

DAVID MATHEWS PAPERS ON MICROFILM, 1975- 77

Collection Type

Federal Records

Extent

8.3 linear feet (ca. 28,000 pages)

Record Type

Textual

Access

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Processed by

David Horrocks, March 1986

Scope and Content Note

This finding aid was drafted by the Special Collections Library staff at The University of Alabama. It has been modified by the Ford Library staff to match the format of the Library's other finding aids.

The papers of the Honorable David Mathews, Secretary of Health, Education and Welfare (August 8, 1975-January 20, 1977), have been arranged chronologically within correspondence or record type. Included are his published articles through September 1977.

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Main Library
The University of Alabama
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Series List

Congressional Correspondence, 1975-76. (Reels 1-9, 10,845 pages)

The series consists of letters and memoranda to members of the House of Representatives and the Senate from David Mathews. Occasionally a letter to a constituent of a Senator or a Representative directly from David Mathews will appear. The materials concern recommendations for committee and council

members and chairmen, invitations to address organizations, hearing appearances, issues concerning Congressional constituents, letters of opinion on proposed House and Senate bills, and Federal programs and regulations.

The outgoing letters and memoranda are arranged chronologically on a daily basis (one folder of letters per day). Within each daily folder the outgoing letters are arranged alphabetically by a[Addressee. Any available incoming letters are attached immediately following the outgoing letter.

General Correspondence, 1975-76. (Reels 9-16, 8,423 pages)

The series consists of letters to members of the general public (all outgoing letters except letters to Congressional Members, Cabinet Members, and Governors). The materials concern Federal programs and regulations, invitations to address organizations, letters of appreciation to committee members and chairmen, invitations to members chose for committee positions and as committee chairmen, and personal recommendations for applicants for non-governmental capacities.

The letters are arranged chronologically on a daily basis (one folder of letters per day), and within each folder the outgoing letters are arranged alphabetically by addressee. Available incoming letters are attached immediately following the outgoing letter.

Governors' Correspondence, 1975-76. (Reel 16, 854 pages)

The Series consists of letters to governors of the various states of the United States. The materials consist of replies to governors for requests for federal aid, replies to invitations to speak at organizational and state events, materials concerning federal programs and regulations, personal thank-you's, and materials informing governors of committee members and chair appointments.

Outgoing letters are arranged chronologically on a daily basis (several dates per folder), and an alphabetical arrangement by addressee is maintained among letters of the same date. Available incoming letters are attached immediately following the outgoing letters.

Secretary's Memoranda, 1976-77. (Reels 16-17 & 20, 213 pages)

The series consists of intradepartment memoranda and announcements to the staff

of the Department of Health, Education, and Welfare, as well as interdepartment memoranda and announcements to other members of governmental organizations and concerned individuals. The material concerns meeting agenda, announcements of new staff members and HEW Fellow recipients, notes to Regional Directors, regulations and proposed regulations announcements, and notes of appreciation to groups and individuals. Included also are memoranda/letters to Carl Shaw and President Gerald R. Ford.

Outgoing memoranda and announcements are arranged chronologically (at present all items are in one folder). An alphabetical arrangement by addressee is maintained among memoranda and announcements of the same date. Available incoming letters and memoranda and announcements are attached immediately following the outgoing memoranda and announcements.

Secretary's Reading File, 1975-77. (Reels 17-18, 1472 pages)

The series consists of letters to Cabinet Members, Congressmen, governmental agencies and officials, state governors and officials, and the general constituency. The materials consist of correspondence, reports, lists of attendants at meeting and conferences, programs and agenda, and some personal correspondence.

Outgoing letters are arranged chronologically on a daily basis (several dates per folder), and an alphabetical arrangement by addressee is maintained among letters of the same date. Available incoming letters are attached immediately following the corresponding outgoing letters.

Cabinet Members' Correspondence, 1975-76. (Reel 18, 332 pages)

The series consists of letters to other Cabinet Members of President Ford's Administration. The materials consist of letters and memoranda (outgoing/incoming) to Cabinet members, summary statements, proposed amendments, memoranda to other governmental offices, Senate and House of Representatives committee and subcommittee reports, and plans of action.

Outgoing letters are arranged chronologically on a daily basis (several dates per folder), and an alphabetical arrangement by addressee is maintained among letters

of the same date. Available incoming letters are attached immediately following the corresponding outgoing letters.

Delegation of Authority, 1975. (Reel 18, 36 pages)

The series consists of one folder of materials including memoranda and reports to and from the Secretary of Health, Education and Welfare. The materials concern the administration and delegation of power and authority within the agencies and departments of the Department of Health, Education and Welfare.

Arranged in reverse chronological order.

Messages, 1975. (Reels 18 & 20-21, 1154 pages)

The series consists of messages and notes to staff members of the Department of Health, Education, and Welfare, organizations, and representative individuals. The material consists of telephone messages, intraoffice messages/memoranda, notes and telegrams of congratulations and regrets of appearances at events.

Outgoing messages are arranged chronologically. An alphabetical arrangement by addressee is maintained among messages of the same date. Available incoming letters are attached immediately following the corresponding outgoing messages.

Organizations and Functions, 1975. (Reel 19, 16 pages)

The series consists of statements of organization, functions, and delegations of authority for the National Institute of Education and the Social Security Administration, designation statements of personnel, and a Department of Health, Education and Welfare Reorganization order. All items are in one folder and are arranged chronologically.

All items are in one folder and are arranged chronologically.

Published Articles by Mathews, 1967-77. (Reel 19, 124 pages)

The materials consist of articles written by David Mathews and published in various journals and periodicals. Article topics include: the new South and Southern growth, liberal education, the changing agenda in education, quality of life, college individuality, busing, social policies, handicap employment, citizen participation, bureaucracy, and the spirit of community.

These articles appeared in such publications as the *Alabama Alumni News*, *Alabama Municipal Journal*, *Change*, *The Educational Forum*, *Educational Forum*, *Educational Record*, *EnviroSouth*, *Ethyl Digest*, *Experimental Mechanics*, *Journal of Academic Librarianship*, *Liberal Education*, *National Journal*, *Performance*, *Phi Delta Kappan*, *Saturday Review*, *Southern Journal*, *Southern Living*, *Washington Post*, and *West Georgia College Studies in the Social Sciences*.

No discernable arrangement was apparent.

Regional Directors, 1975. (Reel 19, 3 pages)

The series consists of a recommendation to the Secretary of Health, Education and Welfare by a Regional Director, Bernard E. Kelly.

Secretary's Trips, 1975-76. (Reel 19, 48 pages)

The series consists of letters of thanks and appreciation to individuals and groups providing services and gifts during trips and one article from the "Florida Family Physician". Only outgoing letters are included.

The letters are arranged chronologically, and when two or more letters occur on the same date an alphabetical arrangement is maintained.

White House Files, 1975-77. (Reels 19 & 25, 972 pages)

The series consists of memoranda, reports, and letters to President Gerald Ford and members of the White House staff from David Mathews and other members of the department.

Outgoing letters, memoranda, and reports are arranged chronologically on a daily basis (all of the 547 items are arranged in six folders). When more than one item appears with the same date an alphabetical arrangement is maintained. Any available incoming letters, memoranda, and reports are attached immediately following the outgoing items.

White House General, 1975-76. (Reels 21-22, 635 pages)

The series consists of memoranda, committee reports, correspondence, executive orders, news releases, schedules, messages to Congress, and bills. Most of the materials are to and from individuals other than Dr. Mathews, including President

Gerald R. Ford, Mrs. Gerald R. Ford, various state governors, and members of the President's staff and the staff of the Department of Health, Education, and Welfare.

Arranged chronologically on a daily basis (all of the 516 items are arranged in eight folders). When more than one item appears with the same date an alphabetical arrangement is maintained.

Executive Secretary to the Department, 1975-76. (Reel 23, 294 pages)

The series consists of letters to citizens of the United States from Michael J. Licata, Thelma Domenici, and John Weiner, Executive Secretaries to the Department, on behalf of the Department and Secretary Mathews. Occasionally a letter to an individual citizen will appear directly from Secretary Mathews. Also included in the series are intradepartmental notes and memoranda to and from the Executive Secretaries, the Under Secretary, the General Counsel, and other staff persons.

The materials concern a Bicentennial Quilt, birthday greetings, college and career programs for deaf students, congratulations for awards, emergency energy conservation programs, favorite recipes, federal employees health benefits program, Federal Land Use Laws, food stamps, home health care, National Cake Decorator's week, productivity in government, program funding and federal assistance, repair and insulation of older homes, replies to autograph and picture seekers, school bus safety, unemployment compensation, Vocational Rehabilitation Act of 1973, and welfare information.

Also included in the series are letters to and from Representative Robert J. Lagomarsino and Senators Pete Domenici, John Glenn, Bennett Johnston, Edward Kennedy, John McClellan, Mike Mansfield, Lee Metcalf, Joseph Montoya, William L. Scott, and Herman Talmadge. Intradepartmental memoranda and notes concerning acting directors, appointments of staff persons, conflict of interest statutes, copyright policy, date certain for regulation clearance, departmental staff meetings, home health care, inflation impact statements and program, major initiatives reports, medical schools admission processes, monitoring regulations, new positions in the department, policy council meetings, and reports of HEW programs impact. The copyright policy of the National Institutes of Health, the

Department Study on Desegregation, and excerpts from the "Federal Register" are also included.

The outgoing letters are arranged chronologically on a daily basis (all 263 items are presently in one folder), and an alphabetical arrangement by addressee is maintained among letters of the same date. Available incoming letters are attached immediately following the outgoing letters.

McKenzie Robert H., 1975. (Reel 23, 140 pages)

The series consists of letters, memoranda, and notes to various citizens and Department personnel from Robert H. McKenzie, Executive Assistant to the Secretary of Health, Education, and Welfare. The materials concern a citizen's dissertation; federal funds and assistance; hearing-aid health care; the internship program for students at DHEW; invitations to address organizations, attend ceremonies and write for various publications; meetings, positions with DHEW; recommendations requests; social work education; societal issues discussion format; swearing-in ceremony--galley proof; and Title IX. Also included in the series are resumes and bills, correspondence with Justice Marshall of the United States Supreme Court, and memoranda and notes regarding the Action Group for U.S. - Saudi Arabian Joint Commission on Economic Cooperation, payment of bills, recommendations and technology transfer.

The letters are arranged chronologically on a daily basis (all 105 items are presently in one folder), and an alphabetical arrangement by addressee is maintained among items of the same date. Available incoming letters are attached immediately following the outgoing letters.

Office of Education Memoranda, 1973-76. (Reels 23-24, 57 pages)

The series consists of memoranda within the Office of Education and the Department of Health, Education and Welfare, charters for committees, public laws, and notices of rechartering for committees. The materials concern chartering and re-chartering of committees under the direction of the Office of Education.

The materials are arranged chronologically in seven folders, and each item is numbered within each folder.

Public Health Service Memoranda, 1974-76. (Reels 23-24, 474 pages)

The series consists of memoranda within the Department of Health, Education and Welfare, charters for committees, public laws, plans for appropriate and balanced membership, letters, notices of renewal of committee charters, delegations of authority for committees, lists of members, notes, findings, exhibits, and Interdepartmental Agreements. The materials concern chartering and re-chartering of committees under the direction of the Public Health Service.

Arranged chronologically in twelve folders, and each item is numbered within each folder.

Office of the Secretary Memoranda, 1973-78. (Reels 23-24, 1551 pages)

The series consists of memoranda within the Office of the Secretary of Health, Education and Welfare, schedules, issues, decisions, notes, complaints, reports, charters for committees, biographies, overviews, questions/answers, budgets, proceedings, public laws, flow charts, letters, lists, forms, resumes, certificates, maps, agenda, guidelines, articles, and "Federal Register" excerpts. The materials concern committees, personnel, and all issues under the direction of the Office of the Secretary.

Arranged chronologically in seventeen folders, and each item is numbered within each folder.

Social Security Administration Memoranda, 1976. (Reel 25, 4 pages)

The series consists of memoranda written within the Social Security Administration and the Department of Health, Education and Welfare. The materials concern public laws, charters for committees, and staff meetings.

Arranged chronologically in three folders.

Social and Rehabilitation Service Memoranda, 1976. (Reel 25, 10 pages)

The series consists of memoranda within the Social and Rehabilitation Service and the Department of Health, Education and Welfare, agenda, and workshop proposals. The materials concern projects, conferences, and workshops.

Arranged chronologically in two folders, and each item is numbered within each

folder.

Office of Management and Budget - General, 1975. (Reel 25, 34 pages)

The series consists of memoranda, letters, policies, lists, instructions, and guidelines. The materials concern the National Governor's Conference, funds, marketing information, Federal programs, approval of periodicals, and regional offices.

Arranged chronologically in one folder

President's Commission on White House Fellowships, 1975. (Reel 25, 37 pages)

The series consist of letters to and from Bruce H. Hasenkamp, Director of the President's Commission on White House Fellowships, biographies of applicants, and resumes. The materials concern qualification, applications, recommendations, and activities of White House Fellows.

Arranged chronologically in one folder, and each item is numbered.

Cavanaugh James E., 1975. (Reel 25, 13 pages)

The Cavanaugh Series consists of memoranda, letters, and an article. The materials concern the American Federation of Labor, a Philadelphia labor organization, the Michigan HEW Welfare Conference; State Workers' layoffs; the Proprietary Association; and an invitation to the Secretary to speak.

Arranged chronologically in one folder, and each item is numbered.

Ford Gerald R., 1975-76. (Reel 25, 67 pages)

The series consists of memoranda, notes, letters, news releases, analysis reports, actions and recommendations, and lists to and from the Department of Health, Education and Welfare and the Office of President Ford. The materials concern Title XX and California, Health Professions Education and the University of Alabama Student Bar Association, BI-CENT-EX, Presidential Cost Reduction Program; 1975 Nobel Conference, Interdepartmental Savings Bond Committee, legislation, Child Abuse Prevention and Treatment, Secretary Mathews' resignation from the American Revolution Bicentennial Commission, and recommendations.

Arranged chronologically in one folder, and each item is numbered.

Kissinger Henry A., 1975. (Reel 25, 4 pages)

The series consists of memoranda between Henry A. Kissinger and Secretary Mathews. The materials concern evacuation of refugees from Vietnam, resettlement of refugees, and the National Education Defense Act.

Arranged chronologically in one folder, and each item is numbered.

Lissy David - White House, 1975. (Reel 25, 24 pages)

The series consists of memoranda, letters, lists, notes, and an article. The materials concern the White House Luncheon for University Presidents, Federal funds for schools, 504 regulations, Organized Migrants in Community Action (OMICA), Education Advisory Committees, Federal funds for Higher Education, OE Forward Plan, and the Preyer Bill.

Arranged chronologically in one folder, and each item is numbered.

Lynn James - OMB, 1973-75. (Reel 25, 385 pages)

The series consists of letters, reports, resolutions, memoranda, comments, lists, summaries, "Federal Register" excerpts, guidelines, table and charts, descriptions, and agreements. The materials concern legislation and other matters and are to and from the Office of the Secretary and James Lynn.

Arranged chronologically in three folders, and each item is numbered within each folder.

Marrs Theodore C., 1975. (Reel 25, 46 pages)

The series consists of letters, memoranda, program reports, notes, summaries, resumes, and testimonies. The materials concern his supports for various appointments, the Synagogue Council of America, bilingual education, Vietnamese refugees, Ethnic Heritage Studies Program, and Artists-in Schools Program.

Arranged chronologically in one folder, and each item is numbered.

O'Neill Paul H., 1975. (Reel 25, 28 pages)

The series consists of letters, memoranda, guidelines, and Executive Orders. The

materials concern the selection of a director for NIH, Presidential Management Improvement Awards Program and nominees, PCPFS FY '77 Budget, selection of Health Insurance intermediaries, and the Comptroller General's Report.

Arranged chronologically in one folder, and each item is numbered.

Rockefeller Nelson, 1975. (5 pages)

The series consists of letters to Secretary Mathews from Vice President Nelson Rockefeller. The letters concern a Change Awards Luncheon, Denver Public Forum on Domestic Policy, nominations and recommendations for National Council of Health Development, and an autographed picture of himself for Richard Thigpen.

Arranged chronologically in one folder, and each item is numbered.

Veneman John G., 1975. (Reel 25, 17 pages)

The series consists of letters, articles, and memoranda. The materials concern the Denver Public Forum on Domestic Policy, annual banquet of Independent Colleges of Southern California, and Domestic Policy Forums in Tampa and St. Petersburg.

Arranged chronologically in one folder, and each item is numbered.

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