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JERRY JONES FILES, 1974-77

Collection Type

White House Office Files

Extent

23.6 linear feet (ca. 47,200 pages)

Record Type

Textual

Access

Open. Some items may be temporarily restricted under terms of the donor's deed of gift, a copy of which is available on request, or under National Archives and Records Administration general restrictions (36 CFR 1256).

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Processed by

Jennifer Sternaman & Helmi Raaska, January 1991

Biography

Jerry H. Jones

June 13, 1939 - Born in Lamesa, TX

1961 - Graduated cum laude, Harvard College

1964 - MBA, Harvard Graduate School of Business

1964-67 - Management Consultant, McKinsey & Company, New York, NY

1967-70 - President, Jones Simonds, Inc., New York, NY

1968-70 - President, Symcon, Inc., McHenry, IL

1971 - Staff Member, White House Personnel Office

1972 - Staff Member, Field Division of the Committee to Re-Elect the President

November 1972 - Staff Assistant, White House Personnel Office

1973 - Director, White House Personnel Office

April 1974 - White House Staff Secretary

June 1975 - Special Assistant to the President and Director, Scheduling and Advance Office

September 1976 - Deputy Assistant to the President

(1989) - President, Alta Acquisition Corporation, New York, NY

Scope and Content Note

Jerry Jones began his White House career during the Nixon administration and remained on staff for the entire Ford presidency. He held several positions in the White House Personnel Office from 1971-74, and in April 1974 was appointed Staff Secretary. He continued as Staff Secretary in the Ford administration until June 1975 when he was appointed Director of the Scheduling and Advance Office. The Jones Files are from his tenures in the last two positions.

Jones' Role in the Ford White House

As Staff Secretary, Jones' job responsibilities fell into four categories: presidential papers, action requests, administration, and special projects. The first area involved the administration of the flow of decision memoranda, briefing materials, and other paperwork to and from the President. For paperwork going to the President, Jones made sure that all relevant inputs were included, and checked for correct format, thoroughness, and accuracy. He also transmitted requests or notes from the President to members of the staff. The second area of responsibility was

follow-up on all action requests from the President and Chief of Staff, including receipt of written reports for all presidential requests. In fulfilling these obligations, Jones saw that proper staff work was done on all paperwork going to the President, helped the President structure use of his time, and assured an orderly decision-making process.

Jones' administrative responsibilities included administration and supervision of the White House budget, hiring secretarial and professional personnel, allocation of office space and perquisites, approval of travel requests and vouchers, supervision of White House support personnel through the Chief Executive Clerk, and oversight of all operations of the Military Aide's Office on matters other than presidential travel. He also served as liaison with the General Services Administration and the telephone company for all work in the White House complex, cleared all communications to the staff, directed expenditure of the funds provided by the Republican National Committee, and supervised the visitors office and the archives unit on the presidential papers project. Special projects varied over time, but included oversight of White House computer operations and planning for the White House swimming pool.

When Jones became Director of the Scheduling and Advance Office in June 1975, he assumed responsibility for long-range planning of the President's schedule. He coordinated the submission of schedule proposals to the President, and scheduling for trips, meetings, special events, speeches, and media encounters. This was an especially crucial role during the primary and general campaigns of the 1976 presidential election.

The Staff Secretary and Scheduling and Advance Offices were both supervised by the Assistant to the President for White House Operations. This chain of command is evident in the approximately 2,000 pages of memoranda exchanged between Jones and Alexander Haig, Donald Rumsfeld, and Richard Cheney, who held that position in succession.

Scope and Content of the Jones Files

The earliest materials predate the Ford administration by several months, but basically the collection begins with the transition. The files include materials from the Staff Secretary's Office under both Nixon and Ford, and the Scheduling and

Advance Office. Because of the positions Jones held, the files give a good overview of the functioning of the White House Office and the processes for managing the many details relating to personnel, paperwork flow, follow-up on action requests, and scheduling. Much of the collection is understandably routine administrative material, but taken in toto it provides insight into life in the Ford White House.

The files are particularly valuable for the study of White House administration, the 1976 presidential campaign, presidential scheduling and trips, and media relations. When using the files, a researcher should be willing to look in several places, as one series may not yield the full range of material available on a given topic.

Memoranda exchanged among White House staff members, paperwork status reports, and a variety of logs are all good sources for the study of White House administration. A sense of the corporate culture of the White House can be gained from the many folders relating to perquisites and personnel.

Materials relating to the presidential election are especially voluminous and varied for the primaries, and include files about the campaign effort in several states, the Reagan challenge, and defining the Ford constituency. There are also several folders relating to logistics for the Republican National Convention, and liaison with the Republican National Committee and President Ford Committee. Significant portions of the Scheduling and Trips and Media Events series are campaign related.

Presidential scheduling and trips are documented by the many schedule proposals submitted to the President. These proposals list the pros and cons of each event and give evidence of the many factors to be considered by the White House staff and President when making decisions about presidential activities. The President indicated his decisions by initialing the proposals and sometimes wrote comments in the margins. In addition to routine itineraries and schedules, trip files may also include background information, briefing materials, and follow-up reports.

Materials on media relations include recommendations for interviews, and memoranda concerning the timing of media events, topics of interviews, and the President's image. Briefing papers and transcripts of interviews are also included in the files.

Related Materials (January 1991)

Related materials can be found in the files of Alexander Haig, Richard Cheney, and their colleagues in the White House Operations Office. The files of James Connor, Secretary to the Cabinet and Jones' successor as Staff Secretary, are also open for research. Selected series of the President Ford Committee records are open, and additional materials relating to the 1976 campaign are described in "The 1976 Presidential Election: A Guide to Manuscript Collections Available for Research." The Ron Nessen Papers and Files contain related materials in the area of media relations.

Last Modified Date

2025-03-06

Staff Secretary Files, 1974-76.

(Boxes 1-16, 6.4 linear feet)

Correspondence, memoranda, briefing papers, agenda, and logs. Files contain both routine administrative materials such as the various tracking logs, and materials on topical issues such as the Nixon-Ford transition and disposition of the Nixon presidential papers, the coal strike and other energy concerns, and the 1975 State of the Union address. The White House memos contained in this series include communications between high level staff such as Don Rumsfeld, Dick Cheney, and Alexander Haig. These memos cover a wide range of issues, from routine administrative matters to cabinet meetings. Many of the memos are candid observations, especially by Jones, on White House operations, the political impact of various decisions, and the public's perception of the President.

Arranged alphabetically by subject.

Box 1 - Staff Secretary Files

Status	Title
OPEN	Air Force Academy
OPEN	Amnesty for Draft Evaders
OPEN	Cabinet Meeting, Oct. 30, 1974
OPEN	Civil Service
OPEN	Coal Strike

Status	Title
OPEN	Constituent Concerns
OPEN	Correspondence - General
OPEN	"Dexed" Material (1)-(4)
OPEN	Domestic Council
OPEN	Economic Cooperation Between Europe/U.S.
OPEN	Energy

Box 2 - Staff Secretary Files

Status	Title
OPEN	Invitations and Special Requests for the President (1)-(4)
OPEN	Iranian Investment in Pan Am
OPEN	Legislation Tracking Logs (1)-(4)
OPEN	Mayaguez Incident

Box 3 - Staff Secretary Files

Status	Title
OPEN	Military Aide (1)-(2)
OPEN	Miscellaneous
OPEN	Nixon, Richard
OPEN	Nixon, Richard - Office in San Clemente, CA - General
OPEN	Nixon, Richard - Office in San Clemente, CA - Ziegler, Ron
OPEN	Nixon, Richard - Presidential Materials
OPEN	OMB Personnel
OPEN	Paperwork Status Reports (1)-(3)
OPEN	Parks (Legacy of Parks Program) (1)-(2)

Box 4 - Staff Secretary Files

Status	Title
OPEN	Perquisites (1)-(9)

Box 5 - Staff Secretary Files

Status	Title
OPEN	Presidential Handwriting Log (1)-(6)
OPEN	Presidential Legislative Initiatives (1)-(4)

Box 6 - Staff Secretary Files

Status	Title
OPEN	Presidential Meetings - Memos (1)-(2)
OPEN	Presidential Meetings - Minutes (1)-(3)
OPEN	Presidential Paperwork Log (1)-(5)
OPEN	Presidential Statements and Messages

Box 7 - Staff Secretary Files

Status	Title
OPEN	Printed Materials (1)-(2)
OPEN	Public Opinion Polls
OPEN	Requests for Travel
OPEN	Scheduling Items (1)-(6)

Box 8 - Staff Secretary Files

Status	Title
OPEN	State of the Union 1975 - General (1)-(2)
OPEN	State of the Union 1975 - Press Materials (1)-(5)

Box 9 - Staff Secretary Files

Status	Title
OPEN	Tax Cut - Background and Speech Material (1)-(2)
OPEN	Tax Cut - Speaking Notes
OPEN	Tax Cut - Speech (1)-(2)
OPEN	Vice President, Appointment of
OPEN	Weekly Expense Report
OPEN	White House Automobiles
OPEN	White House Emergency Plan
OPEN	White House Memos - Areeda, Philip
OPEN	White House Memos - Armstrong, Anne
OPEN	White House Memos - Ash, Roy
OPEN	White House Memos - Baroody, William
OPEN	White House Memos - Baroody, William: "Rebuilding a Free Society" - A Theme for 1976
OPEN	White House Memos - Bennett, Douglas
OPEN	White House Memos - Buchen, Philip

Status	Title
OPEN	White House Memos - Burch, Dean
OPEN	White House Memos - Calkins, Jack
OPEN	White House Memos - Cannon, James

Box 10 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Casselman, William
OPEN	White House Memos - Cavanaugh, James
OPEN	White House Memos - Cavaney, Red
OPEN	White House Memos - Cheney, Dick (1)-(11)

Box 11 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Cheney, Dick (12)-(17)
OPEN	White House Memos - Cole, Ken
OPEN	White House Memos - Connor, Jim
OPEN	White House Memos - Duval, Mike
OPEN	White House Memos - Eberle, William
OPEN	White House Memos - Elliott, Roland
OPEN	White House Memos - Farrell, Mike
OPEN	White House Memos - Gulley, Bill
OPEN	White House Memos - Gwin, Dianna
OPEN	White House Memos - Haig, General Al (1)

Box 12 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Haig, General Al (2)-(3)
OPEN	White House Memos - Hartmann, Robert
OPEN	White House Memos - Hendriks, Warren
OPEN	White House Memos - Hoopes, Dave (1)-(4)
OPEN	White House Memos - Jenkins, Wilbur
OPEN	White House Memos - Joulwan, George
OPEN	White House Memos - Lawson, General Richard
OPEN	White House Memos - Lebedev, Greg

Status	Title
OPEN	White House Memos - Licata, Judy
OPEN	White House Memos - Linder, Bob
OPEN	White House Memos - Lowitz, Donald
OPEN	White House Memos - Marrs, Ted
OPEN	White House Memos - Marsh, Jack
OPEN	White House Memos - Moore, Powell A.
OPEN	White House Memos - Nessen, Ron
OPEN	White House Memos - O'Neill, Paul
OPEN	White House Memos - Parker, David
OPEN	White House Memos - Ratchford, John

Box 13 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Rogers, James R.
OPEN	White House Memos - Rumsfeld, Donald (1)-(8)

Box 14 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Rumsfeld, Donald (9)-(10)
OPEN	White House Memos - Rustand, Warren
OPEN	White House Memos - Ruwe, Nancy
OPEN	White House Memos - Schleede, Glenn
OPEN	White House Memos - Scouten, Rex
OPEN	White House Memos - Scowcroft, Brent
OPEN	White House Memos - Semerad, Roger
OPEN	White House Memos - Shaw, Robert
OPEN	White House Memos - Shepard, Geoff
OPEN	White House Memos - Theis, Paul
OPEN	White House Memos - Timmons, William
OPEN	White House Memos - Walker, Bill (1)-(2)
OPEN	White House Memos - Wardell, Charles
OPEN	White House Memos - Wimer, Dave
OPEN	White House Memos - Zarb, Frank

Box 15 - Staff Secretary Files

Status	Title
OPEN	White House Memos - Discussion - Cheney, Richard
OPEN	White House Memos - Discussion - Connor, Jim
OPEN	White House Memos - Discussion - Marsh, Jack
OPEN	White House Memos - Discussion - Rumsfeld, Don
OPEN	White House Memos - A-Z (1)-(2)
OPEN	White House Operations - Paperwork Flow
OPEN	White House Operations - Staffing - General
OPEN	White House Operations - Staffing - Presidential Speeches
OPEN	White House - Staff Authorization (1)-(3)

Box 16 - Staff Secretary Files

Status	Title
OPEN	White House - Staff Authorization (4)-(5)
OPEN	White House Staff - General (1)-(3)
OPEN	White House Staff - Personnel Lists
OPEN	White House Staff - Standard of Conduct (1)-(2)
OPEN	White House Swimming Pool (1)-(2)

Subject File, 1974-77.

(Boxes 17-33, 6.8 linear feet)

Correspondence, memoranda, newsletters, and clippings relating to routine administrative matters and the 1976 campaign. Campaign materials are especially good for the primary elections, Republican National Convention, President Ford Committee, and White House liaison with the Republican party.

Arranged alphabetically by subject.

Box 17 - Subject File

Status	Title
OPEN	Action Memos
OPEN	Administrative
OPEN	Advance Office (1)-(4)
OPEN	Advocates (1)-(2)

Status	Title
OPEN	American Political Report (1)-(2)
OPEN	Audit
OPEN	Automobiles, White House Fleet

Box 18 - Subject File

Status	Title
OPEN	Bicentennial (1)-(2)
OPEN	Budget - Defense
OPEN	Budget - General
OPEN	Busing
OPEN	Cabinet
OPEN	Camp David
OPEN	Campaign - Advancemen and Workers
OPEN	Campaign - Campaign Practices Reports (1)-(2)
OPEN	Campaign - Fund Raising Letters
OPEN	Captive Nations Meeting

Box 19 - Subject File

Status	Title
OPEN	Carter, Jimmy (1)-(5)
OPEN	Common Situs Picketing
OPEN	Communications
OPEN	Computers in the White House
OPEN	Constituents
OPEN	Crime
OPEN	Dead Schedule Proposals (1)-(4)

Box 20 - Subject File

Status	Title
OPEN	Debates
OPEN	Delegates
OPEN	Democratic Presidential Candidates
OPEN	Democratic Presidential Watch (1)-(2)
OPEN	Domestic Council

Status	Title
OPEN	Education
OPEN	Endorsements
OPEN	Energy
OPEN	Energy Independence Authority

Box 21 - Subject File

Status	Title
OPEN	Ethnic Groups
OPEN	Federal Election Commission (1)-(2)
OPEN	First Year in Office Assessment
OPEN	Foreign Policy (1)-(2)
OPEN	Ford, Gerald R.
OPEN	Intelligence Community
OPEN	Issues (1)-(4)

Box 22 - Subject File

Status	Title
OPEN	Issues (5)-(11)
OPEN	Legislation
OPEN	Medal of Freedom
OPEN	Network Newscasts
OPEN	Nielsen Ratings
OPEN	Pending

Box 23 - Subject File

Status	Title
OPEN	Perquisites (1)-(4)
OPEN	Personnel (1)-(3)
OPEN	Political Reports (1)-(2)
OPEN	President Ford Committee (1)-(3)

Box 24 - Subject File

Status	Title
OPEN	President Ford Committee (4)-(8)
OPEN	President Ford Committee - Organization

Status	Title
OPEN	President Ford '76 Factbook (1)-(2)
OPEN	Presidential Letters (1)-(2)
OPEN	Presidential Messages

Box 25 - Subject File

Status	Title
OPEN	Presidential Phone Calls
OPEN	Presidential Preference Primaries (1)-(2)
OPEN	Presidential Seal
OPEN	Primaries
OPEN	Reagan, Ronald (1)-(5)

Box 26 - Subject File

Status	Title
OPEN	Reorganization
OPEN	Republican National Committee (1)-(2)
OPEN	Republican National Convention - Alternate Programming Review (1)-(5)
OPEN	Republican National Convention - Crown Center
OPEN	Republican National Convention - General (1)-(2)

Box 27 - Subject File

Status	Title
OPEN	Republican National Convention - General (3)-(8)
OPEN	Republican National Convention - Site Selection (1)-(2)
OPEN	Republican Party - Presidential Participation at Fundraisers and Meetings with Party Leaders (1)-(2)
OPEN	Republican Party - State Chairmen

Box 28 - Subject File

Status	Title
OPEN	Rockefeller, Nelson
OPEN	Scheduling Office - General
OPEN	Scheduling Office - Philosophy
OPEN	Senior Citizens

Status	Title
OPEN / DIGITIZED	Sequoia
OPEN	Speeches (1)-(2)
OPEN	Spokesmen (1)-(3)
OPEN	Staff Meetings
OPEN	"Staff Secretary Leftovers"

Box 29 - Subject File

Status	Title
OPEN	States - Alabama
OPEN	States - Arkansas
OPEN	States - California (1)-(2)
OPEN	States - Florida (1)-(3)
OPEN	States - Georgia
OPEN	States - Illinois (1)-(2)
OPEN	States - Indiana

Box 30 - Subject File

Status	Title
OPEN	States - Iowa
OPEN	States - Massachusetts
OPEN	States - Michigan
OPEN	States - Mississippi
OPEN	States - Nebraska
OPEN	States - New Hampshire (1)-(3)
OPEN	States - New Hampshire - Senate Election
OPEN	States - New York
OPEN	States - New York - Financial Crisis of NYC (1)-(3)

Box 31 - Subject File

Status	Title
OPEN	States - New York - Financial Crisis of NYC (4)
OPEN	States - North Carolina
OPEN	States - Tennessee
OPEN	States - Texas (1)-(3)

Status	Title
OPEN	States - Wisconsin
OPEN	Supreme Court (profiles and lists)
OPEN	Tax Bill

Box 32 - Subject File

Status	Title
OPEN	Travel - Clippings
OPEN	Travel - Expenses, Presidential (1)-(3)
OPEN	Travel - Expenses, Ford Family (1)-(2)
OPEN	Travel - General (1)-(2)
OPEN	Tunney Committee
OPEN	Unemployment
OPEN	Voters
OPEN	Wallace, George
OPEN	White House Authorization (1)-(2)
OPEN	White House Ceremonies

Box 33 - Subject File

Status	Title
OPEN	White House Dinners
OPEN	White House Staffing
OPEN	White House Organization
OPEN	Young Republicans

Scheduling and Trips, 1975-77.

(Boxes 34-49, 6.4 linear feet)

Scheduling proposals, itineraries, detailed schedules, briefing books, memoranda, correspondence, maps, and manifests. Schedule proposals were submitted to the President for final approval and many of them contain his initials and comments. Because the files often include detailed scheduling information, researchers may gain insight into the intricacies of Presidential scheduling and adherence to administration priorities. Earlier trips are primarily official, while later ones are political.

Arranged chronologically, followed by general scheduling information arranged alphabetically by subject.

Box 34 - Scheduling and Trips

Status	Title
OPEN	March 1975 - May 1975
OPEN	June 1975 (1)-(4)
OPEN	July-November 1975 - Long-Range (1)-(2)
OPEN	July 1975 (1)-(3)

Box 35 - Scheduling and Trips

Status	Title
OPEN	July 1975 (4)-(7)
OPEN	July 3, 1975 - Cleveland/Cincinnati
OPEN	July 11-13, 1975 - Michigan/Illinois
OPEN	July 26-August 4, 1975 - Europe (1)-(3)

Box 36 - Scheduling and Trips

Status	Title
OPEN	July 26-August 24, 1975 Europe (4)-(6)
OPEN	August 1975 (1)-(6)

Box 37 - Scheduling and Trips

Status	Title
OPEN	September 1975 (1)-(2)
OPEN	September 5-6, 1975 Portland/Seattle/Sacramento (1)-(2)
OPEN	September 10, 1975 - New Hampshire
OPEN	September 12-13, 1975 - St. Louis/Kansas/Dallas (1)-(3)
OPEN	September 19-22, 1975 - Oklahoma/California (1)-(2)

Box 38 - Scheduling and Trips

Status	Title
OPEN	September 19-22, 1975 - Oklahoma/California (3)
OPEN	September 30, 1975 - Chicago
OPEN	October 1975 (1)-(4)
OPEN	October 4, 1975 - Virginia/New Jersey
OPEN	October 7, 1975 - Knoxville, TN

Status	Title
OPEN	October 7, 1975 - King's Mountain (no participation)
OPEN	October 10, 1975 - Detroit
OPEN	October 14, 1975 - Hartford, Connecticut
OPEN	October 16, 1975 - Louisville, KY (no participation)

Box 39 - Scheduling and Trips

Status	Title
OPEN	October 24, 1975 - Gainesville, FL/Columbia, SC (no participation)
OPEN	October 29-30, 1975 - California/Wisconsin
OPEN	November 1975 (1)-(5)
OPEN	November 2, 1975 - Jacksonville, FL
OPEN	November 7, 1975 - Boston, MA
OPEN	November 11, 1975 - Charleston, WV
OPEN	November 14, 1975 - Raleigh, NC/Atlanta, GA
OPEN	November 1975 - Europe (1)-(4)

Box 40 - Scheduling and Trips

Status	Title
OPEN	December 1975 (1)-(4)
OPEN	December 1975 - China (1)-(4)
OPEN	December 1975 - Vail, CO (1)-(2)

Box 41 - Scheduling and Trips

Status	Title
OPEN	January 1976 (1)-(4)
OPEN	January 5, 1976 - St. Louis, MO
OPEN	January 31, 1976 - Dearborn, MI/Williamsburg, VA (1)-(2)
OPEN	February 1976 (1)-(3)

Box 42 - Scheduling and Trips

Status	Title
OPEN	February 7-8, 1976 - New Hampshire (1)-(3)
OPEN	February 13-14, 1976 - Florida (1)-(2)
OPEN	February 19-20, 1976 - New Hampshire (trip #2)

Status	Title
OPEN	February 27, 1976 - Florida (trip #2) (1)-(2)
OPEN	March 1976 (1)-(5)

Box 43 - Scheduling and Trips

Status	Title
OPEN	March 5-6, 1976 - Illinois
OPEN	March 11-12, 1976 - Illinois/North Carolina (1)-(2)
OPEN	March 20, 1976 - North Carolina
OPEN	March 26-27, 1976 - California/Wisconsin
OPEN	April 1976 (1)-(4)
OPEN	April 2-3, 1976 - Wisconsin
OPEN	April 9-10, 1976 - Texas
OPEN	April 22-23, 1976 - Indiana/Georgia
OPEN	April 27-30, 1976 - Louisiana/Texas, (1)-(2)

Box 44 - Scheduling and Trips

Status	Title
OPEN	May 1976 (1)-(5)
OPEN	May 2-3, 1976 - Indiana/Alabama
OPEN	May 3, 1976 - Alabama Briefing Book
OPEN	May 7-8, 1976 - Nebraska/Missouri
OPEN	May 7-8, 1976 - Nebraska/Missouri Briefing Book (1)-(2)
OPEN	May 12, 1976 - Michigan Briefing Book (1)-(2)
OPEN	May 12, 1976 - Detroit, Michigan

Box 45 - Scheduling and Trips

Status	Title
OPEN	May 14-16, 1976 - Tennessee/Kentucky/Michigan (1)-(2)
OPEN	May 14-16, 1976 - Tennessee/Kentucky/Michigan Briefing Book (1)-(2)
OPEN	May 22-23, 1976 - Oregon Briefing Book
OPEN	May 22-24, 1976 - Oregon/California (1)-(2)
OPEN	May 24, 1976 - Nevada Briefing Book
OPEN	May 26, 1976 - Ohio Briefing Book

Status	Title
OPEN	June 1976 (1)-(2)

Box 46 - Scheduling and Trips

Status	Title
OPEN	June 1976 (3)-(5)
OPEN	June 7, 1976 - New Jersey/Ohio
OPEN	June 11, 1976 - Springfield, Missouri
OPEN	June 15, 1976 - Norfolk, Virginia
OPEN	June 26-28, 1976 - Puerto Rico
OPEN	July 1976 (1)-(3)
OPEN	July 4, 1976 - Bicentennial Events (1)-(3)

Box 47 - Scheduling and Trips

Status	Title
OPEN	July 9, 1976 - Utah Briefing Book
OPEN	July 13-17, 1976 - Philadelphia/Baltimore/Hartford
OPEN	July 30, 1976 - Jackson, Mississippi
OPEN	August 1976 (1)-(2)
OPEN	August 8, 1976 - Philadelphia, Eucharistic Congress
OPEN	August 23-28, 1976 - Vail
OPEN	August 29, 1976 - Montana/Wyoming/South Dakota
OPEN	September 1976 (1)-(3)
OPEN	September 15, 1976 - Ann Arbor, Michigan
OPEN	September 23-24, 1976 - Philadelphia, Pennsylvania
OPEN	September 25-27, 1976 - "Southern Swing" (1)-(3)

Box 48 - Scheduling and Trips

Status	Title
OPEN	September 25-27, 1976 - "Southern Swing" (4)
OPEN	October 1976 (1)-(3)
OPEN	October 4-7, 1976 - San Francisco, California
OPEN	October 12-13, 1976 - New York/New Jersey
OPEN	October 15-16, 1976 - Iowa/Illinois/Missouri
OPEN	October 21, 1976 - New York City

Status	Title
OPEN	October 22-November 2, 1976 - Travel
OPEN	November 1976
OPEN	November 7-15, 1976 - Palm Springs, California
OPEN	December 1976 (1)-(2)
OPEN	December 19, 1976 - The University of Michigan/Vail, Colorado
OPEN	January 1977 (1)-(2)

Box 49 - Scheduling and Trips

Status	Title
OPEN	Calendars
OPEN	Dead Schedule Proposals (1)-(3)
OPEN	Draft Schedules (1)-(2)
OPEN	Scheduling Information (1)-(4)
OPEN	Town Meetings

Media Events/Interviews/Speeches, 1975-76.

(Boxes 50-53, 1.6 linear feet)

Briefing materials prepared for the President, press releases, transcripts of interviews, and memoranda and correspondence relating to media relations. The series contains good materials relating to preparations for a year-end conversation the President had with selected reporters in December 1975, 1976 campaign, and preparation and follow-up for the 1976 State of the Union Address.

Arranged chronologically by date of event, followed by general media information arranged alphabetically by subject.

Box 50 - Media Events/Interviews/Speeches

Status	Title
OPEN	November 9, 1975 - Meet the Press Interview (1)-(3)
OPEN	November 25, 1975 - WMUR (Manchester, NH)
OPEN	November 26, 1975 - Press Conference
OPEN	December 12, 1975 - Hugh Sidey Interview

Status	Title
OPEN	December 31, 1975 - Year End Questions and Answers (1)-(3)

Box 51 - Media Events/Interviews/Speeches

Status	Title
OPEN	January 12, 1976 - TIME Interview
OPEN	January 19, 1976 - State of the Union - Drafts and Preparation (1)-(8)

Box 52 - Media Events/Interviews/Speeches

Status	Title
OPEN	January 19, 1976 - State of the Union - Drafts and Preparation (9)
OPEN	January 19, 1976 - State of the Union - Follow-Up
OPEN	January 19, 1976 - State of the Union - General
OPEN	February 3, 1976 - Walter Cronkite Interview
OPEN	February 5, 1976 - Christian Science Monitor Interview
OPEN	February 10, 1976 - Sperling Breakfast
OPEN	February 17, 1976 - Intelligence Press Conference
OPEN	General Questions and Answers
OPEN	Media - General (1)

Box 53 - Media Events/Interviews/Speeches

Status	Title
OPEN	Media - General (2)-(6)
OPEN	Press Conferences
OPEN	Requests for Interviews - General
OPEN	Requests for Interviews - Ron Nessen
OPEN	White House Conferences

Chronological File, 1974-76.

(Boxes 54-59, 2.4 linear feet)

Copies of outgoing memoranda and occasional correspondence from Jerry Jones. The quantity of material diminishes toward the end of the file. These are mostly routine memoranda, but substantive material can also be found here,

especially relating to the 1974 transition and 1976 campaign. Memoranda in this series are often duplicated elsewhere in the collection.

Arranged chronologically by month, thereunder alphabetically by name.

Box 54 - Chronological File

Status	Title
OPEN	August 1974 A - October 1974 C

Box 55 - Chronological File

Status	Title
OPEN	October 1974 D - December 1974 Z

Box 56 - Chronological File

Status	Title
OPEN	January 1975 A - February 1975 Z

Box 57 - Chronological File

Status	Title
OPEN	March 1975 A - April 1975 Z

Box 58 - Chronological File

Status	Title
OPEN	May 1975 A - September 1975 Z

Box 59 - Chronological File

Status	Title
OPEN	October 1975 A - May 1976