

SUB-COLLECTION F.

HUMAN RESOURCES STAFF FILES

The following individuals headed this staff: Andre Le Tendre (August 1974 – June 1975), John A. Shaw (June 1975 – February 1976), and H. James Field (February 1976 – July 1976).

The Human Resources staff was responsible for identifying, recruiting, evaluating, and proposing Presidential appointment candidates for such departments as Health, Education, and Welfare (HEW), Housing and Urban Development (HUD), and Transportation, and such agencies as ACTION, Office of Economic Opportunity, the Smithsonian Institution, Veterans Affairs and the Equal Opportunity Commission.

SERIES DESCRIPTIONS

Containers

Series

F1-F49

Human Resources Staff Files: Presidential Appointments File, (1973) 1974-77. (19.6 linear feet)

This series consists of the working files related to Presidential appointments to positions within human resources-related departments, independent agencies, boards, and commissions. The files include notes on candidates, decision memorandums, position descriptions, background information on the organization and positions, biographical information, resumes, letters, and recommendations and assessments of candidates from White House staff, Republican Party officials, and Members of Congress.

Arranged alphabetically by institution name.

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.

F50-F51

Human Resources Staff Files: Subject File, 1974-76. (0.8 linear feet)

This series consists primarily of lists of Presidential appointees, procedures manuals, and reference materials.

Arranged alphabetically subject.

F52-F55

Human Resources Staff Files: Name File, 1975-76. (1.6 linear feet)

This series consists of correspondence and resumes, primarily related to individual seeking, recommended, or under consideration for a Presidential appointment. Some of the files relate to matters concerning current appointees.

Arranged alphabetically by name.

This series is closed because it contains extensive personal privacy information. Researchers may contact the Library for information about how to appeal the access restriction decision of individual documents or files.

F56-F58

Human Resources Staff Files: Vacancy Reports, 1974-76. (1.2 linear feet)

This series consists of reports that list current Presidential appointee vacancies by department, agency, board, and commission. The entry for each vacancy includes: title, appointment type, grade, and comments.

Arranged chronologically.

SERIES DESCRIPTIONS

Containers

Series

F59-F62

Human Resources Staff Files: Chronological File, 1974-77. (1.6 linear feet)

This series consists of outgoing letters and memorandums. The correspondence includes memorandums on recommended candidates sent to departmental and agency executives for their consideration, internal White House and Presidential Personnel Office memorandums, and letters to prospective Presidential appointees.

Arranged 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.

F63-F65

Human Resources Staff Files: Presidential Appointments Index, 1974-76. (0.4 linear feet)

This series consists of an index for files related to prospective Presidential appointees that had their files retired to White House Central Files Name Files or the Nixon White House materials. Each card includes the individual's name and disposition of file, and can also include date received, address, sponsor, and comments.

Arranged alphabetically by name.

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