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JUDITH A. JOHNSTON FILES, 1973-77

Collection Type

White House Office Files

Extent

1.4 linear feet (ca. 2,800 pages)

Record Type

Textual

Access

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Scope and Content Note

Judith Ann Johnston, a former legal secretary, joined the Domestic Council staff as a secretary in February 1973. She first worked in the office of the Executive Director, Kenneth Cole, but from October 1974 on she was staff secretary for the Domestic Council under the Deputy Director for Operations.

As staff secretary, Johnston was responsible for maintaining the Domestic Council administrative files. She supported the staff in their day-to-day operations and, with the Domestic Council reorganization in February 1976, assumed further duties from her former supervisor, Warren Hendriks. She handled routine administrative tasks such as compiling budget figures and tracking numbers of personnel on duty and staff details from other agencies. In addition, she retained personnel files on some former Domestic Council employees.

Related Materials (September 1982)

Additional materials on the administration of the Domestic Council appear in the Domestic Council files of James Cannon, Arthur Quern, and others.

Last Modified Date

2025-03-06

Administrative File, 1973-77.

(Box 1, 0.4 linear feet)

Internal memoranda, correspondence, forms and lists relating to routine administrative matters regarding the Domestic Council staff including: budget and personnel counts and status reports, requests for magazine subscriptions; certificates; parking and pass requests; listings of Combined Federal Campaign contributions; press releases and organizational charts regarding the Domestic Council; memoranda, reports, instructions and forms regarding declassification; and a pamphlet summarizing the findings of the 1975 White House Public Forums on Domestic Policy.

Arranged alphabetically by subject and chronologically thereunder.

Box 1 - Administrative File

Status	Title
OPEN	Annual Report to the Senate Committee on Government Operations
OPEN	Combined Federal Campaign
OPEN	Domestic Council - Budget
OPEN	Domestic Council - Commissions: Ford Administration
OPEN	Domestic Council - Details
OPEN	Domestic Council - General Information
OPEN	Domestic Council - Organization Charts
OPEN	Domestic Council - Press Releases
OPEN	Interagency Classification Review Committee (1)-(2)
OPEN	Magazine Subscriptions (1)-(4)
OPEN	Parking Requests
OPEN	Pass Requests (1)-(2)
OPEN	Personnel Status Reports
OPEN	Proclamations Pending
OPEN	Special Privileges

Status	Title
OPEN	Supplies - FY 1975
OPEN	White House Public Forums on Domestic Policy (Publication)

Personnel File, 1973-77.

(Boxes 2-4, 1 linear foot)

Time and Attendance Reports; Notifications of Personnel Actions, White House check-out forms; and correspondence and memoranda relating to routine personnel matters regarding former Domestic Council employees, including promotions, pay and status, travel vouchers, separations, consulting, reimbursement, address changes, and questions and clarifications regarding retirement, leave and medical coverage.

Arranged alphabetically by name of staff member.

ENTIRE SERIES CLOSED TO RESEARCH UNDER THE FORD DEED OF GIFT.

Box 2 - Personnel File

Status	Title
OPEN	Ammen, Helen J.
OPEN	Anderson, Martin
OPEN	Avella, Margaret A.
OPEN	Boyle, Margo M.
OPEN	Brown, Shelby Ann
OPEN	Buckles, Andre M.
OPEN	Cavanaugh, James H.
OPEN	Clink, Karen A.
OPEN	Clower, W. Dewey
OPEN	Cole, Kenneth R.
OPEN	Crinigan, Mary P.
OPEN	Dickerman, Georgia F.
OPEN	Dudley, George
OPEN	Duffy, David

Status	Title
OPEN	Dunham, Richard L.
OPEN	Elm, Roger, Jr.
OPEN	Fagan, Jana Hruska
OPEN	Falk, James H.
OPEN	Fogelgren, Christina A.
OPEN	Gallagher, Peter J.
OPEN	Gannon, Franklin R.
OPEN	Gardner, Sidney L.
OPEN	Glass, Naomi
OPEN	Halper, Sam
OPEN	Harrigan, Michael

Box 3 - Personnel File

Status	Title
OPEN	Hendriks, Warren K., Jr.
OPEN	Hofgren, Catherine A.
OPEN	Hullin, Tod R.
OPEN	Jordan, James P.
OPEN	Larsen, Donna D.
OPEN	Leonard, Connie Sue
OPEN	Lissy, David H.
OPEN	McConahey, Stephen G.
OPEN	McNabb, Patricia M.
OPEN	Mead, Dana G.
OPEN	Mead, Steven R.
OPEN	Miller, Clifford A.
OPEN	Morgan, Jennifer S.
OPEN	Moore, Powell A.
OPEN	Mueller, Marilyn E.
OPEN	Needham, Pamela G.
OPEN	Oxley, William J.
OPEN	Patrick, Carol A.

Status	Title
OPEN	Quern, Arthur F.
OPEN	Raoul-Duval, Michael
OPEN	Ross, Norman E.
OPEN	Reilly, Ann
OPEN	Ryan, Kathleen
OPEN	Seline, Brigitte
OPEN	Semerad, Roger D.
OPEN	Shepard, Geoffrey C.

Box 4 - Personnel File

Status	Title
OPEN	Soares, Virginia D.
OPEN	Solak, Cri Cri
OPEN	Tindle, Kathleen M.
OPEN	Trivette, Alpha E.
OPEN	Tucker, Phyllis D.
OPEN	Whitehead, Virginia W. (1)-(2)
OPEN	Wright, Frances Dean