

# **JAMES E. CONNOR FILES, 1974-77**

## **Collection Type**

White House Office Files

## **Extent**

22.6 linear feet (ca. 45,200 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).

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## **Processed by**

Paul Conway, December 1986, revised by William McNitt, November 1995

## **Biography**

## **James E. Connor**

1957 - 68 - Student, Columbia University (BA, MA, PhD in international relations)

1968 - 69 - Assistant Professor, Columbia University

1968 - 69 - White House Fellow (assigned to Bureau of Budget)

1969 - 70 - Investment Counselor, Cresop, McCormick & Paget, Inc.

1970 - 71 - Office of Economic Opportunity (under Donald Rumsfeld)

1971 - 72 - Department of Commerce (under Maurice Stans)

1972 - 74 - Director of Office of Planning and Analysis, Atomic Energy Commission

Nov. 1974-Jan. 1975 - White House Personnel Office (detail)

Jan. 1975-Jan. 1977 - Secretary to the Cabinet, The White House

June 1975-Jan. 1977 - Staff Secretary, The White House

1977-1989 - Assistant to Chairman, then managing director, First Boston Corporation (New York)

October 30, 1994 - Died, Dallas, TX

### **Scope and Content Note**

Connor was one of several young assistants brought into the Ford White House by Assistant to the President for White House Operations Donald Rumsfeld. Originally detailed from the Atomic Energy Commission, Connor's first assignment was to review the presidential scheduling and advance operations. When Connor became Cabinet Secretary in January 1975, he continued to supervise the Scheduling and Advance Office and oversee the planning of President Ford's long-range schedule.

As Cabinet Secretary, Connor oversaw the organization of Cabinet meetings by preparing agendas, assembling background papers, accumulating meeting minutes, confirming attendance by Cabinet officers and White House aides, and coordinating follow-up activities. Connor worked closely on these tasks with Warren Rustand of the Scheduling Office. Rustand had handled similar activities in 1974, although without the title of Cabinet Secretary, and he also took notes at Cabinet meetings from 1974 until he left the White House in October 1975. Connor, however, was the principal intermediary between the White House and Cabinet officials. He was charged with assuring direct access to the president and mobilizing the Cabinet on behalf of key presidential initiatives, including important congressional votes.

In June 1975, Rumsfeld reorganized a number of White House operations. In the shuffle, Connor retained his role as Cabinet Secretary but took over Jerry Jones' duties as Staff Secretary. Jones in turn replaced Connor as head of the Scheduling and Advance Office. As Staff Secretary, Connor was a key supervisor of the White House Office, but delegated many duties to staff assistants. David Hoopes directly handled most routine matters, including assigning White House staff perks and assembling briefing papers. Michael Farrell coordinated White House tours and special events. Trudy Fry maintained the Special Files, and the presidential handwriting file. Robert Linder had responsibility for the correspondence unit and other permanent operating offices.

Connor's day-to-day duties as Staff Secretary included monitoring the flow of paperwork to and from the president, including special presidential courier service outside the Washington, D.C. area. He also notified White House staff, Cabinet officials and other senior level advisers of the final decisions and comments on documents sent to the president and on certain personnel appointments. Throughout 1975, Connor coordinated Rumsfeld's efforts to reduce the size of the White House payroll by ten percent.

During his tenure in the White House, Connor also worked on a variety of special projects assigned to him by Rumsfeld or Richard Cheney, including energy policy formulation, the reform of the intelligence community, and the White House Fellows program. He also was involved in planning the presidential campaign of 1976 and the transition from the Ford to Carter administrations, but these latter

topics are incompletely documented in the files.

The collection documents his responsibilities as Staff Secretary and Cabinet Secretary, especially his handling of White House administrative matters; the flow of presidential paperwork; and the planning and follow-up of Cabinet meetings. As a matter of course, the files also document many events and policy issues.

The Connor files are especially full in documenting his work with Chief of Staff Donald Rumsfeld during 1975, both as Cabinet Secretary and as Staff Secretary. The Staff Secretary Subject File and the Cabinet Secretary Subject File both contain numerous memoranda and notes exchanged between Connor and Chiefs of Staff Rumsfeld and Cheney.

A number of series span the entire Ford administration and include files accumulated by Connor's predecessor as Staff Secretary, Jerry Jones. The Presidential Personnel Appointments File in particular appears to cover a wide range of personnel decisions throughout the administration. However, the Staff Comments File and possibly the Courier Materials File are incomplete for much of 1976. Connor's files on intelligence community reforms are strongest for July to September 1975, although some later materials appear.

### **Related Materials** (November 1995)

Given the central role of the Staff Secretary in the operations of the White House, many of the White House staff files in the Ford Library contain information about Connor's responsibilities. In particular, the papers of Michael Raoul-Duval, the files of John Marsh, and the files of Richard Cheney help fill gaps in the Connor files, especially Connor's work on the 1976 campaign and on the Ford-Carter transition.

Other files in the Ford Library document the work of Connor's staff assistants and the Office of Staff Secretary, including the Special Files, the President's Daily Diary, the Presidential Handwriting File, and the Presidential Mail and Telephone Logs. The files of Jerry Jones, Connor's predecessor as Staff Secretary; the files of Warren Rustand, who had Cabinet-related responsibilities in 1974 and 1975 (currently unprocessed); and the files of Deputy Staff Secretary David Hoopes may be useful as well.

### **Last Modified Date**

2024-05-31

## **Cabinet Secretary Subject File, 1975-76.**

(Boxes 1-3, 1.0 linear feet)

Biographical information on Cabinet members, memoranda concerning presidential meetings with individual Cabinet members, background memoranda on selected issues discussed in Cabinet meetings, lists of presidential meetings with the Cabinet, and other information on Connor's organization of Cabinet meetings and Cabinet members' contacts with Congress on policy issues.

Arranged alphabetically by subject and thereunder chronologically.

### **Box 1 - Cabinet Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Agricultural Policy Committee
OPEN	Agriculture - Earl T. Butz
OPEN	Cabinet - General (1) - (3)
OPEN	Cabinet Biographies - Press Releases
OPEN	Cabinet Campaign Activities - Guidelines
OPEN	Cabinet Meetings - Attendance and Seating Policy
OPEN	Cabinet Members - Lists
OPEN	Cabinet Photo Session
OPEN	Cabinet Secretary - Responsibilities
OPEN	Commerce - Elliot Richardson
OPEN	Committee on Urban Development and Neighborhood Revitalization
OPEN	Congressional Testimony by Cabinet
OPEN	Counsellor to the President - Rogers C. B. Morton
OPEN	Defense - Donald Rumsfeld (1) - (4)
OPEN	First Year Fact Sheets
OPEN	Health Education and Welfare - David Mathews (1) - (2)
OPEN	Housing Veto Call
OPEN	Housing and Urban Development - Carla Hills: 1975

### **Box 2 - Cabinet Secretary Subject File**

<b>Status</b>	<b>Title</b>
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OPEN	Housing and Urban Development - Carla Hills: 1976
OPEN	Interior - Stanley K. Hathaway
OPEN	Interior - Thomas S. Kleppe
OPEN	Justice - Edward H. Levi
OPEN	Labor - HEW Appropriations Call
OPEN	Labor - John T. Dunlop (1) - (3)
OPEN	Labor - William J. Usery
OPEN	Mayaguez Crisis Call
OPEN	Memoranda to Cabinet from Connor
OPEN	National Labor Protection Agreement - Sec.13(c)
OPEN	Natural Gas Deregulation Call
OPEN	Oil Decontrol Call
OPEN	Presidential Meetings with Cabinet Members - Monthly Summaries (1) - (2)
OPEN	Public Works Veto Call
OPEN	State of the Union Preview Call
OPEN	State - Henry A. Kissinger

**Box 3 - Cabinet Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Task Force on Questionable Corporate Payments Abroad
OPEN	Tax Bill Veto Call
OPEN	Transportation - William T. Coleman (1) - (2)
OPEN	Treasury - William F. Simon
OPEN	Turkish Aid Vote Call
OPEN	USUN - Daniel P. Moynihan (1) - (4)
OPEN	USUN - William W. Scranton

**Cabinet Meetings File, 1974-76.**

(Boxes 3-6, 1.2 linear feet)

Announcements, memoranda, agenda suggestions, agendas, talking points, attendance lists and background papers from all but a few Cabinet meetings, including two cancelled meetings. Also includes Warren Rustand's minutes for most

meetings from October 1974 to October 1975.

Arranged chronologically by date of meeting.

**Box 3 (Continued) - Cabinet Meetings File**

<b>Status</b>	<b>Title</b>
OPEN	Aug. 26, 1974
OPEN	Oct. 11, 1974
OPEN	Oct. 30, 1974
OPEN	Nov. 15, 1974
OPEN	Jan. 8, 1975
OPEN	Jan. 17, 1975 (cancelled)

**Box 4 - Cabinet Meetings File**

<b>Status</b>	<b>Title</b>
OPEN	Jan. 29, 1975
OPEN	Feb. 21, 1975
OPEN	Mar. 12, 1975
OPEN	Mar. 26, 1975
OPEN	Apr. 16, 1975
OPEN	Apr. 29, 1975
OPEN	May 7, 1975
OPEN	June 4, 1975
OPEN	June 25, 1975
OPEN	July 16, 1975

**Box 5 - Cabinet Meetings File**

<b>Status</b>	<b>Title</b>
OPEN	Aug. 8, 1975
OPEN	Aug. 27, 1975
OPEN	Sept. 17, 1975
OPEN	Oct. 6, 1975
OPEN	Oct. 8, 1975
OPEN	Nov. 6, 1975
OPEN	Nov. 26, 1975 (cancelled)

<b>Status</b>	<b>Title</b>
OPEN	Dec. 10, 1975
OPEN	Jan. 7, 1976
OPEN	Jan. 19, 1976

**Box 6 - Cabinet Meetings File**

<b>Status</b>	<b>Title</b>
OPEN	Feb. 19, 1976
OPEN	Apr. 14, 1976
OPEN	June 18, 1976
OPEN	June 29, 1976
OPEN	July 20, 1976
OPEN	Aug. 30, 1976
OPEN	Sept. 8, 1976
OPEN	Sept. 28, 1976
OPEN	Nov. 5, 1976

**Staff Secretary Subject File, 1974-77.**

(Boxes 7-21, 6.0 linear feet)

Material on Connor's activities in the White House as assistant to Donald Rumsfeld and later as Staff Secretary. The file also includes materials on Connor's 1974 and 1975 scheduling and advance work and scattered information on contacts with Cabinet officials and their staffs, although most of the latter is filed in the Cabinet Secretary Subject File. Particularly well documented is White House Office administration, including Rumsfeld's efforts to reduce the size of the staff and institute tighter controls over the president's scheduling operations. Other subjects covered are early planning efforts for the 1976 presidential campaign; energy policy review, including nuclear power, uranium enrichment and a critique of Energy Resources Finance Corporation (ERFCO); and Connor's activities as White House liaison on the selection of White House Fellows.

Arranged alphabetically by subject.

**Box 7 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Airline Transport - Piedmont Airlines Proposal



<b>Status</b>	<b>Title</b>
OPEN	American Indians - Meeting with the President
OPEN	American Political Report
OPEN	Arab Extremists - Conflict Studies
OPEN	Auto Emission Standards, Russell Train - Briefing Papers
OPEN	Bicentennial - Long Range Planning
OPEN	Bicentennial Events - July 4 Weekend Planning
OPEN	Briefing Papers - Miscellaneous
OPEN	Budget 1975
OPEN	Callaway, Bo - Crested Butte Ski Area
OPEN	Camp David Reservations
OPEN	Campaign Organization and Planning Subseries - Campaign - Early Efforts
OPEN	Campaign Organization and Planning Subseries - Campaign - Eyre, Richard (Bailey Deardourff & Eyre)
OPEN	Campaign Organization and Planning Subseries - Campaign - Ford Constituency
OPEN	Campaign Organization and Planning Subseries - Campaign - Planning 1976
OPEN	Cheney, Richard (1)

**Box 8 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Cheney, Richard (2) - (8)
OPEN	Chicago State University - Invitation
OPEN	Coal Industries Dinner with the President, Mar. 21, 1975
OPEN	Commodities Policy
OPEN	Conger, Clement - West Wing Decoration

**Box 9 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Congressional Mail Follow - up (1) - (3)
OPEN	Congressional Relations - General
OPEN	Congressional Testimony - Procedures & Guidelines

<b>Status</b>	<b>Title</b>
OPEN	Crime Message (1) - (2)
OPEN	Cuban Migration to the United States
OPEN	Domestic Council - General
OPEN	Economic and Energy Policy Review (1) - (5)

**Box 10 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Emergency Presidential Powers - CRS Study
OPEN	Energy Policy Subseries
OPEN	Environmental Impacts of Electricity Generation
OPEN	FEA Meeting Background
OPEN	FEA Technical Analysis
OPEN	General
OPEN	Oil Tariff Draft Statement
OPEN	Press Releases
OPEN	Utility Oil Savings
OPEN	Energy Research and Development Administration
OPEN	Energy Resources Finance Corporation - ERFCO (1) - (3)

**Box 11 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Emergency Presidential Powers - CRS Study
OPEN	Energy Policy Subseries
OPEN	Environmental Impacts of Electricity Generation
OPEN	FEA Meeting Background
OPEN	FEA Technical Analysis
OPEN	General
OPEN	Oil Tariff Draft Statement
OPEN	Press Releases
OPEN	Utility Oil Savings
OPEN	Energy Research and Development Administration
OPEN	Energy Resources Finance Corporation - ERFCO (1) - (3)

**Box 12 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	First Lady's Staff - Connor Liaison and Meetings
OPEN	Ford Administration - First Year Fact Sheet
OPEN	Ford Biographical Information
OPEN	Ford Financial Statement
OPEN	Ford Image with the Press
OPEN	Ford, Jack - Advance Work in the Campaign
OPEN	Freedom of Information Act Request on Oil Import Control
OPEN	General Correspondence A - Z
OPEN	Glomar Explorer
OPEN	Goldwin, Robert - Seminars
OPEN	Hartmann Office - Speechwriting
OPEN	Hatfield, Mark - Ford Inaugural Medal
OPEN	Hudson Institute - Herman Kahn
OPEN	Inflation Impact Statements

### **Box 13 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	International Trade Commission
OPEN	Kennedy Center Scheduling - Presidential Box
OPEN	Kristol, Irving - The Public Interest
OPEN	Land Use Planning
OPEN	Laquer, Walter - "The West in Retreat"
OPEN	Magruder, William - Piedmont Airlines
OPEN	Medal of Freedom - Staff Comments (1) - (3)
OPEN	Military Aide's Office
OPEN	Names
OPEN	National Endowment for the Humanities - Meeting with the President
OPEN	National Security Council - Meetings During Nixon Administration
OPEN	Neustadt, Richard - Manuscript on Presidency
OPEN	New Hampshire Primary

<b>Status</b>	<b>Title</b>
OPEN	New York City Financial Crisis (1) - (3)

**Box 14 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Nuclear Policy Review (1) - (5)
OPEN	Nuclear Power - General
OPEN	Nuclear Power - Public Radio Report on Karen Silkwood
OPEN	Nuclear Power - Study Papers
OPEN	Nuclear Regulatory Commission
OPEN	Nuclear Waste Management - FEA Paper
OPEN	Office of Management and Budget - Hugh Heclo Article
OPEN	Office of Telecommunications Policy
OPEN	Opinion Polls - Market Opinion Research, Robert Teeter
OPEN	Opinion Polls - Republican National Committee Research Division
OPEN	Outer Continental Shelf Revenue Sharing

**Box 15 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Presidential Initiatives Followup
OPEN	Presidential Meetings - Followup on Presidential Directives (1) - (2)
OPEN	Presidential Schedule - Additions
OPEN	Presidential Schedule - Long - Range Planning Meeting with the President
OPEN	Presidential Schedule - Procedures and Mechanisms
OPEN	Presidential Speeches - Miscellaneous
OPEN	Presidential Spokesmen - Contacts and Guidelines
OPEN	Presidential Spokesmen - Scheduling
OPEN	Presidential Travel Subseries
OPEN	Travel Procedures and Planning
OPEN	Feb. 3, 1975 - White House Conference Atlanta (1) - (2)

**Box 16 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Presidential Travel Subseries
OPEN	Feb. 3, 1975 - White House Conference Atlanta (3)
OPEN	Feb. 10, 1975 - Texas and Kansas
OPEN	Feb. 13, 1975 - New York City
OPEN	Feb. 25, 1975 - Florida
OPEN	Mar. 17, 1975 - Indiana
OPEN	Mar. 29, 1975 - California
OPEN	President's Daily Schedule (1) - (4)
OPEN	Railroad Revitalization (1) - (4)
OPEN	Reagan, Ronald - Assets
OPEN	Reagan, Ronald - Speech, Mar. 31, 1976

### **Box 17 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Republican Leadership Breakfast with the President
OPEN	Republican National Committee - Scheduling
OPEN	Resumes - Miscellaneous
OPEN	Rhode Island - Urban Renewal in Providence
OPEN	Rumsfeld, Donald - White House Chief of Staff (1) - (9)

### **Box 18 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Rumsfeld, Donald - White House Chief of Staff (10) - (13)
OPEN	Science and Technology - General
OPEN	Science and Technology Adviser
OPEN / DIGITIZED	<a href="#">Sequoia Reservations - Presidential Yacht</a>
OPEN	Slovenian Community in Cleveland
OPEN	Staff Secretary - Miscellaneous
OPEN	State of the Union Address - 1975 - Followup Actions with the Press (1) - (2)
OPEN	State of the Union Address - 1975 - Press Releases (1) - (2)

### **Box 19 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
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OPEN	State of the Union Address - 1975 - Press Releases (3)-(4)
OPEN	Sub - Cabinet Officials - Liaison with White House
OPEN	Telephone Call Recommendations
OPEN	TerHorst Resignation as Press Secretary
OPEN	Travel Expenses - Administration Policies
OPEN	Uranium Enrichment (1) - (8)
OPEN	Uranium Enrichment - Planning Book (1) - (3)

**Box 20 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Vice President Staff
OPEN	Weapon Detection in the White House
OPEN	White House Accounts Audit
OPEN	White House Advance Office - Organization, Staffing and Activities
OPEN	White House Dinners - Staff Invitations
OPEN	White House Fellows (1) - (4)
OPEN	White House Fellows - Lawsuit on Sex Discrimination
OPEN	White House Fellows - Mid Year Commission Meeting
OPEN	White House Liaison With Agencies
OPEN	White House Office - Budget
OPEN	White House Office - Personnel Levels (1) - (4)

**Box 21 - Staff Secretary Subject File**

<b>Status</b>	<b>Title</b>
OPEN	White House Organization - Charts and Office Assignments
OPEN	White House Organization - General Correspondence with the Public
OPEN	White House Organization - Press Releases (1) - (2)
OPEN	White House Patronage
OPEN	White House Staff - Female Appointees
OPEN	White House Staff - Freedom of Information Request of Baltimore Sun
OPEN	White House Staff - Miscellaneous

<b>Status</b>	<b>Title</b>
OPEN	White House Staff - Privileges (1) - (2)
OPEN	White House Staff - Reductions (1) - (5)
OPEN	White House Staff - Reductions - Lists and Charts
OPEN	White House Staff - Salary Levels
OPEN	White House Staff - Standards of Conduct
OPEN	White House Telephone Directory - 1974
OPEN	Yugoslavia - Meeting with Dzemaal Bijedic

### **Connor Chronological File, 1974-77.**

(Boxes 22-26, 2.0 linear feet)

Photocopies and carbons of outgoing memoranda to White House staff and occasional correspondence with government officials, friends, and professional associates. The file consists mostly of memos reporting presidential decisions and comments on papers submitted to Ford. Sometimes copies of presidential handwritten notes are attached, especially if they help clarify a presidential decision or comment.

Arranged chronologically.

#### **Box 22 - Connor Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	December 1974 to July 1975

#### **Box 23 - Connor Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	August 1975 to November 1975

#### **Box 24 - Connor Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	December 1975 to April 1976

#### **Box 25 - Connor Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	April 1976 to August 1976

#### **Box 26 - Connor Chronological File**

<b>Status</b>	<b>Title</b>
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OPEN

August 1976 to January 1977

**Presidential Decisions and Comments File, 1974-77.**

(Boxes 27-31, 2.0 linear feet)

Photocopies of memos from Connor or his predecessor Jerry Jones to White House staff, Cabinet officials and political advisers informing them of presidential decisions or comments on documents they had submitted to Ford. Also included are comments and directives originating with the president which Connor or Jones routed to appropriate individuals. The series provides an overview of the extent to which Ford directed and responded to the work of his advisers.

Arranged by name of person receiving the memo, and thereunder chronologically.

**Box 27 - Presidential Decisions and Comments File**

<b>Status</b>	<b>Title</b>
OPEN	A - Miscellaneous
OPEN	Ash, Roy
OPEN	B - Miscellaneous
OPEN	Baroody, William, Jr.
OPEN	Bennett, Douglas (1) - (11)
OPEN	Buchen, Philip (1)

**Box 28 - Presidential Decisions and Comments File**

<b>Status</b>	<b>Title</b>
OPEN	Buchen, Philip (2) - (3)
OPEN	Burch, Dean
OPEN	C - Miscellaneous
OPEN	Cannon, James (1) - (7)
OPEN	Cole Kenneth
OPEN	D - Miscellaneous
OPEN	Downton, Dorothy
OPEN	Eberle, William
OPEN	Elliott, Roland
OPEN	F - Miscellaneous
OPEN	First Lady's Staff



<b>Status</b>	<b>Title</b>
OPEN	G - Miscellaneous

**Box 29 - Presidential Decisions and Comments File**

<b>Status</b>	<b>Title</b>
OPEN	Greenspan, Alan
OPEN	H - Miscellaneous
OPEN	Hartmann, Robert (1) - (2)
OPEN	J - K - Miscellaneous
OPEN	Kissinger, Henry
OPEN	L - Miscellaneous
OPEN	Leonard, Mildred
OPEN	Lynn, James (1) - (6)
OPEN	M - Miscellaneous
OPEN	Marsh, John (1) - (2)

**Box 30 - Presidential Decisions and Comments File**

<b>Status</b>	<b>Title</b>
OPEN	Marsh, John (3) - (8)
OPEN	Nessen, Ron (1) - (2)
OPEN	Nicholson, William
OPEN	O - P - Miscellaneous
OPEN	President Ford Committee
OPEN	R - Miscellaneous
OPEN	Rush, Kenneth
OPEN	Rustand, Warren
OPEN	S - Miscellaneous
OPEN	Scowcroft, Brent (1)

**Box 31 - Presidential Decisions and Comments File**

<b>Status</b>	<b>Title</b>
OPEN	Scowcroft, Brent (2)
OPEN	Seidman, William (1) - (6)
OPEN	T - Miscellaneous
OPEN	Timmons, William (1) - (2)

<b>Status</b>	<b>Title</b>
OPEN	Vice President Nelson Rockefeller
OPEN	W - Miscellaneous
OPEN	Walker, William
OPEN	Wicklein, Marge
OPEN	Zarb, Frank

**Staff Comments File, 1974-77.**

(Boxes 32-41, 4.0 linear feet)

Action Memoranda, mostly from 1974 and 1975, from the Staff Secretary to selected White House staff requesting comments on policy memoranda, congressional bills, correspondence to non-federal government officials, and other documents. Attached to each Action Memorandum is a copy of the item upon which staff comments were requested and the comments themselves. The original memoranda and original staff comments are typically filed here. This series also includes copies of memos routed to White House staff for informal comment outside the Action Memoranda system.

Arranged chronologically.

**Box 32 - Staff Comments File**

<b>Status</b>	<b>Title</b>
OPEN	August 1974 - November 1974 (3)

**Box 33 - Staff Comments File**

<b>Status</b>	<b>Title</b>
OPEN	November 1974 (4) - January 1975 (2)

**Box 34 - Staff Comments File**

<b>Status</b>	<b>Title</b>
OPEN	January 1975 (3) - February 1975 (3)

**Box 35 - Staff Comments File**

<b>Status</b>	<b>Title</b>
OPEN	February 1975 (4) - April 1975 (1)

**Box 36 - Staff Comments File**

<b>Status</b>	<b>Title</b>
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OPEN April 1975 (2) - July 1975 (3)

**Box 37 - Staff Comments File**

Status	Title
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OPEN	July 1975 (4) - August 1975 (3)
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**Box 38 - Staff Comments File**

Status	Title
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OPEN	August 1975 (4) - October 1975
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**Box 39 - Staff Comments File**

Status	Title
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OPEN	November 1975 (1)-(9)
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**Box 40 - Staff Comments File**

Status	Title
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OPEN	November 1975 (10) - January 1976
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**Box 41 - Staff Comments File**

Status	Title
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OPEN	February 1976 - January 1977
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**Courier Materials File, 1974-76.**

(Boxes 42-46, 1.8 linear feet)

Photocopies of memoranda, correspondence, reports and other material sent by special courier from the Staff Secretary to President Ford on certain trips out of the Washington DC area, especially to Vail and Camp David. None of the items document subsequent presidential annotations or decisions. Most of the courier materials are duplicated in other Connor series or in other files in the Ford Library. A possible exception are scattered notes from Rumsfeld to Ford in some 1975 folders.

Arranged chronologically.

**Box 42 - Courier Materials File**

Status	Title
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OPEN	Oct. 26, 1974 - Camp David (1) - (6)
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OPEN	Nov. 9, 1974 - Camp David
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OPEN	Nov. 21, 1974 - Far East (1) - (2)
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<b>Status</b>	<b>Title</b>
OPEN	Dec. 24, 1974 - Vail (1) - (2)
OPEN	Dec. 26, 1974 - Vail
OPEN	Dec. 27, 1974 - Vail (1) - (3)
OPEN	Dec. 29, 1974 - Vail
OPEN	Dec. 30, 1974 - Vail
OPEN	Dec. 31, 1974 - Vail
OPEN	Jan. 2, 1975 - Air Force One
OPEN	Mar. 1, 1975 - Camp David (1) - (2)

**Box 43 - Courier Materials File**

<b>Status</b>	<b>Title</b>
OPEN	April 2, 1975 - Palm Springs (1) - (4)
OPEN	April 5, 1975 - Palm Springs
OPEN	July 30, 1975 - Helsinki, Finland (1) - (4)
OPEN	Aug. 1, 1975 - Bucharest, Romania (1) - (3)
OPEN	Aug. 13, 1975 - Vail (1) - (2)

**Box 44 - Courier Materials File**

<b>Status</b>	<b>Title</b>
OPEN	Aug. 15, 1975 - Vail (1) - (3)
OPEN	Aug. 20, 1975 - Vail (1) - (3)
OPEN	Aug. 22, 1975 - Vail (1) - (2)
OPEN	Dec. 3, 1975 - Peking (1) - (2)
OPEN	Dec. 5, 1975 - Hawaii
OPEN	Dec. 26, 1975 - Vail (1) - (2)
OPEN	Apr. 29, 1976 - Texas (1) - (2)

**Box 45 - Courier Materials File**

<b>Status</b>	<b>Title</b>
OPEN	Aug. 16, 1976 - Kansas City
OPEN	Aug. 17, 1976 - Kansas City
OPEN	Aug. 19, 1976 - Kansas City
OPEN	Aug. 20, 1976 - Denver
OPEN	Aug. 23, 1976 - Vail

<b>Status</b>	<b>Title</b>
OPEN	Aug. 26, 1976 - Vail
OPEN	Oct. 5-6, 1976 - San Francisco (1) - (5)
OPEN	Oct. 22, 1976 - Richmond Virginia
OPEN	Oct. 23, 1976 - California
OPEN	Oct. 25, 1976 - Pittsburgh
OPEN	Oct. 27, 1976 - Philadelphia
OPEN	Oct. 28, 1976 - Cleveland
OPEN	Oct. 30, 1976 - Texas
OPEN	Nov. 11, 1976 - Palm Springs (1) - (2)

**Box 46 - Courier Materials File**

<b>Status</b>	<b>Title</b>
OPEN	Dec. 20-25, 1976 - Vail
OPEN	Dec. 26, 1976 - Vail (1) - (3)
OPEN	Dec. 29, 1976 - Vail (1) - (2)
OPEN	Dec. 30, 1976 - Vail

**Presidential Personnel Appointments File, 1974-77.**

(Boxes 47-55, 3.6 linear feet)

Memoranda from the White House Personnel Office to President Ford recommending appointments to a wide variety of Executive branch agencies, boards and commissions, with Ford's decisions. Included is a sequence of preliminary recommendations from the personnel office director to Donald Rumsfeld, with Rumsfeld's initials or comments; and status reports on vacancies in the Executive branch. Also included is information on Ford's appointments to federal district and circuit judgeships and on various ambassadorial appointments.

Arranged alphabetically by agency.

**Box 47 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Preliminary Recommendations - Walker to Rumsfeld (1) - (7)
OPEN	Personnel Status Reports

<b>Status</b>	<b>Title</b>
OPEN	Personnel Decisions - Multiple Agencies
OPEN	A Miscellaneous Appointments
OPEN	ACTION

**Box 48 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Advisory Commission on Information
OPEN	Advisory Commission on Intergovernmental Relations
OPEN	Advisory Commission on International Educational and Cultural Affairs
OPEN	Advisory Council on Historic Preservation
OPEN	Advisory Council on Women's Educational Programs
OPEN	Agency for International Development
OPEN	Agriculture Department
OPEN	Ambassadors - Appointments (1) - (5)
OPEN	American Revolution Bicentennial Administration (1) - (2)
OPEN	Arkansas River Compact Administration

**Box 49 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Arms Control and Disarmament Agency
OPEN	Army Department
OPEN	Attorneys, United States
OPEN	B Miscellaneous Appointments
OPEN	C Miscellaneous Appointments
OPEN	Circuit Judges
OPEN	Civil Rights Commission
OPEN	Commerce Department
OPEN	Commission on Federal Paperwork
OPEN	Commission on Presidential Scholars
OPEN	Commodity Futures Trading Commission
OPEN	COMSAT
OPEN	Consumer Advisory Council

<b>Status</b>	<b>Title</b>
OPEN	Corporation for Public Broadcasting
OPEN	Council on International Economic Policy
OPEN	Council on Wage and Price Stability
OPEN	Court of Military Appeals

**Box 50 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	D Miscellaneous Appointments
OPEN	Defense Department
OPEN	District Judges (1) - (3)
OPEN	District of Columbia
OPEN	East - West Foreign Trade Board
OPEN	Energy Research and Development Administration
OPEN	Environmental Protection Agency
OPEN	Equal Employment Opportunity Commission
OPEN	Export - Import Bank
OPEN	F Miscellaneous Appointments
OPEN	Federal Aviation Administration
OPEN	Federal Energy Administration

**Box 51 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Federal Home Loan Bank Board
OPEN	Federal Reserve Board
OPEN	Federal Power Commission
OPEN	Federal Trade Commission
OPEN	Foreign Claims Settlement Commission
OPEN	G Miscellaneous Appointments
OPEN	General Services Administration
OPEN	H Miscellaneous Appointments
OPEN	Health Education and Welfare
OPEN	Housing and Urban Development
OPEN	I Miscellaneous Appointments

<b>Status</b>	<b>Title</b>
OPEN	Interagency Classification Review Committee
OPEN	Interstate Commerce Commission
OPEN	Interstate Commission on the Potomac River Basin
OPEN	J Miscellaneous Appointments
OPEN	Justice Department
OPEN	K Miscellaneous Appointments
OPEN	L Miscellaneous Appointments
OPEN	Labor Department

**Box 52 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Legal Services Corporation (1) - (3)
OPEN	Library of Congress
OPEN	M Miscellaneous Appointments
OPEN	Marshals, United States (1) - (4)
OPEN	Metric Board, United States
OPEN	Mississippi River Commission
OPEN	N Miscellaneous Appointments (1) - (2)

**Box 53 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	N Miscellaneous Appointments (3) - (7)
OPEN	National Historical Publications and Records Commission
OPEN	National Advisory Committee for Juvenile Justice and Delinquency Prevention
OPEN	National Advisory Council on Education Professions Development
OPEN	National Aeronautics and Space Administration
OPEN	National Commission on the Observance of International Women's Year
OPEN	National Commission on Productivity and Work Quality
OPEN	National Commission on Supplies and Shortages
OPEN	National Credit Union Board



<b>Status</b>	<b>Title</b>
OPEN	National Park Service
OPEN	National Security Medal
OPEN	Navy Department
OPEN	Nuclear Regulatory Commission
OPEN	O Miscellaneous Appointments

**Box 54 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Office of Telecommunications Policy
OPEN	Overseas Private Investment Corporation
OPEN	P Miscellaneous Appointments
OPEN	Postal Rate Commission
OPEN	Postal Service Board of Governors
OPEN	President's Commission on the Medal of Freedom
OPEN	President's Commission on White House Fellows
OPEN	President's Foreign Intelligence Advisory Board (1) - (3)
OPEN	Puerto Rico, Ad Hoc Committee on
OPEN	Q Miscellaneous Appointments
OPEN	R Miscellaneous Appointments

**Box 55 - Presidential Personnel Appointments File**

<b>Status</b>	<b>Title</b>
OPEN	Renegotiation Board
OPEN	S Miscellaneous Appointments (1) - (3)
OPEN	Special Trade Representative
OPEN	State Department
OPEN	T Miscellaneous Appointments
OPEN	Transportation Department
OPEN	Treasury Department
OPEN	U Miscellaneous Appointments
OPEN	United Nations
OPEN	United Nations Educational Scientific and Cultural Organization (UNESCO )

<b>Status</b>	<b>Title</b>
OPEN	V Miscellaneous Appointments
OPEN	Veterans Administration (1) - (3)
OPEN	W Miscellaneous Appointments

**Intelligence Community Subject File, 1975-76.**

(Boxes 56-58, 1.0 linear feet)

Material concerning foreign intelligence matters, especially the 1975 intelligence investigations and White House attempts to reform the intelligence community. Connor was most heavily involved in these matters from July to October 1975. Although the series contains scattered reports, presidential decision memoranda, and briefing books from other time periods, few Connor working papers fall outside that four month span. A major focus of the series is White House attempts to review and implement Rockefeller Commission recommendations, July-September 1975. Some material concerns the creation of the White House Intelligence Coordinating Group in September 1975, its operation in the first month or so, and the House and Senate Select Committees.

Arranged alphabetically by subject and chronologically thereunder.

**Box 56 - Intelligence Community Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Background Information About Intelligence Matters, ca. November 1975
OPEN	Central Intelligence Agency Report - "American Intelligence: A Framework for the Future", October 14, 1975 (1) - (4)
OPEN	Colby Report, December 1974
OPEN	Electronic Surveillance - Attorney General's Letter, June 25, 1975
OPEN	Executive Orders on Changes in the Intelligence Community
OPEN	House Select Committee - General
OPEN	House Select Committee - Legal Opinions on Subpoenas for CIA Documents, September 1975 (1) - (2)

<b>Status</b>	<b>Title</b>
OPEN	House Select Committee - Request for Declassification of Documents Concerning U.S. Covert Actions
OPEN	Intelligence - General

**Box 57 - Intelligence Community Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Intelligence Community Decision Book for the President, Dec. 22, 1975 (1) - (3)
OPEN	Intelligence Community Decision Meetings, January 1976
OPEN	Intelligence Coordinating Group - Draft Plan, Oct. 23, 1975
OPEN	Intelligence Coordinating Group - General
OPEN	Intelligence Coordinating Group - Meeting with the President, Oct. 13, 1975
OPEN	Murphy Commission Report
OPEN	Nuclear Diversion - NUMEC (Nuclear Materials and Equipment Corporation) Case
OPEN	President's Foreign Intelligence Advisory Board
OPEN	President's Speech to the World Affairs Council, Sept. 22, 1975
OPEN	Press Releases and Q & A's
OPEN	Publication of Signal Intelligence

**Box 58 - Intelligence Community Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Rockefeller Commission Recommendations - Implementation (1) - (6)
OPEN	Senate Select Committee - Work Plans, July 1975
OPEN	Series Checks