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## **ELIZABETH M. O'NEILL FILES, 1974-77**

### **Collection Type**

White House Office Files

### **Extent**

3.6 linear feet (ca. 8,600 pages)

### **Record Type**

Textual

### **Access**

Open. 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**

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## **Processed by**

Leesa Tobin, September 1986

## **Biography**

Elizabeth M. O'Neill

1942 - Date of birth

1964 - Graduated from University of Alabama (BS)

1964-66 - Secretary to the Press Secretary, Office of Senator John J. Sparkman

1966-70 - Executive secretary to the Assistant to the President and Director of Government Relations, Ethyl Corporation, Washington, D.C.

1970-72 - Confidential assistant, Office of the Postmaster

1972-74 - Staff assistant to the President, Office of Communications

1974-76 - Staff assistant to the President, Office of the Press Secretary

Feb. 1976-Jan. 1977 - Director of Correspondence, First Lady's Staff

Jan.-June 1977 - Director of Correspondence, Ford Transition Office

### **Scope and Content Note**

The Elizabeth O'Neill files consist of press releases, magazine articles, newspaper clippings, carbons of outgoing public correspondence, and occasional memoranda compiled by O'Neill and her predecessors, Marba Perrott, Thomas McCoy, and Mrs. Ford's personal assistant, Nancy Howe.

The East Wing correspondence unit handled the First Lady's mail, answering most routine letters themselves and drafting letters for Mrs. Ford to sign in other cases. This office was headed by Gwendolyn King at the beginning of the administration. She was replaced by Marba Perrott who served from December 1974 to January 1976. Thomas McCoy was the unit's acting director until February 1976 and was succeeded by Elizabeth O'Neill. Nancy Howe, Mrs. Ford's personal assistant also assisted with public mail until she left the White House in April 1975.

The material in this file is routine in nature and does not include any of the incoming mail that elicited the White House response. These incoming letters were filed in the White House Social Files. Even the subject file only includes items which were compiled for easy access when the staff needed to respond to a question from the public.

#### **Related Materials (September 1986)**

Additional materials concerning Mrs. Ford's public mail is available in the White House Central Files Subject File category for Mrs. Ford (PP 5-1) and in scattered files of Sheila Weidenfeld, Mrs. Ford's press secretary.

The largest file of Mrs. Ford's mail is the White House Social File which is currently unprocessed and unavailable for research.

**Last Modified Date**

2025-03-06

**Subject File, 1974-77.**

(Boxes 1-6, 2.4 linear feet)

Material compiled by the correspondence unit staff to assist with drafting responses to letters from the general public on a variety of issues. Included are newspaper clippings, press releases, government publications, speech texts, and carbons of outgoing letters on such topics as health, International Women's Year, abortion, and the White House. Carbons of her outgoing letters are all filed in this series rather than the chronological file. She does not appear to have kept a separate chronological file.

Arranged alphabetically by subject.

**Box 1 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Abortion
OPEN	Affiliations
OPEN	Animals
OPEN	Athletics
OPEN	Auction Items, Requests for
OPEN	Bicentennial
OPEN	Biographical (1)-(2)
OPEN	B'nai B'rith
OPEN	Busing School Children
OPEN	Campaign
OPEN	Children (1)-(2)
OPEN	Christmas
OPEN	Citizens' Band Radio
OPEN	Clothing, Requests for
OPEN	Colorado
OPEN	Columbia Broadcasting System (CBS) - "60 Minutes" Interview

**Box 2 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Congratulatory Messages
OPEN	Declaration of Independence
OPEN	Defense, Department of
OPEN	Employment
OPEN	Endorsements, Decline of
OPEN	Energy
OPEN	Environment
OPEN	Equal Rights Amendment
OPEN	Fashion
OPEN	Federal Budget
OPEN	Food
OPEN	Foreign Relations
OPEN	Form Letters (1)-(4)

**Box 3 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	General
OPEN	Gifts
OPEN	Handicapped
OPEN	Health (1)-(7)

**Box 4 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Inquiries (1)-(2)
OPEN	International Women's Year
OPEN	Issues (1)-(2)
OPEN	Labor
OPEN	Law Enforcement
OPEN	Legislation
OPEN	Literacy (1)-(2)
OPEN	Meeting Requests
OPEN	Minority Groups

<b>Status</b>	<b>Title</b>
OPEN	Music and Arts

**Box 5 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	New Hampshire
OPEN	Nixon
OPEN	Offers/Solicitations
OPEN	Personal Problems, Citizens (1)-(2)
OPEN	Photographs, Autographs, and Memorabilia - Requests for
OPEN	Queen Elizabeth II
OPEN	Recipes and Menus, Requests for
OPEN	Religious Matters
OPEN	Schedules
OPEN	Senior Citizens
OPEN	Souvenirs and Mementos, Requests for
OPEN	Suggestions
OPEN	Taxes
OPEN	Telephone Memoranda, White House
OPEN	Texas

**Box 6 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Thank You Notes, Miscellaneous (1)-(9)
OPEN	Travel
OPEN	U.S. Postal Service
OPEN	Vietnam
OPEN	White House Furnishings
OPEN	White House Fellows
OPEN	Women's Advocacy (1)-(2)
OPEN	Youth

**Chronological File, 1974-76.**

(Boxes 7-9, 1.2 linear feet)

Carbons of outgoing letters drafted by Nancy Howe (Mrs. Ford's personal assistant), Marba Perrott (O'Neill's predecessor), and Thomas McCoy (acting director of correspondence). Carbons of O'Neill's outgoing letters are filed in the subject file. Incoming correspondence is filed in the White House Social Files and is currently unprocessed and not available for research.

Arranged chronologically.

**Box 7 - Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	Nancy Howe
OPEN	Thomas McCoy

**Box 8 - Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	Marba Perrott, 9/74-9/75

**Box 9 - Chronological File**

<b>Status</b>	<b>Title</b>
OPEN	Marba Perrott, 10/75-1/76