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DAVID C. HOOPES FILES, (1972) 1974-77

Collection Type

White House Central Files

Extent

26 linear feet (ca. 52,000 pages)

Record Type

Textual

Access

Advance consultation is required so that archivists may complete routine review of requested folders for restricted information.

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Processed by

Jennifer Sternaman, July 1994

Biography

David C. Hoopes

August 15, 1942 - Born, Twin Falls, Idaho

1960 - 1966 - Brigham Young University, B.A., M.A.

1962 - 1964 - Missionary work, Montevideo, Uruguay

1967 - 1971 - University of Southern California, M.P.A., Ph.D. (Public Administration)

1968 - 1969 - President, Anthony Craig & Associates, Inc

1969 - 1971 - Consultant, Joint Committee on Reorganization of Large Urban Unified School Districts, California Legislature

1971 - 1973 - Staff Assistant, The White House

1973 - 1974 - Deputy Special Assistant to President, The White House

1974 - 1977 - Special Assistant to the President, The White House

1977 - 1979 - Member, President's Commission on Personnel Interchange

1977 - 1980 - Consultant

1981 - 1992 - Investment manager and manager of corporate relations, Bechtel Investments

1992 -- Financial consultant, Merrill Lynch & Co.

Scope and Content Note

David Hoopes joined the Nixon White House in April 1971. He worked as a staff assistant to the President until 1974, with responsibility for handling briefing papers and follow-up memos for President Nixon's meetings. During this time he was also given special projects to do for the Staff Secretary; in June 1974 he apparently joined the Staff Secretary's Office. Although his official title was Special Assistant to the President, he also adopted the title of "Deputy Staff Secretary." He remained within the Staff Secretary's Office during the entire Ford administration and, to an overwhelming extent, his files document his duties there.

The Staff Secretary's Office handled most aspects of White House administration, particularly paperwork flow, and assisted in the preparation of the President's schedule, follow-up on action requests, and special projects.

David Hoopes acted as an assistant to Staff Secretaries Jerry Jones then James Connor, handling the paperwork associated with daily administration of the White House. For example, his responsibilities included assigning perquisites (parking, transportation, staff mess, etc) and office space; as well as tracking personnel actions and issuing White House and Old Executive Office Building passes. Hoopes

kept the papers associated with these activities in a large subject file. While the material faithfully reflects the routine duties, there also are interesting exchanges between Hoopes and senior White House staffers that reveal White House Office work flow, politics, and policy. Taken as a whole, the subject file shows insights about the presidential transition process, communication and work flow within the White House Office, and White House Office staffing patterns.

Along with the subject file, Hoopes kept a set of presidential briefing papers, arranged in chronological order. They were prepared by appropriate staff offices, then submitted to the Staff Secretary. The Staff Secretary's Office assured that briefing papers were delivered to the President in advance of meetings, and distributed to appropriate offices for information purposes. They range in topics and detail, but most cover issues for discussion and potential talking points. Briefing papers were routinely sent to the White House Central Files Subject File as well as distributed to various staff members. The Hoopes set, however, appears to be the most comprehensive and will be a valuable source to researchers interested in specific meetings on known dates.

Related Materials (June 1994)

The files of Jerry Jones and James Connor, Staff Secretaries for the Ford administration, closely relate to the Hoopes files. In addition, Hoopes has official files at the Nixon Presidential Materials Project; a copy of part of the Nixon Project finding aid is in the Ford vertical file under "Hoopes."

Last Modified Date

2025-03-07

Subject File, 8/1974-1/1977.

(Boxes 1-37, 14.8 linear feet)

Memoranda, notes, personnel forms, logs, perquisite lists. Most of the material in the Subject File reflects the routine nature of Hoopes' duties within the Staff Secretary's Office. Records of personnel requests and actions, office staffing, and perquisite assignments dominate the series. Here are found materials relating to Hoopes' duties in administering White House policy on conduct and handling the use of such White House facilities as the pool and gym.

Arranged alphabetically.

Box 1 - Subject File

Status	Title
OPEN	Abrams, Gen. Creighton - Obituary Announcement
OPEN	Advance Office - General
OPEN	Advance Office - Personnel (1)-(3)
OPEN	Agricultural Leadership Program - Trip to Washington
OPEN	Alderson Reporting Contract - Extra Billing (1)-(2)
OPEN	Appointments Office - General
OPEN	Appointments Office - Personnel (1)-(2)
OPEN	Armstrong, Anne (Office of Women's Programs)
OPEN	Authorized History of Gerald R. Ford
OPEN	Baroody's Office (William Baroody, Public Liaison) - General (1)

Box 2 - Subject File

Status	Title
OPEN	Baroody's Office (William Baroody, Public Liaison) - General (2)
OPEN	Baroody's Office (William Baroody, Public Liaison) - Personnel (1)-(6)
OPEN	Bicentennial - Task Force

Box 3 - Subject File

Status	Title
CLOSED	Bills - Services, Accommodations, etc. (1)-(8)
CLOSED	Briefing Paper Information
CLOSED	Burch's Office (Dean Burch, Counsellor to the President for Political Affairs)

Box 4 - Subject File

Status	Title
OPEN	Cabinet Chairs - Purchase by Cabinet Members
OPEN	Cabinet Room - Seating, Lighting, etc.
OPEN	Cabinet Secretary/Staff Secretary - General (1)-(2)

Status	Title
OPEN	Cabinet Secretary/Staff Secretary - Pat Likins Sign Out Information
OPEN	Cabinet Secretary/Staff Secretary - Personnel
OPEN	Camp David
OPEN	Census Bureau Director - Vincent Barabba
OPEN	Charts and Visual Aids - White House capabilities for preparing
OPEN	Cheney's Office (Dick Cheney, Chief of Staff)
OPEN	Chile Today - Newsletter
OPEN	Christmas Cards - Lists (1)-(2)
OPEN	Clemency Board
OPEN	Commission on CIA Activities
OPEN	Commission on CIA Activities - CIA Installations

Box 5 - Subject File

Status	Title
OPEN	Conflicts of Interest and Standards of Conduct
CLOSED	Congressional Phone Directory of White House
CLOSED	Consultants - Expenses, Fees, Additions, Deletions (1)-(5)
CLOSED	Correspondence Unit Details (1)

Box 6 - Subject File

Status	Title
CLOSED	Correspondence Unit Details (2)
OPEN	Council on Environmental Quality - Invitations Issued to Members
CLOSED	Council on International Economic Policy - Personnel (1)-(2)
CLOSED	Counsel to the President - Clearances (1)-(4)
CLOSED	Counsel to the President - Clearances - Other Agencies
OPEN	Counsel's Office - General (includes material on disposition of files from Nixon administration)
CLOSED	Counsel's Office - Personnel (1)-(2)

Box 7 - Subject File

Status	Title
CLOSED	Counsel's Office - Personnel (3)
CLOSED	Creation Authority of Offices in Executive Office
CLOSED	Daily Schedules (1)-(9)

Box 8 - Subject File

Status	Title
CLOSED	Drivers
CLOSED	Domestic Council
CLOSED	Economic Policy Board - Seidman, William
CLOSED	Economy and Inflation
CLOSED	Electrical and Mechanical Vault - Funding
CLOSED	Elliott's Office (Roland Elliott, Editorial/Speechwriting Staff - Director of Correspondence) - General
CLOSED	Elliott's Office (Roland Elliott, Editorial/Speechwriting Staff - Director of Correspondence) - Personnel (1)-(2)
CLOSED	Employment of New Personnel - Policy statement on submitting forms
CLOSED	Energy (1)-(2)
CLOSED	Evacuation Plan
CLOSED	Executive Protective Service - Problem re: Louis de Guiringaud and Party
CLOSED	Executive Protective Service - Technical Services Division (TSD)
CLOSED	Farrell's Office (Mike Farrell, Visitor's Office)
CLOSED	Federal Property Council - Reviving the Organization

Box 9 - Subject File

Status	Title
OPEN	First Lady's Office - General (1)-(2)
OPEN	First Lady's Office - Personnel (1)-(3)
OPEN	Ford Transition Office - Personnel
OPEN	Former President Nixon - Budget

Status	Title
OPEN	Former President Nixon - Detailees
OPEN	Former President Nixon - Files
OPEN	Former President Nixon - Liaison

Box 10 - Subject File

Status	Title
CLOSED	Friedersdorf's Office (Max Friedersdorf, Congressional Liaison) - General
CLOSED	Friedersdorf's Office (Max Friedersdorf, Congressional Liaison) - Personnel (1)-(2)
CLOSED	General Services Administration (1)-(2)
OPEN	Gergen's Office (David Gergen, Office of Communications) - General
OPEN	Gergen's Office (David Gergen, Office of Communications) - Personnel
CLOSED	Government Organization Manual - Commissioned Personnel List
CLOSED	Handbook File - Revisions to "White House Office Manual" (1)-(4)

Box 11 - Subject File

Status	Title
CLOSED	Harry S. Truman Library Institute
CLOSED	Hartmann's Office (Robert Hartmann, Editorial and Speechwriting) - General
CLOSED	Hartmann's Office (Robert Hartmann, Editorial and Speechwriting) - Personnel
CLOSED	Inaugural Medal
CLOSED	Intelligence Oversight Board
CLOSED	Interagency Classification Review Committee - General (1)-(4)
CLOSED	Interagency Classification Review Committee - Report Forms
OPEN	International Women's Year (1)-(2)

Status	Title
CLOSED	Jones Memos done by Hoopes

Box 12 - Subject File

Status	Title
OPEN	Kennedy Center Tickets
OPEN	Latin American Trip
CLOSED	Leonardi Twins Visit to Washington and President
OPEN	Linder's Office (Robert Linder, Permanent Operating Office)
CLOSED	Marsh's Office (John Marsh, Congressional Relations/Public Liaison) - General
CLOSED	Marsh's Office (John Marsh, Congressional Relations/Public Liaison) - Personnel (1)-(2)
CLOSED	Memoranda to White House Staff
CLOSED	Men's Health Unit - Cancelled Checks and Receipts (1)-(2)
CLOSED	Men's Health Unit - General (1)-(2)

Box 13 - Subject File

Status	Title
OPEN	Men's Health Unit - General (3)
OPEN	Military Office
OPEN	Mormon Tabernacle Choir Concert
OPEN	Morton's Office (Rogers Morton, Political Affairs)
OPEN	News Summary Office - Information Given to Barry Roth on 3/5/76
OPEN	News Summary Office - General (1)-(3)
OPEN	Nominations - Presidential Appointments
OPEN	Memos to Don Rumsfeld (from a black binder, 10/1974 only) (1)

Box 14 - Subject File

Status	Title
OPEN	Memos to Don Rumsfeld (from a black binder, 10/1974 only) (2)-(4)
OPEN	Miscellaneous

Status	Title
OPEN	National Security Council (NSC) - Privacy Act Request re: Robert J. Oppenheimer
OPEN	Old Executive Office Building - Staff Mess (includes parking lists) (1)-(7)

Box 15 - Subject File

Status	Title
CLOSED	Office of Former Presidents (716 Jackson Place) (1)-(2)
CLOSED	Office Space - Charts/Office Layouts
CLOSED	Office Space - General, 1974 (1)-(5)
CLOSED	Office Space - General, 1975 (1)-(2)

Box 16 - Subject File

Status	Title
CLOSED	Office Space - General, 1975 (3)-(10)
CLOSED	Office Space - General, 1976 (1)-(3)

Box 17 - Subject File

Status	Title
CLOSED	Office Space - General, 1976 (4)-(5)
CLOSED	Office Space - Weekly Reports (1)-(2)
CLOSED	Office of Science and Technology Policy
CLOSED	Office of Management and Budget
OPEN	Pardon of Richard Nixon
CLOSED	Parking (1)-(4)
CLOSED	Parking - Waiting List - New Executive Office Building

Box 18 - Subject File

Status	Title
CLOSED	Pending - Miscellaneous
CLOSED	Pending - Office Space
CLOSED	Pending - Parking
OPEN	Pending - Personnel actions pending Don Rumsfeld Approval
CLOSED	Pending - Personnel Actions - Salaries and Titles

Status	Title
CLOSED	Pending - Presidential Commissions
CLOSED	Perquisites - "Current to 10/1/1974"
CLOSED	Perquisites - General (1)-(4)
CLOSED	Perquisites - Worksheets (1)-(2)

Box 19 - Subject File

Status	Title
CLOSED	Perry, L. Tom - Recommendations for American Revolutionary Bicentennial Administration (ARBA)
CLOSED	Personnel - Additions and Departures (1)-(3)
CLOSED	Personnel - Miscellaneous
CLOSED	Personnel - List of Individuals interested in positions (from binder) (1)-(2)
CLOSED	Personnel Office - Bennett - General
CLOSED	Personnel Office - Bennett - Personnel (1)-(4)

Box 20 - Subject File

Status	Title
CLOSED	Personnel Office - Walker - Personnel (1)-(3)
CLOSED	Photographic Office - General (1)-(2)
CLOSED	Photographic Office - Personnel (1)-(2)
CLOSED	Photographer's Locker - Lock Change
CLOSED	Photographs - Sept 14, 1974 - Kennedy Center, Ford, Kimball, et. al.
CLOSED	Picture Frame Shop

Box 21 - Subject File

Status	Title
CLOSED	Precedent Lists
CLOSED	Precedent Lists - Blank Forms
CLOSED	President's Daily Diary (1)-(4)
OPEN	President's Foreign Intelligence Advisory Board
CLOSED	Presidential - General (1)-(4)

Box 22 - Subject File

Status	Title
CLOSED	Presidential - Gifts
CLOSED	Presidential - Letters
CLOSED	Presidential - Message
CLOSED	Presidential - Phone Calls and Telegrams
CLOSED	Presidential - Photographs (1)-(2)
CLOSED	Press Conferences - Q&A
CLOSED	Press Office - General
CLOSED	Press Office - Personnel (1)-(2)

Box 23 - Subject File

Status	Title
CLOSED	Press Office - Personnel (3)-(9)
CLOSED	Renovation of EOB Library
CLOSED	Republican National Committee
CLOSED	Request for Commissioned Staff List - General (1)

Box 24 - Subject File

Status	Title
CLOSED	Request for Commissioned Staff Lists - General (2)-(4)
CLOSED	Requests for Commissioned Staff Lists - Invitations to Election Night at the Sheraton-Park
OPEN	Residence - Bowling Alley
OPEN	Residence - General
CLOSED	Resumes - Professional (1)-(5)

Box 25 - Subject File

Status	Title
OPEN	Resumes - Secretarial
OPEN	Rumsfeld's Office (Don Rumsfeld, Assistant to the President) - General (1)-(3)
OPEN	Rumsfeld's Office (Don Rumsfeld, Assistant to the President) - Personnel
CLOSED	Salaries
OPEN	San Clemente

Status	Title
OPEN	San Clemente - Fina & Monolo Sanchez - Reimbursement for services
CLOSED	Schedules and Meetings
CLOSED	Security - Building Passes, Access Lists - Additions and Deletions (1)-(2)

Box 26 - Subject File

Status	Title
CLOSED	Security - Building Passes, Access Lists - Additions and Deletions (3)-(12)

Box 27 - Subject File

Status	Title
CLOSED	Security - Building Passes, Access Lists - Additions and Deletions (13)-(16)
CLOSED	Security - General
OPEN / DIGITIZED	Sequoia - Use
CLOSED	Snyder, Al - U.S. Information Agency
CLOSED	Special Files
CLOSED	Speech File
OPEN	Speeches - Members of Cabinet (1)-(3)

Box 28 - Subject File

Status	Title
CLOSED	Speeches and Statements
CLOSED	Speechwriters' Office - Personnel (1)-(5)
CLOSED	Staff Pins and Commission Booklets (1)-(4)

Box 29 - Subject File

Status	Title
CLOSED	Staff Requests - August, 1974 to December, 1975

Box 30 - Subject File

Status	Title
CLOSED	Staff Requests - January, 1975 to December, 1976
CLOSED	Subscription Requests (1)-(6)

Box 31 - Subject File

Status	Title
OPEN	Summer Intern Program
OPEN	Swimming Pool (1)-(2)
OPEN	Telephone Volunteers
CLOSED	Telephone Requests (1)-(5)
CLOSED	Tennis Courts (1)-(2)

Box 32 - Subject File

Status	Title
CLOSED	Third Hoover Commission
CLOSED	Timmons' Office (William Timmons, Congressional Relations Office)
CLOSED	Transition Personnel Actions
CLOSED	Transition Staff (1)-(2)
CLOSED	Transportation Lists (1)-(6)

Box 33 - Subject File

Status	Title
CLOSED	Travel (1)-(4)
CLOSED	Vail, Colorado
OPEN	Vice President's Office
OPEN	Vice President's Staff (1)-(2)
CLOSED	Wage and Price Stability Council

Box 34 - Subject File

Status	Title
CLOSED	White House Bank Branch
CLOSED	White House Office Certificates - 1972 to 1976
CLOSED	White House Office Certificates and Commissions (1)-(2)
CLOSED	White House and Domestic Council Standards of Conduct
CLOSED	White House Children's Booklet
CLOSED	White House Emergency Plan
CLOSED	White House Fellows
OPEN / DIGITIZED	White House Office - Handbook
CLOSED	White House Manual

Status	Title
CLOSED	White House Staff Mess - Waiting List

Box 35 - Subject File

Status	Title
CLOSED	White House Communication Agency - Equipment in Use and Requests for Equipment (1)-(10)

Box 36 - Subject File

Status	Title
CLOSED	White House Mess - Additions and Deletions (1)-(11)

Box 37 - Subject File

Status	Title
CLOSED	White House Organization - Building Plans
CLOSED	White House Staff Organization Charts (1)-(4)
CLOSED	White House Telephone Directory, April 15, 1976
CLOSED	White House Telephone Directory, March 1, 1975
CLOSED	WIN Committee
CLOSED	Women's Health Unit - Cancelled Checks and Membership Requests (1)-(2)
CLOSED	Women's Health Unit - General
CLOSED	Wreath Laying

Hoopes Personal, 1/1972-11/1976.

(Box 38, 0.4 linear feet)

Correspondence, memoranda. This series documents contacts between Hoopes (in his White House role) and individuals or organizations with whom Hoopes had a personal relationship, notably the Church of Latter Day Saints. Very little of the material reveals anything of his family life or personal background.

Arranged chronologically.

Box 38 - Hoopes Personal

Status	Title
OPEN	Personal, 1972-76 (1)-(9)

Briefing Papers, 1974-77.

(Boxes 39-58, 8 linear feet)

Briefing papers, and occasional memos, correspondence, and reports. Hoopes kept a chronological set of briefing papers, prepared for the President a day or two in advance of a scheduled meeting, photo opportunity, or ceremonial event (usually taking place at the White House). The briefing papers typically contain a brief summary of the issues to be discussed and outline possible talking points. Sometimes an attached report or memo will provide detailed background about specific topics or participants. The papers embody a wide range of topics, from ceremonial events and courtesy meetings to negotiations on such major issues, as foreign policy and economics.

Arranged chronologically.

Box 39 - Briefing Papers

Status	Title
OPEN	6/74-9/6/74

Box 40 - Briefing Papers

Status	Title
OPEN	9/9/74-10/16/74

Box 41 - Briefing Papers

Status	Title
OPEN	10/17/74-11/27/74

Box 42 - Briefing Papers

Status	Title
OPEN	11/28/74-12/27/74

Box 43 - Briefing Papers.

Status	Title
OPEN	1/1/75-2/12/75

Box 44 - Briefing Papers

Status	Title
OPEN	2/13/75-3/16/75

Box 45 - Briefing Papers

Status	Title
OPEN	3/17/75-4/23/75

Box 46 - Briefing Papers

Status	Title
OPEN	4/24/75-5/16/75

Box 47 - Briefing Papers

Status	Title
OPEN	5/17/75-6/19/75

Box 48 - Briefing Papers

Status	Title
OPEN	6/20/75-7/22/75

Box 49 - Briefing Papers

Status	Title
OPEN	7/23/75-9/10/75

Box 50 - Briefing Papers

Status	Title
OPEN	9/10/75-10/20/75

Box 51 - Briefing Papers

Status	Title
OPEN	10/24/75-11/30/75

Box 52 - Briefing Papers

Status	Title
OPEN	12/8/75-2/9/76

Box 53 - Briefing Papers

Status	Title
OPEN	2/10/76-3/18/76

Box 54 - Briefing Papers

Status	Title
OPEN	3/19/76-4/15/76

Box 55 - Briefing Papers

Status	Title
OPEN	4/16/76-6/3/76

Box 56 - Briefing Papers

Status	Title
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OPEN 6/4/76-7/20/76

Box 57 - Briefing Papers

Status	Title
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OPEN	7/21/76-9/30/76
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Box 58 - Briefing Papers

Status	Title
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OPEN	10/1/76-1/18/77
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Chronological File, 8/1974-3/1976.

(Boxes 59-61, 1.2 linear feet)

Outgoing correspondence and memoranda. Most, if not all of this material duplicates that found in the Subject File series. Hoopes probably maintained this file for his own convenience. The material is highly routine.

Arranged chronologically.

Box 59 - Chronological File

Status	Title
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CLOSED	8/19/74 - 11/19/74
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Box 60 - Chronological File

Status	Title
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CLOSED	11/20/74 - 5/30/75
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Box 61 - Chronological File

Status	Title
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OPEN	6/9/75 - 3/25/76
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Hoopes Telephone Logs, 7/1974-12/1976.

(Boxes 62-65, 1.6 linear feet)

This series consists of a handwritten, daily log of telephone calls Hoopes received and occasionally, placed. It is very difficult to tell whether the logs are complete or how they were used. Notes about the purpose of the call appear sporadically through the log.

Arranged chronologically.

Box 62 - Telephone Logs

Status	Title
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OPEN	7/1/74 - 1/31/75
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Box 63 - Telephone Logs

Status	Title
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CLOSED	2/3/75 - 9/30/75
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Box 64 - Telephone Logs

Status	Title
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CLOSED	10/1/75 - 5/12/76
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Box 65 - Telephone Logs

Status	Title
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CLOSED	5/13/76 - 12/29/76
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