

Ronald Reagan Presidential Library
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(Federal Government: Library, Incumbent President)
Case file Number(s): 530000-562999
Box: 21

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<https://www.reaganlibrary.gov/archives/white-house-inventories>

Contact a reference archivist at: **reagan.library@nara.gov**

Citation Guidelines: <https://reaganlibrary.gov/archives/research-support/citation-guide>

National Archives Catalogue: <https://catalog.archives.gov/>

531146
4610

November 25, 1987

FE00801
IV088
ST013
Lg DIXON

CJ

Dear Dr. Behrendt:

Thank you very much for your letter to the President in which you offered Sauk Valley Community College as a possible location for his Presidential Library.

The President very much appreciates your gracious offer; however, another site has already been chosen.

With best wishes,

Sincerely,

FREDERICK J. RYAN, JR.
Director of Presidential Appointments
and Scheduling
Director of Private Sector Initiatives

Dr. Richard L. Behrendt
President
Sauk Valley Community College
173 Il Route 2
Dixon, IL 61021-9110

FJR:DA:jz 11FJRA

MEMORANDUM

FOR: SCHEDULING
FROM: CORRESPONDENCE ANALYSIS

Do you want to respond to scheduling request?

If not, please forward to:

Staff

Special Reply

Reply Processing

Central Files
for Referral

SLR ✓

THE WHITE HOUSE
WASHINGTON

11/16/87

Sandy --

The attached letter came in "bulk mail" -- we've sent a pending reply on the commencement invitation BUT . Behrendt now is offering Sauk Valley Community College as a possible location for the Reagan Presidential Library IF a sit has not been selected. What to say to him about this?

Thanks

Mary

THE WHITE HOUSE
WASHINGTON

Date: 11/17/87

TO:

Anne Kelly

FROM:

SANDY WARFIELD
Deputy Director
Presidential Appointments
and Scheduling

How would you like us to respond

Turn down -
Library site has been chosen
😊



**Sauk Valley
Community
College**

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

SLR
Office of the President

November 3, 1987

The Honorable Ronald Reagan
The White House
Washington, D.C. 20036

Dear President Reagan:

As you near the end of your second term, I know you must be giving consideration to the location of your library. I realize that traditionally presidents have chosen colleges for their prestigious collections.

Therefore, assuming you have not selected a site, I would ask you to consider Sauk Valley Community College as a possible location for your Presidential Library. Since we are located in your boyhood home of Dixon, this would seem to be an ideal selection. We have an outstanding Learning Resource Center but we have existent space and/or more land for expansion to house your collection as well.

Also, we are still holding you as a possibility to address our Commencement on May 18, 1988. We appreciate your making special note of this date and are grateful that you are willing to consider visiting us as your schedule permits.

Thank you for your consideration of our library offer as well as possibly being our Commencement speaker. We hope to hear from you soon.

Sincerely,

Richard L. Behrendt, Ph.D.
President

September 18, 1987

Dear Dr. Behrendt:

On behalf of the President, thank you for your invitation for him to visit Sauk Valley Community College in Dixon, Illinois in February, 1988, or address the commencement on May 18, 1988.

Although we know the President would enjoy the opportunity to visit your College, we cannot foresee a time when this might be arranged because of the demands on his schedule. We have, however, made a special note of the date of your commencement, and closer to the time, we will be back in touch with you about the possibility of his acceptance.

With best wishes,

Sincerely,

FREDERICK J. RYAN, JR.
Director of Presidential Appointments
and Scheduling
Director of Private Sector Initiatives

Dr. Richard L. Behrendt
President
Sauk Valley Community
College
173 IL Route 2
Dixon, IL 61021-9110

FJR:ABC:pw 9FJR
cc and incoming to Mary Rawlins for May, 1988 pending file

THE WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FE008-01

INCOMING

DATE RECEIVED: DECEMBER 16, 1987

RECEIVED
DEC 23 1987
MLR
SW

NAME OF CORRESPONDENT: THE HONORABLE ROBERT J. LAGOMARSINO

SCHEDULING
OFFICE

SUBJECT: WRITES ON BEHALF OF JOURNALIST JOHN FRITH OF
THE VENTURA STAR-FREE PRESS REQUESTING AN
INTERVIEW WITH THE PRESIDENT REGARDING THE
RECENT DESIGNATION OF A SITE IN VENTURA *

ROUTE TO: OFFICE/AGENCY (STAFF NAME)	ACTION		DISPOSITION	
	ACT CODE	DATE YY/MM/DD	TYPE RESP	C COMPLETED D YY/MM/DD
WILLIAM BALL	ORG	87/12/16	WB	A 87/12/17 TR
REFERRAL NOTE: <i>J Ryan</i>	R	87/12/23	TR	A 8801/20 MS
REFERRAL NOTE: <i>C.M. Boyd</i>	A	87/12/23	TR	---
REFERRAL NOTE:				
REFERRAL NOTE:				
REFERRAL NOTE:				

COMMENTS: * COUNTY FOR THE RONALD REAGAN PRESIDENTIAL
LIBRARY

ADDITIONAL CORRESPONDENTS: MEDIA:L INDIVIDUAL CODES: 1240
MAIL USER CODES: (A) (B) (C)

- *****
- | | | | |
|--------------------------|----------------------|----------------------|---|
| *ACTION CODES: | *DISPOSITION | *OUTGOING | * |
| * | * | *CORRESPONDENCE: | * |
| *A-APPROPRIATE ACTION | *A-ANSWERED | *TYPE RESP=INITIALS | * |
| *C-COMMENT/RECOM | *B-NON-SPEC-REFERRAL | * OF SIGNER | * |
| *D-DRAFT RESPONSE | *C-COMPLETED | * CODE = A | * |
| *F-FURNISH FACT SHEET | *S-SUSPENDED | *COMPLETED = DATE OF | * |
| *I-INFO COPY/NO ACT NEC* | | * OUTGOING | * |
| *R-DIRECT REPLY W/COPY * | | * | * |
| *S-FOR-SIGNATURE * | | * | * |
| *X-INTERIM REPLY * | | * | * |
- *****

REFER QUESTIONS AND ROUTING UPDATES TO CENTRAL REFERENCE
(ROOM 75,OE0B) EXT-2590
KEEP THIS WORKSHEET ATTACHED TO THE ORIGINAL INCOMING
LETTER AT ALL TIMES AND SEND COMPLETED RECORD TO RECORDS
MANAGEMENT.

January 20, 1988

Dear Congressman Lagomarsino:

Thank you for your letter on behalf of your constituent John Frith, who requested a meeting take place between he and the President to discuss the Ronald Reagan Presidential Library Foundation site.

While we appreciate Mr. Frith extending this opportunity to the President, the demands on his schedule preclude his acceptance of this request. However, if Mr. Frith would like further information on the Ronald Reagan Library, we suggest that he contact Gary Jones, Executive Director at the Foundation.

With best wishes,

Sincerely,

FREDERICK J. RYAN, JR.
Director of Presidential Appointments
and Scheduling
Director of Private Sector Initiatives

The Honorable Robert Lagomarsino
Congress of the United States
House of Representatives
Washington, D.C. 20515

FJR:sw:slk

FO Martin

THE WHITE HOUSE
WASHINGTON

January 5, 1988

RECEIVED *SK EP*

JAN 06 1988

RESPONSE DUE DATE: January 12, 1988

SCHEDULING
OFFICE

REQUEST FOR SCHEDULING RECOMMENDATION

MEMORANDUM FOR:	<input checked="" type="checkbox"/> MARLIN FITZWATER	<input type="checkbox"/> MARTY COYNE
	<input type="checkbox"/> JACK COURTEMANCHE	<input type="checkbox"/> NANCY RISQUE
	<input type="checkbox"/> PAUL STEVENS	<input type="checkbox"/> BOB TUTTLE
	<input type="checkbox"/> JAMES MCKINNEY	<input type="checkbox"/> ARTHUR CULVAHOUSE
	<input type="checkbox"/> FRANK DONATELLI	<input type="checkbox"/> WILLIAM BALL
	<input type="checkbox"/> REBECCA RANGE	<input type="checkbox"/> KENNETH CRIBB
	<input type="checkbox"/> TOM GRISCOM	<input type="checkbox"/> GARY BAUER
	<input type="checkbox"/> ELIZABETH BOARD	

Rept per FTP 1/20/88

FROM: FREDERICK J. RYAN, JR. *FJR*
PRESIDENTIAL APPOINTMENTS AND SCHEDULING

Please provide your recommendation on the following scheduling request:

EVENT: For the President to meet with a journalist John Frith of the Ventura, CA Star-Free Press to discuss the Ronald Reagan Library Foundation site.

DATE: Open.

LOCATION: The White House.

Additional information concerning this event is attached.

YOUR RECOMMENDATION:

Accept <input type="checkbox"/>	Regret <input checked="" type="checkbox"/>	Surrogate <input type="checkbox"/>	Message <input type="checkbox"/>
		Priority <input type="checkbox"/>	Video <input type="checkbox"/>
		Routine <input type="checkbox"/>	Written <input type="checkbox"/>

If your recommendation is to accept, please cite reasons below:

PLEASE RETURN TO SANDY WARFIELD IN OEOB, ROOM 182 BY THE RESPONSE DUE DATE ABOVE SO THAT YOUR COMMENTS MAY BE CONSIDERED AS WE PROCEED WITH THIS REQUEST. THANK YOU.

THE WHITE HOUSE
WASHINGTON

Jan 6th

Maxine -

This was stopped out to
Fitzwater for comment. I
would check with Edita
in scheduling in about
a week to find out what
the decision is.

RECEIVED

JAN 12 1988

MEDIA RELATIONS

1/22/88 -
Scheduling advised
request regretted.

Anne

ANNE M. KELLY
Associate Director
Private Sector Initiatives
x6676

THE WHITE HOUSE
WASHINGTON

DATE _____

FOR: FRED RYAN

FROM: WILL BALL

SUBJECT: Invitation to the President

APPROVE: _____ DISAPPROVE: _____

COMMENTS:

Whatever Martin Fitzwater
wants.

SUSIE
PLS
do

Spring
via reports.
Suggest he contact
Gary Jones at
RRL Library
Foundation.
Let me see

December 17, 1987

Dear Bob:

Thank you for your December 11 letter on behalf of John Frith, who would like an interview with the President regarding the recent designation of a site in Ventura County for the Ronald Reagan Presidential Library and Center for Public Affairs.

Your interest in contacting me in this regard is certainly appreciated. I have forwarded your request to the appropriate White House offices for prompt consideration.

With best wishes,

Sincerely,

William L. Ball, III
Assistant to the President

The Honorable Robert J. Lagomarsino
House of Representatives
Washington, D.C. 20515

WLB:KRJ:HBB:hbb

cc: w/copy of inc to Fred Ryan - for
DIRECT response

cc: w/copy of inc to Office of Media
Relations - for appropriate action
Elizabeth Board

ROBERT J. LAGOMARSINO
19TH DISTRICT, CALIFORNIA

2332 RAYBURN BUILDING
WASHINGTON, DC 20515
202-225-3601

CONFERENCE SECRETARY

CONGRESSIONAL OBSERVER
GENEVA ARMS CONTROL TALKS

CONGRESSIONAL TASK FORCE ON
AFGHANISTAN—CO-CHAIRMAN

POW/MIA TASK FORCE
CHAIRMAN

Congress of the United States
House of Representatives
Washington, DC 20515

December 11, 1987

536946
COMMITTEE ON
FOREIGN AFFAIRS
SUBCOMMITTEES:
WESTERN HEMISPHERE AFFAIRS
VICE CHAIRMAN
ASIAN AND PACIFIC AFFAIRS

COMMITTEE ON
INTERIOR AND INSULAR
AFFAIRS
SUBCOMMITTEES:
INSULAR AND INTERNATIONAL AFFAIRS
VICE CHAIRMAN

NATIONAL PARKS AND PUBLIC LANDS
VICE CHAIRMAN—PARKS

William L. Ball
Assistant to the President
The White House
Washington, DC 20500

Re: Interview on new Reagan Library

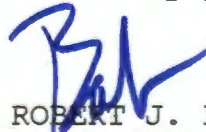
Dear Will:

WB
I'm writing on behalf of a journalist in my district. John Frith, of the Ventura (CA) Star-Free Press, who would like an interview with the President regarding the recent designation of a site in Ventura County for the Ronald Reagan Presidential Library and Center for Public Affairs.

Our county is very proud to have been designated as the new library site, and John is interested in the views of the President about the Center and Library. John is an excellent reporter, fair and accurate in his stories, and has interviewed the President previously.

I would very much appreciate your favorable consideration of his request.

Sincerely yours,



ROBERT J. LAGOMARSINO
Member of Congress

RJL:jd

NAME	DATE
Jeanine Counsel 176	2-19-78

**WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET**

- O - OUTGOING
 H - INTERNAL
 I - INCOMING
 Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: Patricia Mack Bryan

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: Proposed Draft Presidential Records Act Regulations

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code Tracking Date YY/MM/DD	Type of Response Code Completion Date YY/MM/DD
<u>cu/holl</u>	ORIGINATOR <u>87, 10, 20</u>	<u>87, 10, 20</u> PY
<u>cu/at 35</u>	R <u>87, 10, 20</u>	<u>87, 10, 20</u> PY
	Referral Note: <u>Oct 20 87 Pm B memo to AB Culvahouse</u>	
	<u>1/1</u>	<u>1/1</u>
	Referral Note:	
	<u>1/1</u>	<u>1/1</u>
	Referral Note:	
	<u>1/1</u>	<u>1/1</u>
	Referral Note:	

- ACTION CODES:**
 A - Appropriate Action
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 I - Info Copy Only/No Action Necessary
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 C - Completed
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FOR OUTGOING CORRESPONDENCE:
 Type of Response = Initials of Signer
 Code = "A"
 Completion Date = Date of Outgoing

Comments: ABC notes on page 2 of the memo PY

Keep this worksheet attached to the original incoming letter.
 Send all routing updates to Central Reference (Room 75, OEOP).
 Always return completed correspondence record to Central Files.
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: 0 Individual Codes: _____

Prime Subject Code: FE 008-01 Secondary Subject Codes: _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

SIGNATURE CODES:

- CPn - Presidential Correspondence
 - n - 0 - Unknown
 - n - 1 - Ronald Wilson Reagan
 - n - 2 - Ronald Reagan
 - n - 3 - Ron
 - n - 4 - Dutch
 - n - 5 - Ron Reagan
 - n - 6 - Ronald
 - n - 7 - Ronnie

- CLn - First Lady's Correspondence
 - n - 0 - Unknown
 - n - 1 - Nancy Reagan
 - n - 2 - Nancy
 - n - 3 - Mrs. Ronald Reagan

- CBn - Presidential & First Lady's Correspondence
 - n - 1 - Ronald Reagan - Nancy Reagan
 - n - 2 - Ron - Nancy

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- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

THE WHITE HOUSE

WASHINGTON

October 20, 1987

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PATRICIA MACK BRYAN *PMB*

SUBJECT: Proposed Draft Presidential Records Act Regulations

Pursuant to our discussion at a recent Counsel's Office staff meeting, Arnie Intrater, Dean McGrath, and I met to discuss the most appropriate method of allaying OMB's concerns that Congressman Jack Brooks may criticize the Administration for delay in clearing for publication in the Federal Register the above-referenced draft regulations proposed by the Acting Archivist. We suggest that I call Gary Brooks, the General Counsel of the National Archives, and provide him with our preliminary views on these regulations, with the hope that his staff will then undertake to redraft them.

The Acting Archivist forwarded a copy of those regulations to Counsel's Office in late July. At that time, I met with John McGuinness and Barbara Percival of the Office of Legal Counsel; they indicated little concern with the draft regulations, with two basic exceptions. The exceptions included: (1) the inadequacy of the notice provision and (2) the failure to exempt explicitly Executive Privilege claims from coverage by the regulations. We then planned to meet with Gary Brooks to discuss our concerns. In part, because of Gary Brooks' unavailability (vacation) and Barbara Percival's departure from OLC, that meeting was indefinitely postponed.

In late July or early August, I had a conversation with Christopher Runkel on the NARA Legal Services staff in order to determine what the proposed timetable for publishing these regulations was or needed to be; he reaffirmed our view that the regulations would have no effect until the President left office in January of 1989 and noted he was unaware of any reason why a quick turnaround on them was necessary. He later called to inform me that the Acting Archivist was going to go ahead and forward the regulations to OMB for clearance. The regulations were received by OMB on August 14. According to Rob Veeder, the OMB staffer handling these regulations, under its clearance process OMB would circulate these regulations only to Counsel's Office. Because Rob Veeder knew that Counsel's Office had already received a copy of the proposed regulations, he did not circulate a new copy to us. OMB defers to us on whether they should be cleared.

Talking Points on the Proposed Draft
Regulations Implementing the Presidential Records Act

- o Delete any reference that could be viewed as asserting that the National Archives and Records Administration is independent of the President.
 - Supplementary Information, Paragraph 2: delete the phrase "acting through NARA" from the sentence reading "The Presidential Records Act provides that the United States, acting through NARA, shall reserve and retain complete ownership possession, and control of Presidential records." See, 44 U.S.C. § 2202.
 - From the same paragraph, delete the sentence that reads "the Act also provides for NARA to administer Presidential records in accordance with the provisions of the Act, and to promulgate regulations implementing those provisions." Rewrite the final paragraph to read along the following lines "Under the Presidential Records Act, the Archivist is to promulgate, in accordance with section 553 of title 5, United States Code, regulations necessary to carry out the provisions of this chapter. Pursuant to that authority, the Archivist is publishing notice of the following regulations."
- o Insert statements making clear that these regulations implement only the statutory scheme established by the Presidential Records Act and do not establish policies or procedures governing the assertion of or any response to any constitutionally based privilege that may be asserted by an incumbent or former President
 - in the preamble
 - in § 1270.10
- o 1270.20: Discuss meaning of requirement (c)(3), "that records be identified with reasonable specificity, over which the designee(s) will exercise discretion or authority," given the fact that the designees would seem to exercise the same authority over the same records that the President had.
- o 1270.40: Delete portion of section that requires Archivist or designee to identify the Presidential records affected by the President's designated restrictions on access. Note: Our thinking is that the process of separating Presidential from personal records and putting records in categories should begin very soon and be handled by a team including representatives from the President's transition team, White

House Counsel's Office and Archives. Consequently, regulations on the process will be unnecessary.

- o 1270.42: Discuss concerns about the administrative appeal process:
 - odd that an appeal from the Archivist's decision is to the Assistant Archivist.
 - the decision of the Assistant Archivist cannot be final if it results in the release of documents; certainly provision must be made for the former President to seek injunction just as if the Archivist had ruled against him in the first instance. See 2204(b)(3) which denies judicial review except for as allowed in § 2204(e).
- o 1270.46: Rework the Notice Section.
 - specify when a former President shall be notified:
 - (1) when Archivist determines to release records that the former President placed within a restricted category;
 - (2) when records previously restricted are to be released because of an administrative appeal under § 1270.42 or because of the Archivist's determination that they have been placed by the former President or his agent into the public record;
 - (3) when the Archivist has determined to disclose records under § 1270.44;
 - (4) when the disclosure of particular records otherwise might adversely affect any rights and privileges the former President may possess.
 - Specify the form of notice (i.e., in writing)
 - Specify that Archivist shall not disclose any records covered by notice for at least 30 days from receipt of notice by former President.
 - Specify that copy of any notice provided to former President be provided to incumbent President at the same time.
- o Where possible conform the language of the regulations to the language of the statute to avoid confusion (e.g., change the "while in office" phrase found in § 1270.30 of the regulations to the statutory phrase "during his term of office"; add the statutory language "through publication" to §§ 1270.40 and 1270.42.

29

ID # 548533 CU

FE008-01

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
 - H - INTERNAL
 - I - INCOMING
- Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: C. Christopher Coy

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: Legal Issues in Connection with Potential Membership on the Board of Trustees of the Ronald Reagan Presidential Foundation

ROUTE TO: Office/Agency (Staff Name)	ACTION Action Code	Tracking Date YY/MM/DD	DISPOSITION	
			Type of Response	Completion Date YY/MM/DD
<u>cuhol</u>	ORIGINATOR	<u>8/11/25</u>	<u>C</u>	<u>8/11/25</u>
<u>cuat26</u>	Referral Note: <u>A/R</u>	<u>8/11/25</u>	<u>C</u>	<u>8/11/25</u>
	Referral Note: <u>hov. 2587ccc memo to Fred Ryan</u>	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>

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 Code = "A"
 Completion Date = Date of Outgoing

Comments: _____

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 Prime Subject Code: FE 008-01 Secondary Subject Codes: JU _____

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Code	Date	Comment	Form
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- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 0 - Unknown
- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence

- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

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- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

THE WHITE HOUSE
WASHINGTON

November 25, 1987

MEMORANDUM FOR FREDERICK J. RYAN, JR.
ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF PRESIDENTIAL APPOINTMENTS
AND SCHEDULING

FROM: ARTHUR B. CULVAHOUSE, JR. *Original Signed by*
COUNSEL TO THE PRESIDENT

SUBJECT: Legal Issues in Connection with Potential
Membership on the Board of Trustees of the
Ronald Reagan Presidential Foundation

As you requested, this memorandum outlines the legal and policy issues raised by your potential appointment as a Trustee of the Ronald Reagan Presidential Foundation. In reviewing these issues, we examined five specific areas, as outlined below.

1. Articles of Incorporation

The Ronald Reagan Presidential Foundation is incorporated under the Nonprofit Public Benefit Corporation Law of California. Its Articles of Incorporation, which have been filed in California and the District of Columbia, contain no limitation on the qualifications of Trustees.

2. Bylaws

Article V of the bylaws of the Ronald Reagan Presidential Foundation places all responsibilities relating to the management and control of the Foundation's property, business, and affairs in the Trustees. Appointments of new Trustees are to be made, "subject to the approval of President Ronald Reagan, by the [current] Trustees" The bylaws contain no other restriction or qualification for appointment as a Trustee.

3. Nonprofit Public Benefit Corporation Law

Chapter 2, article 3 of the California Nonprofit Public Benefit Corporation Law, § 5231, imposes upon each Trustee of the Ronald Reagan Presidential Foundation an obligation to perform his duties "in a manner such director believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar

circumstances." The Trustee's duty of care, including the obligation to undertake "reasonable inquiry," requires that each Trustee devote adequate time and attention to the business affairs of the Foundation. In addition, various other provisions of the Nonprofit Public Benefit Corporation Law impose duties upon the Trustees and provide penalties for failure to comply with statutory standards. Because the cumulative effect of the legal duties imposed upon a Trustee is to require a substantial time commitment from him, consideration must be given to the appearance of conflict with your full-time duties as Director of the Office of Private Sector Initiatives and Director of Presidential Scheduling that would be created by becoming a Trustee.

4. Internal Revenue Code

The Articles of Incorporation of the Ronald Reagan Presidential Foundation provide that the Foundation "is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Articles, the Foundation shall not carry on any other activities not permitted to be carried on . . . by a corporation exempt from Federal Income Tax under Section 501(c)(3)" The Articles of Incorporation specifically incorporate a restriction in Section 501(c)(3) that no part of the Foundation's activities may consist of "attempting to influence legislation." Both the Articles and Section 501(c)(3) also prohibit Foundation involvement in "any political campaign on behalf of any candidate for public office." Since the White House itself is engaged on a regular basis in introducing legislation of various kinds, and in supporting various political candidates, care would need to be taken to insulate your White House activities from activities as a Trustee in behalf of the Foundation.

5. Executive Order 11222

Section 202 of Executive Order 11222 provides that no government employee may "engage in any outside employment . . . which might result in a conflict, or an apparent conflict [with] his official government duties and responsibilities" This provision requires, among other things, that a full-time White House officer cannot undertake outside responsibilities which would interfere, actually or apparently, with devotion of his full time and attention to official government business.

Section 204 of Executive Order 11222 provides that a government employee "shall not use Federal property of any kind for other than officially approved activities." This provision would require that White House staff, office, telephone, secretarial services, and supplies could not be used by a Trustee in pursuing private Foundation business.

Conclusion

There is no express legal bar to service by a White House officer as a Trustee of the Ronald Reagan Presidential Foundation. In order to avoid any potential for apparent conflict of interest, however, you would--if you chose to accept appointment as a Trustee--be well advised to make special efforts to insulate your full-time White House duties from performance of Foundation obligations.

The obligation imposed upon a White House officer under Executive Order 11222 to devote substantially all of his time and energies to his full-time government job is inherently at odds with the statutory command in the California Nonprofit Public Benefit Corporation Law that a Trustee exercise due care and reasonably investigate all aspects relating to the business, property, and management of the Foundation. This inherent conflict is heightened by the fact that your White House responsibilities include management of two separate offices, as well as new responsibilities in a third sphere relating to relocation of the President and Mrs. Reagan to California in 1989, and preparations therefor.

While the time commitment conflict and problems concerning use of Federal property for Foundation business can be minimized through careful attention on your part, you may wish to avoid these troublesome issues altogether by choosing instead to attend meetings of the Foundation as an invited guest, solely in your capacity as a government employee. Because the White House has a legitimate liaison interest in the work of the Foundation, your attendance at such meetings in this capacity would be perfectly appropriate. Travel could be paid for from government funds, and liaison work with the Foundation could be accomplished utilizing White House staff, equipment, and supplies.

Nonetheless, this office will not interpose objection to your serving as a Trustee of the Foundation, should you determine it is prudent to do so--subject, of course, to careful observance of the restrictions described above.

Thank you for submitting this matter for our review and consideration.

THE WHITE HOUSE
WASHINGTON

548533ca

November 25, 1987

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR. *AB*
FROM: C. CHRISTOPHER COX *CC*
SUBJECT: Legal Issues in Connection with Fred Ryan's
Service as a Trustee of the Ronald Reagan
Presidential Foundation

As we discussed, I have prepared an analysis of certain legal issues in connection with Fred Ryan's potential service as a member of the Board of Trustees of the Ronald Reagan Presidential Foundation. This analysis is set forth in memorandum form, and is attached for your initials.

The attached memorandum concludes that while there is no legal bar to his service as a Trustee, prudence dictates attendance at Board meetings in an observer rather than member capacity. This will minimize the potential for problems caused by the conflict between White House demands on Fred's time and the statutory duty of care imposed on a Trustee of the Foundation. It will also avoid problems under Executive Order 11222, which prohibits the use of Federal property, equipment, and supplies for non-government purposes. Nonetheless, the memorandum leaves the decision to Fred, noting that in the event he elects to accept membership on the Board, he will be required to take great care in order to ameliorate these problems.

Fred has told me that he is very anxious to have an answer on this subject.

Attachment

SEARCH STATEMENT

Name	Date
Nancy Scott-Lucas	4/24/88

FE008-01

Pat

**WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET**

- O - OUTGOING
 - H - INTERNAL
 - I - INCOMING
- Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: *Gabrielle Morris*

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: *Ronald Reagan gubernatorial project*

ROUTE TO:	ACTION	DISPOSITION			
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u><i>cuhol</i></u>	ORIGINATOR	<u><i>87/12/08</i></u>	<i>WFS</i>		<u><i>88/01/14</i></u>
	Referral Note:	<u><i>for gbs</i></u>			
<u><i>cuat 35</i></u>	<u><i>D</i></u>	<u><i>87/12/10</i></u>	<i>WFS</i>		<u><i>88/01/14</i></u>
	Referral Note:				
<u><i>cuat 29</i></u>	<u><i>S</i></u>	<u><i>88/01/14</i></u>	<u><i>gs</i></u>	<u><i>A</i></u>	<u><i>88/01/14</i></u>
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	Referral Note:				

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 - S - Suspended
- FOR OUTGOING CORRESPONDENCE:**
- Type of Response = Initials of Signer
 - Code = "A"
 - Completion Date = Date of Outgoing

Comments: _____

Keep this worksheet attached to the original incoming letter.
 Send all routing updates to Central Reference (Room 75, OEOB).
 Always return completed correspondence record to Central Files.
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 4610 _____

Prime Subject Code: FE 008-01 Secondary Subject Codes: PW _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

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- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 0 - Unknown
- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence

- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

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- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

CORRESPONDENCE LETTERS MONDAY
WHITE HOUSE

JBS/PMB:jck
JBStephens
PMBryan
Chron.

THE WHITE HOUSE

WASHINGTON

JAN 14 1988

Dear Ms. Morris:

On behalf of the President and First Lady, I thank you for your letter of December 1, 1987 forwarding the newspaper article authored by Bill Strobel on the President's days as Governor of California. We read that article with great interest. In addition, we were pleased to read in your letter about the positive media coverage of the project and the many friendly queries you have received, such as the one from the Ventura woman who owns a 1970 station wagon with Mrs. Reagan's license plates.

Again, thank you for your letter.

Sincerely,

ORIGINAL SIGNED BY J.B.S.

Jay B. Stephens
Deputy Counsel to the President

Ms. Gabrielle Morris
Project Director
University of California, Berkeley
Regional Oral History Office
The Bancroft Library
Berkeley, California 94720

THE WHITE HOUSE
WASHINGTON

January 11, 1988

MEMORANDUM FOR JAY B. STEPHENS

FROM:

PATRICIA MACK BRYAN *PMB*

SUBJECT:

Ronald Reagan Gubernatorial Project

Ms. Gabrielle Morris is the Project Director for the Regional Oral History Office of the Bancroft Library at the University of California, Berkeley. The office is in the midst of a project on President Reagan's "Creative Society" in Sacramento.

Because she seems to be writing to the President and First Lady primarily to forward a newspaper article on the Ronald Reagan Gubernatorial Project, I am not sure why this matter falls within the jurisdiction of Counsel's Office. My guess is that we received the letter because of its second paragraph discussion of a 1970 station wagon with Mrs. Reagan's license plates owned by a woman who "wonders if anyone would be interested in acquiring it for a collection of memorabilia on the presidency." However, I consider the paragraph to be purely informational and not aimed at offering the plates to the President or even necessarily soliciting his suggestions on who might be interested. Consequently, I suggest we provide Ms. Morris with a simple thank you letter. Alternatively, we could refer this letter to the correspondence office for response.

Attached for your review and signature, is a draft response thanking Ms. Morris for her letter. Please let me know if you would prefer to handle this differently.

Attachment

UNIVERSITY OF CALIFORNIA, BERKELEY

on sys. B
548538 CA

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SANTA BARBARA • SANTA CRUZ

REGIONAL ORAL HISTORY OFFICE
THE BANCROFT LIBRARY
(415) 642-7395

BERKELEY, CALIFORNIA 94720

*A.B. Culvahouse
(cc K. Shepherd)*

December 1, 1987

President Ronald Reagan and Mrs. Reagan
The White House
Washington, D.C.

Dear Mr. and Mrs. Reagan:

We thought you might be interested in the enclosed article from the San Jose Mercury about the Ronald Reagan Gubernatorial Project. The author is Bill Strobel who was on your staff in Sacramento.

We are very pleased with recent media coverage of the project and queries we have received about it. One woman called from Ventura to say she owns a 1970 station wagon with Mrs. Reagan's license plates -- NDR III. She wonders if anyone would be interested in acquiring it for a collection of memorabilia on the presidency.

Best wishes for the holiday season.

Sincerely,

Gabrielle Morris
Gabrielle Morris,
Project Director

GM/s
enclosure

History of Reagan's California years is missing pieces

REAGAN, from Page 1E

the Sacramento years and locating former staffers. She expects to interview him after the Reagan presidency ends.

Reagan interviewed twice

Reagan himself talked twice with researcher Sarah Sharp, who now teaches history at Bowling Green State University in Ohio. Both conversations took place in 1979 when he was running for president. The first was in a campaign office in Southern California. The second talk was aboard a private jet, en route from San Francisco to Santa Barbara.

During the conversations, Reagan reflected on his initial reluctance to run for public office and those first grim days in Sacramento in the old governor's mansion — "January and February in Sacramento are dreary and dull. Those damn tule fogs." The mansion, he added, was the "most dreary, dismal place in the world."

At least it seemed that way, because in the first days of his administration he commuted on weekends to his home in Pacific Palisades. Nancy had decided to stay there until their son, Skipper (Ron Jr.), finished his school term.

Reagan told Sharp there were two main reasons for his victory over Pat Brown. One was his decision to cut down on speechmaking and take questions from his audiences. The second was Brown's crack that "it was an actor who killed Lincoln."

Brown made the remark to a black school girl in front of a television camera. His backers thought

it was such a great quip that they used it in TV commercials.

When Reagan became governor, he told Sharp, he gave his staff this directive on filling administrative jobs:

"I want people who don't want a job in government, and I want people who will be the first to tell me if their jobs are unnecessary."

Reagan said he used his Cabinet and staff much like a chief executive officer uses a board of directors — "with only one difference, of course — they didn't vote. . . . The decisions were made by me."

"I had the feeling that I probably had more familiarity with all that was going on than previous governors, because it was all done there around me. . . . I was a part of the debate and discussion."

In response to a charge by critics that he was a "9-to-5 governor," Reagan pointed out that — unlike some of his predecessors — he didn't mingle with the legislators at River City watering holes.

Instead, he said, he went home at night to his family with a briefcase full of homework, and tried to get his staff to do the same.

From Demos to GOP

For the most part, his staff did not consist of professional politicians or bureaucrats. Out of 16 top staffers, seven — like Reagan himself — had been Democrats five years earlier.

But others, like Rins Walton, had been GOP activists.

Walton revealed to his interviewer that he wrote Reagan's first State of the State message on the dining room table at his home in Los Altos. "The governor ac-

cepted it, and things sort of developed from that," said the former editor, columnist and World War II pilot.

When he wrote the State of the State speech, he was a deputy director in the Department of Business and Transportation and supplied the governor with position papers. He later moved over to the governor's office to become a speech writer and Cabinet member in charge of programs and policy.

Today, Walton has little to do with politics. He operates a religion-and-ethics think tank in New Hampshire.

Some of the stresses that administration officials and their adversaries endured during those years come through clearly in the interviews.

One of Reagan's most persistent foes was James R. Mills, a San Diego Democrat and president pro tem of the Senate.

Governor 'was insulting'

"He (Reagan) was insulting to me," Mills told an interviewer, complaining about the governor's speeches at the pro tem dinners. "He would stand up and make a speech that was reasonably friendly, and at the end he'd say something unpleasant, and he never failed."

Mills got so miffed he quit inviting Reagan to the dinners.

The animosity carried over into political negotiations, Mills said.

Reagan, he said, "was intransigent. . . . He'd tell us what his position was, we'd tell him what our position was, we'd talk about it, and he wouldn't give an inch."

But the administration did know how to compromise.

One notable truce, which led to the adoption of the governor's welfare program, was initiated on a tennis court during a match between Dr. Earl Brian, the youthful physician who headed the Department of Health Care Services, and Democratic Assembly Speaker Bob Moretti.

Face-to-face meeting

Brian, one of the architects of the program, suggested to Moretti that he and Reagan meet without their staffs. They did. And the resulting compromise was a welfare reform program that became a

model for the nation, Brian told his interviewer.

Moretti, who died of a heart attack in May 1984 on a tennis court, offered his own view of Reagan in an interview two years earlier.

Reagan, Moretti said, "relied heavily on his staff to supply specifics and data. He superimposed his philosophy and his objectives upon the discussion, but clearly he was the boss. He made the final decision."

Bob Walker, one of the political pros on Reagan's staff and now a lobbyist for the Coors Brewing Co., also summed up the Reagan way of making decisions.

"We believed, and most of us

still believe, that Ronald Reagan is a man of unimpeachable integrity," Walker told his interviewer. "He's not infallible, but given the fallibility of human beings, he is far superior to most."

"Given all of the information on a critical question, he will almost always make the right decision. The only time that he appears to deviate from that is when he does not get all the information, or gets a skewed version of an issue from someone who is not serving him well."

Bill Strobel was Gov. Reagan's assistant press secretary from 1969 to 1972.

UC collects tales of Reagan's years at helm of state

By Bill Strobel
Mercury News Staff Writer

BERKELEY — Shortly after he was elected governor of California, Ronald Reagan sent a staff member over to Hale Champion's office to try to get a handle on the state's fiscal situation.

Champion, who was finance director under Gov. Edmund G. "Pat" Brown, was brief.

"We're spending a million dollars a day more than we're taking in," Champion reportedly told Reagan's representative, adding, "I've got a golf game. Good luck."

Reagan, governor from 1967 to 1975, recalled his introduction to the real world of government in an interview for Gabrielle Morris' office.

Morris is project director of the Regional Oral History Office of the Bancroft Library at the University of California, Berkeley. Her cupboard-sized office, tucked away in a corner of the library's fourth floor, has become a repository for the recollections of those who helped Reagan create his "Creative Society" in Sacramento.

The \$200,000 project has resulted in 7,500 pages of transcripts of interviews with some 115 friends and foes of the Reagan administration in California. Within the 36 volumes are insights into the personalities who made history as well as tidbits of trivia.

Among the historical morsels: Reagan's first impression of Sacramento, which won't delight the city's chamber of commerce; the tennis match that paved the way for Reagan's welfare reform program; and the State of the State message that was written on a dining room table in Los Altos.

Eight years ago, Morris and her researchers began their quest for the firsthand story of Reagan staffers and adversaries as a continuation of an oral history project that began in 1970 with a look at the administration of Earl Warren, governor from 1943 to 1953.

The undertaking has since included interviews with more than 500 people involved with succeeding administrations. "The project was only expected to last for four years," Morris said. "Seventeen years later we've only scratched the surface."

The Morris team has been unable to interview some members of the Reagan Sacramento team. "Some of them have died; others are busy with other things," she said.

One of the busy ones is Attorney General Edwin Meese, who served as Reagan's chief of staff in Sacramento and followed him to Washington. But Meese, Morris said, has provided invaluable aid to the project by providing documents from

See REAGAN, Page 3E

549300

ID #

CU

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FED08-01

Chen

- O - OUTGOING
 - H - INTERNAL
 - I - INCOMING
- Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: Denis G. Gorman

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: Location of the Ronald Reagan Presidential Library in an area to be designated open space

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>cuwh</u>	ORIGINATOR	<u>87 12 23</u>
	Referral Note:	<u>for APC</u>
<u>cuat (26)</u>	<u>D</u>	<u>87 12 24</u>
	Referral Note:	<u>for APC</u>
<u>CUAT 35</u>	<u>P</u>	<u>88 02 16</u>
	Referral Note:	
<u>cuclw</u>	<u>S</u>	<u>88 03 02 AC</u>
	Referral Note:	<u>copy to The Honorable William French Smith</u>
		<u>1 1</u>
	Referral Note:	

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CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 4000 _____

Prime Subject Code: FE008-01 Secondary Subject Codes: _____

PRESIDENTIAL REPLY

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C	_____	Time: _____	P.
DSP	_____	Time: _____	Media: _____

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- V - Telephone
- X - Miscellaneous
- Y - Study

THE WHITE HOUSE
WASHINGTON

ABC/PMB:jck
ABCulvahouse
PMBryan
Chron.

March 2, 1988

Dear Mr. Gorner:

Thank you for your letter, addressed to the President, urging that the Ronald Reagan Presidential Library be relocated from its planned site so as to preserve the rural character of the green-belt area in Thousand Oaks.

We have referred your letter to the Honorable William French Smith, Chairman of the Board of Trustees of the Ronald Reagan Presidential Library Foundation, for his consideration.

Your interest and courtesy in writing are very much appreciated.

Sincerely,

Original Signed by ABC

Arthur B. Culvahouse, Jr.
Counsel to the President

Mr. Denis J. Gorner
846 Tamlei Avenue
Thousand Oaks, CA 91362

cc (w/encl.): The Honorable William French Smith

30
A. B. Culvahouse
(FYI)

549300 CU

President Ronald Reagan
The White House,
1600 Pennsylvania Avenue,
Washington, D.C. 20510

846 Tamlei Avenue,
Thousand Oaks,
CA 91362

November 29, 1987

Dear Mr. President.

I have supported you and most Republican candidates with contributions, letters, and work in election campaigns for many years. I still do support you in most things, but must protest most strongly the proposed location of your Presidential Library.

You should know better than most what a struggle we have in Southern California to preserve the last vestiges of open space, yet you plan to locate the Library in an area designated as open space under agreement among the three cities--Moorpark, Simi Valley, and Thousand Oaks. The purpose was to preserve the rural and agricultural land between the cities, to act as a "greenbelt."

This is a bitter disappointment, the more so when it comes from an outdoorsman such as yourself. Have you no consideration for the common man trying to preserve for himself a little of what you enjoy in such large measure at your ranch and at Camp David? The inevitable commercial development that will ensue will lead to even more traffic more congestion, more smog. At the same time, Ventura County is threatened with penalties by the federal government for failing to meet air quality standards. Our local authorities tell us that we will not meet the standards for many years. The County faces a ban by the EPA on all construction, yet we are threatened with the added burden of the Library and its camp-followers.

I suggest that you discount the support of local politicians and officials for the project, on the grounds that they have been seduced by visions of Presidential favor and perks.

I urge you to re-evaluate this decision, and to require the location of the Library to be in an area where its impact will not be so detrimental to the homes of so many. Also, I believe that you should insist on clear and unmistakable proof that the majority of the population in the impacted area is in support of the project's location.

I am most anxious to hear your views on this matter, before it is too late to stop to this ill-concieved despoiling of such a precious resource.

Very truly yours,
Denis J. Gorner
Denis J. Gorner

fy

552640

THE WHITE HOUSE
WASHINGTON

FE008-01

April 18, 1988

MEMORANDUM FOR FRED RYAN

FROM: NANCY RISQUE *nancy*

SUBJECT: Reagan Library
asking to commit papers

1. Meese
 - o Yes
 - o Mark Levin, 633-4195
2. Miller
 - o Hoover has asked for his papers. I suggested that he give Hoover copies, but he needs some work.

4/

552640

THE WHITE HOUSE
WASHINGTON

APR 14 1988

FEDD8-01

FGDD06-01

April 13, 1988

MEMORANDUM FOR FRED RYAN

FROM: NANCY RISQUE *Nancy Risque*

SUBJECT: Reagan Library

Further to your needs...

J.A. BAKER:

- o As previously discussed.

McLAUGHLIN:

- o Yes
- o Rick Reilly, 523-8271

CARLUCCI:

- o Yes
- o General Gordon Fornell, 695-5261, and Grant Greene, 697-1163

PIERCE:

- o Yes
- o Starr Eckert, 755-6417

aj

552640

THE WHITE HOUSE
WASHINGTON

March 7, 1988

FE008-01

M/S

FG011

MEMORANDUM FOR FRED RYAN

FG013

FROM: NANCY RISQUE *Nancy*

FG020

SUBJECT: Reagan Library
Asking to Commit papers

FG026

FG025

Shultz:

- committed elsewhere
- working with Reagan Library archivists
- Charlie Hill (647-5548)

FG006-03

FG019

Weinberger:

- committed to Library of Congress
- wants to help
- staff contact to be determined

FG006-15

FG018

Verity:

- yes
- Bob Brumley (377-4772)

FG038

FG006-01

Bennett:

- probably
- Bill Kristol (732-3010)

Herrington:

- yes
- Robin Gray (586-6210)

Sprinkel:

- yes
- Margot Machol (456-5084)

Lyng:

- yes
- Delores Flowers (447-3631)

Yeutter:

- yes
- Jim Frierson (395-6850) or Susan Nelson (395-3204)

Hodel:

- yes
- Emily DeRocco (343-4203)

More on its way... Are you touching base with the VP? Senator Baker? What do we want to do re: former Cabinet? Have you thought about other "colorful" present and former appointees?

aj

554596

March 22, 1988

FE008-01

FG006-01

PR011

CM009

FG013-01

MEMORANDUM FOR FRED RYAN

FROM: BIFF HENLEY (SH)

SUBJECT: WHCA COMPUTER TAPES (Reagan Library)

I am in the process of setting up a meeting with WHCA, Archives, NSC and myself on the WHCA computer tapes for next week. FG420
FG006-12

This will be the same type of meeting I set up with Archives and OA several weeks ago.

Any special instructions, guidelines or objections?

Bill

Sounds good.

You should probably let

Comments: Pat Bryan know.

Frd

Notified Bryan by phone 3/23
Bill

EPG

555329
FE008-01
PR011
F6006-01

April 1, 1988

MEMORANDUM FOR: ELIZABETH PENNIMAN
FROM: TERRY GOOD
RE: ORAL HISTORY PROJECT

Initially, the National Archives unit detailed to the White House conducted oral history interviews with departing members of the staff. Following the NARA unit's departure, the Office of Records Management was tasked with the responsibility.

Since March, 1984, ORM has conducted 114 interviews. We do not know how many NARA conducted.

ORM has not maintained statistics on the length of each interview. They have ranged from approximately 20 minutes to over two hours. They average perhaps 45 minutes each. Employing this estimated average, the total number of hours of ORM-conducted interviews would amount to 85.

For several reasons, ORM is unable to provide you with a percentage of those interviewed versus those who have departed. First, our interviews are limited to only those on the White House payroll. They are further limited to a select group of White House staff. Thus no formula comes to mind that would provide a valid or reliable percentage.

Perhaps a brief description of the project's goals is in order at this point.

Every Presidential library undertakes an oral history project. The purpose is to capture on tape and then in transcription form the personal recollections of various former staff members of events in which they participated. These interviews are especially valuable when documentation is sketchy or non-existent. Even in instances where there is documentation, the interviewee can often shed additional light on the topic. Opinions and evaluations of the events, the projects, and the participants are often discussed in some detail. Obviously, the interviewer and the interviewee devote considerable time in preparing for these sessions. It is not unusual for them to cover a number of topics which require several hours each. Thus the amount of time required may necessitate scheduling a number of sessions. These may run several days consecutively or be spread over several years, time and transportation factors playing a major role in this.

In contrast, ORM's effort is a much scaled-down version of the above project. ORM does not attempt to interview anyone and everyone who departs the White House. Neither the senior staff nor the clerical staff are asked to volunteer for these interviews. In simple terms, one is too big, the other too small for this project. Rather, ORM's hope is to collect on tape a very general and brief amount of information about only those mid-level staff members who either were in policy-making positions or in positions that were important in seeing that policies were enacted. In no way do these interviews substitute for the more extensive and in-depth NARA oral history interviews. Rather, ORM's project intends merely to assist in preparing for them. If there is any parallel, ORM's interviews are vaguely similar to the initial "let's get acquainted" meetings of the NARA interviewer with the interviewee.

Two other factors significantly affect who participates in this project. As mentioned above, we only interview those departing staffers who are on the White House payroll. Those not on the White House payroll do not have to "check-out" through our office. It is during this exercise that we have our only opportunity to discuss the interview with them. The other factor that greatly affects the project is its voluntary nature. As you might guess, many other matters are of more moment at that point. It can be a tough sell, often is, and frequently isn't successful. Well-intentioned promises to do it next week, or in several weeks or the next time they are in town, as often as not fail.

Thus, neither do we get a shot at everyone nor do we want such.

Attached are two guide sheets that ORM's interviewers employ. The questions are merely intended to guide not limit the range of the interview. The "do's and don't's" sheets are a very informal collection of thoughts that we add to occasionally. They are not intended to be the 10 Commandments of Oral History. I defer to you whether these attachments shed any further light on this project.

As for a cost estimate of a full-fledged NARA-type oral history project, I understand that Biff Henley provided to Fred Ryan within the last month some information on the Johnson Oral History endeavor. This subject may have been addressed within this material prepared by NARA. Quite properly, ORM would defer to NARA on this topic.

EXIT INTERVIEW QUESTIONS

WHEN DID YOU JOIN THE WHITE HOUSE STAFF

HOW DID YOU COME TO JOIN THE STAFF

WHAT WAS THE MISSION OF YOUR OFFICE

HOW WAS THE OFFICE STRUCTURED

WHAT WERE YOUR RESPONSIBILITIES

WITH WHICH OTHER WHITE HOUSE OFFICES DID YOU HAVE
FREQUENT CONTACT

WITH WHICH EXECUTIVE BRANCH DEPT/AGENCIES DID YOU
HAVE FREQUENT CONTACT

DID YOU HAVE FREQUENT CONTACT WITH INDIVIDUALS/COMMITTEES
ON CAPITOL HILL

DID YOU HAVE FREQUENT CONTACT WITH ORGANIZATIONS OUTSIDE
THE FEDERAL GOVERNMENT
STATE AND LOCAL GOVERNMENT OFFICIALS
SPECIAL INTEREST GROUPS
REPUBLICAN ORGANIZATIONS

HOW MUCH DOCUMENTATION IS THERE OF YOUR RESPONSIBILITIES AND
ACTIVITIES

ARE THERE NEWSPAPER/MAGAZINE ARTICLES THAT DISCUSS YOU/YOUR
RESPONSIBILITIES/ACTIVITIES IN ANY DEPTH

DID YOU TRAVEL MUCH

WAS THERE SUCH A THING AS A TYPICAL DAY

WERE THERE CERTAIN EVENTS OR OCCASIONS THAT STAND OUT AS
HIGHLIGHTS OF YOUR TIME AT THE WHITE HOUSE

WHERE CAN YOU BE REACHED IN THE NEXT TEN YEARS WHEN SOMEONE
DOING RESEARCH ON YOUR ACTIVITIES WANTS TO CONTACT YOU

(These are merely sample questions and should be modified as
necessary)

Some Guidelines for Oral History Interviews:

Always start with non-threatening questions. Work up from there to more introspective and substantive questions.

When asking questions which lead to "scale" or "range" answers, give the respondent some parameters as guidelines.

i.e. To what extent was your day scheduled?

No deviation from schedule prepared the day before.

No schedule; just winged it.

Never say:

"It seems to me...."

"I wonder....."

"I believe....."

"I would think....."

"I would like to know..."

Keep "I" out of the discussion. Always couch questions as though you are simply asking as a third party, as an intermediary, asking them for someone else. Don't become a participant. Don't put the respondent in a position where he/she consciously or uncounsciously views you as the person to whom he/she is talking. You should be transparent.

Everything you say or do during the interview should stimulate the respondent to talk to those in the future who take an interest in this President and his Presidency. Attempt to ask their questions, not yours.

Remember that you are not trying to "steal the interviewee's thunder" nor to trick them into giving you a sneak preview about a topic that they want to write about in the future. If anything, encourage them to write about their activities as a member of the White House. Surprisingly, only a few ever put their thoughts and recollections on paper, fewer still publish anything.

Occasionally, the interviewee will make a comment in jest, but only the smile on his/her face will convey that interpretation. Left as it was stated the comment can convey an entirely erroneous and opposite meaning when heard on tape or transcribed on paper. Be prepared to clarify the comment for the sake of the record at the earliest opportunity during the interview.

Smile but don't laugh whenever the interviewee offers humorous anecdot~~e~~s, evaluations or statements. Laughter on your part may cause the interviewee's comments to become inaudible.

No single interview can ever cover all or even many topics. The current interviews conducted with departing staff members are very limited in scope. The questions are designed to provide future researchers with only a peak through the keyhole, certainly not a panoramic view from the center of the room nor even a birdseye view through the slightly ajar door.

THE WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FE 008-01

INCOMING

DATE RECEIVED: APRIL 27, 1988

NAME OF CORRESPONDENT: MR. CASIMIR G. OKSAS

SUBJECT: ENCLOSURES, FOR THE LIBRARY FILES, A PICTURE OF
THE PRESIDENT MEETING WITH THE NATIONAL
REPUBLICAN HERITAGE GROUPS COUNCIL PUBLISHED
IN THE LITHUANIAN NEWSPAPER "DRAUGAS"

ROUTE TO: OFFICE/AGENCY (STAFF NAME)	ACTION		DISPOSITION	
	ACT CODE	DATE YY/MM/DD	TYPE RESP	C COMPLETED D YY/MM/DD
HOWARD BAKER	ORG	88/04/27		C 88/05/03
PERSONA REFERRAL NOTE: _____	A	88/05/03		C 88/06/06
K. Range REFERRAL NOTE: _____		/ /		/ /
REFERRAL NOTE: _____		/ /		/ /
REFERRAL NOTE: _____		/ /		/ /
REFERRAL NOTE: _____		/ /		/ /

COMMENTS: Find who did event, Donatelli? then find for action

ADDITIONAL CORRESPONDENTS: MEDIA:L INDIVIDUAL CODES: _____

CS MAIL USER CODES: (A) _____ (B) _____ (C) _____

- *****
- | | | | |
|--------------------------|----------------------|----------------------|---|
| *ACTION CODES: | *DISPOSITION | *OUTGOING | * |
| * | * | *CORRESPONDENCE: | * |
| *A-APPROPRIATE ACTION | *A-ANSWERED | *TYPE RESP=INITIALS | * |
| *C-COMMENT/RECOM | *B-NON-SPEC-REFERRAL | * OF SIGNER | * |
| *D-DRAFT RESPONSE | *C-COMPLETED | * CODE = A | * |
| *F-FURNISH FACT SHEET | *S-SUSPENDED | *COMPLETED = DATE OF | * |
| *I-INFO COPY/NO ACT NEC* | | * OUTGOING | * |
| *R-DIRECT REPLY W/COPY * | | | * |
| *S-FOR-SIGNATURE * | | | * |
| *X-INTERIM REPLY * | | | * |
- *****

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LETTER AT ALL TIMES AND SEND COMPLETED RECORD TO RECORDS
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Lithuanian — American Republican National Federation

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April 23, 1988

Hon. Howard H. Baker, Jr.
Chief of Staff to the President
The White House
Washington, D.C. 20500

Dear Mr. Baker:

Last month I had the distinct privilege, along with several others from the National Republican Heritage Groups Council, of meeting with the President in his oval office.

We also had the opportunity to have a photo taken of that occasion.

Enclosed for the library files is a publication of that photo in the April 14, 1988 issue of Draugas, the Lithuanian World-Wide Daily.

With kind regards,

Casimir G. Oksas
Chairman

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