The original documents are located in Box 128, folder “Connor, James (5)” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: JAMES E. CONNOR

SUBJECT: White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

We will need an alphabetical list of each person in your office, along with a complete home address. The list should be typed on plain white bond paper as shown in the sample below.

Send the list to Mr. Wilbur Jenkins, Administrative Officer, West Wing, not later than December 1, 1975.

SAMPLE LISTING

OFFICE OF THE PRESIDENT

ABEL, John W. (Mr.)
1234 Connecticut Avenue, NW.
Washington, D.C. 20015

BAKER, John W. (The Honorable and Mrs.) (Wife's name)
Address

CAREY, John W. (Mr. and Mrs.) (Wife's name)
Address

DOE, Jane E. (Miss)
Address

EDSON, Jane E. (Mr. and Mrs., John W.)
Address
BARBIERI, Janice A. (Miss)  
2503 O Street, N.W.  
Washington, D. C. 20007

COYLE, Patricia A. (Mr. and Mrs. William)  
6702 Tahalla Drive  
Alexandria, Virginia 22306

GERRARD, Constance (Miss)  
417 First Street, S.E.  
Washington, D. C. 20003

GREENER, William I., Jr. (Mr. and Mrs.)  
6116 Bardu Avenue  
Springfield, Virginia 22152

HUSHEN, John W. (Mr. and Mrs.)  
8517 Hazelwood Drive  
Bethesda, Maryland 20014

MONTAGUE, Carol A. (Miss)  
1016 Prince Street  
Apartment 5  
Alexandria, Virginia 22314

NESSEN, Ronald H. (Mr. and Mrs.)  
5112 Baltimore Avenue  
Washington, D. C. 20016

O'NEIL, Judith C. (Ms.)  
10610 Kinloch Road  
Silver Spring, Maryland 20903

PIROZZI, Gay (Miss)  
5601 Seminary Road  
Apartment 412 North  
Falls Church, Virginia 22041

PRESOCK, Patricia (Mr. and Mrs. Bernard L.)  
8573 Liberia Avenue  
Manassas, Virginia 22110
OFFICE OF THE PRESS SECRETARY

ROBERTS, J. W. (Mr. and Mrs.)
3316 Nevius Street
Falls Church, Virginia 22041

SMITH, Thym (Mr.)
2167 Evans Court
Apartment 204
Falls Church, Virginia 22043

SPEAKES, Larry (Mr. and Mrs.)
7307 Mendota Avenue
Falls Church, Virginia 22042
BERNEY, Melanie C. (Mr. and Mrs. Paul B.)  
815 Mill Stone Court  
Severn, Maryland  21144

CAMPBELL, Gail M. (Miss)  
1600 South Joyce Street, Apt. C-1705  
Arlington, Virginia  22202

CARLSON, John G. (Mr. and Mrs.) (Jan)  
4504 Maxfield Drive  
Annandale, Virginia  22003

EARL, Margaret K. (Miss)  
4000 Tunlaw Road, N.W., Apt. 708  
Washington, D.C.  20007

GOLTRA, Katherine (Miss)  
4705 45th Street, N.W.  
Washington, D.C.  20016

MARSHALL, Rex A. (Mr.)  
471 Carlin Springs Road  
Arlington, Virginia  22212

MERCANDETTI, Susan F. (Miss)  
4626 Carlin Springs Road  
Arlington, Virginia  22203

O'NEILL, Elizabeth M. (Mr. and Mrs. Hugh L.)  
324 North Pitt Street  
Alexandria, Virginia  22314

REILLY, Ann M. (Miss)  
1915 Kalorama Road, N.W.  
Washington, D.C.  20009

SHUMAN, James B. (Mr.)  
2001-A Fort Drive  
Alexandria, Virginia  22307

THUMMA, Connie L. (Miss)  
825 New Hampshire Avenue, N.W., Apt. 604  
Washington, D.C.  20037

TUCKER, Kathryn L. (Miss)  
3726 Connecticut Avenue, N.W.  
Washington, D.C.  20008
WHITE, Margita E. (Mr. and Mrs. Stuart C.)
6703 Lupine Lane
McLean, Virginia  22101

WILLIAMS, Megan L. (Miss)
4141 North Henderson Road
Arlington, Virginia  22203

WIMMER, Carolyn C. (Ms.)
7629 Matera Street, Apt. 202
Falls Church, Virginia  22043

WISNIEWSKI, Sandra T. (Mr. and Mrs. Jan P.)
3004 Sugar Lane
Vienna, Virginia  22180

WOODS, Randall L. (Mr.) (Ann)
2501 Appian Court
Alexandria, Virginia  22306
TELEVISION ADVISORS OFFICE

COLLINS, Helen (Miss)
1220 Blair Mill Road
Silver Spring, Maryland 22207

GRIER, Ann J. (Miss)
3508 Q Street, N.W.
Washington, D.C. 20007

MEAD, Robert A. (Mr. and Mrs.)
3846 North 26th Street
Arlington, Virginia 22207
CHILES, Joy (Miss)
2130 Key Boulevard
Apartment 904
Arlington, Virginia 22201

NOEL, Arnold C. (Mr. and Mrs.)
1225 Martha Custis Drive
Apartment 402
Alexandria, Virginia 22303

ROSENBERGER, Eric H. (Mr. and Mrs.)
3216 44th Street, N. W.
Washington, D. C. 20016

SMITH, J. Dorrance (Mr.)
Apartment 3311 M
251 S. Reynolds Street
Alexandria, Virginia 22304

WENDELL, David R.
Room 352
Executive Office Building
Washington, D. C.
ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: RON NESSEN
FROM: JIM CONNOR
SUBJECT: The President's New York Speech Initial Reaction

The President returned your memorandum of October 31 and black binder with the following notation:

"Excellent"

cc: Don Rumsfeld
NOTE FOR: Jim Connor
FROM: Ron Nessen

Please suggest the appropriate reply.

cc: Bushin
Ronald H. Nessen  
Press Secretary to the President  
The White House  
Washington, D.C.

Dear Mr. Nessen:

This refers to the request I made informally to you on October 16.

I am writing to request access to the following files for the purposes of inspection and, if I so choose, copying:

The most recent payrolls of the White House office, the executive office of the President, and the Domestic Council, indicating the names and salaries of all personnel employed or on reimbursable detail in those offices.

As you know, the amended Act provides that if some parts of a file are exempt from release that "reasonably segregable" portions shall be provided. I therefore request that, if you determine that some portions of the requested information are exempt, you provide me immediately with a copy of the remainder of the file. I, of course, reserve my right to appeal any such deletions.

If you determine that some or all of the requested information is exempt from release, I would appreciate your advising me as to which exemption(s) you believe covers the information which you are not releasing.

I am prepared to pay costs specified in your regulations for locating the requested files and reproducing them, if I request reproduction, but if you anticipate that costs of locating the files will exceed $35.00, please telephone me at the above number before proceeding.

November 11, 1975
As you know, the amended Act permits you to reduce or waive the fees if that "is in the public interest because furnishing the information can be considered as primarily benefiting the public." I believe that this request plainly fits that category and ask you to waive any fees.

If you have any questions regarding this request, please telephone me at the above number.

As provided for in the amended Act, I will expect to receive a reply within ten working days.

Sincerely yours,

Adam Clymer

AC:slk
November 13, 1975

MEMORANDUM FOR: THE WHITE HOUSE STAFF
FROM: JAMES E. CONNORS
SUBJECT: Secretarial assistance during holidays

Many staff members are now making plans for annual leave during the Thanksgiving and Christmas holidays. This memorandum is a reminder that each office head must insure that adequate staff coverage, including secretarial assistance, is available from within his or her own office from the end of November through early January. Though we would like to be able to furnish the offices with secretarial help from the Correspondence Section, we will not be able to do so. Regrettably, this is an especially busy time for the Correspondence Section. I am sure that we can count on your cooperation in this matter.

Thank you,
MEMORANDUM FOR JIM CONNOR

FROM: RON NESSER

You will recall that I sent down the attached letter for signature by the President on October 24. The files say this letter went out on October 30.

Mr. Song has never received the letter. Either it was lost in the mail, or perhaps taken by someone before it reached him.

I have prepared another letter, and wonder if it could be signed, and sent to the hospital by messenger? Connie Gerrard of my staff would be happy to oversee the delivery if that will help you. Mr. Song is failing rapidly, and time is of importance here.

Thank you very much.

RN/CG/cg
Attachment: Letter from president to Mr. Song, and file on matter
November 18, 1978

Dear Mr. Song:

I have learned through Ron and Cindy of your recent operation and continued hospitalization. And I want to wish you a speedy recovery.

I know you must become discouraged sometimes that it is taking awhile for you to recover fully. Keep your spirits up and I'm sure you'll soon be home with your family. Incidentally, I remember you and your family from that famous poolside party at Ron's house.

Dr. Lukash, my own physician, has been keeping in touch with your doctors and feels confident that you are getting the very best of care.

Warm regards.

Sincerely,

Mr. Song Ten Ho
Georgetown University Hospital
1900 Reservoir Road, N.W.
Room 3401
Washington, D.C.

GF/RN/cg
MEMORANDUM FOR JIM CONNOR

FROM: RON NESSON

Attached find a draft of a letter I hope the President will sign. It is addressed to my brother-in-law, my wife's brother, who the President has met several times. He currently is recovering from a serious liver cancer operation and making only very slow headway at the Washington Hospital Center.

Dr. Lukash has been consulting regularly with his doctors, and they feel that a short note from the President would give his sagging morale a badly-needed boost, which in turn could speed his recovery.

RN/cg
October 25, 1975

Dear Mr. Song:

I have learned through Ron and Cindy of your recent operation and continued hospitalization. And I want to wish you a speedy recovery.

I know you must become discouraged sometimes that it is taking awhile for you to recover fully. Keep up your spirits and I'm sure you'll soon be home with your family. Incidentally, I remember you and your family from that famous poolside party at Ron's house.

Dr. Lukash, my own physician, has been keeping in touch with your doctors and feels confident that you are getting the very best of care.

Warm regards.

Sincerely,

Mr. Song Tong Ho
Washington Hospital Center
Fourth Floor Intensive Care Unit 4-G-20
110 Irving Street, NW
Washington, D.C. 20010
THE WHITE HOUSE
WASHINGTON

November 20, 1975

MEMORANDUM FOR: JAMES E. CONNOR
SUBJECT: Quality Increase for Miss Kathryn Lois Tucker

The Civil Service Regulations provide for the granting of additional within-grade increases in recognition of high quality performance above that ordinarily found in the type of position concerned.

Miss Tucker has performed in a most outstanding manner the many functions assigned to her. Her work is of a high level of effectiveness and represents a devotion to duty that is exceptional. This high level has been sustained during her tenure in this office as a Secretary and is characteristic of her day-to-day activity. Indeed, her accomplishments substantially exceed normal requirements. I am convinced that Miss Tucker will continue to carry on her duties in an outstanding manner and I recommend her for a Quality Increase.

If you approve, this action will raise her from GS-8/1 to GS-8/2.

Ronald H. Nessen
Press Secretary
to the President

Staff Secretary Action:
Approved
Disapproved
MEMORANDUM FOR: JAMES E. CONNOR

SUBJECT: Quality Increase for Miss Megan L. Williams

The Civil Service Regulations provide for the granting of additional within-grade increases in recognition of high quality performance above that ordinarily found in the type of position concerned.

Miss Williams has performed in a most outstanding manner the many functions assigned to her. Her work is of a high level of effectiveness and represents a devotion to duty that is exceptional. This high level has been sustained during her tenure in this office as Assistant to the News Summary Editor and is characteristic of her day-to-day activity. Indeed, her accomplishments substantially exceed normal requirements. I am convinced that Miss Williams will continue to carry on her duties in an outstanding manner and I recommend her for a Quality Increase.

If you approve, this action will raise her from GS-7/1 to GS-7/2.

Ronald H. Nessen
Press Secretary
to the President

Staff Secretary Action:

Approved

Disapproved
MEMORANDUM FOR THE SENIOR STAFF

FROM: JAMES E. CONNOR

SUBJECT: Briefing Papers

At the Senior Staff meeting this morning the President indicated that he wished all briefing papers to be in by 4:00 p.m. on the day prior to when the meeting is to be held.

Accordingly, you should have your briefing papers in this office by 4:00 p.m. or at the President's direction the meeting will be cancelled.
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 22, 1975

MEMORANDUM FOR: WHITE HOUSE AND EXECUTIVE OFFICE BUILDING PERSONNEL

SUBJECT: Post Office Services during the Holiday Season

For your convenience a temporary postal unit will be established on the Ground Floor of the Executive Office Building opposite the Cafeteria to handle personal mail and packages during the holiday season. This unit will be open from 8:00 a.m. to 4:00 p.m. on weekdays beginning Monday, November 24th.

The heavy volume of official mail during the holiday season will make it impossible for the White House Mail Room in Room 97 EOB to accept personal packages for mailing or to sell stamps for personal use during this period.

JAMES E. CONNOR
SECRETARY TO THE CABINET
MEMORANDUM FOR JIM CONNOR

FROM: RON NESSON

Frankly I don't know what to do with this. It is something that David Kennedy has been privately urging the President to participate in. I have had no role whatever. Mr. Corkin tells me that the idea will require a $2 million federal appropriation which I am almost sure the President will not endorse.

So if you think the President should see this, use your own judgement. Otherwise will you please send the appropriate reply to Mr. Corkin?

Thank you.

RM/cg

November 27, 1975
November 24, 1975

Mr. Ron Nessen
White House
Washington, D.C.

Dear Ron:

Thank you for agreeing to show the enclosed material on the Photo/200 Project to the President.

Briefly, the President liked the idea proposed in the March 2, 1975 Open Letter that called for a photo documentary report on the Bicentennial Year. He asked David Kennerly to help implement this idea. About a dozen of us from the Government and the private sector met in the White House a number of times with Kennerly and this resulted in a permanent committee, a director for the project, and the formation of a non-profit organization. All the photos taken for this project will finally be housed in the Library of Congress.

Parade received tens of thousands of letters in favor of this project, the Congress favors it and at this point what is needed is a nod of approval from the President. I think that the simplest, most effective way for the President to express his approval would be for him to agree to either points 4 or 5 in the excerpt from the enclosed memorandum.

As I said to you on the phone, Parade will run
several follow-up stories in which we will give full credit to the President for his support in implementing the project.

Sincerely,

Jess Gorkin
I am hopeful that funding - the project at a level of $54 million - will be included in the National Endowment for the Arts appropriation soon to be considered by the Senate Appropriations Committee. In that effort, which I consider to be one of the most worthwhile and lasting contributions which we could make to the Bicentennial celebration, can get underway as soon as possible.

Mr. President, I ask unanimous consent that a summary of the background and goals of the Bicentennial photographic project be printed in the Record.

Mr. Speaker, in closing the direction, the summary was ordered to be printed in the Record, as follows:

Bicentennial National Bicentennial PHOTOGRAPHY PROJECT  A photographic survey will be a permanent public statement about 1776. From the thousands of photographs taken, a hundred or so photographers will be selected, archives will be printed and stored with the Library of Congress as an invaluable archive and also for research use by the American public. The Project will also provide numerous traveling exhibitions of historical photographs that will reach all parts of the country, not just its major centers. To bring the portrait of America into as many homes and offices as possible, the collection will be reproduced in handbooks and paperback books.

The study of America by PHOTO-200 photographers will be the most significant such collection ever assembled. It will reflect our image as a nation and as a people and it will offer an accurate and insightful view of the American people to future generations. I think they will be glad they saw us then and what we stand for in 1976.

BANGLADESH

Mr. KENNEDY. Mr. President, I have just returned from a trip to Bangladesh. I am deeply concerned that the Department of State has under active consideration a request for asylum and admittance into the United States of a group of Bangladeshi Army officers involved in the assassination of the late President of Bangladesh, Sheikh Mujibur Rahman, and other officers who arrived in Bangkok from Dacca and through the American Embassy requested asylum in the United States. Earlier today, the Department of State informed me that a formal request for asylum, under the Attorney General's parole authority, has been made. The United States government would like to take a look at this carefully.

In this connection, Mr. President, I ask unanimous consent to have printed in the Record the statement I made on November 7 and a letter to Secretary of State Henry A. Kissinger, both of which comment on recent developments in Bangladesh and strongly recommend that the pending request for asylum by the group of Bangladesh Army personnel be denied.

The Request for a Full Murder Investigation

Mr. President, the United States should and will cooperate with the governments of Bangladesh and other nations that have closely followed developments in Bangladesh. I have already interviewed the surviving victims of the assassination of Sheik Mujibur Rahman and his family last August. And the further involvement in recent days, which has brought death to many leaders of the Bangladesh Independence Movement, is adding cause for concern over the future of that new country. These tragic events have set in motion a series of circumstances that threaten the political and social fabric of Bangladesh, but the pace and gravity of the entire area.

Since the bloody civil war and the assassinated birth of Bangladesh in 1971, the people of this beleaguered nation have suffered a series of natural disasters - floods, typhoons, drought, and crop failures - which have brought further conditions to many areas, and starvation and death to many. But the man-made disaster which threatens Bangladesh today is the unceasing destruct-
A classic photo of 1936 Oklahoma dust storm taken by Arthur Rothstein, now Parade’s photo editor. The picture is part of the great Farm Security Administration project that documented American life during the 1930’s. Parade urges the U.S. to undertake a similar project for our Bicentennial.

A Suggestion for the Bicentennial

An Open Letter To President Ford

Dear Mr. President:

As the nation’s Bicentennial celebration gets underway, Parade would like to offer a suggestion that we believe will make the forthcoming observances even more meaningful to our people—not only of this generation, but of those still to come.

After two centuries of existence, the United States has achieved a way of life like none that has existed before. It is reflected in our great cities and rich farmlands, our busy scientific complexes and cultural centers, our manifold financial, commercial, and athletic activities, our enduring social, religious and educational institutions.

Parade would like to see this immensely varied and vibrant life of America in the mid-1970’s preserved and documented for all time through the art of photography. We would like to see the Government of the United States, as one of its major Bicentennial undertakings, compile a photographic record of America today.

Precedents exist for this kind of thorough photographic documentary, starting with the work of Mathew Brady, whose battlefield pictures constitute a graphic record of the Civil War. An even more striking example is the great photographic project undertaken by the Farm Security Administration in the 1930’s which compiled a vast photo documentary of this country’s rural and small-town life—a powerful social document of 70,000 photographs that is still maintained in the Library of Congress.

In like manner, we think a photographic record of America today in all its aspects—its shadows as well as its highlights, its problems as well as its achievements—will serve to give our people a comprehensive picture of what America is all about, what it has done, and what remains to be done. For future generations, documentary photographs of how America lived, worked, played during its Bicentennial observance (March 1, 1975, to Dec. 31, 1976) will constitute a unique chronicle.

Parade itself would be honored to publish a selection of the photos, bringing them to the attention of our 36 million readers. The entire set of photographs would appropriately be on file, perhaps at the Library of Congress, for current and future generations.

Mr. President, we believe the project we propose would be one of the most useful, exciting and lasting contributions your Administration can make to the great national celebration. We, therefore, urge that you select a federal agency to organize this historical project and begin work on “A Portrait of American Life—1976.” Such a project can be, for us and for those who come after us, a record of our accomplishments, an expression of our hopes, and a reaffirmation of our faith in these United States.

Respectfully,

[Signature]
JERRI GORKIN, EDITOR
The President
The White House
Washington, D. C.

Dear Mr. President:

As you will recall, you expressed an interest early this year in the development of a Bicentennial Photographic Project which would compile a photographic portrait of the Nation in its 200th year through the work of some of our finest photographers.

Early meetings held at The White House, chaired by David Kennerly, and attended by representatives of the National Endowment for the Arts, the Departments of Agriculture and Interior, the Library of Congress and photographic experts, have now yielded a concrete proposal which would allow for completion of the project, at a budget of $2.4 million, under the auspices of the National Endowment for the Arts.

I have been impressed with the thorough planning which has gone into the project, as well as with the high level of expertise evidenced in its developers and staff, and I strongly support the appropriation of funds to begin the photographic survey as soon as possible. Toward that end, I and others interested in the project have suggested that the Senate Subcommittee on Interior Appropriations consider including the necessary funds under the National Endowment for the Arts appropriation when it begins mark-up of the Interior Department Appropriations Bill next week.

Your expression of continued interest in and support for undertaking a photographic documentation of the Nation as a part of our Bicentennial celebration would, of course, be most helpful in our efforts to obtain the necessary funding at the earliest possible time. I would very much appreciate any assistance which you could provide in this effort.

Yours very truly,

Howard H. Baker, Jr.
Honorable Robert C. Byrd, Chairman
Subcommittee on Interior
Committee on Appropriations
United States Senate
Washington, D. C. 20510

Dear Mr. Chairman:

As the Subcommittee moves toward mark-up of H. R. 8773, the Department of the Interior and Related Agencies Appropriations Bill, I would like to express my support for inclusion of funds to accomplish, under the National Endowment for the Arts, a comprehensive photographic survey of the United States as a part of our Bicentennial celebration.

As you may be aware, such a project was suggested in a Parade Magazine Editorial in March of this year. Since that time, a group of professional photographers and photographic experts, including representatives of the National Endowment and the White House, has organized and developed a proposal for the project which, at a budget of $2.4 million, will provide for the completion of a photographic portrait of the fifty states by some of the nation's finest photographers.

I have enclosed a brief description of the project, as well as a copy of the proposed budget. The nature of the project seems well suited to the National Endowment for the Arts, and it is my understanding that the Endowment is enthusiastic about undertaking it. Due to the limited time remaining before the full rush of Bicentennial activities is upon us, it is my feeling that the Congress should act as swiftly as possible to provide funds so that the project can begin.

I hope you will agree that the project offers us a unique opportunity to record the mood and spirit of America on our 200th anniversary at a relatively low cost. The permanent record of photographs will provide a valuable insight for future generations of Americans, and it will be easily accessible, through the television, film, and print media, as well as potential regional exhibitions, to all parts of the nation.

I will be most appreciative of your consideration of funding for a Bicentennial Photographic Project, and I will be pleased to discuss it with you and provide further information about it if you should so desire in the days ahead.

Sincerely,

Howard H. Baker, Jr.

HHBJr:gh
Enclosure
MEMORANDUM FOR

THE CABINET

SUBJECT: CABINET AGENDA ITEMS
MEETING DECEMBER 10, 1975

The next meeting of the Cabinet is scheduled for Wednesday, December 10th, at 11:00 a.m., in the Cabinet Room.

I would appreciate receiving any suggestions you might have for agenda items by c.o.b. Friday, December 5th. If you wish to send your suggestions by phone, the direct number is 456-6697.

JAMES E. CONNOR
SECRETARY TO THE CABINET
MEMORANDUM FOR: RON NESSEN
FROM: JIM CONNOR

Your memorandum of November 28 concerning the major wire service stories on your Supreme Court appointment was reviewed by the President and returned with the following notation:

"Thanks"

cc: Dick Cheney
MEMORANDUM FOR: RON NESSEN
FROM: JIM CONNOR

The President returned your memorandum of November 26 concerning the wire service copy on the New York City plan with the following notation:

"Thanks!"
MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 4, 1975

MEMORANDUM FOR: RON NESSEN
BOB MEAD

FROM: JIM JONES

I'd appreciate having your views on the proposal by Ted Marrs that we do a Presidential Bicentennial statement on film for use at various meetings around the country.

encl.

cc: Jack Marsh

I recommend doing it if the statement is a well-written one.

RON
As we draw closer to 1976, we are receiving more and more requests for a Presidential Bicentennial statement on film which can be used at various meetings around the nation. In many cases, the requests come from groups which are planning Bicentennial commemorative activities and would like to have the President attend but realize this is not possible. Although a prepared message would be acceptable as an alternative, there would be greater impact if the President’s remarks were on film. I envision about a five minute presentation with the President reiterating some of the things he has already said at the Old North Church, Concord, Fort McHenry, etc.

I know there would be a cost involved in this but I believe the values gained in terms of the President identifying himself with the Bicentennial activities around the country, which he has espoused, would far exceed the cost.

I would appreciate your assistance in helping to bring this about.
Bo Calloway has asked Bob Visser, PFC General Counsel, to meet on Thursday, December 11, with representatives of Common Cause to discuss a candidate checklist of standards with which they have asked all Presidential candidates to voluntarily comply (at Tab A).

The PFC does not now wish to make any formal commitments in this regard, but they would like some indication from the White House of how they can react to these proposals. In particular, we should focus on whether the President should issue an updated net-worth statement. Attached at Tab B is a copy of the one he issued at the time of his Vice Presidential confirmation hearings.

Please transmit your responses to me by c.o.b. Wednesday, December 10.
November 4, 1975

Dear Presidential Candidate:

Under recent practice many political campaigns have become enormously skilled exercises in image manipulation and issue evasion. As a result, too many citizens doubt that their concerns will be answered by any candidate and have turned away from politics and voting. New standards of integrity, responsiveness and accountability must be introduced into our campaigns. Although a major step toward integrity was taken with the overthrow of the old, corrupt way of financing campaigns, further steps remain to be taken.

Common Cause believes that candidates for President in 1976 have an opportunity to set the nation on a new course.

The enclosed campaign standards set forth a series of steps which we believe should be taken by a candidate in order to accomplish that goal. We would appreciate the opportunity to meet with you to discuss the efforts you would be willing to take in your campaign regarding these standards.

We will be calling on our members, the public and the media to measure candidates' performance against the enclosed standards. As we will be issuing a report of candidate responses in January, we would appreciate having a written response from you before that time.

Sincerely,

John Gardner
Chairman

David Cohen
President
COMMON CAUSE CAMPAIGN STANDARDS FOR PRESIDENTIAL CANDIDATES

- To establish two-way communication between candidates and citizens
- To permit a full discussion of national issues
- To reveal candidates' leadership qualities to the public
- To restore confidence in the integrity of candidates and public officials
- To protect the American people from manipulation by modern communications techniques

CANDIDATE CHECKLIST

#1 Takes full public responsibility for all aspects of his or her campaign, including responsibility for campaign finance activities, campaign practices of staff, and campaign statements of principal spokespersons.

#2 Does not use taxpayer-supported services of any public office now held -- such as staff, transportation or free mailing privileges -- for campaign purposes, except as required for personal security reasons.

#3 Makes public a statement of personal financial holdings, including assets and debts, sources of income, honoraria, gifts and other financial transactions over $1,000, covering candidate, spouse and dependent children.

#4 Holds press conferences at least monthly throughout the campaign, and in every state where contesting a primary, at which reporters and broadcasters, are freely permitted to ask questions and follow-up questions.
#5 Allows interviews by a broad spectrum of TV, radio and newspaper reporters, including single-interviewer formats which provide maximum opportunity for in-depth questions.

#6 Discusses issues which are high on the list of the people's concerns, as evidenced, for example, by national public opinion polls; clarifies alternatives and tradeoffs in a way that sets forth the real choices involved for the nation; and makes clear to the American people what choices he or she would make if elected to office.

#7 Engages in unrehearsed communication with voters, including participation in open hearings and forums with other candidates on the same platform, where the public is given opportunities to express their concerns, ask questions and follow up on their questions.

#8 Uses only advertising which stresses the candidate's record and viewpoint on issues.

#9 Makes public all information relating to a given poll if releasing or leaking any part of a campaign poll (including when and where the poll was conducted, by whom, a description of the sample of the population polled, as well as all questions and responses).
STATEMENT BY JOHN GARDNER
REGARDING THE COMMON CAUSE
NATIONAL PROGRAM FOR CAMPAIGN 76

A year from now we will elect a President to govern this country for four years.

Citizens should be using that year to form the wisest judgments they can possibly make on the candidates. To make those judgments they should know in detail how the candidates stand on issues, how the candidates respond to tough, in-depth questioning, how the candidates have performed over the course of their political lives and how they have reacted under pressure.

The media should use the coming year to play their unique and immeasurably valuable role in providing citizens with most of the data they will need to make such judgments.

So both the citizens and the media have a job to do. But whether they are able to do that job depends on how the campaigns are conducted. Unfortunately both citizens and the media have ended to assume that how campaigns are conducted was none of
their business. It was the business of the political managers.

Citizens and the media have sat passively by while political managers have concocted campaigns characterized by issue evasion, image manipulation, manufactured "media events" and outright exploitation of our communications system. This is not a blanket indictment. Everyone recognizes the sincerity of some political managers.

Common Cause believes that political campaigns in America must be changed. We believe that new standards of integrity, responsiveness and accountability must be introduced into our campaigns. We propose that citizens and the media make it as difficult as possible for political managers to deal in plastic images, to manipulate events and to avoid authentic give-and-take with the voter.

Yesterday we sent to each Presidential candidate a set of proposed campaign standards for the 1976 elections. These standards are designed to help insure that the 1976 Presidential campaign is conducted in a manner which informs voters of the candidates' issue positions and facilitates voter appraisal of candidates as leaders.

A recent poll by Louis Harris found that by a 71-23% margin most Americans believe that "the trouble with most leaders is they treat the public as though it has a 12-year old mentality, instead of as grown-up human beings who can take the hard truth on most issues." We believe that political leaders must stop treating the American people as if they were 12-year olds, and that the place for this to begin is in the 1976 campaigns.
Our proposed standards call upon the candidates to deal openly and honestly with the public and the press on the issues -- by being accessible for in-depth one-on-one interviews, press conferences, debates, citizen forums and hearings in which issues can be fully explored and discussed. The standards also call upon the candidates to demonstrate that they are people of integrity -- by making personal financial disclosure, by taking full public responsibility for the conduct of their campaigns, by taking care not to use taxpayer-supported services for their campaigns, and by avoiding image-oriented advertising and leaked portions of polls.

We will conduct a national campaign to acquaint the public with these standards as a means of judging the candidate's respect for the voters. We will call on our members, and the public to measure candidates' performance against these standards.

It is clear that one of the basic problems of campaigns in the past has been the incredible overpromising by all candidates. In order to help deal with this we intend to ask each candidate to make public in broad categories, the candidate's proposed national budget for fiscal year 1977. In this way, candidates' speeches can be measured against their proposed taxing and spending priorities as stated in real money terms.

For five years we have been saying that the American people won't get very far in solving any of their problems until they repair the instruments of self-government, and it is in that spirit that we are tackling the electoral process.

Now, with 1976 approaching, it is suddenly very fashionable to attack government. Common Cause hasn't changed. It still
believes that government must be held accountable, and that to do that requires close scrutiny by citizens, not only of the electoral process but of Congress, the Judiciary and the Executive Branch. But primitive attacks upon government, attacks that unscrupulously exploit the contemporary resentment of all authority cannot be good for the nation. We owe it to the public to be entirely explicit as to what we would like to see changed in order to improve government. Blanket indictments are the weapon of the demagogue. Let's be specific.

In 1972 and 1974 Common Cause specified in considerable detail the kind of constructive but tough questions that every citizen should ask about Congress and the state legislatures.

We will be shortly setting forth a set of key questions bearing on the accountability of the Executive Branch. These questions will be addressed to the basic issue of making government and the machinery of government work. We believe that each candidate must address with specifics and not simply rhetoric the issue of how we can make our government work better.

#  #  #
The statement of net worth and any other financial records furnished by me. Warm personal records.


Dear Mr. Chairman: This will authorize your Committee to make public the statement of my Net Worth and any other financial records furnished by me. Warm personal records.

GERALD R. FORD, Member of Congress.
MEMORANDUM FOR JIM CONNOR

FROM: RON NESSEN

Jim Shuman has agreed that a $2,000 annual raise beginning January 1, which you agreed to, will help him ease his financial problems. On that basis he is willing to stay as Editor of the news summary and Assistant to Margaret White.

Will you please make the necessary arrangements to put this raise into effect?

Thank you.

RN/cg
The following notation was directed to you in the President's outbox:

"Jerry Terhorst spoke to me about an interview. Mentioned at Press Party."

Please follow-up with appropriate action.

cc: Dick Cheney
December 31, 1975

MEMORANDUM FOR: JIM CONNOR
FROM: RON NESSEN

Some weeks ago, Adam Clymer of the Baltimore Sun requested a
copy of the White House payroll, including names and salaries.
When nothing was forthcoming, he invoked the Freedom of Information
Act.

He now tells me that he still has received no information or answer
to his request. Clymer has been sympathetic to the President and
the President's policies, and I do think we should give him some
kind of answer or else we may lose his understanding treatment of
the President in his news stories.
December 31, 1975

MEMORANDUM FOR: JIM CONNOR
FROM: RON NESSEN

One more personnel matter: As you know, Larry Speakes is taking over Jack Husban's duties of running the day-to-day operation in the lower Press Office and Bill Roberts will be moving up one notch to be the No. 2 man in the lower Press Office.

I strongly recommend a $1,200 annual raise for Bill Roberts effective January 1.

Please let me know if this is approved.

RN/jb
December 31, 1975

MEMORANDUM FOR:  JIM CONNOR
FROM:  RON NESSEN

Today is Judy O'Neil's last day in the Press Office.

I indicated to her that you and I felt 1 month's leave time beginning
January 1 was a fair arrangement. She indicated that she wanted
considerably more leave time, and she will talk to you directly
about it.
MEMORANDUM FOR

THE CABINET

SUBJECT: CABINET AGENDA ITEMS FOR JANUARY 7, 1976 MEETING

The next meeting of the Cabinet is scheduled for Wednesday, January 7th, at 11:00 a.m., in the Cabinet Room.

I would appreciate receiving any suggestions you might have for agenda items by 12:00 noon on Monday, January 5th.

If you wish to send your suggestions by phone, the direct number is 456-6697.

JAMES E. CONNOR
SECRETARY TO THE CABINET