

SUB-COLLECTION A.

DIRECTOR'S FILES

The Director's files document the work of the various Directors of the Presidential Personnel Office (PPO). Although the bulk of the 20 linear feet of files concern the work of Directors William Walker (October 1974 - June 1975) and Douglas Bennett (June 1975 - January 1977), some cover David Wimer (April-September 1974) and Jerry Jones (January 1973 - April 1974).

SERIES DESCRIPTIONS

Containers

Series

A1-A11

Director's Files: Subject File, (1953, 1968-73) 1974-77. (4.2 linear feet)

This series contains correspondence, memoranda, reports, logs, charts, resumes, and lists. Topics include Presidential appointments in general (but not specific appointments), the appointments process, the organization and operation of the Presidential Personnel Office, and the appointment of minorities (especially Blacks, Hispanics, and women) to positions.

Arranged alphabetically by subject and chronologically thereunder.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

A11-A19

Director's Files: Presidential Appointment File, (1969, 1972) 1974-77. (3.4 linear feet)

This series contains correspondence, memoranda, personnel forms, notes, and clippings. The materials concern appointments to specific jobs in departments, agencies, boards, commissions, the White House, and delegations. The series concerns appointments handled specifically by the Director or one of his close aides. Other staff members handled the bulk of such appointments the documentation appears either in the their files or the PPO central file.

Arranged alphabetically by agency or position name and chronologically thereunder.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

A20

Director's Files: Name File, (1973) 1974-76. (0.4 linear feet)

This series contains correspondence, memoranda, personnel forms, resumes, and clippings. The materials concern potential candidates for positions in the administration. Some folders bear the names of candidates for positions, while others bear the names of administration officials making personnel suggestions or referring potential candidates to the PPO.

Arranged alphabetically by agency or position name and chronologically thereunder.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

SERIES DESCRIPTIONS

| <u>Containers</u> | <u>Series</u> |
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| A21-A37 | <p><i>Director's Files: Presidential Decision Memoranda, 1975-77. (6.8 linear feet)</i></p> <p>This series consists of draft decision memoranda circulated to White House staff members, revised memoranda sent to the President, and memoranda from the Staff Secretary indicating the President's decisions.</p> <p>Arranged chronologically.</p> <p><i>Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.</i></p> |
| A38 | <p><i>Director's Files: Staffing Memoranda, 1975-76. (0.4 linear feet)</i></p> <p>This series consists of copies of cover sheets used to distribute draft Presidential decision memoranda to staff members for their comments.</p> <p>Arranged chronologically.</p> |
| A39-A42 | <p><i>Director's Files: White House Staff Memoranda (Jones / Wimer), 1973-74. (1.6 linear feet)</i></p> <p>This series contains copies of outgoing memoranda written by PPO Directors Jerry Jones and David Wimer concerning personnel matters, with occasional incoming memoranda attached. Recipients include PPO staff, other White House staff, and administration officials. More than two-thirds of the series consists of memoranda to White House Chief of Staff Alexander Haig. Of the remaining materials, the two largest files are for PPO staff member Lewis Dale and Congressional Relations Office head William Timmons. The bulk of the memoranda date from the last year of the Nixon administration, although some items are dated as late as almost two months into the Ford administration.</p> <p>Arranged alphabetically by name.</p> <p><i>Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.</i></p> |

SERIES DESCRIPTIONS

Containers

Series

A43-A48

Director's Files: Chronological File, 1974-77. (2.2 linear feet)

This series contains copies of outgoing memoranda and correspondence for David Wimer, William Walker, Douglas Bennett, and two of their assistants, Andrea Paleologos McLeod and Patricia Pettit. The Wimer file covers the last several months of the Nixon administration as well as the early weeks of the Ford presidency. The Walker files for January to June 1975 are missing.

Arranged alphabetically by chronologically.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

A49-A50

Director's Files: Recruiters Working File, 1974-75. (0.8 linear feet)

This series contains correspondence, memoranda, and personnel forms. The materials concern a few selected Presidential appointments worked on by PPO recruiters David Smyth and Beverly Splane. With the exception of an appointment to the Atomic Energy Commission, most are appointments to lower-level positions such as Deputy Commissioner of the Bureau of Indian Affairs or Executive Director of the President's Commission on White House Fellows.

Arranged alphabetically by subject and chronologically thereunder.

Review of this series for opening is not yet complete, but if you contact the Library in advance the staff may be able to open specific individual folders for research use.

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