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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending OCTOBER 1, 1976.

<u>PRESIDENTIAL SIGNATURE MAIL:</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>
<u>TOTAL</u>	2,727	76
<u>CUMULATED</u>	40,472	1,106

<u>PRESIDENTIAL AUTOGRAPHS:</u>	<u>PHOTOGRAPHS</u>	<u>CARDS</u>	<u>MISCEL. ITEMS</u> <u>BOOKS, COVERS,</u> <u>ETC.</u>
<u>TOTAL</u>	360	0	36
<u>CUMULATED</u>	5,287	172	1,466

MAIL REFERRED TO THE DEPARTMENTS:

<u>TOTAL</u>	9,474
<u>CUMULATED</u>	256,987

W. F. Matthews
William F. Matthews
Chief of Files



FOLLOWING IS A REPORT OF THE VOLUME OF MAIL GOING OUT TO EACH OF THE DEPARTMENTS AND AGENCIES FOR THE TWO WEEKS ENDING OCTOBER 1, 1976

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	11	88
AGENCY FOR INTERNATIONAL DEVELOPMENT		12
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	339
ARCHITECT OF THE CAPITOL	1	164
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		38
CENTRAL INTELLIGENCE AGENCY		39
CIVIL AERONAUTICS BOARD	3	145
CIVIL RIGHTS COMMISSION	2	12
CIVIL SERVICE COMMISSION	62	9,839
COMMUNITY SERVICES ADMINISTRATION	1	71
COUNCIL OF ECONOMIC ADVISORS	2	57
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	214
COUNCIL ON WAGE & PRICE STABILITY		31
DEPARTMENT OF AGRICULTURE	233	5,080
DEPARTMENT OF COMMERCE	137	10,186
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	1,756	42,200
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	165	2,152
DEPARTMENT OF THE INTERIOR	164	9,691
DEPARTMENT OF JUSTICE	780	18,648
DEPARTMENT OF LABOR	385	7,529
DEPARTMENT OF STATE	1,486	52,803
DEPARTMENT OF TRANSPORTATION	872	11,679
DEPARTMENT OF THE TREASURY	280	8,237
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	23	1,807
ENVIRONMENTAL PROTECTION AGENCY	89	2,351
ENVIRONMENTAL QUALITY COUNCIL	4	119
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	22	330
FEDERAL COMMUNICATIONS COMMISSION	68	1,164
FEDERAL DEPOSIT INSURANCE CORPORATION	15	52
FEDERAL ENERGY ADMINISTRATION	68	2,061
FEDERAL HOME LOAN BANK BOARD	2	34
FEDERAL POWER COMMISSION	21	226
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)	3	52
FEDERAL TRADE COMMISSION	* 785	5,405
FOREIGN CLAIMS SETTLEMENT COMMISSION	4	35
GENERAL ACCOUNTING OFFICE		17
GENERAL SERVICES ADMINISTRATION	17	344
GOVERNMENT PRINTING OFFICE	16	270
INTERSTATE COMMERCE COMMISSION	5	125
LEGAL SERVICES, PUBLIC AFFAIRS	6	235
LIBRARY OF CONGRESS	1	56
MILITARY ASSISTANT TO THE PRESIDENT (DEFENSE)	750	26,601
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	38	1,007
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	6	193

* 750 - To FTC RE: FTC RULES ON HOUSING

WHITE HOUSE INCOMING MAIL REPORT FOR:

SEPTEMBER 30, 1976 - OCTOBER 13, 1976

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	47,160 *
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	0
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	47,160
PRESIDENTIAL UNPROCESSED THIS PERIOD	0
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	25,753
INCOMING MAIL TO FIRST LADY'S OFFICE	2,761
COMBINED TOTAL FOR THIS REPORTING PERIOD	75,674
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (10-15-75)	81,746
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (10-18-74)	267,433
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (10-19-73)	148,691
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1972 (10-17-72)	81,585

* INCLUDES 1,637 POSTCARDS AND 5,294 TELEGRAMS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: OCTOBER 13, 1976

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		1,352
PRESIDENTIAL CAMPAIGN DEBATE SAN FRANCISCO, CALIF. 10-6-76: PRO: PRESIDENT CON: PRESIDENT COMMENT		675 58 226
PRESIDENT'S STATEMENT RE EASTERN EUROPE PRO CON COMMENT		117 621 221
FAILURE TO RELEASE LIST OF FIRMS RE ARAB BOYCOTT OF ISRAEL PRO CON COMMENT		0 105 4
PRESIDENTIAL CAMPAIGN DEBATE PHILADELPHIA, PA. 9-23-76 PRO: PRESIDENT CON: PRESIDENT COMMENT		438 41 194
POLITICAL COMMENTS		680
SECRETARY BUTZ PRO CON COMMENT		692 2,170 76
SECRETARY OF STATE KISSINGER SUPPORT CRITICAL		13 214
ECONOMY		300



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: OCTOBER 13, 1976

SUBJECT	REFERRED TO:	TOTALS
CON: SUGAR IMPORTS		265
ABORTION	PRO CON COMMENT	188 646 89
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		190
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		3,610
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		270
INVITATIONS/INTERVIEWS		458
CURRENT LEGISLATION		1,465
HR 10612 - TAX REFORM BILL	PRO CON	25 99
PRO: HR 366 - PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976 (SIGNED 9-29-76)		112



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: OCTOBER 13, 1976

SUBJECT	REFERRED TO:	TOTALS
PRO: HR 10101 - TO EXEMPT AIRCRAFT MUSEUMS FROM TAXES ON GASOLINE/FUELS USED FOR MUSEUM AIRCRAFT		143
PRO: S 2910 - HR 15641 - DIABETES BILL		844
PRO: S 3131 - RAIL IMPROVEMENT ACT		220
PRO: HR 9719 - PAYMENTS TO LOCAL GOVERNMENTS IN LIEU OF TAXES ON PUBLIC LANDS		154
S 507 - HR 13777 - PUBLIC LAND POLICY & MANAGEMENT ACT	PRO CON	4 145
PRO: HR 11455 - EXPAND INDIANA DUNES NATIONAL PARK (FORMS)		200
PRO: HR 3605 - SMALL BREWERS EXCISE TAX RELIEF BILL		455
PRO: S 2657 - HIGHER EDUCATION AMENDMENTS ACT OF 1976		124
HR 5546 - HEALTH MANPOWER ACT	PRO CON	123 60



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: OCTOBER 13, 1976

SUBJECT	REFERRED TO:	TOTALS
BUSING PRO CON	JUSTICE	12 716
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)	JUSTICE	410
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		19,639
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		47,160



Correspondence Section Work Report for Two Week Period Ending: 10/15/76

Unprocessed mail on hand at beginning of reporting period:	7,199
Mail received (estimate):	12,099
Mail processed this reporting period:	10,611
Unprocessed mail on hand at end of reporting period:	8,687

 Mail Processed As Follows:

CORRESPONDENCE SECTION:

Letters

Presidentials:	Automatic	Manual	Total:
Adult:	1,974	64	2,532
Children:	426	68	
For Mr. Elliott's Signature:			
	4,338	1,058	5,396
Letters Processed in Correspondence Section:			7,928

Other

Referral Forms:	3
Envelopes and labels for mailing cards, booklets, photos, etc.	2,680
Total Mail Processed in Correspondence Section:	10,611

STAFF OFFICES

Letters

Presidentials:	Automatic	Manual	Total:
	344	115	459
For Staff Officials' Signature:	1,365	830	2,195
Letters Processed for Staff Offices:			2,654

Total Mail Processed by Letter Reply: 10,582

Other Work Completed During Reporting Period:

Documents:	Originals	Stencils
	53	57

Other:	<u>5,597 Envelopes/Labels</u>	<u>1 four-page Memo</u>
	<u>75 Envelopes and Fill-in Memos</u>	
	<u>16-page News Summary</u>	
	<u>1 thirty-page Report</u>	
	<u>1 eight-page Memo</u>	

Manhours Worked in White House Staff Offices:

Manhours worked by detailees in Staff Offices:	259.5
Manhours worked in Correspondence Section:	646.5
Total Manhours:	906

 MAIL ON HAND AT END OF REPORTING PERIOD:

In Analysis and Reply Unit:	Adult:	3,721
	Children:	2,159
In Stenographic and Typing Unit:		
For letter reply:		
Presidentials:		70
Non-Presidentials:		1,806
For labels and envelopes (booklet/card/offset/photo)		800
For Review:		131

Total Mail Unprocessed: 8,687



CORRESPONDENCE SECTION
OUTSIDE WORK REPORT

October 2, 1976 through October 15, 1976

BAROODY

	311 2pp ltrs (robo)	51 hrs
Mitler	389 ltrs (robo)	32 hrs
McAuliffee	166 ltrs (robo)	14 hrs
Calhoun	66 ltrs (robo) 3,000 envelopes	64 hrs
Powell	15 ltrs (robo)	1 hr
Patterson	2 ltrs (robo)	1/2 hr

BENNETT

	1 ltr (robo)	1/2 hr
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BUCHEN

	4 ltrs (robo)	1 hr
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CAVANEY

	25 ltrs (robo)	2 hrs
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CHENEY

	137 ltrs (manual) Ltrs drafted, typed and reviewed	100 hrs
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ELLIOTT

	TELEPHONES	20 hrs
Bovelskey	1800 envelopes 206 Pres Ltrs (robo) 8 Pres Ltrs (manual) 7 ltrs (manual)	56 hrs
Fenton/Yarjan	27 Pres Ltrs (manual) 70 Pres Ltrs (robo) 19 ltrs (manual)	13 hrs
Nolan	4 pp (memos)	3 hrs

FRIEDERSDORF

Berg-Hansen	158 ltrs (manual) 50 ltrs (robo) 68 Pres Ltrs (robo)	36 hrs
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HASEK

	71 Pres Ltrs (manual) 131 ltrs (manual) 137 envelopes Some ltrs drafted, all typed and reviewed	67 hrs
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MORE

October 2, 1976 through October 15, 1976

-2-



HOLM

Keesling 42 ltrs (robo) 2 1/2 hrs

KAMSTRA

60 envelopes/labels 1 1/2 hrs

LAZARUS

46 ltrs (robo) 3 hrs

LEONARD

30 ltrs (manual)
Ltrs drafted, typed
and reviewed 7 hrs

LINDER/RATCHFORD

5 pp, 4 stencils - Procs
17 pp, 8 stencils - Msgs
31 pp, 22 stencils - Stmts
9 pp, 2 stencils - Ltrs
600 labels
75 envelopes (fill-in memo) 51 hrs

NESSEN

12 stencils 6 hrs
Shuman 4 stencils (FS) 2 hrs
Earle 5 stencils (FS) 3 hrs
Roberts 11 ltrs (robo) 1 hr

NICHOLSON

348 ltrs (manual)
179 ltrs (robo)
Some ltrs drafted, all
typed and reviewed 92 hrs

O'DONNELL

30 pp report 6 1/2 hrs

PORTER/FORD (MRS.)

58 ltrs (robo) 5 hrs

WALDERON

16 pp (news summary) 4 hrs

TOTAL:

646 1/2 HOURS

DOMESTIC COUNCIL OUTSIDE WORK REPORT:

Lissy 78 ltrs (robo) 3 1/2 hrs

Cannon 8 pp memo (WH) 4 hrs

TOTAL: (Minus 4 hrs - work completed by WH employee)

3 1/2 hrs

MORE

October 2, 1976 through October 15, 1976

DETAIL REPORT

ANDERSON

Matthias 8 hrs

BUCHEN

Mooneyhan 8 hrs

CAVANEY

Mulqueen/Clawson 9 1/2 hrs

CHENEY

Gonzalez/Wessel 53 1/2 hrs

ELLIOTT

Brookshier/Curtis 4 1/2 hrs

Nolan Robinson 5 1/2 hrs

FRIEDERSDORF

Wolthius Mooneyhan/Wessel 13 hrs

HASEK

Trynovosky 32 hrs

HENDRIX

Trynovosky 24 hrs

JONES

Wessel 8 hrs

MARSH

Gonzalez 1 hr

Rourke Robinson 1 1/2 hrs

O'DONNELL

Riegner 3 hrs

PENNY

Collier 88 hrs

TOTAL:

259 1/2 HOURS

DOMESTIC COUNCIL DETAIL REPORT:

Alexander Brown 64 hrs

May Oestreich 56 hrs

Humphreys Chambers 8 hrs

Parsons Chambers 24 hrs

Fletcher Chambers 8 hrs

TOTAL:

160 HOURS

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Summary of telegrams received for the Bi-Weekly Period
ending October 27, 1976.

John W. Vickroy, Jr.
Telegraph Office

<u>ADDRESSEE:</u>	<u>NUMBER:</u>
The President	2,442
Secretariat	57
First Lady	9
The President and First Lady	9
Susan Ford	1
John Ford	1
GRAND TOTAL:	2,519

Breakdown by subjects of 2,442 telegrams received
for the President is attached.



BI-WEEKLY REPORT FOR
PERIOD ENDING October 27th, 1976

SUBJECT:	NO.	SUBJECT:	NO.
Requests for photos, messages, appointments, invitations & replies:	35	Rail Improvement Act (S-3131) PRO	27
Personal Problems and Requests for Aid:	33	G.I. Educational Funds (S-969) PRO	50
Endorsements and Comments on appointments:	6	Payment In Lieu of Taxes Bill (H-9719) PRO	25
Critical Comments:	30	President's Press Conference 10/14/76 PRO	56
Support	143	President's Press Conference 10/14/76 CON	7
Protests, Complaints & Requests for Investigations:	20	President's Press Conference 10/14/76 COMM	9
P.I.D.	0	Vice Presidential Candidates Debate 10/15/76 PRO	15
Labor and Strikes:	3	Vice Presidential Candidates Debate 10/15/76 CON	17
Foreign Language:	17	Vice Presidential Candidates Debate 10/15/76 COMMENTS	7
Comments on Foreign Policy:	20	Eilberg Bill (HR-14535) COMMENTS	104
Miscellaneous Expressions of Concern About the Economy:	18	Support Helsinki Commission (HR-15813) PRO	43
Miscellaneous:	611	Copies of Replies to Jimmy Carter's Telegram to the President	9
Educational Amendments Act (S-2657) PRO	17	General Brown's Anti-Semitic Remarks COMMENTS	327
Support For Flying Museum (HR-10101) PRO	42	Legislation to Expand Indiana Dunes COMM	15
Support Small Brewers (HR-3605) PRO	5	President Ford/Governor Carter TV Debate 10/22/76 PRO	116
Health/Manpower Act (HR-5546) PRO	6	President Ford/Governor Carter TV Debate 10/22/76 CON	9
Diabetes Bill (HR-15641 & S-2910) PRO	34	President Ford/Governor Carter TV Debate 10/22/76 COMMENTS	16
Rescind/Modify Executive Order 11644 PRO	543	Intercession For Soviet Defector Zafimov PRO	7
		Presidential Telegrams Forwarded to someone other than Mrs. Reta Shay:	106



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Summary of telegrams received for the Bi-Weekly Period
ending November 10, 1976.

John W. Vickroy, Jr.
Telegraph Office

<u>ADDRESSEE:</u>	<u>NUMBER:</u>
The President	2,034
Secretariat	77
First Lady	19
The President and First Lady	96
Miss Susan Ford	3
Mr. John Ford	7
Mr. Steven Ford	3
GRAND TOTAL:	2,239

Breakdown by subjects of 2,034 telegrams received
for the President is attached.



WHITE HOUSE INCOMING MAIL REPORT FOR:

OCTOBER 28, 1976 - NOVEMBER 10, 1976

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	62,933*
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	0
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	57,372
PRESIDENTIAL UNPROCESSED THIS PERIOD	5,561
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	23,548
INCOMING MAIL TO FIRST LADY'S OFFICE	7,945
COMBINED TOTAL FOR THIS REPORTING PERIOD	94,426
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (11-12-75)	309,625
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (11-15-74)	94,156
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (11-16-73)	169,871
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1972 (11-14-72)	94,074

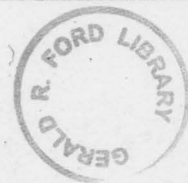
* INCLUDES 2,034 TELEGRAMS AND 905 POSTCARDS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: NOVEMBER 10, 1976

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		3,954
PRESIDENTIAL ELECTION 11-2-76 PRO: FORD PRO: CARTER COMMENT		13,077 272 327
PRESIDENTIAL CAMPAIGN DEBATE WILLIAMSBURG, VA. 10-22-76 PRO: PRESIDENT CON: PRESIDENT COMMENT		122 8 27
POLITICAL COMMENTS		1,002
GENERAL BROWN'S STATEMENT RE ISRAEL, ETC. PRO CON COMMENT		43 523 2
ECONOMY		186
INTERCEDE FOR SOVIET JEWS UNDER ARREST IN MOSCOW		516
REQUEST POLITICAL REFUGEE STATUS FOR PRANAS AND ALGIRDAS BRAZINSKAS		370
CON: SUGAR IMPORTS (FORMS)		1,020



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: NOVEMBER 10, 1976

SUBJECT	REFERRED TO:	TOTALS
ABORTION	PRO CON COMMENT	75 397 29
PRO: EXECUTIVE ORDER TO SUSPEND STATUS CHANGES RE POW/MIA (FORMS)		804
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		107
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		3,305
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		680
INVITATIONS/INTERVIEWS		380
CURRENT LEGISLATION		230
CON: HR 14535 - IMMIGRATION AND NATIONALITY ACT AMENDMENTS OF 1976 (FORMS) (EILBERG BILL SIGNED 10-20-76)		2,459
CRITICAL COMMENTS		315



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: NOVEMBER 10, 1976

SUBJECT	REFERRED TO:	TOTALS
NEW AND REGULAR SECRET SERVICE CASES		284
CHILDREN'S MAIL		7,649
CON: AID TO CHILE (FORMS)		200
INVESTIGATE PORNOGRAPHY AND ORGANIZED CRIME (FORMS)		550
CON: PROPOSED AIRPORT AT COLUMBIA - WATERLOO, ILLINOIS	DOT	239
CON: BUSING	JUSTICE	694
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)	JUSTICE	683
RETAIN SER PROGRAM	LABOR	250
PRO: AID TO SOVIET JEWS	STATE	173



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: NOVEMBER 10, 1976

SUBJECT	REFERRED TO:	TOTALS
PRO: FULL FUNDING FOR NATIONAL ENDOWMENT FOR THE ARTS	OMB	183
GUN CONTROL PRO CON COMMENT	TREASURY	24 297 3
OPINION BALLOT: SHOULD THE GOVERNMENT REGISTER OUR GUNS? PRO CON COMMENT	TREASURY	484 3,199 23
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		12,207
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		57,372



Correspondence Section Work Report for Two Week Period Ending: 11/12/76

Unprocessed mail on hand at beginning of reporting period:	<u>3,599</u>
Mail received (estimate):	<u>40,932</u>
Mail processed this reporting period:	<u>24,195</u>
Unprocessed mail on hand at end of reporting period:	<u>20,336</u>

Mail Processed As Follows:

CORRESPONDENCE SECTION:

Letters

Presidentials:	Automatic	Manual	Total:
Adult:	<u>9,800</u>	<u>14</u>] <u>9,823</u>
Children:	<u>--</u>	<u>9</u>	
For Mr. Elliott's Signature:	<u>2,656</u>	<u>689</u>	<u>3,345</u>
Letters Processed in Correspondence Section:			<u>13,168</u>

Other

Referral Forms:	<u>3</u>
Envelopes and labels for mailing cards, booklets, photos, etc.	<u>11,024</u>
Total Mail Processed in Correspondence Section:	<u>24,195</u>

STAFF OFFICES

Letters

Presidentials:	Automatic	Manual	Total:
	<u>714</u>	<u>52</u>	<u>766</u>
For Staff Officials' Signature:	<u>711</u>	<u>376</u>	<u>1,087</u>
Letters Processed for Staff Offices:			<u>1,853</u>

Total Mail Processed by Letter Reply: 15,021

Other Work Completed During Reporting Period:

Documents:	Originals	Stencils
	<u>7</u>	<u>6</u>

Other: 7,000 Envelopes
4-page Report
4 Memos
1 Listing

Manhours Worked in White House Staff Offices:

Manhours worked by detailees in Staff Offices:	<u>168</u>
Manhours worked in Correspondence Section:	<u>400</u>
Total Manhours:	<u>568</u>

MAIL ON HAND AT END OF REPORTING PERIOD:

In Analysis and Reply Unit:	Adult:	<u>6,376</u>
	Children:	<u>1,647</u>
In Stenographic and Typing Unit:		
For letter reply:		
Presidentials:		<u>10,000</u>
Non-Presidentials:		<u>156</u>
For labels and envelopes (booklet/card/offset/photo)		<u>1,260</u>
For Review:		<u>897</u>

Total Mail Unprocessed: 20,336



CORRESPONDENCE SECTION
OUTSIDE WORK REPORT

October 30, 1976 through November 12, 1976

BAROODY

Calhoun	21 ltrs (robo)	1 1/2 hrs
Powell	20 ltrs (robo)	1 1/2 hrs
Mitler	151 ltrs (robo)	12 hrs

BENNETT

	84 ltrs (robo)	
	36 Pres Ltrs (robo)	10 hrs
Patterson	2 ltrs (robo)	1/2 hr

CHENEY

	69 ltrs (manual)	
	Ltrs drafted, typed and reviewed	43 hrs

ELLIOTT

Higgins	listing	2 hrs
Nolan	4 pp (memos)	2 hrs
Bovelsky	7,000 Envelopes 16 Pres (manual) 132 Pres Ltrs (robo) 8 ltrs (manual)	154 hrs
Yarjan	61 Pres Ltrs (robo)	5 hrs

FRIEDERSDORF

Berg-Hansen	86 ltrs (manual) 180 ltrs (robo) 455 Pres Ltrs (robo) 30 Pres Ltrs (manual)	85 hrs
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HASEK

	4 Pres Ltrs (manual) 36 ltrs (manual) Some ltrs drafted, all typed and reviewed	24 1/2 hrs
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LEONARD

	8 ltrs (manual) Ltrs drafted, typed and reviewed	2 hrs
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MORE

October 30, 1976 through November 12, 1976

-2-

LINDER/RATCHFORD

6 pp, 3 stencils - Msgs
1 pg, 1 stencil - Stmt
2 pp, 2 stencils - Ltrs
4 pp report 6 hrs

NESSEN

Cavaney 30 Pres Ltrs (robo) 3 hrs

Roberts 51 ltrs (robo) 4 hrs

NICHOLSON

169 ltrs (manual)
202 ltrs (robo)
Some ltrs drafted, all
typed and reviewed 44 hrs

TOTAL: 400 HOURS

DETAIL REPORT

BARODY

Calhoun Trynovosky 39 1/2 hrs

BUCHEN

Schmults Mooneyhan 8 hrs

CHENEY

Gonzalez/Saunders 59 hrs

GERGEN

Phelan Wilcox 4 hrs

JONES

Saunders/Matthias 11 hrs

HARTMANN

Smith Matthias 1 hr

HASEK

Collier 2 hrs

MARSH

Clawson/King/Mooneyhan/
Curtis 11 1/2 hrs

PENNY

Collier 32 hrs

TOTAL: 168 HOURS

MORE



October 30, 1976 through November 12, 1976

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DOMESTIC COUNCIL DETAIL REPORT

Alexander	Brown	80 hrs
May	Oestreich	80 hrs
McConahey/Messengale	Chambers	80 hrs

TOTAL DOMESTIC COUNCIL DETAIL HOURS:		240 HOURS

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending NOVEMBER 12, 1976

PRESIDENTIAL SIGNATURE MAIL: LETTERS TELEGRAMS

TOTAL 2,972 2,467 505

CUMULATED 51,825 49,957 1,868

PRESIDENTIAL AUTOGRAPHS: PHOTOGRAPHS CARDS MISCEL. ITEMS
BOOKS, COVERS,
ETC.

TOTAL 329 266 0 63

CUMULATED 6,509 4,543 172 1,794

MAIL REFERRED TO THE DEPARTMENTS:

TOTAL 11,678

CUMULATED 292,993

W. F. Matthews
William F. Matthews
Chief of Files



FOLLOWING IS A REPORT OF THE VOLUME OF MAIL GOING OUT TO EACH OF THE DEPARTMENTS AND AGENCIES FOR THE TWO WEEKS ENDING NOVEMBER 12, 1976

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	2	105
AGENCY FOR INTERNATIONAL DEVELOPMENT		13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	1	340
ARCHITECT OF THE CAPITOL	4	173
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE	1	41
CENTRAL INTELLIGENCE AGENCY	1	41
CIVIL AERONAUTICS BOARD	6	155
CIVIL RIGHTS COMMISSION	2	17
CIVIL SERVICE COMMISSION	51	10,006
COMMUNITY SERVICES ADMINISTRATION	1	81
COUNCIL OF ECONOMIC ADVISORS	4	67
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	237
COUNCIL ON WAGE & PRICE STABILITY		39
DEPARTMENT OF AGRICULTURE	158	5,695
DEPARTMENT OF COMMERCE	127	10,836
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	897	46,911
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	114	2,537
DEPARTMENT OF THE INTERIOR	167	10,598
DEPARTMENT OF JUSTICE	1,194	23,124
DEPARTMENT OF LABOR	473	9,243
DEPARTMENT OF STATE	2,102	61,633
DEPARTMENT OF TRANSPORTATION	271	13,047
DEPARTMENT OF THE TREASURY	4,265	13,768
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	20	1,882
ENVIRONMENTAL PROTECTION AGENCY	133	2,699
ENVIRONMENTAL QUALITY COUNCIL	17	140
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	4	393
FEDERAL COMMUNICATIONS COMMISSION	19	1,284
FEDERAL DEPOSIT INSURANCE CORPORATION	6	59
FEDERAL ENERGY ADMINISTRATION	29	2,206
FEDERAL HOME LOAN BANK BOARD	2	41
FEDERAL POWER COMMISSION	9	263
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)		52
FEDERAL TRADE COMMISSION	21	5,531
FOREIGN CLAIMS SETTLEMENT COMMISSION	4	50
GENERAL ACCOUNTING OFFICE	1	20
GENERAL SERVICES ADMINISTRATION	10	375
GOVERNMENT PRINTING OFFICE	6	286
INTERSTATE COMMERCE COMMISSION	4	134
LEGAL SERVICES, PUBLIC AFFAIRS	15	276
LIBRARY OF CONGRESS	4	61
MILITARY ASSISTANT TO THE PRESIDENT (DEFENSE)	463	28,674
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	16	1,057
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	2	207

Summary of telegrams received for the Bi-Weekly Period
ending Midnight, November 23, 1976 .

John W. Vickroy Jr.
John W. Vickroy, Jr.
Telegraph Office

ADDRESSEE:

NUMBER:

The President	202
Secretariat	22
First Lady	2
The President and First Lady	1
Susan	1
John	1

GRAND TOTAL: 229

Breakdown by subjects of 202 telegrams received
for the President is attached.



Correspondence Section Work Report for Two Week Period Ending: 11/26/76

Unprocessed mail on hand at beginning of reporting period:	20,336
Mail received (estimate):	18,397
Mail processed this reporting period:	26,959
Unprocessed mail on hand at end of reporting period:	11,774

Mail Processed As Follows:

CORRESPONDENCE SECTION:

Letters

Presidentials:	Automatic	Manual	Total:
Adult:	17,348	98] <u>17,464</u>
Children:	0	18	
For Mr. Elliott's Signature:	<u>534</u>	<u>593</u>	<u>1,127</u>
Letters Processed in Correspondence Section:			<u>18,591</u>

Other

Referral Forms:	<u>4</u>
Envelopes and labels for mailing cards, booklets, photos, etc.	<u>8,364</u>

Total Mail Processed in Correspondence Section: 26,959

STAFF OFFICES

Letters	Automatic	Manual	Total:
Presidentials:	<u>439</u>	<u>59</u>	<u>498</u>
For Staff Officials' Signature:	<u>832</u>	<u>323</u>	<u>1,155</u>
Letters Processed for Staff Offices:			<u>1,653</u>

Total Mail Processed by Letter Reply: 20,244

Other Work Completed During Reporting Period:

Documents:	Originals	Stencils
	<u>32</u>	<u>12</u>

Other: 877 Labels/Envelopes

5-page Report

3-page Memo

3-page Memo

Manhours Worked in White House Staff Offices:

Manhours worked by detailees in Staff Offices:	<u>99</u>
Manhours worked in Correspondence Section:	<u>251.5</u>
Total Manhours:	<u>350.5</u>

MAIL ON HAND AT END OF REPORTING PERIOD:

In Analysis and Reply Unit:	Adult: <u>501</u>
	Children: <u>1,021</u>
In Stenographic and Typing Unit:	
For letter reply:	
Presidentials:	<u>5,500</u>
Non-Presidentials:	<u>1,407</u>
For labels and envelopes (booklet/card/offset/photo)	<u>3,020</u>
For Review:	<u>325</u>

Total Mail Unprocessed: 11,774



CORRESPONDENCE SECTION
OUTSIDE WORK REPORT

November 13, 1976 through November 26, 1976

BAROODY

Calhoun	11 ltrs (robo)	1 hr
Holm	45 ltrs (robo)	3 hrs
Powell	30 ltrs (robo)	2 hrs
Mitler	6 ltrs (robo)	1 hr

BENNETT

	38 ltrs (robo)	3 hrs
Patterson	28 ltrs (robo)	2 hrs

CHENEY

.....	27 ltrs (manual) Ltrs drafted, typed and reviewed	20 hrs
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ELLIOTT

Bovelskey	857 envelopes 8 Pres Ltrs (manual) 90 Pres Ltrs (robo) 6 ltrs (manual)	26 hrs
Fenton/Yarjan	201 Pres Ltrs (robo) 3 Pres Ltrs (manual)	17 hrs
Nolan	3 pp (memos)	2 hrs

FRIEDERSDORF

Berg-Hansen	108 ltrs (manual) 250 ltrs (robo) 40 Pres Ltrs (manual)	41 hrs
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GULLEY

	225 blank ltrs (robo)	15 hrs
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HASEK

	16 ltrs (manual) Ltrs drafted, typed and reviewed	12 1/2 hrs
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LINDER/RATCHFORD

	8 pp, 1 stencil - ltrs 4 pp, 2 stencils - Procs 8 pp, 4 stencils - Stmtts 3 pp - Memos 20 pp, 5 stencils - Bill 20 labels 5 pp report	21 hrs
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LEONARD

	131 Pres Ltrs (robo) 21 ltrs (manual) Some ltrs drafted, all typed and reviewed	13 1/2 hrs
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November 13, 1976 through November 26, 1976

-2-

NESSEN

Roberts	8 ltrs (robo)	1 hr
Cavaney	17 Pres Ltrs (robo)	2 hrs
Sorum	40 ltrs (robo)	3 1/2 hrs

NICHOLSON

145 ltrs (manual)	
151 ltrs (robo)	
Some ltrs drafted, all typed and reviewed	65 hrs

TOTAL: 251 1/2 HOURS

DETAIL REPORT

BARODY

Trynovosky	2 hrs
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BUCHEN

Mooneyhan	3 hrs
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CHENEY

Gonzalez	8 hrs
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FRIEDERSDORF

Saunders/Curtis/Matthias/ Upperman/Gonzalez	14 hrs
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LAZARUS

Roth	Collier/Riegner/ Trynovosky	61 hrs
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MARSH

Curtis/Riegner	8 hrs
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SEIDMAN

Mooneyhan	3 hrs
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TOTAL: 99 HOURS

DOMESTIC COUNCIL DETAIL REPORT:

Alexander	Brown	56 hrs
May	Oestreich	65 1/2 hrs
McConahey	Chambers	72 hrs

TOTAL DOMESTIC COUNCIL DETAIL HOURS: 193 1/2 HOURS



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MEMORANDUM FOR MR. ROLAND L. ELLIOTT: ✓

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending NOVEMBER 26, 1976

<u>PRESIDENTIAL SIGNATURE MAIL:</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>
<u>TOTAL</u>	* 5,411	39
<u>CUMULATED</u>	57,236	1,907

<u>PRESIDENTIAL AUTOGRAPHS:</u>	<u>PHOTOGRAPHS</u>	<u>CARDS</u>	<u>MISCEL. ITEMS BOOKS, COVERS, ETC.</u>
<u>TOTAL</u>	475	239	236
<u>CUMULATED</u>	6,984	4,782	2,030

MAIL REFERRED TO THE DEPARTMENTS:

<u>TOTAL</u>	5,656
<u>CUMULATED</u>	298,649

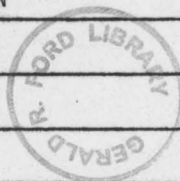
W. F. Matthews
William F. Matthews
Chief of Files

* PRESIDENTIAL TOTAL INCOMPLETE - NOT ENTERED INTO COMPUTER;



FOLLOWING IS A REPORT OF THE VOLUME OF MAIL GOING OUT TO EACH OF THE DEPARTMENTS AND AGENCIES FOR THE TWO WEEKS ENDING NOVEMBER 26, 1976

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	2	107
AGENCY FOR INTERNATIONAL DEVELOPMENT		13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	342
ARCHITECT OF THE CAPITOL	5	178
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		41
CENTRAL INTELLIGENCE AGENCY		41
CIVIL AERONAUTICS BOARD		155
CIVIL RIGHTS COMMISSION		17
CIVIL SERVICE COMMISSION	38	10,044
COMMUNITY SERVICES ADMINISTRATION	1	82
COUNCIL OF ECONOMIC ADVISORS	2	69
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	240
COUNCIL ON WAGE & PRICE STABILITY	1	40
DEPARTMENT OF AGRICULTURE	73	5,768
DEPARTMENT OF COMMERCE	73	10,909
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	403	47,314
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	53	2,590
DEPARTMENT OF THE INTERIOR	104	10,702
DEPARTMENT OF JUSTICE	616	23,740
DEPARTMENT OF LABOR	146	9,389
DEPARTMENT OF STATE	1,557	63,190
DEPARTMENT OF TRANSPORTATION	117	13,164
DEPARTMENT OF THE TREASURY	659	14,427
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	12	1,894
ENVIRONMENTAL PROTECTION AGENCY	706	3,405
ENVIRONMENTAL QUALITY COUNCIL		140
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	2	395
FEDERAL COMMUNICATIONS COMMISSION	9	1,293
FEDERAL DEPOSIT INSURANCE CORPORATION		59
FEDERAL ENERGY ADMINISTRATION	16	2,222
FEDERAL HOME LOAN BANK BOARD		41
FEDERAL POWER COMMISSION		263
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)	1	53
FEDERAL TRADE COMMISSION	3	5,534
FOREIGN CLAIMS SETTLEMENT COMMISSION		50
GENERAL ACCOUNTING OFFICE		20
GENERAL SERVICES ADMINISTRATION	21	396
GOVERNMENT PRINTING OFFICE	5	291
INTERSTATE COMMERCE COMMISSION	1	135
LEGAL SERVICES, PUBLIC AFFAIRS	6	282
LIBRARY OF CONGRESS		61
MILITARY ASSISTANT TO THE PRESIDENT (DEFENSE)	337	29,011
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	9	1,066
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES		207



JW

Summary of telegrams received for the Bi-Weekly period
ending December 8, 1976.

John W. Vickroy Jr.
Telegraph Office

ADDRESSEE:	NUMBER:
The President	147
Secretariat	31
First Lady	3
The President and First Lady	4
John Ford	1

[Handwritten signature]

GRAND TOTAL: 186

Breakdown by subjects of 147 telegrams received for
the President is attached:



CORRESPONDENCE SECTION
OUTSIDE WORK REPORT

November 27, 1976 through December 10, 1976

BAROODY

Powell 50 ltrs (robo) 4 hrs

BARRETT

73 ltrs (robo) 6 hrs

BENNETT

10 ltrs (robo) 1 hr

CHENEY

49 ltrs (manual)
Ltrs drafted, typed
and reviewed 28 hrs

FRIEDERSDORF

Berg-Hansen 138 ltrs (manual)
7 Pres Ltrs (manual) 25 hrs

HASEK

11 Pres Ltrs (manual)
24 ltrs (manual)
Some ltrs drafted; all
typed and reviewed 24 hrs

HIGGINS

8,000 envelopes
2 pp (memos)
16 Pres (robo) 166 hrs

Fenton/Yarjan 83 Pres Ltrs (manual)
218 Pres Ltrs (robo) 31 hrs

Bovelskey 16 Pres (manual)
138 Pres (robo)
3 ltrs (manual)
625 envelopes 27 hrs

LAZARUS

Roth 31 pp report 10 hrs

LEONARD

Cavanaugh 50 Pres Ltrs (manual) 8 hrs

LINDER/RATCHFORD

7 pp, 5 stencils - Procs
15 pp - Ltrs (Pres-Manual)
6 pp report 7 hrs

NESSEN

Roberts 38 ltrs (robo) 3 hrs

MORE



November 27, 1976 through December 10, 1976

-2-

NICHOLSON

113 ltrs (manual)
128 ltrs (robo)
Some ltrs drafted, all
typed and reviewed 41 hrs

WALDERON

428 Pres Ltrs (robo) 34 hrs

TOTAL: 417 HOURS

DOMESTIC COUNCIL OUTSIDE WORK REPORT:

Lissy 12 pp ltr (manual) (WH) 2 hrs

TOTAL (TRANSFERRED TO WHITE HOUSE) ---

DETAIL REPORT

BENNETT

Trynovsky 32 hrs

BUCHEN

Mooneyhan 2 1/2 hrs

CAVANAUGH

Saunders 3 1/2 hrs

CHENEY

Gonzalez 26 hrs

HASEK

Williams 1 hr

HIGGINS

Fenton Malcomb 8 hrs

JONES

Matthias 4 1/2 hrs

LAZARUS

Roth Wilcox 72 hrs

MARSH

Mooneyhan/Luster 11 hrs

ROGERS

Curtis 1 1/2 hrs

SEIDMAN

Porter Hiner/Clawson 6 hrs

TOTAL: 168 HOURS

MORE



November 27, 1976 through December 10, 1976

-3-

DOMESTIC COUNCIL DETAIL REPORT

Alexander	Brown	80 hrs
May	Oestreich	87 1/2 hrs
McConahey	Chambers	80 hrs

TOTAL DOMESTIC COUNCIL DETAIL HOURS: 247 1/2 HOURS

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT: ✓

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending DECEMBER, 10, 1976

<u>PRESIDENTIAL SIGNATURE MAIL:</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>
<u>TOTAL</u> *	1,235	17
<u>CUMULATED</u>	58,471	1,924

<u>PRESIDENTIAL AUTOGRAPHS:</u>	<u>PHOTOGRAPHS</u>	<u>CARDS</u>	<u>MISCEL. ITEMS</u> <u>BOOKS, COVERS,</u> <u>ETC.</u>
<u>TOTAL</u>	520	20	150
<u>CUMULATED</u>	7,504	192	2,180

MAIL REFERRED TO THE DEPARTMENTS:

<u>TOTAL</u>	7,583
<u>CUMULATED</u>	306,232

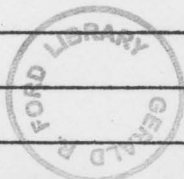
W. F. Matthews
William F. Matthews
Chief of Files

* PRESIDENTIAL TOTAL INCOMPLETE -
NOT ENTERED INTO COMPUTER.



FOLLOWING IS A REPORT OF THE VOLUME OF MAIL GOING OUT TO EACH OF THE DEPARTMENTS AND AGENCIES FOR THE TWO WEEKS ENDING DECEMBER 10, 1976

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION		107
AGENCY FOR INTERNATIONAL DEVELOPMENT		13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION		342
ARCHITECT OF THE CAPITOL	3	181
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		41
CENTRAL INTELLIGENCE AGENCY		41
CIVIL AERONAUTICS BOARD		155
CIVIL RIGHTS COMMISSION	1	18
CIVIL SERVICE COMMISSION	27	10,071
COMMUNITY SERVICES ADMINISTRATION		82
COUNCIL OF ECONOMIC ADVISORS	3	72
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	243
COUNCIL ON WAGE & PRICE STABILITY	50	90
DEPARTMENT OF AGRICULTURE	197	5,965
DEPARTMENT OF COMMERCE	64	10,973
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	757	48,071
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	40	2,630
DEPARTMENT OF THE INTERIOR	135	10,837
DEPARTMENT OF JUSTICE	2,810	26,550
DEPARTMENT OF LABOR	103	9,492
DEPARTMENT OF STATE	1,426	64,616
DEPARTMENT OF TRANSPORTATION	55	13,219
DEPARTMENT OF THE TREASURY	187	14,614
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	17	1,911
ENVIRONMENTAL PROTECTION AGENCY	576	3,981
ENVIRONMENTAL QUALITY COUNCIL		140
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	8	403
FEDERAL COMMUNICATIONS COMMISSION	18	1,311
FEDERAL DEPOSIT INSURANCE CORPORATION		59
FEDERAL ENERGY ADMINISTRATION	41	2,263
FEDERAL HOME LOAN BANK BOARD	1	42
FEDERAL POWER COMMISSION	4	267
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)		53
FEDERAL TRADE COMMISSION	7	5,541
FOREIGN CLAIMS SETTLEMENT COMMISSION	1	51
GENERAL ACCOUNTING OFFICE		20
GENERAL SERVICES ADMINISTRATION	4	400
GOVERNMENT PRINTING OFFICE	4	295
INTERSTATE COMMERCE COMMISSION	1	136
LEGAL SERVICES, PUBLIC AFFAIRS	8	290
LIBRARY OF CONGRESS		61
MILITARY ASSISTANT TO THE PRESIDENT (DEFENSE)	326	29,337
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	6	1,072
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	2	209



Anne Higgins



PREPARED: JANUARY 5, 1977

WHITE HOUSE INCOMING MAIL REPORT FOR:

DECEMBER 22, 1976 - JANUARY 5, 1977

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	24,555*
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	0
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	24,555
PRESIDENTIAL UNPROCESSED THIS PERIOD	0
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	14,940
INCOMING MAIL TO FIRST LADY'S OFFICE	2,296
COMBINED TOTAL FOR THIS REPORTING PERIOD	41,791
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)	56,342
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)	71,160
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (1-11-74)	107,659
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (1-12-73)	110,377

* INCLUDES 547 TELEGRAMS AND 53 POSTCARDS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		372
PRESIDENTIAL ELECTION 11-2-76 REGRET/APPRECIATION APPRECIATION COMMENT		1,789 14 10
CHRISTMAS/NEW YEAR GREETINGS		5,157
PRESIDENT'S PROPOSAL OF STATEHOOD FOR PUERTO RICO	PRO CON COMMENT	37 33 5
BARBARA WALTERS' TV INTERVIEW WITH PRESIDENT AND MRS. FORD 1-2-77	PRO CON COMMENT	54 0 2
AMNESTY FOR DESERTERS AND DRAFT DODGERS	PRO CON COMMENT	640 914 15
REQUEST FEDERAL FUNDS TO CLEANUP OIL SPILLS		53
CON: HR 14535 - IMMIGRATION AND NATIONALITY ACT AMENDMENTS OF 1976 (FORMS) (EILBERG BILL SIGNED 10-20-76)		5,200
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		23



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		1,823
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		444
INVITATIONS/INTERVIEWS		248
ECONOMY		64
POLITICAL COMMENTS		63
CRITICAL COMMENTS		46
NEW AND REGULAR SECRET SERVICE CASES		334
CHILDREN'S MAIL		1,549
EXECUTIVE, LEGISLATIVE, PRO AND JUDICIAL SALARY CON INCREASES COMMENT	OMB	9 211 2



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
PRO: PARDON FOR G. GORDON LIDDY	JUSTICE	75
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)	JUSTICE	100
RESCIND EXECUTIVE PRO ORDER 11643 CON (PREDATOR CONTROL) COMMENT	INTERIOR	5 1,249 0
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		4,015
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		24,555



Mr. Roland L. Elliott



WHITE HOUSE INCOMING MAIL REPORT FOR:

DECEMBER 22, 1976 - JANUARY 5, 1977

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	24,555*
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	0
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	24,555
PRESIDENTIAL UNPROCESSED THIS PERIOD	0
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	14,940
INCOMING MAIL TO FIRST LADY'S OFFICE	2,296
COMBINED TOTAL FOR THIS REPORTING PERIOD	41,791
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)	56,342
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)	71,160
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (1-11-74)	107,659
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (1-12-73)	110,377

* INCLUDES 547 TELEGRAMS AND 53 POSTCARDS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		372
PRESIDENTIAL ELECTION 11-2-76 REGRET/APPRECIATION APPRECIATION COMMENT		1,789 14 10
CHRISTMAS/NEW YEAR GREETINGS		5,157
PRESIDENT'S PROPOSAL PRO OF STATEHOOD FOR CON PUERTO RICO COMMENT		37 33 5
BARBARA WALTERS' TV PRO INTERVIEW WITH PRESIDENT CON AND MRS. FORD 1-2-77 COMMENT		54 0 2
AMNESTY FOR DESERTERS PRO AND DRAFT DODGERS CON COMMENT		640 914 15
REQUEST FEDERAL FUNDS TO CLEANUP OIL SPILLS		53
CON: HR 14535 - IMMIGRATION AND NATIONALITY ACT AMENDMENTS OF 1976 (FORMS) (EILBERG BILL SIGNED 10-20-76)		5,200
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		23



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		1,823
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		444
INVITATIONS/INTERVIEWS		248
ECONOMY		64
POLITICAL COMMENTS		63
CRITICAL COMMENTS		46
NEW AND REGULAR SECRET SERVICE CASES		334
CHILDREN'S MAIL		1,549
EXECUTIVE, LEGISLATIVE, PRO AND JUDICIAL SALARY CON INCREASES COMMENT	OMB	9 211 2



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
PRO: PARDON FOR G. GORDON LIDDY	JUSTICE	75
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)	JUSTICE	100
RESCIND EXECUTIVE PRO ORDER 11643 CON (PREDATOR CONTROL) COMMENT	INTERIOR	5 1,249 0
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		4,015
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		24,555

