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# **GERALD R. FORD CONGRESSIONAL PAPERS, 1949-73 GRAND RAPIDS OFFICE FILE SUB-GROUP, 1960-74**

## **Collection Type**

Personal Papers

## **Record Type**

Textual

## **Series List**

**Grand Rapids Office File, 1960-74.** (Boxes L1-L9, 3.6 linear feet)

The Grand Rapids staff assumed much of the constituent caseload as well as providing assistance to the Washington Office. Additionally, the Grand Rapids district office handled scheduling for GRF's home visits, represented the Congressman at local functions, prepared routine press releases, and managed the details of scholarship programs and service academy appointments.

The records do not reveal if GRF had a district office before July 1, 1950, but after that date he did maintain an office, first in the old Grand Rapids Federal Building and, successively, in the Michigan Trust Building, 1954-60; at 425 Cherry Street, 1960-73; and finally, in the new Federal Building.

John Milanowski, administrative assistant from 1949 to 1955, returned to Grand Rapids in 1955 serving as district representative until 1969. His successor was Gordon Vander Till who remained until 1974. (The records are incomplete, but there is no evidence of a paid district representative before Milanowski.

When GRF was confirmed as vice president on December 6, 1973, an interim office with staff in Washington and Grand Rapids was organized under Vander Till. The intention was to provide constituent service until the election of Ford's successor. The Washington interim office closed in the spring of 1974, while the Grand Rapids staff remained in place until the following December.

These files are judged marginal for research on issues and legislation but ought to be useful for following the day-by-day constituent obligations of a congressman. This series was received by the Bentley Library on deposit in two installments; the first, consisting of 1962-69 material, was removed from Washington on November 6, 1974; the second was transferred from Grand Rapids during February 1975. All files were transferred to National Archives custody in September 1977.

Compiled by William McNitt, March 1979.

**Last Modified Date**

2025-03-18

**Subject File, 1960-74.**

(Boxes L1-L2, 0.6 linear feet)

Memoranda, correspondence, press releases, district schedules, and telephone and visitor logs concerning the administration of the office, mostly from 1969. Arranged alphabetically by subject.

### **Box L1 - Subject File**

| <b>Status</b> | <b>Title</b>  |
|---------------|---|
| OPEN          | American Institute for Foreign Study Scholarships 1970-1973 |
| OPEN          | District Press Releases, 1969-1971                          |
| OPEN          | District Press Releases, 1972                               |
| OPEN          | District Press Releases, 1973-1974                          |
| OPEN          | Ford - District Schedules, 1967-1973                        |
| OPEN          | Ford Visit to Grand Rapids, January 17, 1974                |
| OPEN          | Furnishings for New District Office, 1971-1973              |
| OPEN          | Future Appointments, 1972-1973                              |
| OPEN          | High School Phone-in Conferences, 1972-1973                 |

### **Box L2 - Subject File**

| <b>Status</b> | <b>Title</b>   |
|---------------|--|
| OPEN          | Interim District Office, December 1973-February 1974         |
| OPEN          | Ionia Free Fair Booth, 1971-1973                             |
| OPEN          | Office Equipment, 1960-1973                                  |
| OPEN          | Office Inventories   |
| OPEN          | Office Telephone and Visitor Logs, July-December 1974        |
| OPEN          | Register of Cases on File, 1971-1973                         |
| OPEN          | Service Academy Applications, 1970-1973                      |
| OPEN          | Veterans Administration Outpatient Clinic, 1973-1974         |
| OPEN          | Vice Presidential District Office, February - September 1974 |

### **Interim District Office Subject File, 1973-74.**

(Box L2, 0.2 linear feet)

Routine newsletters, press releases, publications, and form letters received from

federal departments and agencies during the period December 6, 1973 to February 18, 1974, when the Fifth District seat in Congress was vacant. Arranged alphabetically by subject.

**Box L2 (Continued) - Interim District Office Subject File**

| <b>Status</b> | <b>Title</b>                  |
|---------------|-------------------------------|
| OPEN          | Economic                      |
| OPEN          | Education                     |
| OPEN          | Employment                    |
| OPEN          | Energy                        |
| OPEN          | Environment                   |
| OPEN          | Grant Allocations             |
| OPEN          | Health                        |
| OPEN          | Housing                       |
| OPEN          | Public Opinion Polls          |
| OPEN          | Republican Research Committee |
| OPEN          | Trade and Tariff              |
| OPEN          | Transportation                |
| OPEN          | Welfare                       |

**Correspondence File, 1962-69.**

(Boxes L3-L5, 1.2 linear feet)

Correspondence concerning requests for information, publications, appointments with Mr. Ford, and assistance in solving problems with visas, pensions, citizenship applications, the draft and children in the armed services. After 1970 all correspondence with constituents was forwarded to Washington for filing. Arranged alphabetically by the first letter of the surname of the correspondent and thereunder chronologically.

**Box L3 - Correspondence File**

| <b>Status</b> | <b>Title</b>    |
|---------------|-----------------|
| OPEN          | 1962-1968 (A-H) |

**Box L4 - Correspondence File**

| Status | Title           |
|--------|-----------------|
| OPEN   | 1962-1968 (I-S) |

#### **Box L5 - Correspondence File**

| Status | Title                             |
|--------|-----------------------------------|
| OPEN   | 1962-1968 (S-Z)                   |
| OPEN   | Carbons of Outgoing Letters, 1968 |
| OPEN   | Correspondence, 1969              |
| OPEN   | Miscellaneous Notes, 1968         |

#### **American Institute for Foreign Study Scholarship Applications, 1970-73.**

(Box L6, 0.4 linear feet)

Letters of application and recommendation, transcripts of grades, autobiographical statements, and photographs concerning applications for this scholarship program coordinated by Ford's district office. Arranged by year and thereunder alphabetically by name of applicant.

#### **Box L6 - American Institute for Foreign Study Scholarship Applications**

| Status | Title                   |
|--------|-------------------------|
| OPEN   | Applications, 1970-1973 |

#### **Indexes to Correspondence Files Transferred to the Washington Office, 1971-73.**

(Boxes L7-L9, 1.2 linear feet)

Index cards for correspondence handled in Grand Rapids and then sent to Washington for filing. There are five alphabetical sequences for varying date spans.

#### **Box L7 - Indexes to Correspondence Files Transferred to the Washington Office**

| Status | Title               |
|--------|---------------------|
| OPEN   | 1971 - Jan. 3, 1973 |

#### **Box L8 - Indexes to Correspondence Files Transferred to the Washington Office**

| Status | Title |
|--------|-------|
|--------|-------|

|      |   |
|------|---|
| OPEN | January 3 - May 30, 1973 and June 1, 1973 - July 9, 1974<br>(A-J) |
|------|---|

**Box L9 - Indexes to Correspondence Files Transferred to the Washington Office**

|      | <b>Status</b> | <b>Title</b>                      |
|------|---------------|-----------------------------------|
| OPEN |               | June 1, 1973 - July 9, 1974 (K-Z) |