

Image not found or type unknown



GERALD R. FORD CONGRESSIONAL PAPERS, 1949-73 WASHINGTON OFFICE FILE SUB-GROUP, 1949-74

Collection Type

Personal Papers

Record Type

Textual

Series List

Washington Office File, 1949-74. (Boxes M1-M73, 24.4 linear feet)

This is a collection of sixteen small series or file fragments formerly maintained by Ford's Washington office but otherwise unrelated. These series relate to Ford's official activities, the administration of his office, his personal finances, his participation in various organizations, and other personal matters. Many of the series are routine in nature.

Congressman Ford's Washington office handled most of his scheduling, speechwriting, press relations, correspondence, and constituent casework. Before Ford was elected Minority Leader in 1965 his Washington staff consisted of an administrative assistant and two or three secretaries. After 1965 the staff grew to about a dozen persons with the addition of a press secretary, two legislative assistants, and several more secretaries.

All files which comprise the Ford Congressional Papers were maintained by this Washington staff with the exception of the Grand Rapids Office File. Approximately one-third of the Washington Office File was deposited at the Bentley Historical Library between 1965 and 1974. The remainder was kept in Washington and received by the Ford Library along with the Ford Presidential Papers on January 20, 1977.

Compiled by William McNitt, July 1979.

Last Modified Date

2025-03-18

Ford Schedules, 1965-73.

(Boxes M1-M2, 0.8 linear feet)

Schedules showing Ford's appointments, meetings, and trips. Additional Ford daily schedules, mostly duplicates, appear in the General and Case file. Arranged chronologically by year and subdivided thereunder into the following categories: daily schedules, weekly schedules, monthly schedules, and travel schedules.

Box M1 - Ford Schedules

Status	Title
OPEN / DIGITIZED	Travel Schedules, 1965

Status	Title
OPEN / DIGITIZED	<u>Daily Schedules, 1966</u>
OPEN / DIGITIZED	<u>Weekly Schedules, 1966</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1966</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1966</u>
OPEN / DIGITIZED	<u>Daily Schedules, 1967</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1967</u>
OPEN / DIGITIZED	<u>Weekly Schedules, 1967</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1967</u>
OPEN / DIGITIZED	<u>Daily Schedules, 1968</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1968</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1968</u>
OPEN / DIGITIZED	<u>Calendar, 1969</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1969</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1969</u>

Box M2 - Ford Schedules

Status	Title
OPEN / DIGITIZED	<u>Monthly Schedules, 1970</u>
OPEN / DIGITIZED	<u>Weekly Schedules, 1970</u>
OPEN / DIGITIZED	<u>Daily Schedules, 1970</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1970</u>
OPEN / DIGITIZED	<u>Calendar, 1970</u>
OPEN / DIGITIZED	<u>Weekly Schedules, 1971</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1971</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1971</u>
OPEN / DIGITIZED	<u>Daily Schedules, 1971</u>
OPEN / DIGITIZED	<u>Calendar, 1971</u>
OPEN / DIGITIZED	<u>Monthly Schedules, 1972</u>
OPEN / DIGITIZED	<u>Weekly Schedules, 1972</u>
OPEN / DIGITIZED	<u>Travel Schedules, 1972</u>
OPEN / DIGITIZED	<u>Daily Schedules, 1972</u>
OPEN / DIGITIZED	<u>Calendar, 1972</u>

Status	Title
OPEN / DIGITIZED	Monthly Schedules, 1973
OPEN / DIGITIZED	Travel Schedules, 1973

Office Intern File, 1960-73.

(Boxes M3-M8, 2.2 linear feet)

Correspondence, applications, resumes, project reports, letters of recommendation, and a manual concerning the use of college students as summer interns. This series was maintained by Ford's administrative assistant Frank Meyer until 1972 and after that time by Mildred Leonard and George Ter Horst. Arranged alphabetically by subject.

Box M3 - Office Intern File

Status	Title
OPEN	Correspondence, 1960-1968 (1)-(7)

Box M4 - Office Intern File

Status	Title
OPEN	Correspondence, 1969-1973 (1)-(8)

Box M5 - Office Intern File

Status	Title
OPEN	Intern Manual (1)-(2)
OPEN	Intern Personnel Files, 1963-1966 (1)-(6)

Box M6 - Office Intern File

Status	Title
OPEN	Intern Personnel Files, 1967-1970 (1)-(8)

Box M7 - Office Intern File

Status	Title
OPEN	Intern Personnel Files, 1971-1973 (1)-(8)

Box M8 - Office Intern File

Status	Title
OPEN	Intern Research Paper on "Why Congressmen Introduce Legislation", 1973
OPEN	Interns - Places to Stay

Status	Title
OPEN	List of Interns, 1963-1973
OPEN	Sample Letters
Office Guest Books, 1949-73.	

(Boxes M8-M10, 1.0 linear feet)

Guest books signed by visitors to the Washington office showing names, addresses, and occasional comments. Arranged chronologically.

Box M8 (Continued) - Office Guest Books

Status	Title
OPEN	Jan. 1949 - May 1961

Box M9 - Office Guest Books

Status	Title
OPEN	May 1961 - June 1967

Box M10 - Office Guest Books

Status	Title
OPEN	June 1967 - Dec. 1973

Ford Organizations File, 1954-72.

(Boxes M11-M13, 1.2 linear feet)

Correspondence, speeches, annual reports, and memberships lists concerning Ford's membership and activities in such organizations as the Aspen Institute for Humanistic Studies and the Inter-Parliamentary Union, and his participation in seminars and conferences, mostly from 1960 to 1968. Arranged alphabetically by name of organization or conference.

Box M11 - Ford Organizations File

Status	Title
OPEN	Albion College
OPEN	All-American Protectorate, Inc. vs. Lyndon B. Johnson, 1965
OPEN	American Political Science Association, 1961
OPEN	American Zionist Committee for Public Affairs, 1954

Status	Title
OPEN	Aquinas College
OPEN	Aspen East, 1962-1968
OPEN	Aspen Institute for Humanistic Studies, 1960-1966 (1)-(6)

Box M12 - Ford Organizations File

Status	Title
OPEN	Atlantic Council of the U.S., 1964-1967
OPEN	Canada - U.S. Interparliamentary Conference, 1959-1961
OPEN	Chowder and Marching Society, 1973-1974
OPEN	Council on Foreign Relations, 1962-1963
OPEN	Ditchley Conference, 1963
OPEN	Former Members of Congress, 1970-1972
OPEN	Georgetown University Center for Strategic and International Studies, 1962-1969
OPEN	Interparliamentary Union, 1960-1964 (1)-(3)

Box M13 - Ford Organizations File

Status	Title
OPEN	Interparliamentary Union, 1960-1964 (4)-(5)
OPEN	Monday Morning Breakfast Group (Melvin Laird Book Project), 1963
OPEN	Mount Vernon Junior College Advisory Committee for the Summer Program, 1965-1966
OPEN	National Justice for Cyprus Committee, 1954
OPEN	National War College Defense Strategy Seminar, 1962
OPEN	Old Kent Bank, 1968
OPEN	Omicron Literary Association (Delta Kappa Epsilon), 1963
OPEN	Silver Anniversary All America Foundation (Sports Illustrated), 1961-1966
OPEN	Sperry Rand, 1964
OPEN	Tantallon Country Club, 1965-1966
OPEN	Tupper Associates (Meeting to Plan for the Election of a Republican Congress in 1966), 1964-1965

Status	Title
OPEN	University of Chicago Conference on Federalism, 1961
OPEN	University of Michigan Capital Fund Drive, 1966

Subject File, 1951-73.

(Boxes M14-M20, 2.8 linear feet)

Correspondence, memoranda, reports, form letters, and publications concerning personal matters (such as the summer camp his sons attended), miscellaneous official activities (such as Ford's trip to the Far East), or office administration (such as the office file manual). This is an artificially constituted series of scattered folders grouped by the Ford Library staff and including some pre-1963 fragments of the General and Case File or the Legislative File. Also included is some Betty Ford correspondence with journalists, politicians, and wives of other Congressmen concerning arrangements for luncheons and projects of Committee of Congressional Wives and other groups. Arranged alphabetically by subject.

Box M14 - Subject File

Status	Title
OPEN	Agriculture Bulletin Instructions, 1966-1973
OPEN	Air Force Academy Furniture Purchases, 1957-1959 (1)-(5)
OPEN	American Institute for Foreign Study Scholarships, 1970-1973 (1)-(2)

Box M15 - Subject File

Status	Title
OPEN	American Institute for Foreign Study Scholarships, 1970-1973 (3)-(4)
OPEN	Burroughs Corporation - Foreign Direct Investment, 1968
OPEN	Camp Leelanau for Boys, 1960-1964 (1)-(3)
OPEN	Campaign Expenses - Labor Union Contributions, 1955
OPEN	Capital Airlines, 1951
OPEN	Christmas Card Samples, 1963
OPEN	Coins, 1960-1962
OPEN	Contributions to the U.S. Treasury, 1960
OPEN	Cub Scouts, 1961

Status	Title
OPEN	Defense, 1961
OPEN	Delaying Tactics
OPEN	Directory Notes, 1966-1968

Box M16 - Subject File

Status	Title
OPEN	Emergency Evacuation Plan, 1968-1969
OPEN	Far East Trip, 1954
OPEN	Federal Programs in the Fifth District, 1965-1972 (1)-(2)
OPEN	Fifth Congressional District History, 1960-1972
OPEN	File Directories, 1965-1973
OPEN	Filing Procedures, 1969-1970
OPEN	Football Tickets, 1963
OPEN	Ford, Betty - Committee of Congressional Wives, 1965-1972
OPEN	Ford, Betty - Miscellaneous Correspondence, 1965-1968
OPEN	Ford Day, Dec. 12, 1967 (1)-(2)
OPEN	Ford - Photographs (Correspondence Concerning), 1963-1965
OPEN	Form Letter Mailing Lists, 1972
OPEN	Form Letter Samples and Directory, 1965-1973 (1)-(3)

Box M17 - Subject File

Status	Title
OPEN	Form Letter Samples and Directory, 1965-1973 (4)-(6)
OPEN	Form Letter Tapes, 1971-1972
OPEN	Handicapped Facilities, 1963-1973
OPEN	House Administration, 1966-1973 (1)-(3)
OPEN	Mail Analysis, 1965
OPEN	Minority Clerk Reports, 1970
OPEN	Miscellaneous, 1965-1974
OPEN	National Day of Prayer, 1966-1973

Box M18 - Subject File

Status	Title
OPEN	O.E.O. Community Economic Profile, 1967?
OPEN	Office Manual, 1973
OPEN	Post Office - Pay Raise, 1953-1955 (1)-(10)

Box M19 - Subject File

Status	Title
OPEN	Reception in Honor of John Martin and Ella Koeze, Aug. 5, 1968
OPEN	Republican - Birch Society, 1962
OPEN	Republican Conference Minutes, 1957-1965
OPEN	Republican Policy Committee - Subcommittee on Minority Employees, 1961-1962
OPEN	Republican Research Committee, 1971-1972
OPEN	Republican Seniority, 1959
OPEN	Room Reservations, 1969-1973
OPEN	Rules Committee Meeting Notices, 1966
OPEN	Scholarships - Miscellaneous, 1972-1974
OPEN	Sleeping Bear Dunes, 1961-1962 (1)-(2)

Box M20 - Subject File

Status	Title
OPEN	Special Thank You's, 1965-1971
OPEN	Stationery Samples
OPEN	Stenographic Codes, 1969-1973
OPEN	United Patriots for Justice, 1961-1966 (1)-(4)
OPEN	Vice Presidential Confirmation (Ruth Kilmer File), 1973

Sympathy Notes Received on Parents' Deaths, 1962-67.

(Boxes M21-M22, 0.6 linear feet)

Condolences received by Ford from friends, constituents, and colleagues after the deaths of his step-father Gerald R. Ford Sr. in 1962 and his mother Dorothy G. Ford in 1967. Arranged by decedent and thereunder chronologically.

Box M21 - Sympathy Notes Received on Parents' Deaths

Status	Title
OPEN	Gerald R. Ford, Sr. Sympathy Notes, 1962-1963
OPEN	Dorothy G. Ford Sympathy Notes, 1967 (1)-(5)

Box M22 - Sympathy Notes Received on Parents' Deaths

Status	Title
OPEN	Dorothy G. Ford Sympathy Notes, 1967 (6)-(11)

Reports on the Status of Major Legislation, 1969-71.

(Boxes M22-M23, 0.6 linear feet)

Routine weekly reports sent to Ford by the White House Congressional Liaison Office showing the status of Nixon Administration bills and likely future action. Arranged chronologically.

Box M22 (Continued) - Reports on the Status of Major Legislation

Status	Title
OPEN	1969-1971 (1)-(3)

Box M23 - Reports on the Status of Major Legislation

Status	Title
OPEN	1969-1971 (1)-(3)

Speech Material File, 1959-64.

(Box M24, 0.4 linear feet)

Newspaper clippings, magazine articles, press releases, publications, and reports on the budget, federal aid to education, and school prayer. After 1965 such reference files were maintained by Ford's press secretary. Arranged alphabetically by subject.

Box M24 - Speech Material File

Status	Title
OPEN	Budget, 1961-1962 (1)-(3)
OPEN	Federal Aid to Education, 1959-1964 (1)-(4)
OPEN	Prayer in Schools, 1962-1964 (1)-(3)

Republican Policy Committee Memos on Committee Action, 1973.

(Box M25, 0.4 linear feet)

Routine weekly summaries of the activities of House standing committees submitted by committee staff members to the Republican Policy Committee. Arranged alphabetically by committee name.

Box M25 - Republican Policy Committee Memos on Committee Action

Status	Title
OPEN	Agriculture Committee
OPEN	Appropriations Committee
OPEN	Banking and Currency Committee
OPEN	District of Columbia Committee
OPEN	Education and Labor Committee
OPEN	Foreign Affairs Committee
OPEN	Government Operations Committee
OPEN	House Administration Committee
OPEN	Interior and Insular Affairs Committee
OPEN	Internal Security Committee
OPEN	Interstate and Foreign Commerce Committee
OPEN	Judiciary Committee
OPEN	Merchant Marine and Fisheries Committee
OPEN	Post Office and Civil Service Committee
OPEN	Public Works Committee
OPEN	Rules Committee
OPEN	Science and Astronautics Committee
OPEN	Veterans Affairs Committee
OPEN	Ways and Means Committee

Personnel File, 1957-72.

(Box M26, 0.4 linear feet)

Correspondence, resumes, and personnel action forms for members of the Ford staff who left his employ between 1957 and October 12, 1973; and calendars showing vacations taken by staff members, 1966-72. Arranged alphabetically by subject.

Box M26 - Personnel File

Status	Title
OPEN	Office Personnel Except Current, 1961-1972 (1)-(7)
OPEN	Personnel - Part-time, 1972-1973
OPEN	Personnel - Miscellaneous
OPEN	Vacation Schedules, 1966-1972 (1)-(3)

Suspense File, 1971-74.

(Boxes M27-M29, 1.2 linear feet)

Constituent casework such as appears in the General and Case File for cases opened prior to Ford's nomination as Vice President (October 12, 1973) and still pending at the time of his confirmation (December 6, 1973). Arranged alphabetically by name of constituent.

Box M27 - Suspense File

Status	Title
OPEN	Files Pending as of December 6, 1973, A-F

Box M28 - Suspense File

Status	Title
OPEN	Files Pending as of December 6, 1973, G-L

Box M29 - Suspense File

Status	Title
OPEN	Files Pending as of December 6, 1973, M-Z

Visa Case File, 1965-73.

(Boxes M30-M38, 3.6 linear feet)

Correspondence with constituents who wished to obtain U.S. visas for friends and relatives overseas and occasional letters from American citizens desiring visas to foreign countries. This series was maintained by Esther Dukov, a secretary in the Washington office. Included is the Dr. Albert Buytendorp case, which was the subject of scrutiny during the hearings on Ford's confirmation as Vice President. Arranged alphabetically by the name of the person for whom the visa was desired.

Box M30 - Visa Case File

Status	Title
OPEN	A-Be

Box M31 - Visa Case File

Status	Title
OPEN	Bh-C, including Cuban Refugee Program

Box M32 - Visa Case File

Status	Title
OPEN	D-Hi

Box M33 - Visa Case File

Status	Title
OPEN	Ho-K

Box M34 - Visa Case File

Status	Title
OPEN	L-Me

Box M35 - Visa Case File

Status	Title
OPEN	Mi-Pe

Box M36 - Visa Case File

Status	Title
OPEN	Pi-Schl

Box M37 - Visa Case File

Status	Title
OPEN	Scho-U

Box M38 - Visa Case File

Status	Title
OPEN	V-Z

Ford Personal Finances, 1956-70.

(Boxes M39-M42, 1.6 linear feet)

Correspondence, receipts, canceled checks, and bank statements concerning household expenses, insurance policies, the Gerald R. Ford Attorney Account and the Fifth District Account. These two accounts were personal checking accounts

that Ford used to pay miscellaneous personal expenses. Arranged alphabetically by subject.

Box M39 - Ford Personal Finances

Status	Title
OPEN	Clubs, 1970
OPEN	Contributions, 1970 (1)-(2)
OPEN	Florists, 1970
OPEN	Ford Attorney Account, 1964
OPEN	Ford Fifth District Account, 1960-1969 (1)-(3)

Box M40 - Ford Personal Finances

Status	Title
OPEN	Ford Fifth District Account, 1960-1969 (4)-(10)

Box M41 - Ford Personal Finances

Status	Title
OPEN	Ford Fifth District Account, 1960-1969 (11)-(14)
OPEN	Gas - Auto, 1970
OPEN	Hoiusehold, 1970 (1)-(2)
OPEN	Immanuel Church on the Hill, 1970
OPEN	Income Tax, 1970
OPEN	Insurance, 1956-1970 (1)

Box M42 - Ford Personal Finances

Status	Title
OPEN	Insurance, 1956-1970 (2)-(5)
OPEN	Investments, 1970
OPEN	Medical, 1970
OPEN	Miscellaneous, 1970
OPEN	Newspapers, 1970
OPEN	Restaurants, 1970
OPEN	Travel, 1970
OPEN	Utilities, 1970
OPEN	Vail, 1970

Rospatch Corporation File, 1964-73.

(Boxes M43-M45, 1.2 linear feet)

Correspondence, minutes of the board of directors' and annual meetings, balance sheets, press releases, and financial statements of the Rospatch Corporation of Grand Rapids, makers of labels for clothing manufacturers and retailers. Ford served on the board of directors June 1964 - November 1973. Arranged chronologically.

Box M43 - Rospatch Corporation File

Status	Title
OPEN	1964-Oct. 1966 (1)-(8)

Box M44 - Rospatch Corporation File

Status	Title
OPEN	Nov. 1966-Sept. 1969 (1)-(7)

Box M45 - Rospatch Corporation File

Status	Title
OPEN	Oct. 1969-1973 (1)-(8)

Newsletter Mailing List, 1973.

(Boxes M46-M53, 2.4 linear feet)

Card file showing names and addresses of all persons receiving Ford's newsletter. Arranged by geographical areas and thereunder alphabetically by name.

Box M46 - Newsletter Mailing List

Status	Title
OPEN	Kent County, A-BI

Box M47 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Bm-Ci

Box M48 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Cj-DI

Box M49 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Dm-Ga

Box M50 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Gb-He

Box M51 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Hf-Ka

Box M52 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Kb-Li

Box M53 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Lj-Mo

Box M54 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Mp-Pl

Box M55 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Pm-Sa

Box M56 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Sb-Ste

Box M57 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Stf-Vande

Box M58 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Vandf-Wik

Box M59 - Newsletter Mailing List

Status	Title
OPEN	Kent County, Wil-Z

Status	Title
OPEN	Ionia County, A-D

Box M60 - Newsletter Mailing List

Status	Title
OPEN	Ionia County, E-R

Box M61 - Newsletter Mailing List

Status	Title
OPEN	Ionia County, S-Z
OPEN	Other Counties, A-Z
OPEN	Fowler, Michigan, A-Z

Box M62 - Newsletter Mailing List

Status	Title
OPEN	Out of District, A-R

Box M63 - Newsletter Mailing List

Status	Title
OPEN	Out of District, S-Z
OPEN	Cards and Plates for Those Who Go to Florida in the Winter
OPEN	Cards to be Changed or Removed

Office Accounts File, 1954-74.

(Boxes M64-M73, 4 linear feet)

Routine correspondence, order forms, and account statements concerning the purchase of office supplies and equipment, telephone and telegraph service, office rental, newsletter costs, and the sale of flags to constituents. Arranged alphabetically by subject.

Box M64 - Office Accounts File

Status	Title
OPEN	Congressional Record Binding, 1973
OPEN	Flag Orders, 1969-1973 (1)-(8)

Box M65 - Office Accounts File

Status	Title
OPEN	Flag Orders, 1969-1973 (9)-(17)

Box M66 - Office Accounts File

Status	Title
OPEN	Folding Room, 1964-1974 (1)-(2)
OPEN	Folding Room Order Books, 1963-1973 (1)-(3)
OPEN	Government Printing Office Exchange Account, 1966-1973
OPEN	Grand Rapids Office Rental, 1954-1958 (1)-(2)
OPEN	Grand Rapids Office Supplies, 1956-1965
OPEN	Interim Congressional Office Accounts, 1973-1974
OPEN	Newsletter Costs, 1969-1971

Box M67 - Office Accounts File

Status	Title
OPEN	Office Equipment - Brochures (1)-(2)
OPEN	Office Equipment - Maintenance, 1969-1971
OPEN	Office Equipment - Washington, 1963-1968
OPEN	Postage Accounts, 1971-1973
OPEN	Postage Receipts, 1971-1973
OPEN	Publication Orders, 1965-1973 (1)-(6)

Box M68 - Office Accounts File

Status	Title
OPEN	Publication Orders, 1965-1973 (7)-(11)
OPEN	Requests - Miscellaneous (Stamps, Calendars, Parking, etc.), 1961-1973 (1)-(5)

Box M69 - Office Accounts File

Status	Title
OPEN	Requests - Office Equipment, 1965-1974 (1)-(4)
OPEN	Stationery - Ford Account, 1964-1973 (1)-(3)

Box M70 - Office Accounts File

Status	Title
OPEN	Stationery - Ford Account, 1964-1973 (4)-(11)

Box M71 - Office Accounts File

Status	Title
OPEN	Stationery - Ford Account, 1964-1973 (12)-(18)

Box M72 - Office Accounts File

Status	Title
OPEN	Stationery - Minority Leader Account, 1965-1973 (1)-(8)

Box M73 - Office Accounts File

Status	Title
OPEN	Stationery - Miscellaneous, 1968-1973
OPEN	Telephone and Telegraph Accounts, 1964-1973 (1)-(5)