

The original documents are located in Box 9, folder “White House Mail and Comment Tallies (8)” of the Roland Elliott Files at the Gerald R. Ford Presidential Library.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

WHITE HOUSE INCOMING MAIL REPORT FOR:

JANUARY 25, 1975 - FEBRUARY 7, 1975

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	56,826 *
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	9,812
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	60,217
PRESIDENTIAL UNPROCESSED THIS PERIOD	6,421
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	25,918
INCOMING MAIL TO FIRST LADY'S OFFICE	2,093
COMBINED TOTAL FOR THIS REPORTING PERIOD	84,837
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (2-8-74)	116,154
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (2-9-73)	125,298
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1972 (2-8-72)	82,935
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1971 (2-9-71)	122,279

* INCLUDES 994 TELEGRAMS AND 3,220 POSTCARDS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: FEBRUARY 7, 1975

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		885
PRESIDENT'S STATE OF UNION MESSAGE 1/15/75	PRO CON COMMENT	1,148 2,408 4,472
PRESIDENT'S ENERGY PROGRAM	PRO CON COMMENT	3,095 5,892 1,468
PRESIDENT'S TRIPS TO EXPLAIN ECONOMY/ ENERGY PROGRAM	PRO CON COMMENT	21 194 10
PRESIDENT'S BUDGET/ ECONOMIC MESSAGES FEBRUARY 3-4, 1975	PRO CON COMMENT	10 51 4
PRESIDENT'S NBC INTERVIEW 1/23/75	PRO CON COMMENT	350 76 60
PROJECT WIN (WHIP INFLATION NOW)		336(a)
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		499
CRITICAL COMMENTS		425

(a) INCLUDES 214 FORM LETTERS



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: FEBRUARY 7, 1975

SUBJECT	REFERRED TO:	TOTALS
ABORTION PRO CON COMMENT		84 589 0
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		697
CURRENT LEGISLATION		241
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		1,512
NEW AND REGULAR SECRET SERVICE CASES		199
CHILDREN'S MAIL		6,728
CON: CUTTING MILITARY COMMISSARY PRIVILEGES		976
PRO: EMERGENCY FOOD FOR DEVELOPING NATIONS	STATE	631
RELEASE MIAs (FORMS)	STATE	1,202



PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING: FEBRUARY 7, 1975

SUBJECT	REFERRED TO:	TOTALS
PRO: AID TO SOVIET JEWS	STATE NSC	1,012(a)
AID TO ISRAEL PRO CON COMMENT	STATE	276 98 0
KISSINGER'S STATEMENT RE MILITARY INTERVENTION IN MIDDLE EAST PRO CON COMMENT	STATE	17 411 4
AID TO VIETNAM PRO CON COMMENT	STATE	62 2,146 10
AID TO TURKEY PRO CON COMMENT	STATE	18 2,350 0
CON: CUT IN FOOD STAMPS	AGRICULTURE	1,482(b)
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		18,068
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		60,217

(a) INCLUDES 243 FORM LETTERS

(b) INCLUDES 130 FORM LETTERS AND 115 PETITIONS



CIA Commission Investigation/	Pro	9
Membership :	Con	36
	Cmt	12

Con: Beef Imports 76

Removal of certain Nevada
Public Lands from Jurisdiction
of Bureau Land Management 105 Forms

Suggestions re China Trip 51 Forms



Summary of telegrams received for the bi-weekly period ending February 7, 1975

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	994
Secretariat	51
First Lady	15
The President and First Lady	2
Miss Susan Ford	2

Grand Total: 1,064

Breakdown, by subjects, of 994 telegrams received by the President follows:



SUBJECT	NO.	SUBJECT	NO.
Requests for photos, messages appointments, Invitations and es.	28	Cuts in aid to Elderly/Needy Comments	32
Personal Problems and requests for aid.	28	Aid to Turkey Con	14
Endorsements and comments on Appointments.	39		
Critical Comments.	25		
Support.	28		
Foreign.	2		
Protests, complaints and requests for investigations (miscellaneous)	10		
P.I.D.	5		
er, strikes, etc. (misc.)			
Comments on Civil Rights.			
Comments on Foreign Policy.	24		
Miscellaneous expressions of concern about the economy.	46		
Miscellaneous.	204		
President Ford's Interview 1/23/75 (PRO)	21		
President Ford's Interview 1/23/75 (Comments)	22		
Energy Policies (COMMENTS)	314		
Support for South Vietnam (COMM)	152		



Correspondence Section Work Report for Two Week Period Ending: 2/7/75

MAIL ON HAND AT BEGINNING OF REPORTING PERIOD: 27,560

Disposition of mail as follows:

For the President's signature:			Total:	<u>2,488</u>
	Children	Adult	No. Lines:	<u>45,998</u>
Manual	<u>62</u>	<u>105</u>		
Auto.	<u>591</u>	<u>1,730</u>		
No. Lines	<u>8,841</u>	<u>37,157</u>		
For the President's signature (Staff Offices)				<u>100</u>
For the President's signature (Offset)				<u>0</u>

For Mr. Elliott's signature:		No. Lines	
Automatically-typed letters:	<u>10,296</u>	<u>196,298</u>	<u>90 %</u>
Manually-typed letters: (Drafts and Series)	<u>1,187</u>	<u>14,908</u>	<u>10 %</u>
No. Lines:		Total:	<u>11,483</u>

Referral Forms:		<u>8</u>
Envelopes and labels for mailing cards, booklets, photos, etc.		<u>5,292</u>

Total disposition of mail: 19,371

MAIL ON HAND AT END OF REPORTING PERIOD:

In Analysis and Reply Unit:	Adult:	<u>13,555</u>
	Children:	<u>13,733</u>

In Stenographic and Typing Unit:	
For letter reply:	
Presidentials	<u>100</u>
Non-Presidentials	<u>2,142</u>
For booklet/card/offset/photo reply (labels and envelopes to be typed)	<u>630</u>

In Review Unit:	<u>158</u>
-----------------	------------

Total mail on hand at end of reporting period: 30,318

WORK DONE FOR WHITE HOUSE STAFF OFFICES:

Manhours in other offices:	<u>590</u>
Manhours in Correspondence Section:	<u>990.5</u>

Of the preceding total manhours worked in Correspondence Section, the following manhours were spent on:

Rumsfeld mail (drafting, manual and robo typing, reviewing)	<u>93</u>
Rustand invitations (drafting, manual and robo typing, reviewing)	<u>164</u>
Theis messages (drafting, manual and robo typing, reviewing)	<u>30.5</u>

Total manhours of work done for staff offices: 1580.5



PAT BYRNE

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 FEBRUARY 7, 1975.

PRESIDENTIAL SIGNATURE MAIL: LETTERS TELEGRAMS

TOTAL 2,938 2,906 32

CUMULATED 8,484 8,389 95

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

TOTAL 270 222 29 19

CUMULATED 806 633 30 143

MAIL REFERRED TO THE DEPARTMENTS: LETTERS & CARDS TELEGRAMS

TOTAL 26,539 26,280 259

CUMULATED 80,683 79,337 1,346

William 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 FEBRUARY 7, 1975



DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
ACTION	3		3	7
ADMINISTRATIVE OFFICE OF THE U. S. COURTS				2
AGENCY FOR INTERNATIONAL DEVELOPMENT				7
AMERICAN NATIONAL RED CROSS				2
AMERICAN REVOLUTION BICENTENNIAL COMMISSION	56		56	118
APPALACHIAN REGIONAL COMMISSION				1
ARCHITECT OF THE CAPITOL	12		12	37
ATOMIC ENERGY COMMISSION	9		9	16
CABINET COMM.ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE				1
CENTRAL INTELLIGENCE AGENCY	182		182	702
CIVIL AERONAUTICS BOARD	20		20	78
CIVIL RIGHTS COMMISSION				14
CIVIL SERVICE COMMISSION	84		84	188
COMMISSIONERS OF D. C.	6		6	33
COST OF LIVING COUNCIL	3		3	3
COUNCIL OF ECONOMIC ADVISERS	19		19	48
DEPARTMENT OF AGRICULTURE	1,901	7	1,908	8,979
DEPARTMENT OF COMMERCE	229	4	233	511
DEPARTMENT OF DEFENSE				
DEPARTMENT OF THE ARMY	SEE: MILITARY ASST. TO THE PRESIDENT			
DEPARTMENT OF THE NAVY				
DEPARTMENT OF THE AIR FORCE				
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE	2,270	17	2,287	5,364
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	221	3	224	551
DEPARTMENT OF THE INTERIOR	539		539	1,429
DEPARTMENT OF JUSTICE	1,004	34	1,038	2,770
DEPARTMENT OF LABOR	647		647	1,402
DEPARTMENT OF STATE	*11,523	164	11,687	25,272
DEPARTMENT OF TRANSPORTATION	410		410	2,872
DEPARTMENT OF THE TREASURY	1,171	1	1,172	6,916
ENVIRONMENTAL PROTECTION AGENCY	200	1	201	732
ENVIRONMENTAL QUALITY COUNCIL	13		13	21
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	23		23	66
FEDERAL COMMUNICATIONS COMMISSION	265		265	325

* 2,258 - STATE RE POW/min's (2 Bx's KEYS)



DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
FEDERAL DEPOSIT INSURANCE CORPORATION				7
FEDERAL ENERGY OFFICE	1,736	15	1,751	5,328
FEDERAL HOME LOAN BANK BOARD	7		7	18
FEDERAL MEDIATION & CONCILIATION SERVICE				
FEDERAL POWER COMMISSION	44		44	76
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)				2
FEDERAL TRADE COMMISSION	36		36	77
GENERAL ACCOUNTING OFFICE				8
GENERAL SERVICES ADMINISTRATION	39	1	40	69
GOVERNMENT PRINTING OFFICE	25	2	27	69
INTERSTATE COMMERCE COMM.	64		64	123
LIBRARY OF CONGRESS				7
MILITARY ASSISTANT TO THE PRESIDENT	1,666		1,666	5,309
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	13	6	19	52
NATIONAL ARCHIVES AND RECORDS SERVICE	3		3	6
NATIONAL COUNCIL ON THE ARTS	4		4	23
NATIONAL LABOR RELATIONS BOARD	5		5	11
NATIONAL MEDIATION BOARD				2
NATIONAL RAILROAD PASSENGER CORPORATION				1
NATIONAL SCIENCE FOUNDATION	5		5	35
NATIONAL SECURITY COUNCIL	92		92	380
OFFICE OF CONSUMER AFFAIRS	12		12	18
OFFICE OF ECONOMIC OPPORTUN.	20		20	119
OFFICE OF MANAGEMENT AND BUDGET	169	4	173	1,591
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS				9
PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAP.				5
PRESIDENT'S COMMITTEE ON PRESIDENTIAL SCHOLARS				
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	16		16	70
RAILROAD RETIREMENT BOARD	19		19	46
REPUBLICAN NATIONAL COMM. SECURITIES & EXCHANGE COMMISSION	1		1	8
				14
SMALL BUSINESS ADMIN.	87		87	208
SMITHSONIAN INSTITUTION	6		6	12
SPECIAL ACTION OFFICE FOR DRUG ABUSE PREVENTION	4		4	4
SPECIAL TRADE NEGOTIATOR	3		3	4
TENNESSEE VALLEY AUTHORITY	1		1	4

THE WHITE HOUSE

WASHINGTON

February 7, 1975

TO: ROLAND L. ELLIOTT
FROM: PATRICIA A. STRUNK
SUBJECT: COMMENT OFFICE TALLY--WEEK OF Feb. 3-7, 1975

Pro GF---3	Other calls---94
Con GF---5	Unstable---17
Con Rockefeller---4	
Con Levi---1	TOTAL CALLS---208
Con Nixon---3	
Pro GF's Economy proposals---1	
Con GF's Economy proposals---4	
Pro fuel tariff---1	
Con fuel tariff---1	
Con tax rebate---1	
Pro gas rationing---1	
Con gas rationing---2	
Other economic concerns---12	
Energy concerns---10	
Unemployment concerns---7	
Food price concerns---7	
Utility rates too high---2	
Cut govt salaries---1	
Pro ecology---3	
GF's for big business---2	
Pro CIA---1	
Pro FBI---2	
Con Arabs---1	
Pro aid to Vietnam---1	
Con aid to Vietnam---9	
Crime concerns---2	
Con GF travelling---2	
Con aid to Turkey---5	
Upset with budget---6	
Con Social Security ceiling---5	
Con medicare raise---3	
Drug abuse concerns---2	
Hunger concern---3	
Con ERA---1	
Con grain to Pakistan---1	
Con food stamp increase cost---5	
Con foreign aid---1	
Con BF work on behalf of ERA---5	



THE WHITE HOUSE

WASHINGTON

February 22, 1975

MEMORANDUM

TO: ROLAND L. ELLIOTT

FROM: PATRICIA A. STRUNK

COMMENT OFFICE TALLY: WEEK OF FEB. 18-21, 1975

Pro GF---12	Unstable---8
Con GF---5	Other---78
Con Kissinger---1	
Con Butz---2	Total calls---185
Con Zarb---1	
Con Goodell---1	
Con Nixon---1	
Con RMN pardon---1	
Pro RMN pardon---1	
Pro Susan Ford---1	
Pro Betty Ford---2	
Pro GF's Economy proposals---2	
Pro GF's Energy proposals---3	
Pro fuel tariff---1	
Con fuel tariff---7	
Pro gas rationing---1	
Con gas rationing---1	
Other Economic concerns---12	
Energy concerns---7	
Unemployment concerns---5	
Transportation concerns---1	
Food price concerns---3	
Housing concerns---2	
Utility rates too high---1	
Veterans concerns---1	
Con cutting Title 1 primary educ. funds---1	
Con aid to Vietnam---1	
Crime concerns---3	
Pro ERA---3	
Con ERA---18	
Pro BF on ERA---9	
Con BF on ERA---14	
Con food stamps---1	
Con GF travelling---1	
Con killing birds in Ky. by military---8	
Con Dominick for Amb. to Switzerland---1	
Pro release of Watergate defendants sentenced 2/21/75---1	



THE WHITE HOUSE

WASHINGTON

February 28, 1975

MEMORANDUM

TO: ROLAND L. ELLIOTT

FROM: PATRICIA A. STRUNK

COMMENT OFFICE TALLY: WEEK OF FEBRUARY 24-28, 1975

Pro GF---6
Con GF---8
Con Rockefeller---2
Con Kissinger---4
Con Butz---3
Pro Nixon---1
Con Nixon pardon---1
Con Hills for HUD---1
Con Richardson as Ambassador to GB---1
Con Rebozo---1
Con Dixie Lee Ray---1
Con GF's economic proposals---3
Con GF's energy proposals---3
Con fuel tariff---4
Con tax rebate---1
Other economic concerns---5
Energy concerns---5
Unemployment concerns---5
Transportation concerns---3
Pro budget cuts---1
Food prices too high---2
Pro food stamps---1
Pro decrease cost of food stamps---1
Con Social Security pension ceiling---2
Utility rates too high---4
Raise govt salaries---1
Pro ecology---1
GF's for big business---2
Con Arabs---1
Pro GF statement on Arab boycott on US businesses---4
Con GF statement on Arab boycott on US businesses---5
Con US buying Iranian oil for Israel---2
Pro aid to Vietnam---1
Con aid to Vietnam---1
Pro aid to Cambodia---3
Con aid to Cambodia---12
Con aid to Ethiopia---1
Concern over Cyprus situation---1



Feb. 28, 1975

Con foreign aid---2
Concern about equal justice in US---2
Con busing---2
Pro ERA---2
Con ERA---1
Pro BF on ERA---3
Con abortion---1
Con Edelin abortion decision---1 (caller felt Edelin was let off too easily)
Con amnesty---2
Con USG funded nat'l health program---1
Con financing the railroads---2
Hunger concern---3
Education concerns---1
Con killing birds in Ky. by military---2
Con killing wolves in Alaska by plane---1
Con daylight savings time---3
Con euthanasia---1
Pro fed. funds for Ga. area hit by tornado---4
Concerned w/ low price wheat farmers receive---4
Con Rockefeller swearing---2

Unstable---13
Other calls---68

TOTAL CALLS---167



THE WHITE HOUSE

WASHINGTON

March 9, 1975

MEMORANDUM

TO: ROLAND L. ELLIOTT

FROM: PATRICIA A. STRUNK

COMMENT OFFICE TALLY: WEEK OF MARCH 3-7, 1975

Pro GF---6	Unstable---20
Con GF---5	Other calls---77
Con Rockefeller---1	TOTAL CALLS---271
Con Kissinger---1	
Con Simon---2	
Con Butz---1	
Con Ullman---1	
Con Nixon pardon---1	
Con fuel tariff---3	
Other economic concerns---7	
Energy concerns---6	
Unemployment concerns---4	
Utility rates too high---2	
Con military commissary cutbacks---1	
Hunger concern---1	
GF's not concerned about farmers---1	
Health care costs too high---1	
Social Security concerns---5	
Pro aid to Ft. Valley, Ga. disaster area---1	
Cut USG employees---2	
Con military aid to Vietnam---4	
Pro military/economic aid to Cambodia---18	
Con military/economic aid to Cambodia---80	
Pro food aid to Cambodia for the public---2	
Con foreign aid---4	
Pro US/USSR trade---1	
Con ERA---2	
Pro BF on ERA---1	
Con BF on ERA---2	
Con abortion---3	
Con BF on abortion---2	
Pro amnesty---2	
Con military aid to Turkey---1	
Pro space exploration---1	
Con marijuana legalization---1	
Con WH security tapping system (917 calls)---1	
Other comment on Press Conference---27	



THE WHITE HOUSE
WASHINGTON

March 17, 1975

MEMORANDUM

TO: ROLAND L. ELLIOTT
FROM: PATRICIA A. STRUNK
SUBJECT: TELEGRAM TALLY since August 9, 1974

<u>Week ending:</u>	
August 9, 1974	13,542
August 23, 1974	14,394
Sept. 6, 1974	2,563
Sept. 20, 1974	37,662
Oct. 4, 1974	17,643
Oct. 18, 1974	9,082
Nov. 1, 1974	1,832
Nov. 15, 1974	4,375
Nov. 29, 1974	2,346
Dec. 13, 1974	1,357
Dec. 27, 1974	4,028
Jan. 10, 1975	6,230
Jan. 24, 1975	1,853
Feb. 7, 1975	994
Feb. 21, 1975	<u>2,171</u>
TOTAL	120,072



THE WHITE HOUSE

WASHINGTON

February 14, 1975

MEMORANDUM

TO: ROLAND L. ELLIOTT

FROM: PATRICIA A. STRUNK

COMMENT OFFICE TALLY:
WEEK OF: February 10-14, 1975

Pro GF---11
Con GF---4
Con Rockefeller---2
Pro Kissinger---1
Con Kissinger---3
Con Simon---2
Con Morton---2
Con Butz---1
Con Greenspan---1
Con A. Burns---2
Con Lynn at HUD---1
Con Hills for HUD---2
Con Nixon---3
Con Nixon coming back into govt service---1
Pro GF's Economy proposals---2
Con GF's Economy proposals---2
Pro GF's Energy proposals---4
Pro fuel tariff---1
Con fuel tariff---4
Pro gas rationing---2
Con gas rationing---2
Pro food stamps---2
Con increase food stamps cost---3
Con Social Security benefits ceiling---3
Pro lower taxes---1
Budget concerns---1
Pro highway funds release---2
Con highway funds release---1
Other economic concerns---11
Energy concerns---9
Unemployment concerns---10
Cut DOD budget---1



Utility rates too high---4
Cut govt salaries---2
GF's for big business---4
Transportation concerns---3
Pro US food aid abroad---1
Hunger in US concerns---2
Housing concerns---1
Veterans concerns---1
Displeased with Interior---1
Con CIA investigation---1
Displeased with ICC---1
Con aid to Israel---1
Con Arabs---1
Pro aid to SE Asia---1
Con aid to SE Asia---6
Pro Congressional trip to SE Asia---1
Con Congressional trip to SE Asia---1
Con foreign aid---3
Con Shirley T. Black to Ghana---1
Con SALT II---1
Crime concerns---1
Con abortion---1
Con ERA---12
Con BF on ERA---17
Pro BF on ERA---1
Con GF travelling---2
Con State Dept. china being used on out-of-town Pres'l trips---1
Pro marijuana legalization---1

Unstable---10
Other calls---69

TOTAL CALLS---178



Summary of telegrams received for the bi-weekly period ending 2/21/75.

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	2,171
Secretariat	48
First Lady	218
The President and First Lady	3
Miss Susan Ford	3

Grand Total: 2,443

Breakdown, by subjects, of 2,171 telegrams received by the President follows:



SUBJECT	NO.	SUBJECT	NO.
Requests for photos, messages appointments, Invitations and replies.	16	Ban Poison on Predator Control Comm	21
Personal Problems and requests for aid.	16	ERA Issues Comments	36
Enclosures and comments on Appointments.	58	Appointment of Mrs. Hills HUD CON	116
Critical Comments.	16	Purchase of Panam Stock by Iran Con	2
Support.	12		
Foreign.	0		
Protests, complaints and requests for investigations (miscellaneous)	11		
P.I.D.	8		
bor, strikes, etc. (misc.)			
Comments on Civil Rights.	0		
Comments on Foreign Policy.	28		
Miscellaneous expressions of concern about the economy.	41		
Comments on Energy Policies	1566		
Miscellaneous.	176		
Aid To Elderly/Needy (Comments)	4		
Support of South Vietnam (Comments)	16		
Contact With Vinell CON	28	Telegrams sent to someone other than Mrs. Reta Shay:	42



File in Office

Correspondence Section Work Report for Two Week Period Ending: 2/21/75

MAIL ON HAND AT BEGINNING OF REPORTING PERIOD: 27,560

Disposition of mail as follows:

For the President's signature:			Total:	<u>1,788</u>
	<u>Children</u>	<u>Adult</u>	No. Lines:	<u>31,047</u>
Manual	<u>54</u>	<u>215</u>		
Auto.	<u>270</u>	<u>1,249</u>		
No. Lines	<u>4,387</u>	<u>26,660</u>		
For the President's signature (Staff Offices)				<u>358</u>
For the President's signature (Offset)				<u>0</u>

For Mr. Elliott's signature:		No. Lines	
Automatically-typed letters:	<u>10,108</u>	<u>190,730</u>	<u>86 %</u>
Manually-typed letters: (Drafts and Series)	<u>1,578</u>	<u>19,243</u>	<u>14 %</u>
	No. Lines:	Total:	<u>11,686</u>

Referral Forms:		<u>3</u>
Envelopes and labels for mailing cards, booklets, photos, etc.		<u>3,105</u>

Total disposition of mail: 16,940

MAIL ON HAND AT END OF REPORTING PERIOD:

In Analysis and Reply Unit:		Adult:	<u>20,835</u>
		Children:	<u>12,102</u>

In Stenographic and Typing Unit:		
For letter reply:		
Presidentials		<u>50</u>
Non-Presidentials		<u>210</u>
For booklet/card/offset/photo reply (labels and envelopes to be typed)		<u>2,197</u>

In Review Unit:		<u>468</u>
-----------------	--	------------

Total mail on hand at end of reporting period: 35,862

WORK DONE FOR WHITE HOUSE STAFF OFFICES:

Manhours in other offices:	<u>558</u>
Manhours in Correspondence Section:	<u>835.5</u>

Of the preceding total manhours worked in Correspondence Section, the following manhours were spent on:

Rumsfeld mail (drafting, manual and robo typing, reviewing)	<u>106</u>
Rustand invitations (drafting, manual and robo typing, reviewing)	<u>133</u>
Theis messages (drafting, manual and robo typing, reviewing)	<u>52</u>

Total manhours of work done for staff offices: 1,393.5



PAT BYRNE

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 February 21, 1975.

<u>PRESIDENTIAL SIGNATURE MAIL:</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>
<u>TOTAL</u>	2,148	36

<u>CUMULATED</u>	10,632	131
------------------	--------	-----

<u>PRESIDENTIAL AUTOGRAPHS:</u>	<u>PHOTOGRAPHS</u>	<u>CARDS</u>	<u>MISCEL. ITEMS BOOKS, COVERS, ETC.</u>
---------------------------------	--------------------	--------------	--

<u>TOTAL</u>	439	23	77
--------------	-----	----	----

<u>CUMULATED</u>	1,245	53	220
------------------	-------	----	-----

<u>MAIL REFERRED TO THE DEPARTMENTS:</u>	<u>LETTERS & CARDS</u>	<u>TELEGRAMS</u>
--	----------------------------	------------------

<u>TOTAL</u>	25,762	1,800
--------------	--------	-------

<u>CUMULATED</u>	106,445	3,146
------------------	---------	-------

William 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 FEBRUARY 21, 1975.

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
ACTION	29		29	36
ADMINISTRATIVE OFFICE OF THE U. S. COURTS				2
AGENCY FOR INTERNATIONAL DEVELOPMENT	8	2	10	17
AMERICAN NATIONAL RED CROSS	1		1	3
AMERICAN REVOLUTION BICENTENNIAL COMMISSION	72		72	190
APPALACHIAN REGIONAL COMMISSION				1
ARCHITECT OF THE CAPITOL	9		9	46
ATOMIC ENERGY COMMISSION				16
CABINET COMM. ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE	3		3	4
CENTRAL INTELLIGENCE AGENCY	54	1	55	757
CIVIL AERONAUTICS BOARD	23	1	24	102
CIVIL RIGHTS COMMISSION				14
CIVIL SERVICE COMMISSION	59		59	247
COMMISSIONERS OF D. C.	13		13	46
COST OF LIVING COUNCIL				3
COUNCIL OF ECONOMIC ADVISERS	9		9	57
DEPARTMENT OF AGRICULTURE	1,991	18	2,009	10,988
DEPARTMENT OF COMMERCE	190	1	191	702
DEPARTMENT OF DEFENSE				
DEPARTMENT OF THE ARMY				
DEPARTMENT OF THE NAVY				
DEPARTMENT OF THE AIR FORCE				
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE	2,121	5	2,126	7,490
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	148		148	699
DEPARTMENT OF THE INTERIOR	2,439	4	2,443	3,872
DEPARTMENT OF JUSTICE	669	5	674	3,444
DEPARTMENT OF LABOR	501	1	502	1,904
DEPARTMENT OF STATE	8,583	843	9,426	34,698
DEPARTMENT OF TRANSPORTATION	514	2	516	3,388
DEPARTMENT OF THE TREASURY	476	4	480	7,396
ENVIRONMENTAL PROTECTION AGENCY	280		280	1,012
ENVIRONMENTAL QUALITY COUNCIL	4		4	25
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	21		21	87
FEDERAL COMMUNICATIONS COMMISSION	216	1	217	542

SEE: MILITARY ASST. TO THE PRESIDENT





DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
FEDERAL DEPOSIT INSURANCE CORPORATION				7
FEDERAL ENERGY OFFICE	921	9	930	6,258
FEDERAL HOME LOAN BANK BOARD	15		15	33
FEDERAL MEDIATION & CONCILIATION SERVICE				
FEDERAL POWER COMMISSION	13		13	89
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)	1	1	2	4
FEDERAL TRADE COMMISSION	23		23	100
GENERAL ACCOUNTING OFFICE	2		2	10
GENERAL SERVICES ADMINISTRATION	29		29	98
GOVERNMENT PRINTING OFFICE	35		35	104
INTERSTATE COMMERCE COMM.	24		24	147
LIBRARY OF CONGRESS	6		6	13
MILITARY ASSISTANT TO THE PRESIDENT	2,716		2,716	8,025
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	27		27	79
NATIONAL ARCHIVES AND RECORDS SERVICE	2		2	8
NATIONAL COUNCIL ON THE ARTS	14		14	37
NATIONAL LABOR RELATIONS BOARD	1		1	12
NATIONAL MEDIATION BOARD				2
NATIONAL RAILROAD PASSENGER CORPORATION	2		2	3
NATIONAL SCIENCE FOUNDATION	4		4	39
NATIONAL SECURITY COUNCIL	14	883	897	1,277
OFFICE OF CONSUMER AFFAIRS	24		24	42
OFFICE OF ECONOMIC OPPORTUNITY	25		25	144
OFFICE OF MANAGEMENT AND BUDGET	232	3	235	1,826
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS	3		3	12
PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAP.	4		4	9
PRESIDENT'S COMMITTEE ON PRESIDENTIAL SCHOLARS				
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	59		59	129
RAILROAD RETIREMENT BOARD	12		12	58
REPUBLICAN NATIONAL COMM.	6		6	14
SECURITIES & EXCHANGE COMMISSION	4		4	18
SMALL BUSINESS ADMIN.	67	1	68	276
SMITHSONIAN INSTITUTION	3		3	15
SPECIAL ACTION OFFICE FOR DRUG ABUSE PREVENTION	2		2	6
SPECIAL TRADE NEGOTIATOR				4
TENNESSEE VALLEY AUTHORITY	5		5	9

