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SUSAN PORTER FILES, 1974-77

Collection Type

White House Office Files

Extent

9.6 linear feet (ca. 19,200 pages)

Record Type

Textual

Access

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Processed by

Leesa Tobin, April 1988

Biography

Susan A. Porter

1941 - Born, Cincinnati, Ohio

1963 - B.A., Earlham College

1966-71 - Assistant Director of Admissions, Mount Holyoke College

1970 - M.S., Indiana State University

1971-72 - Assistant Director of Correspondence for the First Lady

1972-73 - Assistant to Appointments Secretary for the First Lady

1973-77 - Appointments Secretary to the First Lady

1977-? - Special Assistant to the Assistant Attorney General of the Office for Improvements in the Administration of Justice, Department of Justice

1980 - Married to Jonathan Chapman Rose

1980-? - Staff, Assistant Attorney General for Administration, Department of Justice

1980-? - Staff, Office of Vice President, George Bush

Scope and Content Note

The Susan Porter files include correspondence, memoranda, schedules, calendars, fact sheets and scenarios compiled by Porter during her tenure as appointments secretary to Mrs. Ford and the Ford children from August 1974 until January 1977. Porter began working in the White House in 1971.

As appointments secretary Porter and her assistant, Sally Runion, organized schedules for Mrs. Ford and the Ford children. All incoming invitations were delivered to Porter's office and screened for likely events in which the First Family might wish to participate. These "possibles" were organized and passed along to the Fords for their consideration in consultation with the First Lady's press secretary, Sheila Weidenfeld, and members of the West Wing staff. After a decision was made Porter responded by letter or telephone to the issuing party. Invitations were extended to the Ford family from numerous and widely diverse individuals and groups. Porter typically responded to more than 500 invitations for Mrs. Ford alone each month. The Ford children, especially Susan, also received many invitations although fewer than their popular mother.

Planning and organization of activities for family members became particularly important during the presidential primary campaign. Often Mrs. Ford and all four children would be traveling simultaneously. Porter's files for these events include scenarios and press materials in addition to the invitation and preliminary planning materials. Material on most of these campaign events is also located in the files of

Press Secretary Sheila Weidenfeld.

Another important aspect of Porter's work was to keep an accurate calendar for each family member and inform the West Wing staff about scheduled First Family appearances and trips. She also kept records as to which honorary affiliations family members had accepted. The Administrative Subject File and the Memoranda File in this collection document how this was accomplished.

Related Materials (April 1988)

Additional material concerning Mrs. Ford's public appearances is available in the files of her press secretary, Sheila Weidenfeld and speechwriter, Kaye Pullen, as well as the Betty Ford Papers. The White House Central Files Subject File category for Mrs. Ford (PP 5-1), contains similar material.

Last Modified Date

2025-03-11

Administrative Subject File, 1974-77.

(Boxes 1-9, 3.6 linear feet)

Memoranda, correspondence, agendas, invitation logs, calendars, advance material, scenarios and card files compiled by Porter in planning the First Lady's schedule and those of the Ford children. Much of the material concerns events the Fords attended during the 1976 presidential primary campaign. Also included is background on awards and honorary affiliations accepted and declined by Mrs. Ford and the children and detailed activity calendars for each family member.

Arranged alphabetically by subject.

Box 1 - Administrative Subject File

Status	Title
OPEN	Administration Wives
OPEN	Awards - Ford, Betty - Accept
OPEN	Awards - Ford, Betty - Decline
OPEN	Campaign Events - 1976/02/24-28 - Florida - Ford, Betty (1)-(3)
OPEN	Campaign Events - 1976/03/02-05 - Illinois - Ford, Jack

Status	Title
OPEN	Campaign Events - 1976/03/08 - Florida - Ford, Jack
OPEN	Campaign Events - 1976/03/09-12 - Arizona and California - Ford, Betty (1)-(4)
OPEN	Campaign Events - 1976/03/29 - Wisconsin - Ford, Jack
OPEN	Campaign Events - 1976/04/05 - Wisconsin - Ford, Betty
OPEN	Campaign Events - 1976/04/12-14 - Texas - Ford, Jack (1)-(2)

Box 2 - Administrative Subject File

Status	Title
OPEN	Campaign Events - 1976/04/19-22 - Texas - Ford, Betty (1)-(2)
OPEN	Campaign Events - 1976/04/22-23 - Nebraska - Ford, Jack
OPEN	Campaign Events - 1976/04/25 - 1976/05/02 - Azalea Festival - Ford, Susan (1)-(2)
OPEN	Campaign Events - 1976/04/26-27 - Texas - Ford, Jack
OPEN	Campaign Events - 1976/04/29-30 - New York and Indiana - Ford, Betty
OPEN	Campaign Events - 1976/05/04-07 - Ohio, California, Nebraska - Ford, Betty (1)-(2)
OPEN	Campaign Events - 1976/05/14-18 - Michigan - Ford, Jack
OPEN	Campaign Events - 1976/05/15-16 - Michigan - Ford, Betty
OPEN	Campaign Events - 1976/05/19-21 - Oregon - Ford, Steven
OPEN	Campaign Events - 1975/05/21-22 - Ohio - Ford, Jack
OPEN	Campaign Events - 1976/05/21 - 1976/06/05 - New Jersey and California - Ford, Jack
OPEN	Campaign Events - 1976/05/27-28 - New Jersey and Ohio - Ford, Betty
OPEN	Campaign Events - 1976/06/04-08 - California - Ford, Betty
OPEN	Campaign Events - 1976/06/08-10 - Colorado, Ford, Jack
OPEN	Campaign Events - 1976/07/16-17 - Connecticut - Ford, Jack

Box 3 - Administrative Subject File

Status	Title
OPEN	Campaign Schedules
OPEN	Campaign Schedules - Ford, Jack (1)-(2)
OPEN	Campaign Schedules - Ford, Michael
OPEN	Campaign Schedules - Ford, Steven
OPEN	Campaign Schedules - Ford, Susan
OPEN	Distribution Lists
OPEN	East Wing Staff
OPEN	Honorary Affiliations - Children - Accept
OPEN	Honorary Affiliations - Children - Decline
OPEN	Honorary Affiliations - Ford, Betty - Accept (1)-(6)

Box 4 - Administrative Subject File

Status	Title
OPEN	Honorary Affiliations - Ford, Betty - Decline (1)-(2)
OPEN	Honorary Degrees - Ford, Betty - Decline
OPEN	Invitation Logs (1)-(11)

Box 5 - Administrative Subject File

Status	Title
OPEN	Photo Opportunity - Lupus Foundation (1)-(3)
OPEN	Photo Opportunity - National Women's Party
OPEN	Photo Opportunity - National Women's Political Caucus
OPEN	President's Schedule (1)-(5)
OPEN	Proposed Events

Box 6 - Administrative Subject File

Status	Title
OPEN	Scenarios (1)-(10)

Box 7 - Administrative Subject File

Status	Title
OPEN	Scenarios (11)-(22)

Box 8 - Administrative Subject File

Status	Title
OPEN	Schedules - Ford, Betty

Status	Title
OPEN	Schedules - Ford, Jack
OPEN	Schedules - Ford, Michael
OPEN	Schedules - Ford, Steve
OPEN	Schedules - Ford, Susan
OPEN	Washington Area Convention and Visitors Bureau (1)-(4)
OPEN	White House Events - Fact Sheets (1)-(2)

Box 9 - Administrative Subject File

Status	Title
OPEN	First Family Activities - Card File
OPEN	Honorary Affiliations - Ford, Betty - Card File

Memoranda File, 1974-77.

(Boxes 10-13, 1.6 linear feet)

Memoranda between Porter and White House staffers, other government offices and the President Ford Committee concerning schedule planning for the First Family. Also filed here is extensive material concerning coordination of the First Lady's schedule with that of the President.

Arranged alphabetically by corresponding individual or office.

Box 10 - Memoranda File

Status	Title
OPEN	Advance Office
OPEN	Advance Office - Events - Ford, Betty (1)-(10)

Box 11 - Memoranda File

Status	Title
OPEN	Advance Office - Events - Ford, Jack (1)-(2)
OPEN	Advance Office - Events - Ford, Michael
OPEN	Advance Office - Events - Ford, Steven
OPEN	Advance Office - Events - Ford, Susan (1)-(2)
OPEN	Bicentennial Office
OPEN	Congressional Liaison
OPEN	Curator's Office

Status	Title
OPEN	Domestic Council
OPEN	East Wing (1)-(3)
OPEN	Flower Shop
OPEN	Gift Unit
OPEN	Editorial Office

Box 12 - Memoranda File

Status	Title
OPEN	Kennedy Center
OPEN	Legal Office
OPEN	Leonard, Mildred
OPEN	Lukash, Dr. William
OPEN	Miscellaneous
OPEN	National Endowment for the Arts
OPEN	National Security Council (1)-(2)
OPEN	Photo Office (1)-(3)
OPEN	President Ford Committee (1)-(4)
OPEN	Usher's Office

Box 13 - Memoranda File

Status	Title
OPEN	White House Maintenance
OPEN	White House Supply
OPEN	Visitors Office (1)-(2)
OPEN	West Wing - Scheduling (1)-(7)
OPEN	Women's Affairs

Invitation Response File, 1974-77.

(Boxes 14-24, 4.4 linear feet)

An extensive file of carbon copies of responses to invitations for the First Lady and the Ford children. Most of these responses are form letters. The original incoming correspondence is filed in the White House Social Files which are currently unprocessed and unavailable for research.

For 1974, 1975 and 1977 responses to invitations for the First Lady are filed chronologically. Files for 1976 are organized by state. Files for each of the Ford children are arranged chronologically.

Box 14 - Invitation Response File

Status	Title
OPEN	Ford, Betty, Aug.-Nov. 1974

Box 15 - Invitation Response File

Status	Title
OPEN	Ford, Betty, Dec. 1974-March 1975

Box 16 - Invitation Response File

Status	Title
OPEN	Ford, Betty, April-June 1975

Box 17 - Invitation Response File

Status	Title
OPEN	Ford, Betty, July-Sept. 1975

Box 18 - Invitation Response File

Status	Title
OPEN	Ford, Betty, Oct.-Dec. 1975

Box 19 - Invitation Response File

Status	Title
OPEN	Ford, Betty, 1976 - Alabama - District of Columbia

Box 20 - Invitation Response File

Status	Title
OPEN	Ford, Betty, 1976 - District of Columbia - Massachusetts

Box 21 - Invitation Response File

Status	Title
OPEN	Ford, Betty, 1976 - Michigan - New York

Box 22 - Invitation Response File

Status	Title
OPEN	Ford, Betty, 1976 - North Carolina - Texas

Box 23 - Invitation Response File

Status	Title
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OPEN	Ford, Betty, 1976 - Utah - Wyoming
OPEN	Ford, Betty, 1976 - Congressional Endorsements
OPEN	Ford, Betty, 1976 - International
OPEN	Ford, Betty, 1977 (1)-(3)

Box 24 - Invitation Response File

Status	Title
OPEN	Ford, Jack (1)-(3)
OPEN	Ford, Michael
OPEN	Ford, Steven
OPEN	Ford, Susan (1)-(9)