
| OPEN | States - Nebraska |
| OPEN | States - New Hampshire (1)-(3) |
| OPEN | States - New Hampshire - Senate Election |
| OPEN | States - New York |
| OPEN | States - New York - Financial Crisis of NYC (1)-(3) |

Box 31 - Subject File

| Status | Title |
|---------------|---|
| OPEN | States - New York - Financial Crisis of NYC (4) |
| OPEN | States - North Carolina |
| OPEN | States - Tennessee |
| OPEN | States - Texas (1)-(3) |
| OPEN | States - Wisconsin |
| OPEN | Supreme Court (profiles and lists) |
| OPEN | Tax Bill |

Box 32 - Subject File

| Status | Title |
|---------------|---|
| OPEN | Travel - Clippings |
| OPEN | Travel - Expenses, Presidential (1)-(3) |
| OPEN | Travel - Expenses, Ford Family (1)-(2) |
| OPEN | Travel - General (1)-(2) |
| OPEN | Tunney Committee |
| OPEN | Unemployment |
| OPEN | Voters |
| OPEN | Wallace, George |
| OPEN | White House Authorization (1)-(2) |
| OPEN | White House Ceremonies |

Box 33 - Subject File

| Status | Title |
|---------------|--------------------------|
| OPEN | White House Dinners |
| OPEN | White House Staffing |
| OPEN | White House Organization |

| Status | Title |
|---------------|-------------------|
| OPEN | Young Republicans |

Scheduling and Trips, 1975-77.

(Boxes 34-49, 6.4 linear feet)

Scheduling proposals, itineraries, detailed schedules, briefing books, memoranda, correspondence, maps, and manifests. Schedule proposals were submitted to the President for final approval and many of them contain his initials and comments. Because the files often include detailed scheduling information, researchers may gain insight into the intricacies of Presidential scheduling and adherence to administration priorities. Earlier trips are primarily official, while later ones are political.

Arranged chronologically, followed by general scheduling information arranged alphabetically by subject.

Box 34 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | March 1975 - May 1975 |
| OPEN | June 1975 (1)-(4) |
| OPEN | July-November 1975 - Long-Range (1)-(2) |
| OPEN | July 1975 (1)-(3) |

Box 35 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | July 1975 (4)-(7) |
| OPEN | July 3, 1975 - Cleveland/Cincinnati |
| OPEN | July 11-13, 1975 - Michigan/Illinois |
| OPEN | July 26-August 4, 1975 - Europe (1)-(3) |

Box 36 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | July 26-August 24, 1975 Europe (4)-(6) |
| OPEN | August 1975 (1)-(6) |

Box 37 - Scheduling and Trips

| Status | Title |
|---------------|--------------|
|---------------|--------------|

| | |
|------|---|
| OPEN | September 1975 (1)-(2) |
| OPEN | September 5-6, 1975 Portland/Seattle/Sacramento (1)-(2) |
| OPEN | September 10, 1975 - New Hampshire |
| OPEN | September 12-13, 1975 - St. Louis/Kansas/Dallas (1)-(3) |
| OPEN | September 19-22, 1975 - Oklahoma/California (1)-(2) |

Box 38 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | September 19-22, 1975 - Oklahoma/California (3) |
| OPEN | September 30, 1975 - Chicago |
| OPEN | October 1975 (1)-(4) |
| OPEN | October 4, 1975 - Virginia/New Jersey |
| OPEN | October 7, 1975 - Knoxville, TN |
| OPEN | October 7, 1975 - King's Mountain (no participation) |
| OPEN | October 10, 1975 - Detroit |
| OPEN | October 14, 1975 - Hartford, Connecticut |
| OPEN | October 16, 1975 - Louisville, KY (no participation) |

Box 39 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | October 24, 1975 - Gainesville, FL/Columbia, SC (no participation) |
| OPEN | October 29-30, 1975 - California/Wisconsin |
| OPEN | November 1975 (1)-(5) |
| OPEN | November 2, 1975 - Jacksonville, FL |
| OPEN | November 7, 1975 - Boston, MA |
| OPEN | November 11, 1975 - Charleston, WV |
| OPEN | November 14, 1975 - Raleigh, NC/Atlanta, GA |
| OPEN | November 1975 - Europe (1)-(4) |

Box 40 - Scheduling and Trips

| Status | Title |
|---------------|----------------------------------|
| OPEN | December 1975 (1)-(4) |
| OPEN | December 1975 - China (1)-(4) |
| OPEN | December 1975 - Vail, CO (1)-(2) |

Box 41 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | January 1976 (1)-(4) |
| OPEN | January 5, 1976 - St. Louis, MO |
| OPEN | January 31, 1976 - Dearborn, MI/Williamsburg, VA (1)-(2) |
| OPEN | February 1976 (1)-(3) |

Box 42 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | February 7-8, 1976 - New Hampshire (1)-(3) |
| OPEN | February 13-14, 1976 - Florida (1)-(2) |
| OPEN | February 19-20, 1976 - New Hampshire (trip #2) |
| OPEN | February 27, 1976 - Florida (trip #2) (1)-(2) |
| OPEN | March 1976 (1)-(5) |

Box 43 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | March 5-6, 1976 - Illinois |
| OPEN | March 11-12, 1976 - Illinois/North Carolina (1)-(2) |
| OPEN | March 20, 1976 - North Carolina |
| OPEN | March 26-27, 1976 - California/Wisconsin |
| OPEN | April 1976 (1)-(4) |
| OPEN | April 2-3, 1976 - Wisconsin |
| OPEN | April 9-10, 1976 - Texas |
| OPEN | April 22-23, 1976 - Indiana/Georgia |
| OPEN | April 27-30, 1976 - Louisiana/Texas, (1)-(2) |

Box 44 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | May 1976 (1)-(5) |
| OPEN | May 2-3, 1976 - Indiana/Alabama |
| OPEN | May 3, 1976 - Alabama Briefing Book |
| OPEN | May 7-8, 1976 - Nebraska/Missouri |
| OPEN | May 7-8, 1976 - Nebraska/Missouri Briefing Book (1)-(2) |
| OPEN | May 12, 1976 - Michigan Briefing Book (1)-(2) |

| Status | Title |
|---------------|----------------------------------|
| OPEN | May 12, 1976 - Detroit, Michigan |

Box 45 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | May 14-16, 1976 - Tennessee/Kentucky/Michigan (1)-(2) |
| OPEN | May 14-16, 1976 - Tennessee/Kentucky/Michigan Briefing Book (1)-(2) |
| OPEN | May 22-23, 1976 - Oregon Briefing Book |
| OPEN | May 22-24, 1976 - Oregon/California (1)-(2) |
| OPEN | May 24, 1976 - Nevada Briefing Book |
| OPEN | May 26, 1976 - Ohio Briefing Book |
| OPEN | June 1976 (1)-(2) |

Box 46 - Scheduling and Trips

| Status | Title |
|---------------|--|
| OPEN | June 1976 (3)-(5) |
| OPEN | June 7, 1976 - New Jersey/Ohio |
| OPEN | June 11, 1976 - Springfield, Missouri |
| OPEN | June 15, 1976 - Norfolk, Virginia |
| OPEN | June 26-28, 1976 - Puerto Rico |
| OPEN | July 1976 (1)-(3) |
| OPEN | July 4, 1976 - Bicentennial Events (1)-(3) |

Box 47 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | July 9, 1976 - Utah Briefing Book |
| OPEN | July 13-17, 1976 - Philadelphia/Baltimore/Hartford |
| OPEN | July 30, 1976 - Jackson, Mississippi |
| OPEN | August 1976 (1)-(2) |
| OPEN | August 8, 1976 - Philadelphia, Eucharistic Congress |
| OPEN | August 23-28, 1976 - Vail |
| OPEN | August 29, 1976 - Montana/Wyoming/South Dakota |
| OPEN | September 1976 (1)-(3) |
| OPEN | September 15, 1976 - Ann Arbor, Michigan |

| Status | Title |
|---------------|--|
| OPEN | September 23-24, 1976 - Philadelphia, Pennsylvania |
| OPEN | September 25-27, 1976 - "Southern Swing" (1)-(3) |

Box 48 - Scheduling and Trips

| Status | Title |
|---------------|---|
| OPEN | September 25-27, 1976 - "Southern Swing" (4) |
| OPEN | October 1976 (1)-(3) |
| OPEN | October 4-7, 1976 - San Francisco, California |
| OPEN | October 12-13, 1976 - New York/New Jersey |
| OPEN | October 15-16, 1976 - Iowa/Illinois/Missouri |
| OPEN | October 21, 1976 - New York City |
| OPEN | October 22-November 2, 1976 - Travel |
| OPEN | November 1976 |
| OPEN | November 7-15, 1976 - Palm Springs, California |
| OPEN | December 1976 (1)-(2) |
| OPEN | December 19, 1976 - The University of Michigan/Vail, Colorado |
| OPEN | January 1977 (1)-(2) |

Box 49 - Scheduling and Trips

| Status | Title |
|---------------|---------------------------------|
| OPEN | Calendars |
| OPEN | Dead Schedule Proposals (1)-(3) |
| OPEN | Draft Schedules (1)-(2) |
| OPEN | Scheduling Information (1)-(4) |
| OPEN | Town Meetings |

Media Events/Interviews/Speeches, 1975-76.

(Boxes 50-53, 1.6 linear feet)

Briefing materials prepared for the President, press releases, transcripts of interviews, and memoranda and correspondence relating to media relations. The series contains good materials relating to preparations for a year-end conversation the President had with selected reporters in December 1975, 1976 campaign, and preparation and follow-up for the 1976 State of the Union Address.

Arranged chronologically by date of event, followed by general media information arranged alphabetically by subject.

Box 50 - Media Events/Interviews/Speeches

| Status | Title |
|---------------|--|
| OPEN | November 9, 1975 - Meet the Press Interview (1)-(3) |
| OPEN | November 25, 1975 - WMUR (Manchester, NH) |
| OPEN | November 26, 1975 - Press Conference |
| OPEN | December 12, 1975 - Hugh Sidey Interview |
| OPEN | December 31, 1975 - Year End Questions and Answers (1)-(3) |

Box 51 - Media Events/Interviews/Speeches

| Status | Title |
|---------------|--|
| OPEN | January 12, 1976 - TIME Interview |
| OPEN | January 19, 1976 - State of the Union - Drafts and Preparation (1)-(8) |

Box 52 - Media Events/Interviews/Speeches

| Status | Title |
|---------------|--|
| OPEN | January 19, 1976 - State of the Union - Drafts and Preparation (9) |
| OPEN | January 19, 1976 - State of the Union - Follow-Up |
| OPEN | January 19, 1976 - State of the Union - General |
| OPEN | February 3, 1976 - Walter Cronkite Interview |
| OPEN | February 5, 1976 - Christian Science Monitor Interview |
| OPEN | February 10, 1976 - Sperling Breakfast |
| OPEN | February 17, 1976 - Intelligence Press Conference |
| OPEN | General Questions and Answers |
| OPEN | Media - General (1) |

Box 53 - Media Events/Interviews/Speeches

| Status | Title |
|---------------|-----------------------------------|
| OPEN | Media - General (2)-(6) |
| OPEN | Press Conferences |
| OPEN | Requests for Interviews - General |

| Status | Title |
|---------------|--------------------------------------|
| OPEN | Requests for Interviews - Ron Nessen |
| OPEN | White House Conferences |

Chronological File, 1974-76.

(Boxes 54-59, 2.4 linear feet)

Copies of outgoing memoranda and occasional correspondence from Jerry Jones. The quantity of material diminishes toward the end of the file. These are mostly routine memoranda, but substantive material can also be found here, especially relating to the 1974 transition and 1976 campaign. Memoranda in this series are often duplicated elsewhere in the collection.

Arranged chronologically by month, thereunder alphabetically by name.

Box 54 - Chronological File

| Status | Title |
|---------------|--------------------------------|
| OPEN | August 1974 A - October 1974 C |

Box 55 - Chronological File

| Status | Title |
|---------------|----------------------------------|
| OPEN | October 1974 D - December 1974 Z |

Box 56 - Chronological File

| Status | Title |
|---------------|----------------------------------|
| OPEN | January 1975 A - February 1975 Z |

Box 57 - Chronological File

| Status | Title |
|---------------|-----------------------------|
| OPEN | March 1975 A - April 1975 Z |

Box 58 - Chronological File

| Status | Title |
|---------------|-------------------------------|
| OPEN | May 1975 A - September 1975 Z |

Box 59 - Chronological File

| Status | Title |
|---------------|---------------------------|
| OPEN | October 1975 A - May 1976 |