

WHITE HOUSE ADMINISTRATIVE OFFICE. WHITE HOUSE BUDGET FILES, 1974-76

Collection Type

White House Office Files

Extent

0.8 linear feet (ca. 1,600 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Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections.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

Kellee Green, February 1991

Scope and Content Note

The White House Administrative Office was one of the permanent operating offices which remained in the White House even as Presidents changed. The Administrative Office was divided into four areas: White House budget, payroll, personnel, and supply activities. Leave records, time and attendance reports, personnel records, and the purchase of supplies and equipment necessary for the operation of the White House Office were among the matters handled by the Administrative Office. It also maintained accounting and other financial records, as well as inventory of all White House Office property.

The White House Administrative Office was one of the permanent operating offices which remained in the White House even as Presidents changed. The Administrative Office was divided into four areas: White House budget, payroll, personnel, and supply activities. Leave records, time and attendance reports, personnel records, and the purchase of supplies and equipment necessary for the operation of the White House Office were among the matters handled by the Administrative Office. It also maintained accounting and other financial records, as well as inventory of all White House Office property.

During the Ford administration, Wilbur H. Jenkins (Administrative Officer) supervised the office and reported to Robert Linder, Chief Executive Clerk. Linder, in turn, answered to David Hoopes, Deputy Staff Secretary, and the Staff Secretary.

The White House Administrative Office Budget Files include budget submissions, reports, authorizations, congressional appropriations and budget committee hearings, memoranda, proposals, questions and answers, recommendations, and summaries used in the formulation and submission of budgets for the White House Office in fiscal years 1975, 1976, 1977.

Much of the collection consists of working papers and copies of earlier budget materials used for the development, support, or authorization of the current fiscal year's budget requests. Consequently, some information pre-dates 1974, notably a copy of the Appropriations Act of 1906 and summaries of the appropriations for the White House Office from 1923-49. It is not always evident, however, how the working papers and supporting documentation were utilized in the final budget request.

The House and Senate appropriations committees traditionally requested information regarding the number, salaries, and functions of White House Office personnel, and most of the collection relates to preparing responses to such questions. Although the budget files include memos received and sent by Robert Linder, David Hoopes, and Wilbur Jenkins, it is unclear by or for whom the budget files were assembled, or by whom they were used.

Though much of the information is available in other collections and published sources, this collection is a convenient source for comparing White House Office costs and budgets during the Ford administration. The collection should also prove useful for easily retrieving specific personnel statistics (such as the number of minorities working in the White House Office or the number of individuals detailed to the White House Office from other agencies). Noteworthy for studies of the 1974 Presidential transition are materials related to the 1976 budget request, listing select public expenses for President Nixon's return to private life.

Provenance

These records were held in the Old Executive Office Building by the White House Office of Records Management until December 1990, when they were transferred to the Office of Presidential Libraries and then to the Gerald R. Ford Library.

Related Materials (February 1991)

The files of Staff Secretaries Jerry Jones and James E. Connor are among the most useful materials for examinations of the White House Office's budget and personnel. Also of note are the files of Deputy Staff Secretary David Hoopes, currently unprocessed.

Significant materials related to the administration of the White House Office are found in the Files of Richard B. Cheney (Assistant to the President for White House Operations) and the White House Central Files (especially category WH).

Last Modified Date

2024-05-20

White House Budget Files, 1974-76.

(Boxes 1-2, 0.8 linear feet)

The White House Administrative Office Budget Files consist of budget submissions, reports, authorizations, congressional appropriations and budget committee hearings, memoranda, proposals, questions and answers, recommendations, and summaries used in the formulation, justification, and submission of budgets for the White House Office in fiscal years 1975, 1976, 1977.

Arranged chronologically by fiscal year (FY), and thereunder alphabetically by folder title.

Box 1 - White House Budget Files

Status	Title
OPEN	1906 - Act of 1906
OPEN	1923-49 - Appropriations
OPEN	1971 - Appropriations Hearings - House
OPEN	1971 - Appropriations Hearings - Senate
OPEN	1972-74 - White House Office - Charles M. Morris, Jr.
OPEN	1974 - Appropriations Hearings
OPEN	1974 :House
OPEN	1974 :Senate
OPEN	1975 - Appropriations Hearings
OPEN	1975 :House
OPEN	1975 :Senate
OPEN	1975 - Budget Request
OPEN	1975 :H.R. 14715
OPEN	1975 :Personnel Summaries
OPEN	1975 :Personnel Summaries - Minority Report
OPEN	1975 :Questions
OPEN	1976 - Appropriations - Joint Resolution for Continuing Appropriations
OPEN	1976 - Appropriations Act - H.R. 8597
OPEN	1976 - Appropriations Hearings
OPEN	1976 :House

Status	Title
OPEN	1976 :Senate
OPEN	1976 - Budget Request
OPEN	1976 :Appropriation Language
OPEN	1976 :Budget Summaries
OPEN	1976 :H.R. 14715 - Conference Report
OPEN	1976 :H.R. 14715 - House Debate
OPEN	1976 :H.R. 14715 - Senate Debate
OPEN	1976 :Navy Mess
OPEN	1976 :Nixon Transition Expenses
OPEN	1976 :Object Classification Breakdown
OPEN	1976 :Opening Statements

Box 2 - White House Budget Files

Status	Title
OPEN	1976 - Budget Request
OPEN	1976 :Personnel Consultants
OPEN	1976 :Personnel - Detailees
OPEN	1976 :Personnel - PFIAB
OPEN	1976 :Personnel - Summaries
OPEN	1976 :Present Authorities
OPEN	1976 :Proposal Bill - H.R. 5747
OPEN	1976 :Proposal Bill - H.R. 6706
OPEN	1976 :Questions and Answers (1) - (2)
OPEN	1976 :Unanticipated Needs
OPEN	1976 :White House Garage Vehicles
OPEN	1976 :White House Office - Salaries and Expenses
OPEN	1977 - Appropriations Act - R.R. 14261
OPEN	1977 - Appropriations Hearings
OPEN	1977 :House
OPEN	1977 :Senate
OPEN	1977 - Budget Request
OPEN	1977 :Executive Office of the President

Status**Title**

OPEN	1977 :Object Classification Breakdown
OPEN	1977 :Opening Statements
OPEN	1977 :Personnel - Summaries
OPEN	1977 :Questions and Answers
OPEN	1977 :White House Office - Salaries and Expenses