

# **SUSAN PORTER FILES, 1974-77**

## **Collection Type**

Federal Records

## **Extent**

9.6 linear feet (ca. 19,200 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**

Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections.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**

Leesa Tobin, April 1988

## **Biography**

Susan A. Porter

1941 - Born, Cincinnati, Ohio

1963 - B.A., Earlham College

1966-71 - Assistant Director of Admissions, Mount Holyoke College

1970 - M.S., Indiana State University

1971-72 - Assistant Director of Correspondence for the First Lady

1972-73 - Assistant to Appointments Secretary for the First Lady

1973-77 - Appointments Secretary to the First Lady

1977-? - Special Assistant to the Assistant Attorney General of the Office for Improvements in the Administration of Justice, Department of Justice

1980 - Married to Jonathan Chapman Rose

1980-? - Staff, Assistant Attorney General for Administration, Department of Justice

1980-? - Staff, Office of Vice President, George Bush

### **Scope and Content Note**

The Susan Porter files include correspondence, memoranda, schedules, calendars, fact sheets and scenarios compiled by Porter during her tenure as appointments secretary to Mrs. Ford and the Ford children from August 1974 until January 1977. Porter began working in the White House in 1971.

As appointments secretary Porter and her assistant, Sally Runion, organized schedules for Mrs. Ford and the Ford children. All incoming invitations were delivered to Porter's office and screened for likely events in which the First Family might wish to participate. These "possibles" were organized and passed along to

the Fords for their consideration in consultation with the First Lady's press secretary, Sheila Weidenfeld, and members of the West Wing staff. After a decision was made Porter responded by letter or telephone to the issuing party. Invitations were extended to the Ford family from numerous and widely diverse individuals and groups. Porter typically responded to more than 500 invitations for Mrs. Ford alone each month. The Ford children, especially Susan, also received many invitations although fewer than their popular mother.

Planning and organization of activities for family members became particularly important during the presidential primary campaign. Often Mrs. Ford and all four children would be traveling simultaneously. Porter's files for these events include scenarios and press materials in addition to the invitation and preliminary planning materials. Material on most of these campaign events is also located in the files of Press Secretary Sheila Weidenfeld.

Another important aspect of Porter's work was to keep an accurate calendar for each family member and inform the West Wing staff about scheduled First Family appearances and trips. She also kept records as to which honorary affiliations family members had accepted. The Administrative Subject File and the Memoranda File in this collection document how this was accomplished.

Related Materials (April 1988)

Additional material concerning Mrs. Ford's public appearances is available in the files of her press secretary, Sheila Weidenfeld and speechwriter, Kaye Pullen, as well as the Betty Ford Papers. The White House Central Files Subject File category for Mrs. Ford (PP 5-1), contains similar material.

### **Last Modified Date**

2024-04-09

### **Administrative Subject File, 1974-77.**

(Boxes 1-9, 3.6 linear feet)

Memoranda, correspondence, agendas, invitation logs, calendars, advance material, scenarios and card files compiled by Porter in planning the First Lady's schedule and those of the Ford children. Much of the material concerns events the Fords attended during the 1976 presidential primary campaign. Also included is background on awards and honorary affiliations accepted and declined by Mrs. Ford

and the children and detailed activity calendars for each family member.

Arranged alphabetically by subject.

**Box 1 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Administration Wives
OPEN	Awards - Ford, Betty - Accept
OPEN	Awards - Ford, Betty - Decline
OPEN	Campaign Events - 1976/02/24-28 - Florida - Ford, Betty (1)-(3)
OPEN	Campaign Events - 1976/03/02-05 - Illinois - Ford, Jack
OPEN	Campaign Events - 1976/03/08 - Florida - Ford, Jack
OPEN	Campaign Events - 1976/03/09-12 - Arizona and California - Ford, Betty (1)-(4)
OPEN	Campaign Events - 1976/03/29 - Wisconsin - Ford, Jack
OPEN	Campaign Events - 1976/04/05 - Wisconsin - Ford, Betty
OPEN	Campaign Events - 1976/04/12-14 - Texas - Ford, Jack (1)-(2)

**Box 2 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Campaign Events - 1976/04/19-22 - Texas - Ford, Betty (1)-(2)
OPEN	Campaign Events - 1976/04/22-23 - Nebraska - Ford, Jack
OPEN	Campaign Events - 1976/04/25 - 1976/05/02 - Azalea Festival - Ford, Susan (1)-(2)
OPEN	Campaign Events - 1976/04/26-27 - Texas - Ford, Jack
OPEN	Campaign Events - 1976/04/29-30 - New York and Indiana - Ford, Betty
OPEN	Campaign Events - 1976/05/04-07 - Ohio, California, Nebraska - Ford, Betty (1)-(2)
OPEN	Campaign Events - 1976/05/14-18 - Michigan - Ford, Jack
OPEN	Campaign Events - 1976/05/15-16 - Michigan - Ford, Betty
OPEN	Campaign Events - 1976/05/19-21 - Oregon - Ford, Steven

<b>Status</b>	<b>Title</b>
OPEN	Campaign Events - 1975/05/21-22 - Ohio - Ford, Jack
OPEN	Campaign Events - 1976/05/21 - 1976/06/05 - New Jersey and California - Ford, Jack
OPEN	Campaign Events - 1976/05/27-28 - New Jersey and Ohio - Ford, Betty
OPEN	Campaign Events - 1976/06/04-08 - California - Ford, Betty
OPEN	Campaign Events - 1976/06/08-10 - Colorado, Ford, Jack
OPEN	Campaign Events - 1976/07/16-17 - Connecticut - Ford, Jack

**Box 3 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Campaign Schedules
OPEN	Campaign Schedules - Ford, Jack (1)-(2)
OPEN	Campaign Schedules - Ford, Michael
OPEN	Campaign Schedules - Ford, Steven
OPEN	Campaign Schedules - Ford, Susan
OPEN	Distribution Lists
OPEN	East Wing Staff
OPEN	Honorary Affiliations - Children - Accept
OPEN	Honorary Affiliations - Children - Decline
OPEN	Honorary Affiliations - Ford, Betty - Accept (1)-(6)

**Box 4 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Honorary Affiliations - Ford, Betty - Decline (1)-(2)
OPEN	Honorary Degrees - Ford, Betty - Decline
OPEN	Invitation Logs (1)-(11)

**Box 5 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Photo Opportunity - Lupus Foundation (1)-(3)
OPEN	Photo Opportunity - National Women's Party
OPEN	Photo Opportunity - National Women's Political Caucus

<b>Status</b>	<b>Title</b>
OPEN	President's Schedule (1)-(5)
OPEN	Proposed Events

**Box 6 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Scenarios (1)-(10)

**Box 7 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Scenarios (11)-(22)

**Box 8 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Schedules - Ford, Betty
OPEN	Schedules - Ford, Jack
OPEN	Schedules - Ford, Michael
OPEN	Schedules - Ford, Steve
OPEN	Schedules - Ford, Susan
OPEN	Washington Area Convention and Visitors Bureau (1)-(4)
OPEN	White House Events - Fact Sheets (1)-(2)

**Box 9 - Administrative Subject File**

<b>Status</b>	<b>Title</b>
OPEN	First Family Activities - Card File
OPEN	Honorary Affiliations - Ford, Betty - Card File

**Memoranda File, 1974-77.**

(Boxes 10-13, 1.6 linear feet)

Memoranda between Porter and White House staffers, other government offices and the President Ford Committee concerning schedule planning for the First Family. Also filed here is extensive material concerning coordination of the First Lady's schedule with that of the President.

Arranged alphabetically by corresponding individual or office.

**Box 10 - Memoranda File**

<b>Status</b>	<b>Title</b>
---------------	--------------

OPEN Advance Office  
OPEN Advance Office - Events - Ford, Betty (1)-(10)

**Box 11 - Memoranda File**

<b>Status</b>	<b>Title</b>
OPEN	Advance Office - Events - Ford, Jack (1)-(2)
OPEN	Advance Office - Events - Ford, Michael
OPEN	Advance Office - Events - Ford, Steven
OPEN	Advance Office - Events - Ford, Susan (1)-(2)
OPEN	Bicentennial Office
OPEN	Congressional Liaison
OPEN	Curator's Office
OPEN	Domestic Council
OPEN	East Wing (1)-(3)
OPEN	Flower Shop
OPEN	Gift Unit
OPEN	Editorial Office

**Box 12 - Memoranda File**

<b>Status</b>	<b>Title</b>
OPEN	Kennedy Center
OPEN	Legal Office
OPEN	Leonard, Mildred
OPEN	Lukash, Dr. William
OPEN	Miscellaneous
OPEN	National Endowment for the Arts
OPEN	National Security Council (1)-(2)
OPEN	Photo Office (1)-(3)
OPEN	President Ford Committee (1)-(4)
OPEN	Usher's Office

**Box 13 - Memoranda File**

<b>Status</b>	<b>Title</b>
OPEN	White House Maintenance
OPEN	White House Supply

<b>Status</b>	<b>Title</b>
OPEN	Visitors Office (1)-(2)
OPEN	West Wing - Scheduling (1)-(7)
OPEN	Women's Affairs

### **Invitation Response File, 1974-77.**

(Boxes 14-24, 4.4 linear feet)

An extensive file of carbon copies of responses to invitations for the First Lady and the Ford children. Most of these responses are form letters. The original incoming correspondence is filed in the White House Social Files which are currently unprocessed and unavailable for research.

For 1974, 1975 and 1977 responses to invitations for the First Lady are filed chronologically. Files for 1976 are organized by state. Files for each of the Ford children are arranged chronologically.

### **Box 14 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, Aug.-Nov. 1974

### **Box 15 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, Dec. 1974-March 1975

### **Box 16 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, April-June 1975

### **Box 17 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, July-Sept. 1975

### **Box 18 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, Oct.-Dec. 1975

### **Box 19 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, 1976 - Alabama - District of Columbia



**Box 20 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, 1976 - District of Columbia - Massachusetts

**Box 21 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, 1976 - Michigan - New York

**Box 22 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, 1976 - North Carolina - Texas

**Box 23 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Betty, 1976 - Utah - Wyoming
OPEN	Ford, Betty, 1976 - Congressional Endorsements
OPEN	Ford, Betty, 1976 - International
OPEN	Ford, Betty, 1977 (1)-(3)

**Box 24 - Invitation Response File**

<b>Status</b>	<b>Title</b>
OPEN	Ford, Jack (1)-(3)
OPEN	Ford, Michael
OPEN	Ford, Steven
OPEN	Ford, Susan (1)-(9)