

# **DOMESTIC COUNCIL COMPUTER OFFICE FILES, 1975-76**

## **Collection Type**

Federal Records

## **Extent**

13.6 linear feet (ca. 27,200 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**

Barbara J. White, August 1982

## **Scope and Content Note**

The Computer Office provided the Domestic Council staff with correspondence control, priority tracking, enrolled bill status and coordination, along with the White House staff, of Presidential - Congressional mail. In the fall of 1975, the Council began to organize its paperwork by computer. After January 1976, the computer functioned to control correspondence and track the status of enrolled bills. Kathleen D. Meehan operated the Domestic Council terminal of the White House computer; she was assigned to the administrative staff and was supervised by Judith Johnson, staff secretary of the Domestic Council operations.

The Computer Office files document the Domestic Council's administrative computer operations from the fall of 1975 through 1976. As incoming material was received, a computer ID number was assigned and a Domestic Council Correspondence Profile form was attached to the material. Information from the form was then entered into the White House computer and included control number, type of document, correspondents, subject and action taken. The Computer Office kept track of the documents as they progressed through the Domestic Council offices and closed out each document case as the action was completed. Near the end of the administration, the computer printed out entries, arranged by year and thereunder by control number.

The Computer Office files are divided into three series: document inventories (print - outs), correspondence, and Computer Office working documents. They consist largely of letters, memoranda, studies, congressional recommendations and Executive Orders originated by congressmen, federal agencies, private citizens, the President, and White House and Domestic Council staffs. They often concern congressional topics such as legislation, appointments, special interest lobbying, and meetings, appearances and other appointments. Incoming documents and supporting material are covered by the Correspondence Profile forms and arranged by their assigned number.

The usefulness of the Computer Office material is limited. The numerical arrangement makes it difficult to locate specific materials. The majority of the documents controlled by the computer can be located elsewhere in the Domestic Council staff files, usually under more convenient subject headings. The remainder of the Computer Office working file is routine and narrowly focused.

**Last Modified Date**

2024-04-30

**Document Inventories File, 1975-76.**

(Box 1, 0.4 linear feet)

Computer print - outs which inventory materials in the Correspondence File. The print - outs indicate type of document, correspondents, brief subject, action taken, closure.

Arranged by year and thereunder by control number.

**Box 1 - Document Inventories**

Status	Title
CLOSED	1975 (7500001 - 7501605)
CLOSED	1976 (7600001 - 7602705)
CLOSED	Completed Record Actions for 11/09/1976 - 12/02/1976

**Correspondence File, 1975-76.**

(Boxes 2 - 33, 12.6 linear feet)

Letters, memoranda, studies, congressional recommendations, executive orders. This file contains incoming correspondence, presidential - congressional mail, enrolled bills, and attached related materials. A Correspondence Profile form covers each document case. Numerical order approximates chronology.

Arranged by year and thereunder by control number. Review on request - Identify your request from the print out inventory.

**Box 2 - Correspondence File**

Status	Title
CLOSED	7500001 - 7500112

**Box 3 - Correspondence File**

Status	Title
CLOSED	7500113 - 7500235

**Box 4 - Correspondence File**

Status	Title
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CLOSED 7500236 - 7500349

**Box 5 - Correspondence File**

**Status Title**

CLOSED 7500350 - 7500446

**Box 6 - Correspondence File**

**Status Title**

CLOSED 7500447 - 7500569

**Box 7 - Correspondence File**

**Status Title**

CLOSED 7500570 - 7500700

**Box 8 - Correspondence File**

**Status Title**

CLOSED 7500703 - 7500805

**Box 9 - Correspondence File**

**Status Title**

CLOSED 7500806 - 7500912

**Box 10 - Correspondence File**

**Status Title**

CLOSED 7500913 - 7501060

**Box 11 - Correspondence File**

**Status Title**

CLOSED 7501061 - 7501226

**Box 12 - Correspondence File**

**Status Title**

CLOSED 7501227 - 7501330

**Box 13 - Correspondence File**

**Status Title**

CLOSED 7501331 - 7501480

**Box 14 - Correspondence File**

**Status Title**

CLOSED 7501481 - 7501588

**Box 15 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7501589 - 7600100

**Box 16 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600101 - 7600222

**Box 17 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600223 - 7600349

**Box 18 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600350 - 7600466

**Box 19 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600467 - 7600601

**Box 20 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600602 - 7600721

**Box 21 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600722 - 7600848

**Box 22 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600849 - 7600979

**Box 23 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7600980 - 7601109

**Box 24 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601110 - 7601265

**Box 25 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601266 - 7601399

**Box 26 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601400 - 7601548

**Box 27 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601550 - 7601730

**Box 28 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601731 - 761865

**Box 29 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7601866 - 7602023

**Box 30 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7602024 - 7602184

**Box 31 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7602185 - 7602349

**Box 32 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7602350 - 7602573

**Box 33 - Correspondence File**

<b>Status</b>	<b>Title</b>
CLOSED	7602574 - 7602704

**Computer Office Administrative File, 1975-76.**

(Boxes 33 - 34, 0.6 linear feet)

Printout sheet changes, log sheets and tracking forms; Domestic Council status index; and presidential - congressional mail duplicates. Many handwritten notes of updates and changes appear. This working file consists of documents used to track correspondence and enrolled bills, and log worksheets used to program the computer. Domestic Council status index to the magnetic computer tape, on which is stored the Domestic Council Correspondence Profile information, is included; the

tape is part of the audio - visual collection.

Arranged alphabetically by subject and thereunder chronologically.

**Box 33 (Continued) - Computer Office Administrative File**

<b>Status</b>	<b>Title</b>
CLOSED	Congressional (1) - (2)
CLOSED	Domestic Council Correspondence Profile
CLOSED	Enrolled Bills (1) - (2)

**Box 34 - Computer Office Administrative File**

<b>Status</b>	<b>Title</b>
CLOSED	Enrolled Bills (3)
CLOSED	Interim Reports (1) - (4)
CLOSED	Presidential Mail from Congress (1) - (5)
CLOSED	Printout Sheet Changes (1) - (3)