# The original documents are located in Box 9, folder "White House Mail and Comment Tallies (11)" of the Roland Elliott Files at the Gerald R. Ford Presidential Library.

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

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

 PRESIDENTIAL SIGNATURE MAIL:
 LETTERS
 TELEGRAMS

 TOTAL
 2,727
 2,651
 76

 CUMULATED
 40,472
 39,366
 1,106

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

TOTAL 360 324 0 36

CUMULATED 5,287 3,649 172 1,466

MAIL REFERRED TO THE DEPARTMENTS:

TOTAL

9,474

256,987

CUMULATED

William F

Chief of Files



FOLLOWING IS A	REPORT OF	THE VOLUME					DEPARTMENTS AND
AGENCIES FOR T	HE TWO WEE	KS ENDING	OCTO	BER 1	. 19	76	

· · · · · ·

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	11	88
AGENCY FOR INTERNATIONAL DEVELOPMENT		12
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	339
ARCHITECT OF THE CAPITOL	1	164
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		38
CENTRAL INTELLIGENCE AGENCY		39
CIVIL AERONAUTICS BOARD	3	145
CIVIL RIGHTS COMMISSION	2	12
CIVIL SERVICE COMMISSION	62	9.839
COMMUNITY SERVICES ADMINISTRATION	1	71
COUNCIL OF ECONOMIC ADVISORS	2	27
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	214
COUNCIL ON WAGE & PRICE STABILITY	~	21
DEPARTMENT OF AGRICULTURE	233	5,080
DEPARIMENT OF COMMERCE	137	10,186
An	the second s	1
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	1,756	42,200
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	165	2,152
DEPARTMENT OF THE INTERIOR	164	9,691
DEPARTMENT OF JUSTICE	780	18,648
DEPARIMENT OF LABOR	385	7,529
DEPARTMENT OF STATE	1,486	52,803
DEPARTMENT OF TRANSPORTATION	872	11,679
DEPARTMENT OF THE TREASURY	280	8,237
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	23	1.807
ENVIRONMENTAL PROTECTION AGENCY	89	2,351
ENVIRONMENTAL QUALITY COUNCIL	4	119
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	22	330
FEDERAL COMMUNICATIONS COMMISSION	68	1.164
FEDERAL DEPOSIT INSURANCE CORPORATION	15	52
FEDERAL ENERGY ADMINISTRATION	68	2,061
FEDERAL HOME LOAN BANK BOARD	2	34
FEDERAL POWER COMMISSION	21	2.26
FEDERAL RESERVE SYSTEM ( BOARD OF GOVERNORS )	3	52
FEDERAL TRADE COMMISSION	* 785	× 405
FOREIGN CLAIMS SETTLEMENT COMMISSION	4	36
GENERAL ACCOUNTING OFFICE		17
GENERAL SERVICES ADMINISTRATION	17	244
GOVERNMENT PRINTING OFFICE	16	271
SH G	5	122
INTERSTATE COMMERCE COMMISSION		125
LEGAL SERVICES, PUBLIC AFFAIRS	6	235
LIBRARY OF CONGRESS		56
MILITARY ASSISTANT TO THE PRESIDENT ( DEFENSE )	150	26,601
NATIONAL AERONAUTICS & SPACE ADMINISTRATION NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	58	192
HILLOWIN TOUDALLON ON THE ARID & HUMANLILES	1 6	1 /12

\* 750 - TO FTC RE: FTC RULES ON HOUSING

DEPA-RIMENTS	TOTAL - LETTERS	ĊUMULATI VE
VATIONAL LABOR RELATIONS BOARD	3	62
IATIONAL MEDIATION BOARD	1	1.992
ATIONAL RAILROAD PASSENGER CORPORATION		2.1
ATIONAL SCIENCE FOUNDATION	2	82
ATIONAL SECURITY COUNCIL	2	230
UCLEAR REGULATORY COMMISSION	3	268
FFICE OF CONSUMER AFFAIRS	9	216
FFICE OF MANAGEMENT & BUDGET	318	2.2.51
PRESIDENT FORD COMMITTEE	54	540
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS	4	49
PRESIDENT'S COMTE. EMPLOYMENT OF THE HANDICAPPED		149
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	33	all
the second s		841
AILROAD RETIREMENT BOARD	10	161
REPUBLICAN NATIONAL COMMITTEE		1
ECURITIES & EXCHANGE COMMISSION	15	133
SELECTIVE SERVICE SYSTEM		.55
SMALL BUSINESS ADMINISTRATION	27	524
SMITHSONIAN INSTITUTION	1	42
SPECIAL TRADE REPRESENTATIVE	22	9,460
CENNESSEE VALLEY AUTHORITY		25
CRANSLATION BUREAU	300	10.339
	300	1 41221
J. S. INFORMATION AGENCY	1	41
J. S. POSTAL SERVICE	- 58	3,546
J. S. SECRET SERVICE	7	201
VETERANS ADMINISTRATION	282	7.804
VICE PRESIDENT	12	131
PRESIDENTIAL DEBATES	21	77
OFRALD		
20 00		
		256,987
	9,474	

PREPARED: OCTOBER 13, 1976

# WHITE HOUSE INCOMING MAIL REPORT FOR:

### SEPTEMBER 30, 1976 - OCTOBER 13, 1976

BREAKDOWN OF INCOMING MAIL	TOTALS
TOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD	47,160 *
PRESIDENTIAL UNPROCESSED CARRIED FORWARD	0
PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD	47,160
PRESIDENTIAL UNPROCESSED THIS PERIOD	0
TOTAL STAFF AND EXECUTIVE OFFICE MAIL	25,753
INCOMING MAIL TO FIRST LADY'S OFFICE	2,761
COMBINED TOTAL FOR THIS REPORTING PERIOD	75,674
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (10-15-75)	81,746
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (10-18-74)	267,433
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (10-19-73)	148,691
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1972 (10-17-72)	81,585
INCLUDES 1,637 POSTCARDS AND 5,294	4 TELEGRAMS



\* INCLUDES 1,637 POSTCARDS AND 5,294 TELEGRAMS

ENDING: OCTOBER 13, 1976

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

14

ENDING: OCTOBER 13, 1976

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

GERALD P.

ENDING: OCTOBER 13, 1976

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

GERALD R. P.

ENDING: OCTOBER 13, 1976

[		
SUBJECT	REFERRED TO:	TOTALS
CRITICAL COMMENTS		153
NEW AND REGULAR SECRET SERVICE CASES		243
CHILDREN'S MAIL		3,063
CON: AID TO CHILE (FORMS)		800
INVESTIGATE PORNOGRAPHY AND ORGANIZED CRIME (FORMS)		700
ANTIBOYCOTT LEGISLATION PRO CON	STATE	2,180 12
PRO FEDERAL PAY RAISE CON COMMENT	OMB	4 45 121
CON: TEXAS WELFARE DEPARTMENT vs. ROLOFF EVANGELISTIC ENTERPRISES	HEW	666
CON: PROPOSED AIRPORT AT COLUMBIA - WATERLOO, ILLINOIS	DOT	310
GERALD R ABAR OF OBO		

14

ENDING: OCTOBER 13, 1976

SUBJECT		REFERRED TO:	TOTALS
BUSING	PRO CON	JUSTICE	12 716
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)		JUSTICE	410
	`		
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN			19,639
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		GERALO	47,160
	NO	RAND CHON	

1

e - 31				
Correspondence Section Work Re	port for Two We	ek Period Ending: 1	0/15/76	
Unprocessed mail on hand at beg	inning of reportion	ng period:		7,199 12,099
Mail received (estimate): Mail processed this reporting pe	riod:			10,611
Unprocessed mail on hand at end		iod:		8,687
Mail Processed As Follows:				
CORRESPONDENCE SECTION:				
Letters Presidentials:	Automatic	Manual	Total:	
Adult:	1,974	64]		
Children:	426	68]	2,532	<u> </u>
For Mr. Elliott's Signature:				
	4,338	1,058	5,396	
	Letters Process	ed in Correspondence	e Section:	7,928
Other Referral Forms:			3	
Envelopes and labels for ma	iling cards, bool	xlets,	2,680	
photos, etc. Total Mail Pr	ocessed in Corre	espondence Section:	10,611	
STAFF OFFICES	Automatic	Manual	Total:	
Letters Presidentials:	Automatic	Ivianuai	1 otal:	
For Staff Officials'	344	115	459	
Signature:	1,365	830	2,195	()
	Letters Process	sed for Staff Offices:		2,654
		fail Processed by Le	tter Reply:	10,582
Other Work Completed During	Reporting Perio	<u>d</u> :		
Documents:	Originals	Stencils		
	53	57		
Other: 5,597 Envelopes/I		<u>l four-page</u>	Memo	
75 Envelopes a 16-page News S	and Fill-in Men Summary	nos		- 312 33
l thirty-page				
l eight-page	Memo			
Manhours Worked in White Hous	e Staff Offices:			
Manhours worked by detailees			259.5	
Manhours worked in Correspo	ndence Section:	Total	646.5 Manhours:	906
MAIL ON HAND AT END OF RE	PORTING PERIC	)D:		
In Analysis and Reply Unit:		Adult:	3,721	
		Children:	2,159	
In Stenographic and Typing Un For letter reply:	10:			
Presidentials:			70	
Non-Presidentials: For labels and envelopes (be	ooklet/card/offse	et/photo)	1,806	
	· · ·	, puoto)		
For Review:			131	
SPALD R ROAD		Total Mail Ur	processed:	_8,687
0/				

#### CORRESPONDENCE SECTION OUTSIDE WORK REPORT

# October 2, 1976 through October 15, 1976

BAROODY		
	311 2pp ltrs (robo)	51 hrs
Mitler	389 ltrs (robo)	32 hrs
McAuliffee	166 ltrs (robo)	14 hrs
Calhoun	66 ltrs (robo) 3,000 envelopes	64 hrs
Powell	15 ltrs (robo)	l hr
Patterson	2 ltrs (robo)	1/2 hr
BENNETT		
energy and and but had but had due had due had but had not bee had the but due not but due had but had but had	l ltr (robo)	1/2 hr
BUCHEN		
	4 ltrs (robo)	1 hr
CAVANEY		
and date to the first state first base date pass but sould been and sould been due to bee had been been base		2 hrs
CHENEY		
	137 ltrs (manual) Ltrs drafted, typed and reviewed	100 hrs
ELLIOTT	TELEPHONES	20 hrs
Bovelskey	1800 envelopes 206 Pres Ltrs (robo) 8 Pres Ltrs (manual) 7 ltrs (manual)	56 hrs
Fenton/Yarjan	27 Pres Ltrs (manual)	
rencon/ rar Jan	70 Pres Ltrs (robo) 19 ltrs (manual)	13 hrs
Nolan	4 pp (memos)	3 hrs
FRIEDERSDORF		
Berg-Hansen	158 ltrs (manual) 50 ltrs (robo) 68 Pres Ltrs (robo)	36 hrs
The set are the for the pay are not the set the set the set the set the set of the set o		
HASEK		
MADLA	71 Pres Ltrs (manual) 131 ltrs (manual) 137 envelopes Some ltrs drafted, all typed and reviewed	67 hrs

October 2, 1976 through October 15, 1976

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-2-

	-2- Q. FOQ.	
HOLM	42 ltrs (robo)	
Keesling	42 ltrs (robo)	2 1/2 hrs
KAMSTRA		
	60 envelopes/labels	1 1/2 hrs
LAZARUS		
	16 ltra (robo)	2 hrs
	46 ltrs (robo)	5 115
LEONARD		
	30 ltrs (manual) Ltrs drafted, typed	
	and reviewed	7 hrs
LINDER/RATCHFORD		
	5 pp, 4 stencils - Procs	
	17 pp, 8 stencils - Msgs 31 pp, 22 stencils - Stmts	
	9 pp, 2 stencils - Ltrs 600 labels	
	75 envelopes (fill-in memo)	51 hrs
NESSEN		
	12 stencils	6 hrs
Shuman	4 stencils (FS)	2 hrs
Earle	5 stencils (FS)	3 hrs
Roberts	ll ltrs (robo)	l hr
NICHOLSON		
	348 ltrs (manual)	
	179 ltrs (robo) Some ltrs drafted, all	
	typed and reviewed	92 hrs
O'DONNELL		
		6 1/2 hrs
PORTER/FORD (MRS.)		
		5 hrs
WALDERON		
	16 pp (news summary)	4 hrs
TOTAL:		646 1/2 HOURS
DOMESTIC COUNCIL OUTSID	E WORK REPORT:	
Lissy	78 ltrs (robo)	3 1/2 hrs
Cannon	8 pp memo (WH)	4 hrs
TOTAL. (Minus A hrs - W	ork completed by WH employee)	3 1/2 hrs
TOTUD. (HILLO - M	orr combreeder på an embrodeel	5 1/2 1115

October 2, 1976 through October 15, 1976

# -3-

### DETAIL REPORT

ANDERSON

	Matthias	8 hrs
BUCHEN		
	Mooneyhan	8 hrs
CAVANEY		
	Mulqueen/Clawson	9 1/2 hrs
CHENEY	ar has has has non one but has non has has non has non has non how one has non how has non one non non non non non non non non	-
	Gonzalez/Wessel	53 1/2 hrs
ELLIOTT		
	Brookshier/Curtis	4 1/2 hrs
Nolan	Robinson	5 1/2 hrs
FRIEDERSDORF		
	Mooneyhan/Wessel	13 hrs
	Trynovosky	32 hrs
	Trynovosky	
IENDRIX		
	Trynovosky	24 hrs
JONES		
	Wessel	8 hrs
MARSH		
	Gonzalez	l hr
Rourke	Robinson	1 1/2 hrs
D'DONNELL		
	Riegner	3 hrs
PENNY		
	Collier	88 hrs
		259 1/2 HOURS
DOMESTIC COUNCIL DETA	IL REPORT:	
Alexander	Brown	64 hrs
May	Oestreich	56 hrs
Humphreys	Chambers	8 hrs
Parsons	Chambers	24 hrs
Fletcher	Chambers	8 hrs
TOTAL:	# # # # # #	160 HOURS

Summary of telegrams received for the Bi-Weekly Period

ending October 27, 1976.

John W. Vickroy, Jr. Telegraph Office

ADDRESSEE:	1	NUMBER	
The President		2,442	
Secretariat		57	
First Lady		9	
The President and First Lady		9	
Susan Ford		l	
John Ford		l	

#### GRAND TOTAL:

2,519

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



BI-W PERIOD ENDING		Y REPORT FOR per 27th, 1976	
SUBJECT:	NO.	SUBJECT:	NO.
Requests for photos, messages, appointments, invitations &			
replies:	35	Rail Improvement Act (S-3131) PRO	27
Personal Problems and . Requests for Aid:	33	G.I. Educational Funds (S-969) PRO	50
Endorsements and Comments on appointments:	6	Payment In Lieu of Taxes Bill (H-9719) PRO	25
Gritical Comments:	30	President's Press Conference 10/14/76 PRO	56
Support	143	President's Press Conference 10/14/76 CON	7
Protests, Complaints &		Progidentia Prose Conference 10/11/176 const	-
Requests for Investigations:	20	President's Press Conference 10/14/76 COMM Vice Presidential Candidates	9
P.I.D.	0	Debate 10/15/76 PRO	15
A + 1 + 1 + 1 + + + + + + + + + + + + +		Vice Presidential Candidates	
Labor and Strikes:	3	Debate 10/15/76 · CON	17
		Vice Presidential Candidates	
Foreign Language:	17	Debate 10/15/76 COMMENTS	7
Comments on Foreign Policy:	20	Eilberg Bill (HR-14535) COMMENTS	104
Missellancous Expressions of		Support Helsinki Commission	
Miscellaneous Expressions of Concern About the Economy:	18	(HR-15813) PRO	43
	10	Copies of Replies to Jimmy Carter's	+3
Miscellaneous:	611	Telegram to the President	9
Educational Amendments		General Brown's	
Act (S-2657) PRO	17	Anti-Semitic Remarks COMMENTS	327
Support For Flying			
Museum (HR-10101) PRO	42	Legislation to Expand Indiana Dunes COMM	15
Support Small Brewers		President Ford/Governor Carter	
(HR-3605) PRO	5	TV Debate 10/22/76 PRO	116
Health/Manpower Act		President Ford/Governor Carter	
(HR-5546) PRO	6	TV Debate 10/22/76 CON	9
Diabetes Bill		President Ford/Governor Carter	
(HR-15641 & S-2910) PRO Rescind/Modify Executive	34	TV Debate 10/22/76 COMMENTS	16
Order 11644 PRO	543	Defector Zafimov PRO	7
1 R. FO			
ERAL		· · · · · · · · · · · · · · · · · · ·	
A STAR		Presidential Telegrams Forwarded to someone other than Mrs. Reta Shay:	106

Summary of telegrams received for the Bi-Weekly Period ending \_\_\_\_\_\_.

> John W. Vickroy, Jr. Telegraph Office

ADDRESSEE:	NUMBER:
The President	2,034
Secretariat	77
First Lady	19
The President and First Lady	96
Miss Susan Ford	3
Mr. John Ford	7
Mr. Steven Ford	3

#### GRAND TOTAL:

2,239

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

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# BI-WEEKLY REPORT FOR

PERIOD ENDING November 10, 1976

SUBJECT:	NO.	SUBJECT:		NO.
Requests for photos, messages, appointments, invitations & replies:	24	Rescind/Modify Executive Order 11644	Pro	2
Personal Problems and . Requests for Aid:	14	Eilberg Bill HR-14535	Comm	2
Endorsements and Comments on appointments:	1	Intercession for Soviet Defector Zafimov	Pro	2
Critical Comments:	46	Intercede for Soviet Jews Under Arrest in Moscow	Pro	158
Support	931	Political Asylum for Lithuanian Refugees	Pro	30
Protests, Complaints & Requests for Investigations:	6	Presidential Election Results	Comm	565
P.I.D.	3	•		
Labor and Strikes:	1			
Foreign Language:	27			
Comments on Foreign Policy:	6			
Miscellaneous Expressions of Concern About the Economy:	5			
Miscellaneous:	. 211	-		
		•		
S LIBRA				
(2 2 2			•	
COTAL.				
<u> </u>			•	
8				
		Presidential Telegrams Forwarde someone other than Mrs. Reta Sh	ay:	96

# WHITE HOUSE INCOMING MAIL REPORT FOR:

# OCTOBER 28, 1976 - NOVEMBER 10, 1976

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

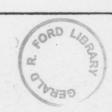
\* INCLUDES 2,034 TELEGRAMS AND 905 POSTCARDS



ENDING: NOVEMBER 10, 1976

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

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ENDING: NOVEMBER 10, 1976

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



ENDING: NOVEMBER 10, 1976

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

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ENDING: NOVEMBER 10, 1976

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

GERALO R. PO

Correspondence Section Work Re	port for Two Wee	k Period Ending:	11/12/76	
Unprocessed mail on hand at beg Mail received (estimate): Mail processed this reporting per Unprocessed mail on hand at end	riod:			3,599 40,932 24,195 20,336
Mail Processed As Follows:				
CORRESPONDENCE SECTION: Letters				
Presidentials: Adult:	Automatic 9,800	Manual ]	Total:	
Children:		9]	9,823	
For Mr. Elliott's Signature:	2,656	689	3,345	
	Benergenting a state state international state of state days and be a state of the	d in Correspondenc		13,168
Other Referral Forms: Envelopes and labels for ma photos, etc.			3	=
Total Mail Pro STAFF OFFICES	ocessed in Corres	pondence Section:	24,195	-
Letters Presidentials:	Automatic	Manual	Total:	
For Staff Officials'	714	52	766	<u> </u>
Signature:	711	376	1,087	
	Letters Processe	d for Staff Offices:		1,853
Other Work Completed During Documents:			tter Keply:	
Other: 7,000 Envelopes				_
4-page Report 4 Memos				-
l Listing				
Manhours Worked in White Hous	e Stall Offices:			
Manhours worked by detailees Manhours worked in Correspo			<u>    168</u> 400	
mannours worked in oorrespo.	ndence beetion.	Total	Manhours:	568
MAIL ON HAND AT END OF RE	PORTING PERIOI	):		
In Analysis and Reply Unit:		Adult: Children:	6,376	
In Stenographic and Typing Un For letter reply:	it:	Children:	1,647	
Presidentials: Non-Presidentials:			10,000	
For labels and envelopes (bo	ooklet/card/offset	/photo)	156	
For Review:			897	
GER	ALO	Total Mail Ur		20.226
ARASSET	Creat Contraction	i Gtai Iviaii UI	processed:	20,330

#### CORRESPONDENCE SECTION OUTSIDE WORK REPORT

### October 30, 1976 through November 12, 1976

Calhoun	21 ltrs (robo)	1 1/2 hrs
Powell	20 ltrs (robo)	1 1/2 hrs
Mitler	151 ltrs (robo)	12 hrs
BENNETT		
	84 ltrs (robo) 36 Pres Ltrs (robo)	10 hrs
Patterson	2 ltrs (robo)	1/2 hr
CHENEY		
	69 ltrs (manual) Ltrs drafted, typed and reviewed	43 hrs
ELLIOTT		
Higgins	listing	2 hrs
Nolan	4 pp (memos)	2 hrs
Bovelsky	7,000 Envelopes 16 Pres (manual) 132 Pres Ltrs (robo) 8 ltrs (manual)	154 hrs
Yarjan	61 Pres Ltrs (robo)	5 hrs
FRIEDERSDORF		
Berg-Hansen	86 ltrs (manual) 180 ltrs (robo) 455 Pres Ltrs (robo) 30 Pres Ltrs (manual)	85 hrs
HASEK		
	4 Pres Ltrs (manual) 36 ltrs (manual) Some ltrs drafted, all typed and reviewed	24 l/2 hrs
LEONARD		
	8 ltrs (manual) Ltrs drafted, typed and reviewed	2 hrs

MORE

October 30, 1976 through November 12, 1976

-2-

LINDER/RATCHFORD		
	6 pp, 3 stencils - Msgs 1 pg, 1 stencil - Stmt 2 pp, 2 stencils - Ltrs 4 pp report	6 hrs
NESSEN		
Cavaney	30 Pres Ltrs (robo)	3 hrs
Roberts		4 hrs
NICHOLSON		
	169 ltrs (manual) 202 ltrs (robo) Some ltrs drafted, all typed and reviewed	44 hrs
TOTAL:		400 HOURS
	DETAIL REPORT	
BAROODY		
Calhoun	Trynovosky	
BUCHEN		
Schmults CHENEY	Mooneyhan	8 hrs
CHENEX	Gonzalez/Saunders	59 hrs
GERGEN	Gonzalez/Baunders	59 1115
	Wilcox	4 hrs
JONES		- 1115
	Saunders/Matthias	ll hrs
HARTMANN		-
Smith	Matthias	l hr
HASEK_		
		2 hrs
MARSH		
	Clawson/King/Mooneyhan/ Curtis	11 1/2 hrs
PENNY		
		32 hrs
TOTAL:		168 HOURS
1000 100 100 100 100 100 100 100 100 10	MORE	

October 30, 1976 through November 12, 1976

-3-

#### DOMESTIC COUNCIL DETAIL REPORT

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Alexander	Brown	80 hrs
Мау	Oestreich	80 hrs
McConahey/Messengale	Chambers	80 hrs
TOTAL DOMESTIC COUNCIL DI	TAIL HOURS:	240 HOURS

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

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

PRESIDENTIAL SIGNATURE MAIL:LETTERSTELEGRAMSTOTAL2,9722,467505CUMULATED51,82549,9571,868PRESIDENTIAL AUTOGRAPHS:PHOTOGRAPHSCARDSMISCEL. ITEMS<br/>BOOKS, COVERS,

TOTAL

329 266 0

63

ETC.

CUMULATED 6,509 4,543 172 1,794

MAIL REFERRED TO THE DEPARTMENTS:

TOTAL

11,678

CUMULATED

292,993

Villiam F Matthews

Chief of Files



FOLLOWING ]	IS A	REPORT	OF TH	E VOLUME						EACH	OF	THE	DEPARTMENT	s and
AGENCIES FO	OR T	HE TWO	WEEKS .	ENDING	1	VOVE	EMB	ER	7	12		19	976	

		particular second s
DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	2	105
AGENCY FOR INTERNATIONAL DEVELOPMENT		13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	/	340
ARCHITECT OF THE CAPITOL	4	173
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE	1	41
CENTRAL INTELLIGENCE AGENCY	1	41
CIVIL AERONAUTICS BOARD	6	155
CIVIL RIGHTS COMMISSION	2	17
CIVIL SERVICE COMMISSION	51	10.006
COMMUNITY SERVICES ADMINISTRATION	1	81
COUNCIL OF ECONOMIC ADVISORS	4	1.7
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	237
COUNCIL ON WAGE & PRICE STABILITY		39
DEPARTMENT OF AGRICULTURE	158	5195
DEPARTMENT OF COMMERCE	117	10836
	aan	10,050
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	871	76,111
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	117	2,55/
DEPARTMENT OF THE INTERIOR	101	10,398
DEPARTMENT OF JUSTICE	1,197	23,124
DEPARIMENT OF LABOR	473	9,243
DEPARTMENT OF STATE	2.102	61,633
DEPARTMENT OF TRANSPORTATION	271	13,047
DEPARTMENT OF THE TREASURY	4,265	13,768
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	20	1,882
ENVIRONMENTAL PROTECTION AGENCY	/33	2,699
ENVIRONMENTAL QUALITY COUNCIL	17	140
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	4	393
FEDERAL COMMUNICATIONS COMMISSION	19	1,284
FEDERAL DEPOSIT INSURANCE CORPORATION	6	59
FEDERAL ENERGY ADMINISTRATION	29	2,206
FEDERAL HOME LOAN BANK BOARD	2	41
FEDERAL POWER COMMISSION	9	263
FEDERAL RESERVE SYSTEM ( BOARD OF GOVERNORS )		52
FEDERAL TRADE COMMISSION	21	5531
FOREIGN CLAIMS SETTLEMENT COMMISSION	4	50
GENERAL ACCOUNTING OFFICE		20
GENERAL SERVICES ADMINISTRATION	10	375
GOVERNMENT PRINTING OFFICE	6	286
INTERSTATE COMMERCE COMMISSION	4	124
LÈGAL SERVICES, PUBLIC AFFAIRS	15	5 7/6
LIBRARY OF CONGRESS	I I	-10
MILITARY ASSISTANT TO THE PRESIDENT ( DEFENSE )	463	20174
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	765	do bit
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	2	207
		201

DEPARIMENTS	TOTAL - LETTERS	CUMULATIVE
VATIONAL LABOR RELATIONS BOARD	1	65
IATIONAL MEDIATION BOARD		1,993
NATIONAL RAILROAD PASSENGER CORPORATION		23
NATIONAL SCIENCE FOUNDATION	3	87
VATIONAL SECURITY COUNCIL	5	244
NUCLEAR REGULATORY COMMISSION	10	318
OFFICE OF CONSUMER AFFAIRS	4	222
OFFICE OF MANAGEMENT & BUDGET	199	2.734
PRESIDENT FORD COMMITTEE	2	619
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS	3	62
PRESIDENT'S COMTE. EMPLOYMENT OF THE HANDICAPPED	3	58
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	19	880
RAILROAD RETIREMENT BOARD	6	180
REPUBLICAN NATIONAL COMMITTEE	3	114
SECURITIES & EXCHANGE COMMISSION	1	1.42
		172
SELECTIVE SERVICE SYSTEM	27	100
SMALL BUSINESS ADMINISTRATION		600
EMITHSONIAN INSTITUTION	3	45
SPECIAL TRADE REPRESENTATIVE	4	9,498
TENNESSEE VALLEY AUTHORITY		40
TRANSLATION BUREAU	386	7.419
J. S. INFORMATION AGENCY		43
J. S. POSTAL SERVICE	83	3.779
J. S. SECRET SERVICE		201
VETERANS ADMINISTRATION	276	V 924
		8,121
VICE PRESIDENT	11	130
PRESIDENTIAL DEBATES		11/
(GERALD)	1	
- Same 2		
	i and	
	11,678	292,993

Summary of telegrams received for the Bi-Weekly Period

ending Midnight, November 23, 1976

In w Vicker John W. Vickroy,

1

Telegraph Office

ADDRESSEE:NUMBER:The President202Secretariat22First Lady2The President and First Lady1Susan1

John

GRAND TOTAL: 229

Breakdown by subjects of <u>202</u> telegrams received for the President is attached.



BI-W PERIOD ENDING		Y REPORT FOR ht 23 November, 1976	
SUBJECT:	NO.	SUBJECT:	NO
Requests for photos, messages, appointments, invitations & replies:	9		
Personal Problems and Requests for Aid:	11		
Endorsements and Comments on appointments:	2		
Critical Comments:			
Support	9		
Protests, Complaints & Requests for Investigations:	11	*	
P.I.D.	1		
Labor and Strikes:	3		
Foreign Language:	3		
Comments on Foreign Policy:	14		
Miscellaneous Expressions of Concern About the Economy:	1		
Miscellaneous:	117		
(Comment) Presidential Election Results	2		
Pardon for "TOKYO ROSE" (Comments)	19		
CRALD			
50			
Chier?			
**			
		Presidential Telegrams Forwarded to someone other than Mrs. Reta Shay:	13

Correspondence Section	n Work Re	port for Two W	eek Period Ending: 1	1/26/76	
					22.226
Unprocessed mail on h Mail received (estimat		inning of report.	ing period:		20,336
Mail processed this re		riod			<u>18,397</u> 26,959
Unprocessed mail on h			riod:		11,774
Mail Processed As Fo	llows:				
CORRESPONDENCE S	ECTION:				
Presidentials:		Automatic	Manual	Total:	
	Adult:	17,348	981		
			1	17,464	
	Children:	0	18]		*
For Mr. Elliott's	Signature:				
		534	593	1,127	
		Letters Proces	sed in Corresponden	ce Section:	18,591
Other					
Referral Forms: Envelopes and lab	als for ma	iling cards boo	blote	<u>4</u> 8,364	-
photos, etc.	JEIS 101 1114	ing cards, bot	JAICES,		—
-	al Mail Pro	ocessed in Corr	espondence Section:	26,959	
Letters		Automatic	Manual	Total:	
Presidentials:					
For Staff Officials	a 1	439	59	498	-
Signature:	5	832	323	1,155	
U III		and the second	sed for Staff Offices:		1,653
		F 1 . 2			
Other Work Comple	ted During		Mail Processed by Le	etter Reply:	20,244
Other work Compre	-	<u>itoporting i orr</u>			
Documents:		Originals	Stencils		
		32	12		
Other: 877 Lab	els/Envelo	opes			
and some other and the second s	e Report				-
	e Memo				
	e Memo				
Manhours Worked in V	White Hous	e Staff Offices:			
Manhours worked b	v detailees	in Staff Offices		99	
Manhours worked in				251.5	-
	p-		Total	Manhours:	350.5
MAIL ON HAND AT E	ND OF RE	PORTING PERI	OD:		
In Analysis and Rep	ly Unit:			501	
T ()			Children:	1,021	
In Stenographic and For letter reply:	Lyping Un	11:			
Presidentials:				5 500	
Non-Presidenti	als			5,500 1,407	
For labels and en		poklet/card/offs	set (photo)		······
Lot tabers and en			ser proto /	3,020	
For Review:	and the second			325	·
	ORD LIS	A ALANY	Total Mail U	nprocessed:	11,774
	Casho S	12			

### CORRESPONDENCE SECTION OUTSIDE WORK REPORT

# November 13, 1976 through November 26, 1976

	Calhoun	ll ltrs (robo)	l hr
	Holm	45 ltrs (robo)	3 hrs
	Powell	30 ltrs (robo)	2 hrs
	Mitler	6 ltrs (robo)	l hr
BENNI	ETT		
		38 ltrs (robo)	3 hrs
	Patterson	28 ltrs (robo)	2 hrs
CHEN	EY		
		27 ltrs (manual) Ltrs drafted, typed and reviewed	20 hrs
ELLI			
	Bovelskey	857 envelopes 8 Pres Ltrs (manual) 90 Pres Ltrs (robo) 6 ltrs (manual)	26 hrs
	Fenton/Yarjan	201 Pres Ltrs (robo) 3 Pres Ltrs (manual)	17 hrs
	Nolan	3 pp (memos)	
FRIE	DERSDORF		
	Berg-Hansen	108 ltrs (manual) 250 ltrs (robo) 40 Pres Ltrs (manual)	41 hrs
GULL	 EY		
		225 blank ltrs (robo)	15 hrs
HASE	K		
		l6 ltrs (manual) Ltrs drafted, typed and reviewed	12 1/2 hrs
LIND	ER/RATCHFORD		
		8 pp, l stencil - ltrs 4 pp, 2 stencils - Procs 8 pp, 4 stencils - Stmts 3 pp - Memos 20 pp, 5 stencils - Bill 20 labels 5 pp report	21 hrs
LEON	ARD SPLISRA		
	(2 2)	131 Pres Ltrs (robo) 21 ltrs (manual) Some ltrs drafted, all typed and reviewed	13 1/2 hrs

	-2-	
NESSEN		
Roberts	8 ltrs (robo)	l hr
Cavaney	17 Pres Ltrs (robo)	2 hrs
Sorum	40 ltrs (robo)	3 1/2 hrs
NICHOLSON		
	145 ltrs (manual) 151 ltrs (robo) Some ltrs drafted, all typed and reviewed	65 hrs
TOTAL:		251 1/2 HOURS
	DETAIL REPORT	
BAROODY		
	Trynovosky	2 hrs
BUCHEN		
	Mooneyhan	3 hrs
CHENEY		
	Gonzalez	8 hrs
FRIEDERSDORF		
	Saunders/Curtis/Matthias/ Upperman/Gonzalez	14 hrs
LAZARUS		nan tak ang kan kan kan kan ang kan kan pan ang kan kan kan kan ang
Roth		61 hrs
MARSH		
	Curtis/Riegner	8 hrs
SEIDMAN	Moonorkar	2 h
	Mooneyhan	3 hrs
TOTAL:		99 HOURS
DOMESTIC COUNCIL DET	AIL REPORT:	
Alexander	Brown	56 hrs
Мау	Oestreich	65 1/2 hrs
	Chambers	72 hrs
TOTAL DOMESTIC COUNC		193 1/2 HOUR
Cond Lin	########	

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

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

 PRESIDENTIAL SIGNATURE MAIL:
 LETTERS
 TELEGRAMS

 TOTAL
 **\*** 5, 411
 5, 372
 39

 CUMULATED
 57, 236
 55, 329
 1,907

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

TOTAL 475 239 0 236

CUMULATED 6;984 4,782 172 2,030

MAIL REFERRED TO THE DEPARTMENTS:

TOTAL

5,656

298,649

CUMULATED

Chief of Files

\* PRESIDENTIAL TOTAL INCOMPLETE - NOT ENTERED INTO COMPUTER:



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

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION	2	107
AGENCY FOR INTERNATIONAL DEVELOPMENT		13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	342
ARCHITECT OF THE CAPITOL	5	178
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		41
CENTRAL INTELLIGENCE AGENCY		41
CIVIL AERONAUTICS BOARD		155
CIVIL RIGHTS COMMISSION		17
CIVIL SERVICE COMMISSION	38	10,044
COMMUNITY SERVICES ADMINISTRATION	1	82
COUNCIL OF ECONOMIC ADVISORS	2	69
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	240
COUNCIL ON WAGE & PRICE STABILITY	1	40
DEPARTMENT OF AGRICULTURE	73	5.768
DEPARTMENT OF COMMERCE	73	10,909
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	403	47,314
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	. 53	2,590
DEPARTMENT OF THE INTERIOR	104	10,702
DEPARTMENT OF JUSTICE	616	23,740
DEPARTMENT OF LABOR	146	9,389
DEPARTMENT OF STATE	1,557	63,190
DEPARTMENT OF TRANSPORTATION	117	13164
DEPARTMENT OF THE TREASURY	169.	114 427
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	631	1 994
ENVIRONMENTAL PROTECTION AGENCY	706	24115
ENVIRONMENTAL QUALITY COUNCIL	100	<u> </u>
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	2	296
FEDERAL COMMUNICATIONS COMMISSION	9	1,293
FEDERAL DEPOSIT INSURANCE CORPORATION		11215
FEDERAL ENERGY ADMINISTRATION	16	2,222
FEDERAL HOME LOAN BANK BOARD	10	1,222
		71
FEDERAL POWER COMMISSION	/	263
FEDERAL RESERVE SYSTEM ( BOARD OF GOVERNORS )	1 7	53
FEDERAL TRADE COMMISSION	3	3,534
FOREIGN CLAIMS SETTLEMENT COMMISSION		50
GENERAL ACCOUNTING OFFICE		20
GENERAL SERVICES ADMINISTRATION	21	396
GOVERNMENT PRINTING OFFICE	5	291
INTERSTATE COMMERCE COMMISSION		135
LEGAL SERVICES, PUBLIC AFFAIRS	6	282
LIBRARY OF CONGRESS		61
MILITARY ASSISTANT TO THE PRESIDENT ( DEFENSE )	337	29,011
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	9	1,066
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	1	207

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T. C. Danies . Inc. N. C. der TELEVIC Manuscratter

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
NATIONAL LABOR RELATIONS BOARD		65
NATIONAL MEDIATION BOARD	· · · · · · · · · · · · · · · · · · ·	1.993
NATIONAL RAILROAD PASSENGER CORPORATION		23
NATIONAL SCIENCE FOUNDATION	1	88
NATIONAL SECURITY COUNCIL	3	247
NUCLEAR REGULATORY COMMISSION	1	225
OFFICE OF CONSUMER AFFAIRS		123
OFFICE OF MANAGEMENT & BUDGET	158	9892
PRESIDENT FORD COMMITTEE	2	191
We want the second state of the	2	14
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS		64
PRESIDENT'S COMTE. EMPLOYMENT OF THE HANDICAPPED	2	60
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS		887
RAILROAD RETIREMENT BOARD	3	183
REPUBLICAN NATIONAL COMMITTEE		105
SECURITIES & EXCHANGE COMMISSION	2	144
SELECTIVE SERVICE SYSTEM		55
SMALL BUSINESS ADMINISTRATION	14	1014
SMITHSONIAN INSTITUTION		45
SPECIAL TRADE REPRESENTATIVE	3	9501
The second se	1	41
TENNESSEE VALLEY AUTHORITY	239	MIZA
TRANSLATION BUREAU	251	1,658
U. S. INFORMATION AGENCY	1	44
U. S. POSTAL SERVICE	34	3,813
U. S. SECRET SERVICE		201
VETERANS ADMINISTRATION	185	9,109
VICE PRESIDENT	5	155
PRESIDENTIAL DEBATES		111
IAESIDENTIND OCIGATES		
- UBQ		
O PAR		
01985		
· · · · · · · · · · · · · · · · · · ·		
	5,656	298,649
	10,000	1
-		

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

> John W. Vickroy Jr. Telegraph Office

ADDRESSEE:	NUME	BER:
The President		147
Secretariat		31
First Lady		3
The President and First Lady		4
John Ford		l

### GRAND TOTAL:

186

Breakdown by subjects of 147 telegrams received for



the President is attached:

BI-W PERIOD ENDING		Y REPORT FOR cember 8, 1976	
SUBJECT:	NO.	SUBJECT:	NO.
Requests for photos, messages, appointments, invitations & replies:	8		
Personal Problems and . Requests for Aid:	11		
Endorsements and Comments on appointments:	1		
Critical Comments:	1		
Support	12		
Protests, Complaints & Requests for Investigations:	2		
P.I.D.	8	•	
Labor and Strikes:	1		
Foreign Language:	6		
Comments on Foreign Policy:	3		
Miscellaneous Expressions of Concern About the Economy:	2		
Miscellaneous:	82		
Help Cuban Stowaway Hector Toledo PRO	10		
JBRARL			· · · · ·
2 2 0 1 2 C			
\$			
		Presidential Telegrams Forwarded to someone other than Mrs. Reta Shay:	25

Correspondence Section Work Re	port for Two We	ek Period Ending: 1	2/10/76	
Unprocessed mail on hand at begin Mail received (estimate): Mail processed this reporting per Unprocessed mail on hand at end	riod:		)	11,774 9,657 19,919 1,512
Mail Processed As Follows:				
CORRESPONDENCE SECTION:				
Letters Presidentials: Adult:	Automatic 9,733	Manual 56]	Total:	
Children:	0	12]	9,801	
For Mr. Elliott's Signature:				
	2,040 Letters Process	554 sed in Correspondence	2,594 ce Section:	12,395
Other Referral Forms: Envelopes and labels for main photos, etc.	iling cards, bool	klets,	4 7,520 19,919	
STAFF OFFICES				
Letters Presidentials:	Automatic	Manual	Total:	
For Staff Officials'	800	182	982	
Signature:	299 Letters Process	339 sed for Staff Offices:	638	1,620
Other Work Completed During		Mail Processed by Le	tter Reply:	
other work completed burning		<u>.</u>		
Documents:	Originals	Stencils		
Other: <u>8,625 envelopes</u> <u>31-page Report</u> <u>2-page Memo</u>				
Manhours Worked in White House	e Staff Offices:			
Manhours worked by detailees Manhours worked in Correspon			168 417 Manhours:	 585
MAIL ON HAND AT END OF REI	PORTING PERIO	DD:		
In Analysis and Reply Unit:		Adult: Children:	488	<u> </u>
In Stenographic and Typing Uni For letter reply:	it:	Children:	345	
Presidentials: Non-Presidentials: For labels and envelopes (bo	ooklet/card/offs	et/photo)	<u> </u>	
For Review:			194	_
	HBRARA CONOL & OTHER	Total Mail Ur	nprocessed:	1,512

## CORRESPONDENCE SECTION OUTSIDE WORK REPORT \

#### BAROODY Powell 50 ltrs (robo) 4 hrs BARRETT 6 hrs 73 ltrs (robo) -----BENNETT 10 ltrs (robo) l hr -----------CHENEY 49 ltrs (manual) Ltrs drafted, typed and reviewed 28 hrs ------FRIEDERSDORF Berg-Hansen 138 ltrs (manual) 7 Pres Ltrs (manual) 25 hrs HASEK 11 Pres Ltrs (manual) 24 ltrs (manual) Some ltrs drafted, all typed and reviewed 24 hrs HIGGINS 8,000 envelopes 2 pp (memos) 16 Pres (robo) 166 hrs Fenton/Yarjan 83 Pres Ltrs (manual) 31 hrs 218 Pres Ltrs (robo) Bovelskey 16 Pres (manual) 138 Pres (robo) 3 ltrs (manual) 27 hrs 625 envelopes \_\_\_\_\_ LAZARUS Roth 10 hrs 31 pp report LEONARD Cavanaugh 50 Pres Ltrs (manual) 8 hrs -----LINDER/RATCHFORD 7 pp, 5 stencils - Procs 7 pp, 5 stenciis (Pres-Manual) 15 pp - Ltrs (Pres-Manual) 7 hrs 6 pp report ----------NESSEN Roberts 38 ltrs (robo) 3 hrs MORE UB.

## November 27, 1976 through December 10, 1976

November 27, 1976 through Decemb er 10, 1976

-2-

NICHOLSON

	ll3 ltrs (manual) l28 ltrs (robo)	
		41 hrs
WALDERON		
	428 Pres Ltrs (robo)	34 hrs
TOTAL:		417 HOURS
DOMESTIC COUNCIL OUTSID	E WORK REPORT:	
Lissy	12 pp ltr (manual) (WH)	2 hrs
TOTAL (TRANSFERRED TO W	HITE HOUSE)	
	DETAIL REPORT	
BENNETT		
		32 hrs
BUCHEN		
		2 1/2 hrs
CAVANAUGH		
		3 1/2 hrs
CHENEY		
	Gonzalez	26 hrs
HASEK		
	Williams	l hr
HIGGINS		
Fenton		8 hrs
JONES		
	Matthias	4 1/2 hrs
LAZARUS		
	Wilcox	72 hrs
MARSH		
	Mooneyhan/Luster	
ROGERS		
		1 1/2 hrs
SEIDMAN	a and a	
Porter	Hiner/Clawson	6 hrs
TOTAL:		168 HOURS

November 27, 1976 through December 10, 1976

- · · ·

Alexander	Brown	80 hrs
Мау	Oestreich	87 1/2 hr:
McConahey	Chambers	80 hrs

-3-

TOTAL DOMESTIC COUNCIL DETAIL HOURS:

247 1/2 HOURS

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MEMORANDUM FOR MR. ROLAND L. ELLIOTT:  $\checkmark$ 

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

PRESIDENTIAL SIGNATURE MAIL: LETTERS TELEGRAMS \* 1,235 1,218 TOTAL 17 1,924 58,471 56,547 CUMULATED MISCEL. ITEMS PRESIDENTIAL AUTOGRAPHS: PHOTOGRAPHS CARDS BOOKS, COVERS, ETC. 520 350 150 20 TOTAL 7,504 5,132 192 2,180 · CUMULATED

MAIL REFERRED TO THE DEPARTMENTS:

TOTAL

7.583

CUMULATED 306,232

William F. Matthews

Villiam F. Matthews Chief of Files

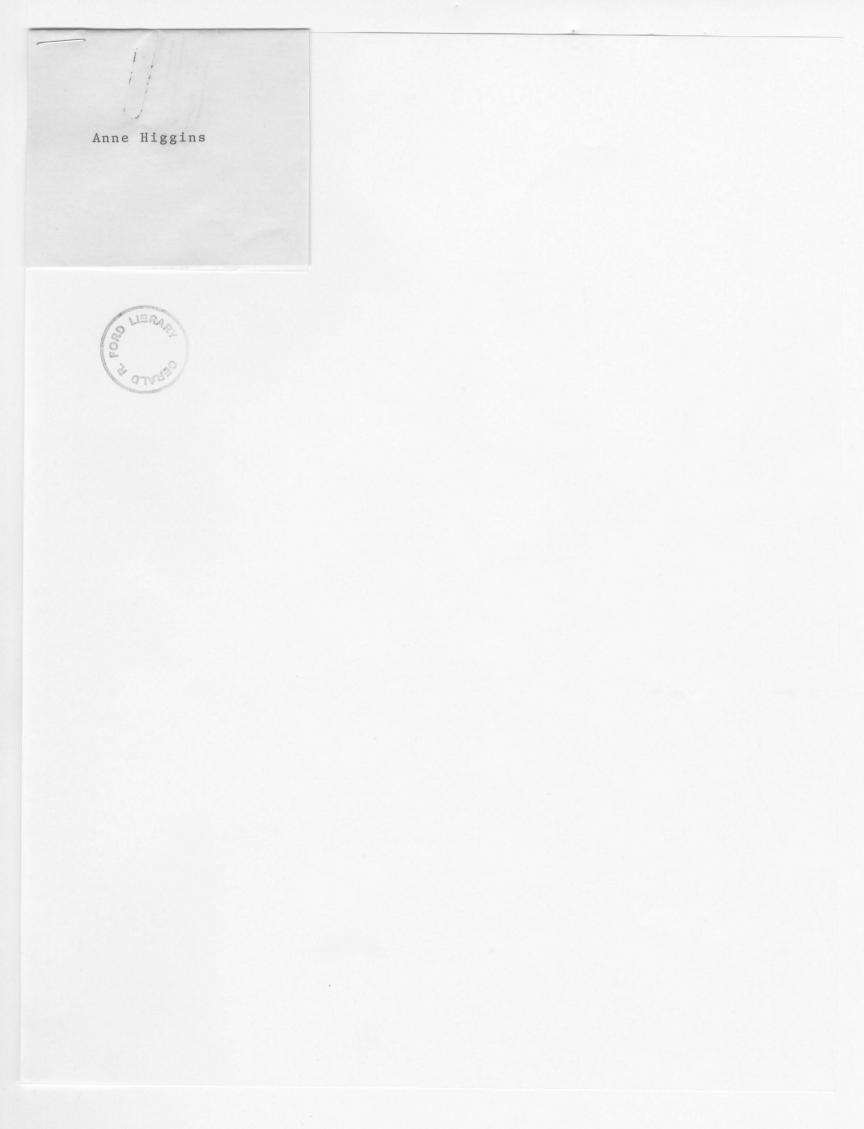
\* PRESIDENTIAL TOTAL INCOMPLETE -NOT ENTERED INTO COMPUTER.

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

DEPARTMENTS	TOTAL - LETTERS	CUMULATIVE
ACTION		107
AGENCY FOR INTERNATIONAL DEVELOPMENT	•••	13
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	1	342
ARCHITECT OF THE CAPITOL	3	181
CABINET COMMITTEE ON SPANISH SPEAKING PEOPLE		41
CENTRAL INTELLIGENCE AGENCY		41
CIVIL AERONAUTICS BOARD		155
CIVIL RIGHTS COMMISSION	1	18
CIVIL SERVICE COMMISSION	27	10,071
COMMUNITY SERVICES ADMINISTRATION		82
COUNCIL OF ECONOMIC ADVISORS	3	72
COUNCIL OF INTERNATIONAL ECONOMIC POLICY	3	243
COUNCIL ON WAGE & PRICE STABILITY	50	90
DEPARTMENT OF AGRICULTURE	197	5.945
DEPARIMENT OF COMMERCE	64	10.973
DEPARTMENT OF HEALTH, EDUCATION & WELFARE	757	48.071
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	40	2,630
DEPARTMENT OF THE INTERIOR	135	10.837
DEPARIMENT OF JUSTICE	2,810	210 550
DEPARTMENT OF LABOR	103	9492
DEPARTMENT OF STATE	1,426	14/16
DEPARTMENT OF TRANSPORTATION	55	13,219
DEPARTMENT OF THE TREASURY	197	11/11/
ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION	17	1911
ENVIRONMENTAL PROTECTION AGENCY	576	2 981
ENVIRONMENTAL QUALITY COUNCIL	210	2,78
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	4	403
FEDERAL COMMUNICATIONS COMMISSION	18	705
FEDERAL DEPOSIT INSURANCE CORPORATION	10	1120
FEDERAL ENERGY ADMINISTRATION	HI	2.263
FEDERAL HOME LOAN BANK BOARD	//	2,200
FEDERAL POWER COMMISSION	4	72
FEDERAL RESERVE SYSTEM ( BOARD OF GOVERNORS )		
FEDERAL TRADE COMMISSION	M	55
FOREIGN CLAIMS SETTLEMENT COMMISSION		5,571
		3/
GENERAL ACCOUNTING OFFICE	4	20
GENERAL SERVICES ADMINISTRATION GOVERNMENT PRINTING OFFICE	T	400
1 and	4	295
INTERSTATE COMMERCE COMMISSION		136
LEGAL SERVICES, PUBLIC AFFAIRS	8	290
LIBRARY OF CONGRESS		61
MILITARY ASSISTANT TO THE PRESIDENT ( DEFENSE )	326	29, 337
NATIONAL AERONAUTICS & SPACE ADMINISTRATION	6	1,072
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	2	209
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DEPARIMENTS	TOTAL - LETTERS	CUMULATIVE
IATIONAL LABOR RELATIONS BOARD	1	66
IATIONAL MEDIATION BOARD	· · · · · · · · · · · · · · · · · · ·	1993
IATIONAL RAILROAD PASSENGER CORPORATION		23
ATIONAL SCIENCE FOUNDATION	, i	88
NATIONAL SECURITY COUNCIL	10	253
NUCLEAR REGULATORY COMMISSION	2	327
OFFICE OF CONSUMER AFFAIRS		223
OFFICE OF MANAGEMENT & BUDGET	155	3.047
PRESIDENT FORD COMMITTEE		621
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS		64
PRESIDENT'S COMTE. EMPLOYMENT OF THE HANDICAPPED	1	61
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	52	972
RAILROAD RETIREMENT BOARD	2	185
REPUBLICAN NATIONAL COMMITTEE		106
SECURITIES & EXCHANGE COMMISSION	1 -	145
	1	
ELECTIVE SERVICE SYSTEM	7	
SMALL BUSINESS ADMINISTRATION		621
SMITHSONIAN INSTITUTION		45
SPECIAL TRADE REPRESENTATIVE	3	9,504
CENNESSEE VALLEY AUTHORITY	1	42
RANSLATION BUREAU	218	7.876
J. S. INFORMATION AGENCY	1	45
J. S. POSTAL SERVICE	34	2847
	2/	201
J. S. SECRET SERVICE	1~1	201
VETERANS ADMINISTRATION	117	7,283
/ICE PRESIDENT	8	163
		1/1
JBRAP.		
8	<u> </u>	
(2. S)		
4 073		
	4/02	211 127
	7,583	306,232



# PREPARED: JANUARY 5, 1977

## WHITE HOUSE INCOMING MAIL REPORT FOR:

DECEMBER 22, 1976 - JANUARY 5, 1977

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

INCLUDES 547 TELEGRAMS AND 53 POSTCARDS

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ENDING: JANUARY 5, 1977

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



ENDING: JANUARY 5, 1977

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

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ENDING: JANUARY 5, 1977

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

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# WHITE HOUSE INCOMING MAIL REPORT FOR:

DECEMBER 22, 1976 - JANUARY 5, 1977

EREAKDOWN OF INCOMING MAILTOTALSTOTAL PRESIDENTIAL RECEIVED IN THIS REPORTING PERIOD24,555*PRESIDENTIAL UNPROCESSED CARRIED FORWARD0PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD24,555PRESIDENTIAL UNPROCESSED THIS PERIOD0TOTAL STAFF AND EXECUTIVE OFFICE MAIL14,940INCOMING MAIL TO FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160	No.	
IN THIS REPORTING PERIOD24,555*PRESIDENTIAL UNPROCESSED CARRIED FORWARD0PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD24,555PRESIDENTIAL UNPROCESSED THIS PERIOD0TOTAL STAFF AND EXECUTIVE OFFICE MAIL14,940INCOMING MAIL TO FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160	BREAKDOWN OF INCOMING MAIL	TOTALS
CARRIED FORWARD0PRESIDENTIAL PROCESSED IN THIS REPORTING PERIOD24,555PRESIDENTIAL UNPROCESSED THIS PERIOD0TOTAL STAFF AND EXECUTIVE OFFICE MAIL14,940INCOMING MAIL TO FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160		24,555*
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THIS PERIOD0TOTAL STAFF AND EXECUTIVE OFFICE MAIL14,940INCOMING MAIL TO FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160		24,555
OFFICE MAIL14,940INCOMING MAIL TO FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160		0
FIRST LADY'S OFFICE2,296COMBINED TOTAL FOR THIS REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160		14,940
REPORTING PERIOD41,791COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1976 (1-7-76)56,342COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1975 (1-10-75)71,160		2,296
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REPORTING PERIOD IN 1975 (1-10-75) 71,160		56,342
COMBINED TOTAL FOR SAME		71,160
REPORTING PERIOD IN 1974 (1-11-74) 107,659	COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1974 (1-11-74)	107,659
COMBINED TOTAL FOR SAME REPORTING PERIOD IN 1973 (1-12-73) 110,377		110,377

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INCLUDES 547 TELEGRAMS AND 53 POSTCARDS

ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
GENERAL SUPPORT		372
PRESIDENTIAL ELECTION 11-2-76 REGRET/APPRECIATION APPRECIATION COMMENT		1,789 14 10
CHRISTMAS/NEW YEAR GREETINGS		5,157
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REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		23



ENDING: JANUARY 5, 1977

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SUBJECT	REFERRED TO:	TOTALS
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		1,823
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		444
INVITATIONS/INTERVIEWS		248
ECONOMY		64
POLITICAL COMMENTS	<b>t</b> . •	63
CRITICAL COMMENTS		46
NEW AND REGULAR SECRET SERVICE CASES		334
CHILDREN'S MAIL		1,549
EXECUTIVE, LEGISLATIVE, PRO AND JUDICIAL SALARY CON INCREASES COMMENT	ОМВ	9 211 2

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ENDING: JANUARY 5, 1977

SUBJECT	REFERRED TO:	TOTALS
PRO: PARDON FOR G. GORDON LIDDY	JUSTICE	7 5
PARDON PUERTO RICAN NATIONALISTS IN FEDERAL PRISONS (FORMS)	JUSTICE	100
RESCIND EXECUTIVE PRO ORDER 11643 CON (PREDATOR CONTROL) COMMENT	INTERIOR	5 1,249 0
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MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		4,015
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