

PRESIDENT FORD COMMITTEE RECORDS. ADMINISTRATIVE OFFICE FILES, 1975-76

Collection Type

Federal Records

Record Type

Textual

Scope and Content Note

The Administrative Office Files document management and budgetary issues involved in the operation of the President Ford Committee. To a lesser degree, the extant files reflect the deputy chairman of administration's auxiliary responsibility to coordinate the Committee's support operations. In terms of reporting relationships, the deputy chairman had oversight responsibility for the PFC's research, scheduling, communications, volunteer, and convention planning operations.

In November 1975, Chairman Bo Callaway hired Robert Marik, a former Nixon reelection committee official, as deputy campaign chairman in charge of administration. In addition to acting as the Committee's chief management administrator, Marik worked closely with Callaway on occasional strategic matters, particularly those concerning the development of programs for various special voter groups. One of Marik's first acts as deputy chairman was to appoint Jim Cochran as director of administration. Cochran handled all matters concerning operational support, including the development of the Committee's complex budget control system.

During late 1975 and early 1976, Marik and Cochran focused on developing and implementing systems for correspondence control and budget tracking. They also coordinated the Committee's nation-wide telephone service contract, handled

equipment and facilities rental, and developed a security program for the Committee's headquarters building.

After Callaway's departure in March 1976, Royston Hughes replaced Marik as deputy chairman for administration, reporting to Callaway's replacement, Rogers Morton. Hughes was later given the additional title of Committee treasurer in a post-convention organizational shakeup. Cochran remained as administration director throughout the campaign.

An important function of the Administrative Office staff was the control of the enormous amount of correspondence received and created by the Committee's staff. Barbara Norris supervised these activities from August 1975 until the election. Norris and her staff screened all incoming mail, routed it to the appropriate PFC department for action, and responded directly to many of the general public inquiries. The unit also maintained a central file for the Committee's headquarters staff with various segments arranged by state, date, topic, and correspondent name. While the extant files of the correspondence unit do not appear to be complete, they provide an interesting source for gauging the general public's reaction to Ford's campaign. Several of these correspondence series are also useful for documenting some of Chairman Callaway's activities, particularly during the Committee's early organizational stage.

Another small but interesting series in the Administrative Office Files relates to the work of Stanton Anderson. As the PFC's convention director, Anderson acted as liaison with the Republican National Committee during planning for the 1976 Republican National Convention in Kansas City. While most of Anderson's file concerns routine logistical arrangements in preparation for that event, occasional strategic documents concerning how to win the party's nomination on the convention floor also appear.

Related Materials (December 1991)

For more information on the PFC's appeals to special voter groups see the files of Edward DeBolt in the Chairman's Office File, and records of People for Ford, the Committee's umbrella volunteer organization during the general election campaign.

Researchers should note that the files of Royston Hughes in this series include very little that relates to his role as PFC treasurer during the general election campaign. This documentation is likely included in the files of the Treasurer's Office which is currently unprocessed and not available for research use.

Last Modified Date

2024-04-15

Administrative Office: General Comments Correspondence File, 1975-76.

(Boxes B84-B90, 2.8 linear feet)

File of letters received by the PFC from the general public about campaign conduct and strategy. A carbon of the staff response, in most instances a form letter, is attached. Another copy of the carbon response filed in this series appears in the chronological correspondence file described above.

Arranged chronologically.

NOTE: This file is available on a review on request basis

Administrative Office: General Comments Correspondence File, 1975-76.

Status	Title
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OPEN	View container list for this series
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Administrative Office: Robert Marik File, 1975-76.

(Boxes B1-B-3, 1.2 linear feet)

Memoranda, correspondence, financial data, notes, and resumes concerning such PFC administrative matters as budget and fiscal control, candidates for employment, and volunteer recruitment and organization. Also filed here are organizing and strategic plans targeting various special voter groups from early in the primary campaign and a series of memoranda prepared by pollster Robert Teeter in December 1975 concerning voter attitudes. Marik was one of two deputy chairmen reporting directly to Chairman Callaway.

Arranged alphabetically by subject.

Box B1 - Administrative Office: Robert Marik Files

Status	Title
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OPEN	Advertising
OPEN	Advocates Programs
OPEN	Budget (1)-(2)
OPEN	Callaway Memoranda
OPEN	Congressional Support (1)-(2)
OPEN	Convention
OPEN	Employment and Job Inquiries
OPEN	Employment - Scheduling Office Director
OPEN	Federal Election Commission
OPEN	Finance Committee
OPEN	Florida Primary

Box B2 - Administrative Office: Robert Marik Files

Status	Title
OPEN	Former Members of Congress Mailing
OPEN	Legal Matters
OPEN	Market Opinion Research
OPEN	Miscellaneous Correspondence
OPEN	New Hampshire Primary
OPEN	President and First Family
OPEN	President Ford Committee Leadership Meeting, 1/9/76
OPEN	Presidential Ford Committee Newsletter
OPEN	Press Office
OPEN	Puerto Rico and the Virgin Islands
OPEN	Reagan, Ronald
OPEN	Republican National Committee
OPEN	Small Business Administration
OPEN	Special Voter Groups - Business and Professional
OPEN	Special Voter Groups - Celebrities and Athletes
OPEN	Special Voter Groups - Farmers
OPEN	Special Voter Groups - Indians
OPEN	Special Voter Groups - Senior Citizens (1)-(2)
OPEN	Special Voter Groups - Veterans

Box B3 - Administrative Office: Robert Marik Files

Status	Title
OPEN	Special Voter Groups - Women
OPEN	Special Voter Groups - Youth (1)-(4)
OPEN	Strategy Meetings
OPEN	State of the Union Address, 1976
OPEN	Telephone Bank
OPEN	Travel Expense Guidelines
OPEN	Volunteers
OPEN	White House Advance
OPEN	Young Republicans

Administrative Office: Royston Hughes File, 1976.

(Boxes B4-B10, 2.8 linear feet)

Memoranda, correspondence, notes, resumes, advertising copy, schedules, meeting agendas, and printed material. Major topics include budget and administrative matters, legal issues, strategic planning, advertising planning, the delegate monitoring operation, and convention arrangements. The file also reflects Hughes' particular involvement with special voter groups and his efforts to develop congressional support for the President's campaign. Also filed here are correspondence and memoranda drafted by Hughes for Chairman Morton's signature. Hughes replaced Marik as deputy director for administration in April 1975 and also acted as the PFC's treasurer during the general election campaign.

Arranged alphabetically by subject.

Box B4 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Administrative Matters - Miscellaneous (1)-(2)
OPEN	Advertising - Primary Campaign (1)-(3)
OPEN	Advertising - General Election Campaign (1)-(2)
OPEN	Advisory Board
OPEN	Advocate Program
OPEN	Agriculture

Status	Title
OPEN	American Institute of Certified Accountants
OPEN	Banks Accounts

Box B5 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Budget (1)-(3)
OPEN	Campaign Themes
OPEN	Chairman's Press Conference, 10/10/76
OPEN	Citizens for Ford Committee
OPEN	Commerce Department
OPEN	Congressional Support
OPEN	Convention Caucus Teams
OPEN	Convention Planning (1)-(3)
OPEN	Debates
OPEN	Delegate Tracking (1)-(2)

Box B6 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Domestic Council
OPEN	Election Night Activities
OPEN	Employment Requests (1)-(2)
OPEN	Endorsements
OPEN	Energy
OPEN	Federal Election Commission (1)-(2)
OPEN	Finance
OPEN	Ford Family
OPEN	Foreign Election Observers
OPEN	Foreign Policy
OPEN	Fundraising Programs
OPEN	Goldwater Radio Spots
OPEN	Imero Fiorentino Associates, Inc.
OPEN	Insurance

Box B7 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Interior Department
OPEN	Legal Matters (1)-(2)
OPEN	Legislation
OPEN	Letters of Support, June 1976 (1)-(2)
OPEN	Miscellaneous Notes
OPEN	Morton, Rogers C.B. - Correspondence
OPEN	National Education Association
OPEN	New York
OPEN	Office of Management and Budget
OPEN	Oil
OPEN	People for Ford

Box B8 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Phone Bank Program
OPEN	Platform
OPEN	Political Matters (1)-(2)
OPEN	Polling
OPEN	Presidential Appointments
OPEN	Presidential Schedule Requests
OPEN	Reagan Campaign
OPEN	Republican National Committee
OPEN	Republican National Committee - Fundraising
OPEN	Research

Box B9 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Security - Staff and Volunteer Lists (1)-(2)
OPEN	Speeches
OPEN	Staff Memoranda - Austin, Tim
OPEN	Staff Memoranda - Baker, Jim
OPEN	Staff Memoranda - Booth, Carolyn
OPEN	Staff Memoranda - DeBolt, Ed

Status	Title
OPEN	Staff Memoranda - Herman, Dick
OPEN	Staff Memoranda - Howell, David
OPEN	Staff Memoranda - Kahle, Kent
OPEN	Staff Memoranda - Kaye, Peter
OPEN	Staff Memoranda - Low, Bill
OPEN	Staff Memoranda - Mills, Jim (1)-(2)
OPEN	Staff Memoranda - Moot, Robert
OPEN	Staff Memoranda - Morton Rogers C.B.
OPEN	Staff Memoranda - Peterson, Elly (1)-(2)

Box B10 - Administrative Office: Royston Hughes Files

Status	Title
OPEN	Staff Memoranda - Spencer, Stuart
OPEN	Staff Memoranda - Reichley, James
OPEN	Staff Memoranda - Rockefeller, Nelson
OPEN	Staff Memoranda - Terrill, Edward
OPEN	Staff Memoranda - Watts, Skip
OPEN	Staff Memoranda - White, Cliff
OPEN	Staff Memoranda - Student Intern Program
OPEN	Third Party Candidate
OPEN	Vice Presidential Nominee
OPEN	Volunteer Program - National Headquarters
OPEN	Voter Groups - African-Americans
OPEN	Voter Groups - Catholics
OPEN	Voter Groups - Celebrities and Athletes (1)-(2)
OPEN	Voter Groups - Ethnics
OPEN	Voter Groups - General
OPEN	Voter Groups - Labor
OPEN	Voter Groups - Older Americans
OPEN	Voter Groups - Women
OPEN	White House Staff Transfers to President Ford Committee

Box B11 - Administrative Office: James Cochran Subject File

Status	Title
OPEN	Airline Charters (1)-(2)
OPEN	Bank Loan
OPEN	Budget Automation
OPEN	Campaign Plan - September 1975 (1)-(2)
OPEN	C & P Telephone
OPEN	Contracts - Headquarters Space
OPEN	Contracts - Xerox Corporation
OPEN	Employment-Related Correspondence
OPEN	Inventory
OPEN	Memoranda (1)-(5)

Box B12 - Administrative Office: James Cochran Subject File

Status	Title
OPEN	Overtime Policy
OPEN	Report on President Ford Committee Administrative Division
OPEN	Security
OPEN	Staff Lists (1)-(3)
OPEN	Staff Reductions
OPEN	Telephone Service (1)-(6)
OPEN	Telephone Service - Dole Campaign
OPEN	Volunteer Program

Box B84 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	12/75 - 6/76 (1)

Box B85 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	6/76 (2) - 8/76 (5)

Box B86 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	9/76 (1) - 9/76 (8)

Box B87 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	9/76 (9) - 10/76 (7)

Box B88 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	10/76 (8)-(15)

Box B89 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	10/76 (16)-(23)

Box B90 - Administrative Office: General Comments Correspondence File

Status	Title
CLOSED	10/76 (24)-(30)

Administrative Office: James Cochran Budget File, 1975-76.

(Boxes B13-B14, 0.8 linear feet)

Memoranda, correspondence, budget forms and fiscal data concerning budget projections, fiscal controls and reporting, and administrative budget policies. The file includes budgets for state campaign operations during the general election and detailed information concerning the early primary contests in New Hampshire and Florida.

Arranged alphabetically by subject.

Box B13 - Administrative Office: James Cochran Budget File

Status	Title
OPEN	Advocates Program
OPEN	Campaign '76
OPEN	Citizens for Ford
OPEN	Compliance Expenses
OPEN	National Overview
OPEN	People for Ford
OPEN	Political Division
OPEN	Presidential Travel
OPEN	Primary Campaign - Florida (1)-(2)
OPEN	Primary Campaign - New Hampshire (1)-(2)

Status	Title
OPEN	State Budget Material (1)-(2)

Box B14 - Administrative Office: James Cochran Budget File

Status	Title
OPEN	State Budget Material (3)-(8)
OPEN	Vice Presidential Campaign

Administrative Office: Convention File, 1975-76.

(Boxes B15-B17, 1.2 linear feet)

Memoranda, correspondence, contracts, lists, printed material, and various budget forms accumulated by Stanton Anderson and his assistants during planning for the PFC's participation in the 1976 Republican National Convention in Kansas City. The file documents selection of a headquarters site, staff and delegate housing arrangements, advertising, security, and facilities rental. Also included is a detailed outline of all aspects of the planning operation and a strategy report on how Ford could win the nomination on the convention floor.

Arranged alphabetically by subject.

Box B15 - Administrative Office: Convention File

Status	Title
OPEN	Apartment Rentals
OPEN	Audiovisual Equipment and Services
OPEN	Budget (1)-(2)
OPEN	Cabinet
OPEN	Convention Manual (1)-(4)
OPEN	Chronological Memoranda File (1)-(4)

Box B16 - Administrative Office: Convention File

Status	Title
OPEN	Communications (1)-(2)
OPEN	Delegates
OPEN	Expenditures: Advertising
OPEN	Expenditures: Command Post
OPEN	Expenditures: Communications

Status	Title
OPEN	Expenditures: Housing
OPEN	Expenditures: Miscellaneous
OPEN	Expenditures: Office Equipment
OPEN	Expenditures: Rent
OPEN	Expenditures: Salaries
OPEN	Expenditures: Security
OPEN	Facilities: Crown Center Hotel
OPEN	Facilities: Furniture Rentals
OPEN	Facilities: Kemper Arena
OPEN	Facilities: Union Station
OPEN	Floor Credentials
OPEN	Identification System
OPEN	Insurance
OPEN	Kansas City Bank Account
OPEN	Kansas City Host Committee
OPEN	Press
OPEN	Program
OPEN	Rallies

Box B17 - Administrative Office: Convention File

Status	Title
OPEN	Scheduling
OPEN	Security
OPEN	Special Voter Group Activities
OPEN	State Delegations
OPEN	Strategy Report - Convention (1)-(2)
OPEN	Transportation
OPEN	Vice President
OPEN	Youth Program (1)-(3)

Administrative Office: Correspondence Card File, 1975-76.

(Boxes B18-B33, 6.0 linear feet)

Alphabetical index of approximately 15,000 individuals who wrote to the PFC headquarters and received a response from Committee staff. For each correspondent, the staff prepared a 3" by 5" index card with the individuals's address, date of response, and an annotation concerning the topic of the contact. Multiple carbon copies of the outgoing letter, and in some cases, the incoming correspondence were filed in one or more of the series described below.

Arranged alphabetically by correspondent name.

Box B18 - Administrative Office: Correspondence Card File

Status	Title
OPEN	A - Ben

Box B19 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Ber - Burns

Box B20 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Burnside - Cooper

Box B21 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Coors - Duns

Box B22 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Dup - F

Box B23 - Administrative Office: Correspondence Card File

Status	Title
OPEN	G - Hamson

Box B24 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Han - Hy

Box B25 - Administrative Office: Correspondence Card File

Status	Title
OPEN	I - Koz

Box B26 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Kra - Mah

Box B27 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Mai - Min

Box B28 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Mir - Parker

Box B29 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Parks - Rig

Box B30 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Rik - Shea

Box B31 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Shear - Sulli

Box B32 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Sullivan - Walli

Box B33 - Administrative Office: Correspondence Card File

Status	Title
OPEN	Walk - Z

Administrative Office: Correspondence Chronological File, 1975-76.

(Boxes B34-B44, 4.4 linear feet)

A chronological file of carbons of outgoing letters prepared by various PFC staff. Most of the letters dated 1975 went out signed by Chairman Callaway or his office staff. The file for 1976 also includes miscellaneous letters drafted by the research staff, the administrative deputy chairman, correspondence unit director Barbara Norris, and Chairmen Morton and Baker. While the file from the early campaign period includes some substantive documentation of early organizational

activities, much of this series is routine, reflecting the PFC's response to inquiries from the general public. Many of the incoming letters which initiated these responses are filed in the state correspondence file and the general comments file described below.

Arranged chronologically.

Box B34 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	5/14/75 - 8/10/75

Box B35 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	8/10/75 - 9/22/75

Box B36 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	9/23/75 - 11/30/75

Box B37 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	12/75 - 1/76

Box B38 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	2/76

Box B39 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	3/76

Box B40 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	4/76 - 5/76

Box B41 - Administrative Office: Correspondence Chronological File

Status	Title
OPEN	6/76 - 7/76

Box B42 - Administrative Office: Correspondence Chronological File

Status	Title
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OPEN 8/1/76 - 9/10/76

Box B43 - Administrative Office: Correspondence Chronological File

Status	Title
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OPEN	9/11/76 - 10/7/76
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Box B44 - Administrative Office: Correspondence Chronological File

Status	Title
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OPEN	10/8/76 - 11/10/76
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Administrative Office: Correspondence State File, 1975-76

(Boxes B45-B73, 28.0 linear feet)

File of letters received by the PFC from the general public with carbons of staff responses. Topics include requests for campaign material, general comments of support, suggestions for alternative election strategies, offers to volunteer, and inquiries concerning possible employment in the campaign organization. Another copy of the carbon response filed in this series appears in the chronological correspondence file described above.

Arranged alphabetically by state.

NOTE: This file is available on a review on request basis

Box B45 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Alabma (1)-(5)
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CLOSED	Alaska
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CLOSED	Arizona (1)-(3)
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CLOSED	Arkansas
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Box B46 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	California (1)-(8)
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Box B47 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	California (9)-(19)
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Box B48 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Colorado (1)-4
CLOSED	Connecticut (1)-(4)
CLOSED	Delaware

Box B49 - Administrative Office: Correspondence State File

Status	Title
CLOSED	District of Columbia (1)-(4)
CLOSED	Florida (1)-(4)

Box B50 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Florida (5)-(12)

Box B51 - Administrative Office: Correspondence State File

Status	Title
OPEN	Georgia (1)-(9)

Box B52 - Administrative Office: Correspondence State File

Status	Title
OPEN	Georgia (10)-(11)
CLOSED	Hawaii
CLOSED	Idaho
CLOSED	Illinois (1)-(5)

Box B53 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Illinois (6)-(15)

Box B54 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Indiana (1)-(6)
CLOSED	Iowa (1)-(3)
CLOSED	Kansas (1)-(2)

Box B55 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Kansas (3)
CLOSED	Kentucky (1)-(2)

Status	Title
CLOSED	Louisiana (1)-(4)
CLOSED	Maine
CLOSED	Maryland (1)

Box B56 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Maryland (2)-(9)

Box B57 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Massachusetts (1)-(6)
CLOSED	Michigan (1)-(2)

Box B58 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Michigan (3)-(11)

Box B59 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Minnesota (1)-(3)
CLOSED	Mississippi (1)-(2)
CLOSED	Missouri (1)-(3)
CLOSED	Montana
CLOSED	Nebraska (1)-(2)

Box B60 - Administrative Office: Correspondence State File

Status	Title
CLOSED	New Hampshire (1)-(2)
CLOSED	New Jersey (1)-(8)

Box B61 - Administrative Office: Correspondence State File

Status	Title
CLOSED	New Jersey (9)-(12)
CLOSED	New Mexico
CLOSED	New York (1)-(5)

Box B62 - Administrative Office: Correspondence State File

Status	Title
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CLOSED New York (6)-(13)

Box B63 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	New York (14)-(21)
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Box B64 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	New York (22)-(23)
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CLOSED	North Carolina (1)-(5)
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CLOSED	North Dakota
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Box B65 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Ohio (1)-(9)
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Box B66 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Ohio (10)-(11)
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CLOSED	Oklahoma (1)-(2)
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CLOSED	Oregon (1)-(2)
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CLOSED	Pennsylvania (1)-(3)
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Box B67 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Pennsylvania (4)-(11)
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Box B68 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Rhode Island (1)-(2)
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CLOSED	South Carolina (1)-(3)
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CLOSED	South Dakota
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CLOSED	Tennessee (1)-(2)
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Box B69 - Administrative Office: Correspondence State File

Status	Title
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CLOSED	Tennessee (3)-(4)
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CLOSED	Texas (1)-(6)
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Box B70 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Texas (7)-(14)
CLOSED	Utah

Box B71 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Vermont
CLOSED	Virginia (1)-(10)

Box B72 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Virginia (11)-(13)
CLOSED	Washington (1)-(2)
CLOSED	West Virginia (1)-(3)
CLOSED	Wisconsin (1)-(2)

Box B73 - Administrative Office: Correspondence State File

Status	Title
CLOSED	Wisconsin (3)-(6)
CLOSED	Wyoming
CLOSED	Foreign (1)-(4)
CLOSED	Puerto Rico

Administrative Office: Correspondence Topical File, 1975-76.

(Boxes B74-B83, 10.0 linear feet)

File of public mail received by the PFC on various subjects with a carbon of the staff response attached. Most of the letters were requests from the public for information regarding President Ford's position on a particular issue. Also included are offers of campaign services and suggested slogans. Topics include abortion, child welfare, common situs picketing, the economy, the environment, foreign policy, gun control, Henry Kissinger, selection of a vice presidential running mate, senior citizens, and veterans issues. Another copy of the carbon response filed in this series appears in the chronological correspondence file described above.

Arranged alphabetically by subject.

Box B74 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Abortion (1)-(3)
OPEN	Administration Accomplishments
OPEN	Agriculture
OPEN	Amnesty
OPEN	Busing
OPEN	Campaign Services (1)-(4)

Box B75 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Campaign Services (5)-(7)
OPEN	Campaign Slogans and Songs (1)-(5)

Box B76 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Campaign Slogans and Songs (6)-(8)
OPEN	Campaign Strategy (1)-(5)

Box B77 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Campaign Strategy (6)-(12)
OPEN	Carter, Jimmy
OPEN	Central Intelligence Agency
OPEN	Children

Box B78 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Civil Aviation Board (1)-(2)
OPEN	Common Cause
OPEN	Common Situs Picketing (1)-(6)
OPEN	Crime
OPEN	Debates (1)-(2)

Box B79 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Debates (3)
OPEN	Democrats for Ford

Status	Title
OPEN	Dole, Elizabeth
OPEN	Dole, Robert
OPEN	Economy - Federal Budget
OPEN	Economy - General (1)-(3)
OPEN	Economy - Inflation
OPEN	Economy - Taxes
OPEN	Education
OPEN	Energy (1)-(3)

Box B80 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Environment (1)-(2)
OPEN	Federal Government
OPEN	Ford Family
OPEN	Foreign Policy - General (1)-(2)
OPEN	Foreign Policy - Africa
OPEN	Foreign Policy - Asia (1)-(2)
OPEN	Foreign Policy - Middle East
OPEN	Government Officials
OPEN	Gun Control

Box B81 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Hatch Act
OPEN	Health
OPEN	Housing
OPEN	Inauguration
OPEN	Kissinger, Henry
OPEN	Minorities
OPEN	National Defense
OPEN	Nixon, Richard
OPEN	Panama Canal
OPEN	Post Office

Status	Title
OPEN	Reagan, Ronald (1)-(2)
OPEN	Republican Convention
OPEN	Republican Platform
OPEN	Regulatory Reform
OPEN	Religion

Box B82 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Rockefeller, Nelson (1)-(4)
OPEN	Senior Citizens (1)-(2)
OPEN	Special Interests (1)-(2)
OPEN	Tax Reform
OPEN	Transportation

Box B83 - Administrative Office: Correspondence Topical File

Status	Title
OPEN	Unemployment (1)-(2)
OPEN	Veterans (1)-(2)
OPEN	Vice President (1)-(2)
OPEN	Vision for America
OPEN	Welfare
OPEN	Women

Administrative Office: Alphabetical Correspondence File, 1975-1976.

(Boxes B91-B93, 1.2 linear feet)

File of miscellaneous letters received by the PFC from the general public concerning a variety of campaign issues with a carbon of the staff response attached. Many of the letters are messages of congratulation to Bo Callaway on his appointment as PFC chairman. Another copy of the carbon response filed in this series appears in the chronological correspondence file described above.

Arranged chronologically.

Box B91 - Administrative Office: Alphabetical Correspondence File

Status	Title
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OPEN A - G

Box B92 - Administrative Office: Alphabetical Correspondence File

Status Title

OPEN H - O

Box B93 - Administrative Office: Alphabetical Correspondence File

Status Title

OPEN P - Z