

# **ROBIN B. MARTIN PAPERS, (1969, 1973) 1974 - 1976**

## **Collection Type**

Federal Records

## **Extent**

3.9 linear feet (ca. 7,200 pages)

## **Record Type**

Textual

## **Access**

Open. Some items are 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).

## **Copyright**

Robin Martin donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. The copyrights to materials written by other individuals or organizations are presumed to remain with them. Works prepared by U.S. Government employees as part of their official duties are in the public domain.

## **Processed by**

John J. O Connell, April 2015

## **Biography**

Robin B. Martin

Feb. 12, 1949 - Born in Glen Head, New York

1967 72 - B.S. and M.S., Rennselaer Polytechnic Institute

1972 - Campaign Manager, New York Committee to Re-elect the President

1972 74 - Executive Vice-President, Regional Broadcasters Group

Feb. ♦ Sept. 1974 - Staff Assistant, Vice-Presidential Advance Office

♦ Sept. 1974 Feb. 1976 - Staff Assistant, White House Advance Office

1978 2012 - President and Chief Executive Officer, Deer River Group

### **Scope and Content Note**

Robin B. Martin came to work for Vice President Ford in February 1974, from his position as Executive Vice President of Regional Broadcasters Group. He served as a Staff Assistant in the Vice Presidential Advance Office until August 1974, when he was appointed to a similar position in the White House Advance Office, reporting directly to Advance Office Director Byron M. (Red) Cavaney. Mr. Martin held this position until February 1976.

In both posts, Mr. Martin primarily served as planner and coordinator for several facets of foreign and domestic travel. His work focused on logistical planning for trips, including accommodations and transportation, scheduling travel and events, selecting locations, managing press arrangements, supporting White House staff, and training advance volunteers. Mr. Martin also acted as the primary contact and coordinator between the White House, U.S. Secret Service, and local communities to be visited.

The Robin B. Martin Papers contain materials on domestic trips, foreign trips, and routine administrative matters. The domestic trip materials document Vice

President, and later President, Gerald Ford's U.S. travel and associated activities. A small amount of material relates to trips by Vice President Spiro Agnew. While on domestic travel, Ford attended a variety of events including fundraising dinners and luncheons, conferences, festivals, and political rallies.

The foreign trip materials document Presidential trips overseas and include State Department briefing books for countries visited, and cables discussing scheduling, security, and protocol concerns. The files include materials related to President Ford's travels to Asia and meetings with leaders from China, Japan, Philippines, and Indonesia. There are also materials on President Ford's travels to Western and Eastern Europe, including material on the Helsinki Conference on Security and Cooperation in Europe.

The administrative materials include Advance Office procedural manuals, Presidential schedules, Advance staff assignment memorandums and considerable correspondence with prospective advancement.

#### Related Materials (March 2015)

Related materials are located in a number of other collections. For example, the "TR": Trip category in the White House Central Files contains correspondence, schedules, and summaries for foreign and domestic trips; the National Security Advisor Security Files contain substantial material pertaining to foreign trips; the Peter Sorum Papers provide details into multiple domestic trips and the Europe trip of July and August 1975; and the Jerry H. Jones Files provide material on 1976 campaign trips. In addition, the personal papers of Byron M. (Red) Cavaney and Frank Ursomarso, and the White House office files of Warren Hendriks, William Nicholson and Warren Rustand, and Terrence O'Donnell provide additional insight into advance and scheduling operation.

#### **Last Modified Date**

2024-04-15

#### **Domestic Trips File, (1969, 1973) 1974-75.**

(Boxes 1-3, 1.2 linear feet)

This series contains schedules, speeches, diagrams, calendars of Presidential activities, and background notes related to domestic trips taken by the Vice President and President.

Arranged chronologically by trip date.

**Box 1 - Domestic Trips File**

<b>Status</b>	<b>Title</b>
OPEN	5/8/73 Charlottesville, Virginia
OPEN	5/31/73 Cleveland, Ohio
OPEN	6/11/73 St. Louis, Missouri
OPEN	1/12/74 Little Rock, Arkansas
OPEN	2/15/74 Omaha, Nebraska
OPEN	2/18/74 Chattanooga, Tennessee
OPEN	2/20/74 Cincinnati, Ohio
OPEN	2/24/74 New York, New York
OPEN	3/1/74 Phoenix, Arizona
OPEN	3/4 - 5/74 Denver, Colorado
OPEN	3/4/74 New York, New York
OPEN	3/8/74 Tampa, Florida
OPEN	3/8/74 Miami, Florida
OPEN	3/9/74 New York, New York
OPEN	3/11/74 Philadelphia, Pennsylvania
OPEN	3/11/74 Boston, Massachusetts
OPEN	3/14 - 15/74 Chicago, Illinois
OPEN	3/15 - 18/74 Charleston, South Carolina
OPEN	3/18/74 Maryland
OPEN	3/23/74 Hilburn, New Jersey
OPEN	3/30/74 Chicago, Illinois
OPEN	3/30/74 Clearwater, Florida
OPEN	4/4/74 Cincinnati, Ohio
OPEN	4/4 - 5/74 Denver, Colorado
OPEN	4/9 - 10/74 Michigan
OPEN	4/13 - 21/74 Kansas; California
OPEN	4/22 - 23/74 New York, New York
OPEN	4/23/74 Philadelphia, Pennsylvania

<b>Status</b>	<b>Title</b>
OPEN	4/26/74 White Sulphur Springs, Virginia
OPEN	4/26/74 Upper Marlboro, Maryland
OPEN	4/27/74 Wichita Falls, Texas
OPEN	4/27/74 Tulsa, Oklahoma
OPEN	5/1/74 Charlotte, North Carolina
OPEN	5/3/74 Columbia, South Carolina
OPEN	5/3/74 Ann Arbor, Michigan
OPEN	5/9/74 Charleston, Illinois
OPEN	5/10/74 Buffalo, New York
OPEN	5/11/74 Dallas, Texas
OPEN	5/16/74 Honolulu, Hawaii
OPEN	7/6 - 7/74 Dallas, Texas
OPEN	7/16/74 Washington, D.C.
OPEN	7/18 - 19/74 Grand Rapids, Michigan
OPEN	7/19 - 22/74 Roanoke and Hot Springs, Virginia
OPEN	7/25/74 Muncie, Indiana
OPEN	7/26/74 Chicago, Illinois
OPEN	7/27/74 Canton, Ohio
OPEN	7/29 - 31/74 San Francisco, California; Las Vegas and Reno, Nevada; San Diego, California
OPEN	7/31/74 Worcester, Massachusetts
OPEN	8/3/74 Starkville-Jackson, Mississippi
OPEN	8/3 - 8/12/74 New Orleans, Louisiana; Los Angeles and Monterey, California
OPEN	8/19/74 Chicago, Illinois
OPEN	8/21/74 Washington, D.C.
OPEN	8/30/74 Columbus, Ohio
OPEN	8/9/74 Pittsburgh, Pennsylvania
OPEN	9/11/74 Pinehurst, North Carolina
OPEN	9/23/74 Detroit, Michigan
OPEN	10/9/74 Philadelphia, Pennsylvania

<b>Status</b>	<b>Title</b>
OPEN	10/10/74 Detroit, Michigan
OPEN	10/15 - 16/74 Missouri; South Dakota; Nebraska; Indiana

**Box 2 - Domestic Trips File**

<b>Status</b>	<b>Title</b>
OPEN	10/19/74 South Carolina; North Carolina; Kentucky
OPEN	10/21 - 22/74 Oklahoma City, Oklahoma; Cleveland, Ohio
OPEN	10/24/74 Des Moines, Iowa; Melvin and Chicago, Illinois
OPEN	10/31 - 11/2/74 Sioux City, Iowa; Los Angeles and Fresno, California; Portland, Oregon; Salt Lake City, Utah; Grand Junction, Colorado; Wichita, Kansas
OPEN	11/3/74 Washington, D.C.
OPEN	12/3/74 Washington, D.C.
OPEN	12/10/74 New York, New York
OPEN	1/9/75 Washington, D.C.
OPEN	11/11/75 Washington D.C.
OPEN	1/14/75 Washington, D.C.
OPEN	1/18/75 Washington, D.C.
OPEN	1/22/75 Washington, D.C.
OPEN	1/22/75 Washington, D.C.
OPEN	1/24/75 Pittsburgh, Pennsylvania
OPEN	1/26/75 Washington D.C. (1)
OPEN	1/26/75 Washington D.C. (2)
OPEN	1/26/75 Washington, D.C.
OPEN	1/28/75 Washington, D.C.
OPEN	2/1/75 Washington, D.C.
OPEN	2/3 - 4/75 Atlanta, Georgia
OPEN	2/10 - 11/75 Houston, Texas; Topeka, Kansas
OPEN	2/13/75 Washington, D.C.
OPEN	2/13/75 New York, New York (1)
OPEN	2/13/75 New York, New York (2)
OPEN	2/14/75 Washington, D.C.

<b>Status</b>	<b>Title</b>
OPEN	2/17/75 Alexandria, Virginia
OPEN	2/18/75 Washington, D.C.
OPEN	2/25 - 26/75 Florida
OPEN	3/17/75 South Bend, Indiana
OPEN	3/29 - 4/6/75 Palm Springs, California (1)
OPEN	3/29 - 4/6/75 Palm Springs, California (2)
OPEN	4/4/75 San Francisco, California
OPEN	4/23/75 New Orleans, Louisiana
OPEN	5/20/75 Charlotte, North Carolina
OPEN	5/24/75 Washington, D.C.
OPEN	6/4/75 West Point, New York
OPEN	6/14/75 Fort Benning, Georgia (1)
OPEN	6/14/75 Fort Benning, Georgia (2)
OPEN	6/14/75 Fort Benning, Georgia (3)
OPEN	7/3/75 Cincinnati and Cleveland, Ohio
OPEN	7/4/75 Baltimore, Maryland
OPEN	7/11 - 13/75 Illinois and Michigan
OPEN	7/14/75 Washington, D.C.
OPEN	7/15/75 Washington, D.C.
OPEN	7/15/75 Washington, D.C.
OPEN	7/17/75 Washington, D.C.
OPEN	7/23/75 Washington, D.C.

**Box 3 - Domestic Trips File**

<b>Status</b>	<b>Title</b>
OPEN	8/10 - 25/75 Fort Smith, Arkansas; Vail and Rifle, Colorado; Des Moines, Iowa; Minneapolis, Minnesota; Peoria, Illinois; Libby Dam, Montana; Chicago, Illinois; Milwaukee, Wisconsin (1)

Status	Title
OPEN	8/10 - 25/75 Fort Smith, Arkansas; Vail and Rifle, Colorado; Des Moines, Iowa; Minneapolis, Minnesota; Peoria, Illinois; Libby Dam, Montana; Chicago, Illinois; Milwaukee, Wisconsin (2)
OPEN	8/10 - 25/75 Fort Smith, Arkansas; Vail and Rifle, Colorado; Des Moines, Iowa; Minneapolis, Minnesota; Peoria, Illinois; Libby Dam, Montana; Chicago, Illinois; Milwaukee, Wisconsin (3)
OPEN	8/30/1975 Augusta and Portland, Maine; Newport, Rhode Island
OPEN	9/4 - 5/75 Seattle, Washington; Portland, Oregon; Sacramento, California (1)
OPEN	9/4 - 5/75 Seattle, Washington; Portland, Oregon; Sacramento, California (2)
OPEN	9/11/75 New Hampshire
OPEN	9/12 - 13/75 Missouri; Kansas; Texas
OPEN	9/19 - 22/75 Oklahoma; California
OPEN	9/30 - 10/1/75 Chicago, Illinois; Omaha, Nebraska
OPEN	10/4/1975 Elkins, West Virginia
OPEN	10/7/1975 Knoxville, Tennessee
OPEN	10/9/1975 Washington, D.C.
OPEN	10/10/1975 Detroit, Michigan
OPEN	10/14/1975 Hartford, Connecticut
OPEN	10/17/1975 Washington, D.C.
OPEN	10/20/1975 Washington, D.C.
OPEN	10/22/1975 Washington, D.C.
OPEN	10/24/1975 Columbia, South Carolina; Gainesville, Florida
OPEN	10/24/1975 Dothan, Alabama
OPEN	10/27/75 Arlington, Virginia
OPEN	11/2/75 Jacksonville, Florida
OPEN	11/6 - 7/75 New York, New York
OPEN	11/7/75 Springfield and Boston, Massachusetts



<b>Status</b>	<b>Title</b>
OPEN	11/11/75 Charleston, West Virginia
OPEN	11/19/75 Washington, D.C.
OPEN	1/5/76 St. Louis, Missouri
OPEN	1/31/76 Dearborn, Michigan; Williamsburg, Virginia

### **Foreign Trips File, 1974-76.**

(Boxes 3-5, 1.2 linear feet)

This series contains telegrams, embassy contact lists, diagrams, airplane manifests, fact books, fact sheets, background notes, and biographies related to Presidential foreign trips.

Arranged chronologically by trip date.

### **Box 3 (Continued) - Foreign Trips File**

<b>Status</b>	<b>Title</b>
OPEN	7/31 - 8/1/69 New Delhi, India
OPEN	10/21/74 Mexico
OPEN	11/18 - 21/74 Tokyo, Japan, Communications
OPEN	11/18 - 21/74 Tokyo, Japan, Diagrams
OPEN	11/18 - 21/74 Tokyo, Japan, Motorcades
OPEN	11/18 - 21/74 Tokyo, Japan Phone Numbers
OPEN	11/18 - 21/74 Tokyo, Japan, Fact Book
OPEN	11/18 - 21/74 Tokyo, Japan, General Information
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Embassy Task Force

### **Box 4 - Foreign Trips File**

<b>Status</b>	<b>Title</b>
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Counterpart Meetings
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Prime Minister's Office
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Foreign Office and Imperial Household

Status	Title
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Security
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Administrative Logistics
OPEN	11/18 - 21/74 Tokyo, Japan, Contacts for Advance Party - Press Relations
OPEN	11/18 - 21/74 Tokyo, Japan, Consular
OPEN	11/18 - 21/74 Tokyo, Japan, Schedule (1)
OPEN	11/18 - 21/74 Tokyo, Japan, Schedule (2)
OPEN	12/14 - 16/74 Martinique, Schedule (1)
OPEN	12/14 - 16/74 Martinique, Schedule (2)
OPEN	12/14 - 16/74 Martinique, Manifests
OPEN	12/14 - 16/74 Martinique, Motorcade Flow Chart
OPEN	12/14 - 16/74 Martinique, Helicopter Flow Chart
OPEN	12/14 - 16/74 Martinique, Diagrams
OPEN	12/14 - 16/74 Martinique, General Info
OPEN	12/14 - 16/74 Martinique, Schedule
OPEN	12/14 - 16/74 Martinique, Mrs. Ford
OPEN	12/14 - 16/74 Martinique, Map; Fact Sheets - France
OPEN	12/14 - 16/74 Martinique, Background Notes
OPEN	12/14 - 16/74 Martinique, French Officials
OPEN	12/14 - 16/74 Martinique, U.S. party
OPEN	12/14 - 16/74 Martinique, Presidential Travel
OPEN	12/14 - 16/74 Martinique, Correspondence
OPEN	5/28 - 6/3/75 Belgium; Spain; Austria; Italy; The Vatican (1)
OPEN	5/28 - 6/3/75 Belgium; Spain; Austria; Italy; The Vatican (2)
OPEN	5/28 - 6/3/75 Belgium; Spain; Austria; Italy; The Vatican (3)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland;
OPEN	Finland; Romania; Yugoslavia (1)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland;
OPEN	Finland; Romania; Yugoslavia (2)

<b>Status</b>	<b>Title</b>
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland; Finland; Romania; Yugoslavia(3)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland; Finland; Romania; Yugoslavia(4)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland; Finland; Romania; Yugoslavia(5)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland; Finland; Romania; Yugoslavia(6)
OPEN	7/26 - 8/4/75 Federal Republic of Germany; Poland; Finland; Romania; Yugoslavia(7)
OPEN	7/30 - 8/1/75 Helsinki, Finland, Conference on Security and Cooperation in Europe

### **Box 5 - Foreign Trips File**

<b>Status</b>	<b>Title</b>
OPEN	11/14 - 17/75 Paris, France (1)
OPEN	11/14 - 17/75 Paris, France (2)
OPEN	11/14 - 17/75 Paris, France (3)
OPEN	11/29 - 12/8/75 Pacific Basin (1)
OPEN	11/29 - 12/8/75 Pacific Basin (2)
OPEN	11/29 - 12/8/75 Pacific Basin (3)
OPEN	11/29 - 12/8/75 Pacific Basin (4)
OPEN	11/29 - 12/8/75 Pacific Basin (5)
OPEN	11/29 - 12/8/75 Pacific Basin (6)
OPEN	11/29 - 12/8/75 Pacific Basin (7)
OPEN	11/29 - 12/8/75 Pacific Basin (8)

### **Administrative File, 1973-76.**

(Boxes 6-9, 1.5 linear feet)

This series contains letters, memoranda, newsletters, diagrams, calendars, schedules, trip checklists, telephone listings, and Advance office handbooks that document Advanceman roles and responsibilities.

Arranged alphabetically.

**Box 6 - Administrative File**

<b>Status</b>	<b>Title</b>
OPEN	Advance Assignments and Pre-Advance Schedules (1)
OPEN	Advance Assignments and Pre-Advance Schedules (2)
OPEN	Advanceman's Handbook
OPEN	Advanceman's Newsletter (1)
OPEN	Advanceman's Newsletter (2)
OPEN	Advanceman's Newsletter (3)
OPEN	Advanceman's Newsletter (4)
OPEN	Advanceman's Newsletter (5)
OPEN	Alphabetical List of Members of Republican National Committee
OPEN	Correspondence Outgoing 1973 - 1975 (A - F)
OPEN	Correspondence Outgoing 1973 - 1975 (G - L)
OPEN	Correspondence Outgoing 1973 - 1975 (M - R)
OPEN	Correspondence Outgoing 1973 - 1975 (S - Z)
OPEN	Correspondence Incoming 1973 - 1974 (A - F)
OPEN	Correspondence Incoming 1973 - 1974 (G - L)
OPEN	Correspondence Incoming 1973 - 1974 (M - P)
OPEN	Correspondence Incoming 1973 - 1974 (R - S)
OPEN	Correspondence Incoming 1973 - 1974 (W - Z)
OPEN	Correspondence Incoming 1973 - 1974 (Misc.)

**Box 7 - Administrative File**

<b>Status</b>	<b>Title</b>
OPEN	Memoranda 9/27/73 - 2/11/74
OPEN	Memoranda 2/19/74 -5/15/74
OPEN	Memoranda 5/30/74 - 8/1/74
OPEN	Memoranda 8/5/74 - 1/27/75
OPEN	Memoranda 2/10/75 - 6/18/75
OPEN	Memoranda 6/20/75 - 9/10/75

<b>Status</b>	<b>Title</b>
OPEN	Memoranda 9/15/75 - 12/18/75
OPEN	MemorandaUndated

**Box 8 - Administrative File**

<b>Status</b>	<b>Title</b>
OPEN	President's Schedule 8/9/74 - 8/16/74
OPEN	President's Schedule 8/17/74 - 8/24/74
OPEN	President's Schedule 8/26/74 - 8/31/74
OPEN	President's Schedule 9/3/74 - 9/7/74
OPEN	President's Schedule 9/9/74 - 9/15/74
OPEN	President's Schedule 9/16/74 - 9/21/74
OPEN	President's Schedule 9/23/74 - 9/28/74
OPEN	President's Schedule 9/30/74 - 10/6/74
OPEN	President's Schedule 10/7/74 - 10/12/74
OPEN	President's Schedule 10/14/74 - 10/17/74
OPEN	President's Schedule 10/23/74 - 10/25/74
OPEN	President's Schedule 10/28/74 - 10/31/74
OPEN	President's Schedule 11/4/74 - 11/8/74
OPEN	President's Schedule 11/13/74 - 12/1/74
OPEN	President's Schedule 12/2/74 - 12/11/74
OPEN	President's Schedule 12/18/74 - 12/21/74
OPEN	President's Schedule 1/3/75 - 1/9/75
OPEN	President's Schedule 4/9/75 - 7/11/75
OPEN	President's Schedule 7/14/75 - 7/19/75
OPEN	President's Schedule 7/21/75 - 7/26/75
OPEN	President's Schedule 8/26/75 - 9/11/75
OPEN	President's Schedule 9/15/75 - 9/19/75
OPEN	President's Schedule 9/24/75 - 10/11/75
OPEN	President's Schedule 10/16/75 - 12/9/75
OPEN	Office of Military Assistant to the President - Duty Roster 11/74 - 12/75
OPEN	Form Letters

<b>Status</b>	<b>Title</b>
OPEN / DIGITIZED	<a href="#">First Family Manual #6</a>
OPEN / DIGITIZED	<a href="#">International Advance Handbook</a>
OPEN	Manual for Advance Representatives of Richard Nixon (1)
OPEN	Manual for Advance Representatives of Richard Nixon (2)
OPEN	Manual for Advance Representatives of Richard Nixon (3)
OPEN	Manual for Advance Representatives of Richard Nixon (4)
OPEN	Manual for Advance Representatives of Richard Nixon (5)
OPEN	Manual for Advance Representatives of Richard Nixon (6)
OPEN	Manual for Advance Representatives of Richard Nixon (7)
OPEN	Planning Schedule 9/74 - 2/26
OPEN	Presidential Advancemen
OPEN	Republican State Chairmen

**Box 9 - Administrative File**

<b>Status</b>	<b>Title</b>
OPEN	Trip Checklists (1)
OPEN	Trip Checklists (2)
OPEN	Vice Presidential Advanceman's Manual (1)
OPEN	Vice Presidential Advanceman's Manual (2)
OPEN	Vice Presidential Advanceman's Manual (3)
OPEN	Vice Presidential Advanceman's Manual (4)
OPEN	Vice Presidential Advanceman's Manual (5)
OPEN	Vice Presidential Advanceman's Manual (6)
OPEN	Vice Presidential Advanceman's Manual (7)
OPEN	Vice Presidential Advanceman's Manual (8)
OPEN	Vice Presidential Advanceman's Manual (9)
OPEN	Vice Presidential Advanceman's Manual (10)
OPEN	Vice Presidential Advanceman's Manual (11)
OPEN	Vice Presidential Advanceman's Manual (12)
OPEN	Vice Presidential Advanceman's Manual (13)
OPEN	Vice Presidential Advanceman's Manual (14)
OPEN	Vice Presidential Advanceman's Manual (15)

<b>Status</b>	<b>Title</b>
OPEN	Vice Presidential Advanceman's Manual (16)
OPEN	Weekly Schedule 1/75 - 1/76
OPEN	White House Office Handbook (1)
OPEN	White House Office Handbook (2)
OPEN	White House Office Handbook (3)
OPEN	White House Office Handbook (4)
OPEN	White House Telephone Listings (1)
OPEN	White House Telephone Listings (2)
OPEN	White House Telephone Listings (3)