

Image not found or type unknown



NATIONAL SECURITY ADVISOR. NSC STAFF SECRETARY FILES, (1973) 1974-77

Collection Type

White House Office Files

Extent

4.6 linear feet (ca. 8,800 pages)

Record Type

Textual

Access

Open. Some materials continue to be national security classified and restricted; some items are 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).

Copyright

Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. The copyrights to materials written by other individuals or organizations are presumed to remain with them. Works prepared by U.S. Government employees as part of their official duties are in the public domain.

Provenance

[Provenance of the National Security Adviser Files](#)

Processed by

William McNitt, August 1997; Revised by Donna Lehman, March 2013

Biography

(Florence) Jeanne Wilson Davis

Sept. 17, 1920 - Born, Long Beach, CA

1941 - A.B., Stanford University

1941-43 - Clerk, Douglas Aircraft Company, Long Beach, CA

1943-46 - Lt. (j.g.), WAVES, U.S. Navy

1946-69 - Executive Secretariat, Department of State

1969-70 - Detailed to the National Security Council to organize and head a new secretariat

1970-77 - Staff Secretary, National Security Council

September 17, 1991 - Deceased

Scope and Content Note

Jeanne Davis served as National Security Council (NSC) Staff Secretary throughout the Ford administration, a role which she had also filled during the bulk of the Nixon years. She and her staff handled NSC document control, intra-staff coordination, review of staff work, management of State visits, approval of foreign travel by administration officials, and administrative services. Frequently Davis or one of her assistants took notes at meetings, although on other occasions the NSC staff member with primary substantive responsibility for the issue being discussed took on this duty.

Another major aspect of the Staff Secretary's work during the Ford administration was information liaison with presidential commissions and congressional committees seeking access to or declassification of NSC documents or those produced by other Federal agencies. Davis' work in this area is described in the finding aid to the NSC Staff "Convenience" Files for Information Liaison.

This collection is quite fragmentary. The chronological file, for instance, covers only about five and a half months from the last year of the administration. For the most part, it contains only routine outgoing memoranda and letters, although occasional meeting minutes and memoranda of conversations appear. Davis corresponded frequently with White House staff members James Cannon (re pending legislation), Roland Elliott (re draft responses to presidential mail), Eliska Hasek (re presidential messages to foreign organizations or American ethnic groups), members of the White House Congressional Relations Office staff (re draft responses to congressional letters to the President), William Nicholson (re Presidential invitations), and Maria Downs (re State dinners). Other frequent correspondents

included George Springsteen, Executive Secretary of the Department of State, and Jon Howe, Military Aide to Vice President Rockefeller. In addition to the topics mentioned above, the primary subjects covered by the chronological file are the approval of foreign travel of administration officials, coordination of the NSC review of administration memoranda and reports, foreign meetings of Vice President Rockefeller, and NSC personnel and administrative matters.

The subject file, although it covers a broader time span than the chronological file, is small and focuses on just a few aspects of Davis' work. Major topics include coordination of NSC input for the President's foreign policy addresses, reviewing foreign travel plans of administration officials, visits of foreign leaders during the Bicentennial celebration, NSC reviews of Ford campaign speeches and spots, and International Women's Year.

Related Materials (August 1997)

The NSC Institutional Files contain a series called Institutional Files - Secretariat which include the administrative materials and files of Staff Secretary Jeanne Davis. The NSC Convenience File on Information Liaison concerns Davis' work on coordinating NSC responses to requests for documents from various presidential commissions and congressional committees investigating the intelligence community and the Mayaguez incident.

Last Modified Date

2025-03-17

Chronological File, 1976-77.

(Boxes 1-8, 2.7 linear feet)

A fragmentary chronological file of her outgoing correspondence and memoranda covering only March, May, June, and December 1976, and January, February 1977. Although the file contains some memoranda exchanged with members of the NSC staff, including Brent Scowcroft, the bulk concerns her contacts with White House staff, State Department officials, and the general public. The focus is on routine and administrative matters rather than the substance of foreign affairs/national security issues. The materials concern the coordination of NSC comments on legislation or draft documents, presidential invitations, State visits by foreign leaders, approval of foreign travel of administration officials, access to or

declassification of NSC documents, and NSC personnel matters. The series does include occasional items that cover much more significant matters, however. For example, the series contains minutes of the Washington Special Actions Group meeting of March 14, 1976 (see March 29 folder); a Robert Oakley memorandum of conversation for a Scowcroft meeting with former President of Lebanon Charles Helou on May 4, 1976 (see May 5); arms control impact statements for budget discussions (see May 25 and 28); memorandum of conversation for a meeting between President Nixon and Soviet Foreign Minister Gromyko on October 22, 1976 (see December 17); minutes of Senior Review Group meetings on December 21 and 29, 1976 and January 5, 1977, at which the discussion focused on the binary weapons chemical facility, civil defense, and U.S. policy toward the Persian Gulf region (see January 7, 1977); minutes of the NSC meeting on January 13, 1977, concerning the semiannual review of the intelligence community (see January 18); and NSC staff meeting minutes on January 24, 1977 outlining basic functions of the new staff (see February 14-15).

Arranged chronologically.

Box 1 - Chronological File

Status	Title
OPEN	March 11-15, 1976
OPEN	March 16, 1976
OPEN	March 17, 1976 (1)
OPEN	March 17, 1976 (2)
OPEN	March 18, 1976 (1)
OPEN	March 18, 1976 (2)
OPEN	March 19-21, 1976
OPEN	March 22, 1976
OPEN	March 23, 1976
OPEN	March 24, 1976 (1)
OPEN	March 24, 1976(2)
OPEN	March 25, 1976
OPEN	March 26-28, 1976

Box 2 - Chronological File

Status	Title
OPEN	March 29, 1976
OPEN	March 30, 1976 (1)
OPEN	March 30, 1976 (2)
OPEN	March 31, 1976
OPEN	(April Missing)
OPEN	May 1-4, 1976
OPEN	May 5, 1976
OPEN	May 6, 1976
OPEN	May 7-9, 1976
OPEN	May 10, 1976 (1)
OPEN	May 10, 1976 (2)
OPEN	May 11, 1976 (1)
OPEN	May 11, 1976 (2)
OPEN	May 12, 1976
OPEN	May 13, 1976 (1)
OPEN	May 13, 1976 (2)

Box 3 - Chronological File

Status	Title
OPEN	May 14, 1976 (1)
OPEN	May 14, 1976 (2)
OPEN	May 15-17, 1976
OPEN	May 18, 1976
OPEN	May 19, 1976
OPEN	May 20, 1976
OPEN	May 21, 1976
OPEN	May 22-23, 1976
OPEN	May 24, 1976 (1)
OPEN	May 24, 1976 (2)
OPEN	May 25, 1976 (1)
OPEN	May 25, 1976 (2)
OPEN	May 26, 1976

Status	Title
OPEN	May 27, 1976
OPEN	May 28, 1976

Box 4 - Chronological File

Status	Title
OPEN	May 29-31, 1976
OPEN	June 1, 1976
OPEN	June 2, 1976
OPEN	June 3, 1976
OPEN	June 4, 1976
OPEN	June 5-6, 1976
OPEN	June 7, 1976 (1)
OPEN	June 7, 1976 (2)
OPEN	June 8, 1976
OPEN	June 9, 1976
OPEN	June 10, 1976
OPEN	June 11-14, 1976
OPEN	June 15, 1976

Box 5 - Chronological File

Status	Title
OPEN	June 16, 1976
OPEN	June 17, 1976
OPEN	June 18, 1976
OPEN	June 19-20, 1976
OPEN	June 21, 1976
OPEN	June 22, 1976
OPEN	June 23, 1976
OPEN	June 24, 1976
OPEN	June 25, 1976 (1)
OPEN	June 25, 1976 (2)
OPEN	June 26-27, 1976
OPEN	June 28, 1976 (1)

Status	Title
OPEN	June 28, 1976 (2)
Box 6 - Chronological File	
Status	Title
OPEN	June 29-30, 1976
OPEN	(July-November missing)
OPEN	December 1, 1976
OPEN	December 2, 1976
OPEN	December 3, 1976
OPEN	December 4-6, 1976
OPEN	December 7, 1976
OPEN	December 8, 1976
OPEN	December 9, 1976
OPEN	December 10-13, 1976
OPEN	December 14-16, 1976
OPEN	December 17, 1976
OPEN	December 18-21, 1976
OPEN	December 22, 1976

Box 7 - Chronological File

Status	Title
OPEN	December 23-27, 1976
OPEN	December 28-31, 1976
OPEN	January 1-3, 1977
OPEN	January 4-5, 1977
OPEN	January 6, 1977
OPEN	January 7, 1977 (1)
OPEN	January 7, 1977 (2)
OPEN	January 8-11, 1977
OPEN	January 12-16, 1977
OPEN	January 17, 1977
OPEN	January 18, 1977
OPEN	January 19, 1977

Box 8 - Chronological File

Status	Title
OPEN	January 21-25, 1977
OPEN	January 26, 1977
OPEN	January 27, 1977
OPEN	January 28-31, 1977
OPEN	February 1-2, 1977
OPEN	February 3, 1977
OPEN	February 4-5, 1977
OPEN	February 7, 1977
OPEN	February 8-9, 1977
OPEN	February 10, 1977
OPEN	February 11, 1977
OPEN	February 14-15, 1977

Subject File, 1973-77.

(Boxes 9-11, 1.2 linear feet)

Memoranda and draft speeches primarily concerning Bicentennial visits by foreign leaders, NSC input for reports on administration accomplishments and two undelivered foreign policy addresses, NSC reviews of Ford campaign speeches and spots, foreign travel by administration officials, and International Women's Year.

Arranged alphabetically by subject and chronologically thereunder.

Box 9 - Subject File

Status	Title
OPEN	Bicentennial [State visits by foreign leaders] (1)-(2)
OPEN	Chile - Loan of Documents to the Department of Justice, August 1976
OPEN	Ford Campaign Speeches and Spots - NSC Review, Oct. 1976 (1)-(2)
OPEN	Foreign Policy Accomplishments Report, 1975 (1)-(5)
OPEN	Foreign Policy Accomplishments Report, 1976 (1)-(2)

Box 10 - Subject File

Status	Title
OPEN	Foreign Travel by Administration Officials, June 1975-March 1977 (1)-(5)
OPEN	International Women's Year - National Commission, November 1974
OPEN	International Women's Year - World Conference, May-June 1975 (1)-(2)
OPEN	Miscellaneous (1)-(2)
OPEN	Naval Academy Commencement Address (not delivered), June 2, 1976 (1)-(4)
OPEN	Presidential Schedules, September 1974
OPEN	State of the World Speech (not delivered), 1976 (1)-(2)

Box 11 - Subject File

Status	Title
OPEN	State of the World Speech (not delivered), 1976 (3)-(14)
OPEN	United Nations General Assembly - Kissinger Speech Material, September 1, 1973