

The original documents are located in Box 66, folder “White House - Curator General” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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DUTIES OF THE CURATOR OF THE WHITE HOUSE

(Established by Executive Order of the President, 1964)

In addition to the obvious duties of directing all operations of the Office of the Curator, the Curator has the following specific responsibilities:

Report to the President and make recommendations with respect to items of historic and artists interest in the White House.

Coordinate all major activities of the Curator's Office with the First Lady.

Responsible for finding and acquiring all furniture, paintings, rugs, chandeliers, and decorative objects.

Responsible for raising all funds for operation of the acquisition and refurbishing programs-both directly and in association with the White House Historical Association.

Responsible for all normal curatorial functions including care and restoration of furniture, paintings, etc.; changes in location of objects.

Give illustrated lectures to interested groups throughout the country as a stimulus to gifts of items and funds to the White House.

In charge of securing loans of art works from major museums and art galleries and private collections.

Visit collectors and collections to stimulate interest in gift s and loans to the White House.

Give informative talks on White House history and objects to White House guides. This includes occasional lectures on designs of significant American furniture, discussion and examples of American paintings and decorative objects.

Lectures and discusses with White House staff information on the historic rooms and care of furniture and paintings.



ACTIVITIES OF THE CURATOR'S OFFICE:

1. Correspondence and telephone inquiries--

About 20-25 letters a day

inquiries from general public, art historians, researchers relating to White House history, Presidential history, White House collections.

inquiries from media and press

numerous requests for photographs

requests from White House offices for information

2. Research in special areas of White House history and the collections of the White House.

3. Cataloging of all newly acquired items accessioned for the White House.

4. Publications

4 White House Historical Association publications, especially the guidebook, suggest text and photographs.

Advise other publications with articles on White House history.

Add researchers writing about special periods of White House History (example- New York public television doing the "Adams Chronicles" wanted information on White House in administration of John and John Quincy Adams).

5. Bicentennital Projects

Loans from the White House to-

National Gallery of Art: Portraits of Jefferson, B. Latrobe, Abigail Adams, French furniture associated with Washington and Madison.

National Portrait Gallery: portrait of Abigail Adams

Museum of History and Technology: items from Centennial of 1876, Polk quilt



SITES (Smithsonian Traveling Exhibition): Items of
Presidential china.

White House Historical Association film on the White House

Bicentennial inventory of American paintings -NCFA

6. Special Tours of the White House for art and museum groups and special donors.
7. Lectures by the Curator throughout the country.
8. Maintain the White House Library collection of Americana
9. Plan and execute display cases along route of tourists.
New photographs in color of White House history
New display cases on 175 anniversary of opening of White
White House, State Dinners, newly acquired items of
Presidential memorabilia.
10. Conservation and Preservation of paintings in the collection and antique furniture.
11. Lectures and talks are held between Curator and the staff with regard to information on rooms and care of furniture and paintings.
12. Instructions for Executive Protective Service officers who conduct White House tours by guided tours and providing information on White House history and White House collections.

March, 1975



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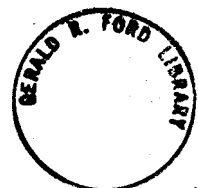
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March, 1975



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 12, 1975

To: Mr. Buchen

From: Rex Scouter

Attached are the responsibilities and duties of the Curator as seen by Clem.

The Office does perform most of these functions and, in my opinion, does a great job.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

W/H Curator

March 12, 1975

To: Mr. Buchen

From: Rex Scouten *[Signature]*

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and, in my opinion, does a great job.



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March, 1975



W/V Curator

Thursday 3/13/75

**Meeting
3/14/75
3 p.m.**

**11:50 The meeting for Clem Conger will be on Friday 3/14
at 3 p.m.**



W H Curator

Friday 3/14/75

Meeting
3/14/75
3 p.m.

2:20 Clem Conger will be happy to meet with you at
3 o'clock today (Friday 3/14) -- but would like to know
what you would like to discuss so he can be prepared.

2550

Casselman
and
Rex Scouter
also



12:00 noon

W/H Curator
Friday, March 14

Marge Wicklein, Presidential Gifts, called to inform you that she has received in her office a \$5,000 gift of china from Mrs. Hooker of Grand Rapids for the First Family.

Bill Casselman has all of the paperwork on this gift and will probably be discussing it with you later today.

Nancy Howe suggested that I talk to you or inform you of this gift as soon as possible.

Mrs. Hooker is a retired school teacher. The china is Copeland Soft Past porcelain, produced in England between 1847-1891.

Mildred Leonard ^{was} ~~will~~ contacted originally and she suggested the Mrs. Hooker send the china on. It was received with one piece broken.

x2350

Shirley



Friday 5/16/75

3:25 Betty Monkman said you had requested architectural drawings of the President's birthplace. They are in the process of getting the drawings, and Rex Scouten will send them to you when they arrive from the Park Service.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Ranger

June 6, 1975

Memorandum for: Philip W. Buchen

From: Rex Scouten *RS*

Subject: Presidential Birthplace Monument

Enclosed are the architectural specifications you requested for Mr. James Paxson, Omaha, Nebraska. I feel certain the plans are complete and will satisfy Mr. Paxson's needs.

I regret the delay in preparing the plans -- the swimming pool project did take a considerable amount of time.



[June 1975?]

W. H.
Furnishings
(Frank
file)

White House Historical Association
Room 5026
New Executive Office Building
Washington, D.C. 20506

Mr. Clement E. Conger
The Curator
The White House
Washington, D. C. 20500

Gentlemen:

In consideration of your furnishing us certain photographs of the White House and allowing us to take additional photographs within the White House, we agree as follows:

1. Such photographs will be used only for the Zweifel White House In Miniature project or its promotion and for no other purpose.
2. Such photographs will not be used commercially and will not be used in newspapers, magazines, television programs or any other public media.
3. Any other information about the White House which we secure from you to do our work will be confined to use in connection with the White House In Miniature project and will not be the subject of articles in any public media.
4. After we have completed our use of the photographs so obtained for the White House In Miniature project, we will provide the White House Historical Association with all copies of every photographic print and



-2-

negatives which you have furnished to us or
which we have acquired from the photographs
in the White House which we have taken.

Very sincerely,

John E. Zweifel
Zweifel International

Gwen Dycus
Gwen Dycus, Inc.



[Aug 1975]
C. E. Conger

White House Historical Association
Room 5026
New Executive Office Building
Washington, D.C. 20506

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The Curator
The White House
Washington, D. C. 20500

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-2-

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in the White House which we have taken.

Very sincerely,

John E. Zweifel
Zweifel International

Gwen Dycus
Gwen Dycus, Inc.



THE WHITE HOUSE

WASHINGTON

August 11, 1975

Dear Mr. Conger:

We hereby agree that the photographs which we are being furnished by the White House or the photographs that are made by our photographers in the White House will be used only for the Zweifel White House In Miniature project or its promotion and for no other purposes.

We agree that the photographs which have been provided to us by the White House or which our photographers made in the White House for the White House In Miniature project will not be used commercially and will not be used in newspapers, magazines, television programs, or any other public media. It is further agreed that any other information we have secured due to our work on the White House In Miniature project will likewise be confined only to the White House In Miniature project and not be the subject of press articles or radio and television programs.

Very sincerely,

John E. Zweifel
Zweifel International

Gwen Dycus
Gwen Dycus, Inc.

Mr. Clement E. Conger
The Curator
The White House
Washington, D. C. 20500



Monday 8/11/75

5:15 Clem Conger said he had indicated they didn't really care what happened to the Zweifel W.H. miniatures afterwards. But now they suggest that the miniatures be given at the conclusion of the tour to the Smithsonian.

Thought you'd want this information for the letter you are drafting.



Monday 8/11/75

5:15 Clem Conger said he had indicated they didn't really care what happened to the Zweifel W. H. miniatures afterwards. But now they suggest that the miniatures be given at the conclusion of the tour to the Smithsonian.

Thought you'd want this information for the letter you are drafting.



THE WHITE HOUSE

WASHINGTON

August 22, 1975

W.H. Furnishings

MEMORANDUM FOR: CHARLES LEPPERT
FROM: PHILIP BUCHEN *P.W.B.*
SUBJECT: White House Brandy Cellar

Referencing your inquiry concerning the desire of the California Brandy Producers Association to provide a brandy cellar to the White House, as described below, it would be possible to accept such an offer.

My understanding is that beginning with the Kennedy Administration, the California wine growers have provided a wine cellar to the White House. This wine is used only for official functions, and the benefits thereof in no way accrue to the President personally. Obviously, this is an excellent way to emphasize our domestic wine industry and to support American products. The same would be true if this offer is accepted.

Although the White House has accepted the wine cellar in the past, this practice does present at least a technical legal problem in that specific statutory authority is necessary in order for an entity of the Federal Government to accept any gifts. At the present time, the White House does not have this statutory authority. On the other hand, the Department of State does have this authority. In view of the official purposes for which the brandy would be used, and because State would otherwise expend appropriated funds for this purpose, it would appear to be proper for them to accept this offer on behalf of the White House, for use at official functions.

I have asked Rex Scouten to determine whether such a cellar can be used and, if so, to contact State to see if they will accept it for official use. Once Rex has checked this out, we can determine how to respond to Tony Coelho.

cc: Rex Scouten



THE WHITE HOUSE
WASHINGTON

August 22, 1975

*W.H.
Furnishings*

MEMORANDUM FOR: REX SCOUTEN
FROM: PHILIP BUCHEN *T.W.B.*
SUBJECT: White House Brandy Cellar

The attached is self-explanatory. I would appreciate your opinion with respect to the California Brandy Producers' offer of a brandy cellar for the White House. If favorable, will you please check with State to see if they will accept such a gift on the basis described in my memorandum to Charles Leppert.

Attachment



AUG 11 1975

THE WHITE HOUSE

WASHINGTON

August 11, 1975

MEMORANDUM FOR:

PHIL BUCHEN

THRU:

JACK MARSH

FROM:

CHARLES LEPPERT, JR.

SUBJECT:

White House Brandy Cellar

Tony Coelho, A/A to Rep. Bernie Sisk has been approached by the California Brandy Producers Association to see if the brandy producers can provide a brandy cellar for the White House.

Coelho says that Rep. Sisk was instrumental in having the White House wine cellar installed during the Johnson Administration and that is the reason he was approached by the brandy producers. The California brandy producers will be in Washington, D.C. sometime during the month of September and would like to discuss the possibilities with the appropriate individual here at the White House.

I would like to have your guidance on whether a discussion of this matter with the brandy producers should be encouraged.

cc: Friedersdorf
Loen
Loeffler



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 20, 1975

*File in
"White House
Furnishings"*

MEMORANDUM FOR THE PRESIDENT AND MRS. FORD

FROM

CLEM CONGER *Clem*

As you can imagine, I was shocked by Maxine Cheshire's column in the Washington POST Sunday, October 19 regarding your official portraits. I was called a week ago by Mrs. Cheshire who knew that Mr. Ulbricht was coming to Washington with the two new standard size portraits, which I confirmed. She then inquired what would happen to the larger portrait of yourself now hanging on the Second Floor. At this point I explained that in my opinion every President and every First Lady needs at least three official portraits - one for the White House, one for the Presidential Library, and the third for an institution in their home state. Also, that many Presidents and First Ladies have had even more than three portraits so there would always be a place for a good portrait. I explained that the larger portrait had been ordered before you came to the White House, and that it was my understanding that it was to be used in the Executive Office Building in the Vice President's Office where the ceilings are even higher than in the White House. At no time did I criticize any portrait in any way. In my opinion, portraits are very personal things and must be approved by the subject and that no one else should comment on them until they are officially approved.

I always indicate on my tours of the White House with donors etc. as well as in my lectures that I hope that future First Ladies and Presidents will have standard size portraits because spaces for portraits in the White House will become more limited as the years go by.

Many of the very large portraits of the Presidents and First Ladies made in the 19th century are hanging in the White House but we have at least four in storage because there isn't space. We have lent two to the National Portrait Gallery where we had duplicates. The very large portraits now in the White House hang in the corridors and foyers, not in the important public rooms.



I did not discuss this matter any further with Mrs. Cheshire as I felt that I should not comment on them in any way until you and the President had made your own selections. Where Mrs. Cheshire got her opinions about "tensions" or my being "stubborn", I do not know. From my point of view this is not so. I feel that every President and every First Lady must be satisfied with their own portraits. I would recommend to them standard size portraits for historical longevity. After I leave the White House, I cannot assure that future curators would hang all the large portraits whereas I feel that a place could always be found for standard size portraits over the next hundred years.

If you and your family wish the large portrait to be the official White House portrait of course it can be. All I have to know is your decision. We will then make the recommendation to the White House Historical Association as they also approve technically and pay for the portraits. Only for safety sake do I want you and the President to be absolutely sure which of several portraits you may wish to hang permanently in the White House. I will do my best to insure that it has a proper location as long as I am here.



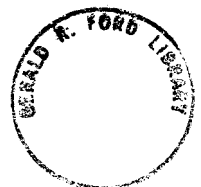
THE WHITE HOUSE
WASHINGTON

October 23, 1975

W.H. Sullivan

MEMORANDUM FOR: CHARLES LEPPERT
FROM: PHILIP BUCHEN *P.W.B.*
SUBJECT: White House Brandy Cellar

In view of the lack of need for the brandy cellar and State's reluctance to accept this gift, I recommend that we graciously decline the California Brandy Producers Association offer of a brandy cellar.



THE WHITE HOUSE
WASHINGTON

October 23, 1975

W.H. Jennings

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FROM: PHILIP BUCHEN *P.W.B.*
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THE WHITE HOUSE
WASHINGTON

October 9, 1975

MEMORANDUM FOR:

PHILIP BUCHEN

THRU:

MAX L. FRIEDERSDORF *M.L.F.*
VERN LOEN *VL*

FROM:

CHARLES LEPPERT, JR. *CLJr.*

SUBJECT:

White House Brandy Cellar

Referring to the matter of the White House accepting brandy from the California Brandy Producers Association, Rex Scouten advises per copy of his memo attached, that the State Department nor the White House has need for a brandy cellar. Rex Scouten says that the White House would be willing to cooperate if we deem it very important.

At the present time, the White House has a room set aside for the storing of wine, with racks and shelves, and the room is kept at the proper temperature for such storage.

I have discussed the matter with Tony Coehlo, Administrative Assistant to Rep. Bernie Sisk. He advised that the Association wanted to present bottles of domestic brandy, in much the same manner as the Wine Association has been doing for the White House since the Johnson Administration, to be served in lieu of imported wine or brandy at official functions.

Your memo to me of August 22, 1975 suggested that I get back to you on a response as to whether or not we should advise Rep. Sisk that the White House has no need for a brandy cellar.

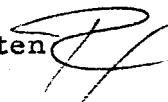
Enclosure



THE WHITE HOUSE
WASHINGTON

September 19, 1975

Memorandum for: Charles Leppert, Jr.

From: Rex Scouten 

Subject: White House Brandy Cellar

Have finally had a response from State.

State, as is the case here, has practically no requirement for Brandy. They have no practical need for a Brandy Cellar.

We are in the same position as State but would be willing to cooperate if you deem it terribly important.

W.H. Curator

WHITE HOUSE HISTORICAL ASSOCIATION

5026 New Executive Office Building
Washington, D. C. 20506
(202) 737-8292

November 4, 1975

Mr. Philip W. Buchen
Counsel to the President
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Mr. Buchen:

There are enclosed complimentary copies of the 1st edition of The First Ladies and of the 5th edition of The Living White House published by this Association in cooperation with the National Geographic Society. They are being sent to you with the approval of the Association's Board of Directors.

Sincerely,

Hillary A. Tolson
Hillary A. Tolson
Executive Director

Enclosures



THE WHITE HOUSE
WASHINGTON

Date 11/7/75

TO: Shirley:

FROM: BARRY ROTH

ACTION:

Approval/Signature

Comments/Recommendations

For Your Information

REMARKS:

I spoke with Rex on this yesterday and advised that if he wishes to accept this should be done with the National Park Service to piggyback onto their gift authority under 16 U.S.C. 6 and 6a. He will do it that way and has advised no memo is necessary, but please return the original letter he enclosed in his memo as he did not keep a copy. Barry

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

*Copy sent
to Barry*

October 30, 1975

Memorandum for: Philip Buchen

From: Rex Scouten *Rex Scouten*

I seek approval to accept as a gift to the White House the roses described in the attached letter from Roses, Incorporated.

Roses, Incorporated is a non-profit research and education trade association whose main purpose is to promote the use of roses.

The Association has currently 406 members representing the United States and Canada. There are an estimated 306 commercial rose growers in the United States and 202 of them belong to Roses, Incorporated.

With current prices, we estimate the value of the gift to be approximately \$2,500.00 per year.

We have accepted gift flowers from many sources in the past. As we have a very fine relationship with growers of different flowers as well as with the Floral wire services, we feel the subject gift and those made in the past were the result of wanting to do something for the White House. We have never had a problem of misusing the gift for advertising purposes nor have any special favors been asked of us.





Commercial Rose Growers Association

JAMES C. KRONE, Executive Vice President
1152 HASLETT ROAD
HASLETT, MICHIGAN 48840
AC 517-339-9544

October 21, 1975

Mr. Rusty Young
White House Florist
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Rusty:

A short time ago our Roses, Incorporated's President, Mr. Tom Andre, Andre Greenhouses, Southampton, Pennsylvania, called to our attention that you were having difficulty in obtaining adequate numbers of roses to cover various White House requirements.

This matter was discussed at our Board of Governors' meeting in San Diego, California. The board, working in concert with the membership, has unanimously agreed that it would in order for the association to provide to you for White House use a complimentary box of roses on a weekly basis.

Currently, President Andre is already shipping a box of roses to you each week through Paul's Wholesale in Washington, D.C.

This will be followed by other members of the association to provide you with a dependable supply of roses for decorations and special uses.

As we go through the year, you will be receiving roses from various parts of the country, and of course, from different growers. If possible, we will set up an advance register of growers who will be supplying you with roses so it can be in your hands and on file with Dennis Paul in the event you need to contact the growers.

Needless to say, we sincerely appreciate your interest in our product. We feel confident that these roses will be put to excellent use through your capable hands.

At any time we can be of assistance regarding roses, or if a shipment should fail to show up, etc., we ask that you immediately contact our office in Haslett so we can follow up on it accordingly.




As a rule, the roses will shipped to you each Tuesday for arrival in Washington on Wednesday of each week.

If you should have any questions, please don't hesitate to contact us.

Cordially yours,

ROSES INCORPORATED



James C. Krone
Executive Vice President

JCK:tk

cc: Mr. Thomas J. Andre
Mr. Charles Haley
Mr. Denis Celleghin
Mr. Lindley Mann