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## **WARREN RUSTAND AND WILLIAM NICHOLSON FILES, (1973) 1974-77**

### **Collection Type**

White House Office Files

### **Extent**

28.6 linear feet (approximately 52,000 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).

## **Copyright**

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## **Processed by**

Ashlee Chism, Jeremy Schmidt, Hannah Brookhart, and Matt Green, May 2014

## **Biography**

### **Warren Rustand**

January 3, 1943 - Born in Fergus Falls, Minnesota

1965 - B.S. in Political Science, University of Arizona

1965-1968 - Faculty member at the University of Arizona

1969 - President of Warren Rustand Associates

1970-1973 - President of Executive Analysts, Inc.

1971 - M.A. in Political Science, University of Arizona

1973-1974 - Director of Scheduling and Advance, Office of Vice President Ford

1974-1975 - Director, White House Scheduling Office

1987-1997 - Chairman and CEO, Cambridge Company, Ltd.

1994-1997 - Chairman, 20/20 Laser Centers, Inc.

1996-1998 - Chairman and CEO, Rural/Metro Corp.

1997- - Director, TLC Vision Corporation

2000- - Strategic Partner, Harlingwood Capital Partners, LP

2001- - Chairman and CEO, Summit Capital Consulting

2004- - Managing Director / Managing Partner, SC Capital Partners LLC

2005- - Director, Providence Service Corp.

2006- - Chairman, Board of TLC Vision Corporation

2007-2012 - Lead Director, Providence Service Corp.

2007-2014 - Director, MedPro Safety Products

2012-2013 - Interim CEO, Providence Service Corp.

2013- - CEO, Providence Service Corp.

William Nicholson

February 18, 1943 - Born in Great Bend, Kansas

1961-1963 - Attended the University of Arizona

1966 - B.S., University of Nevada

1966-1971 - Captain, United States Air Force

1971 - Real Estate Sales Manager, Pemtom, Inc.

1972 - Director of Marketing and Sales, Pemtom, Inc.

1973-1974 - Vice President, Robert Engstrom Associates, Inc.

1974-1975 - Deputy Director, White House Scheduling Office

1975-1977 - Director, White House Scheduling Office

1984-1992 Chief Operating Officer, Amway

### **Scope and Content Note**

These are the combined files of the Directors of the Presidential Scheduling Office, Warren Rustand, and his successor, William Nicholson. Rustand previously served as Vice President Ford's Director of Scheduling and Advance. A small number of documents are included in this collection from this earlier post. In November 1975, Nicholson, who was the Deputy Director of the Presidential Scheduling Office was promoted to Director, following Rustand's resignation. Nicholson inherited Rustand's files and continued them, largely following the same filing scheme, until the end of President Ford's term in office.

This collection contains correspondence, calendars, schedules, schedule proposals, briefing papers, Cabinet meeting minutes, foreign travel requests, and publications compiled or created by Presidential Scheduling office staff. This office served as the entrance point for all demands on the President's time, including requests for public appearances, meetings with the public or staff, or telephone calls to individuals or organizations. The Director proposed daily, weekly, and monthly schedules for the President. The proposals were first sent to the Assistant to the President for White House Operations (Donald Rumsfeld, and later, Richard Cheney) for their comments and then on to President Ford for approval. After approval, the finalized schedule would be copied and sent out to pertinent staff

members. The Scheduling Office also kept finalized copies of each type of schedule, as well as copies of letters accepting or declining invitations.

Although the bulk of the collection's files pertain to the duty of scheduling, other areas are also represented. The Scheduling Office initially had major responsibility for working with the Cabinet. At the beginning of the Ford administration, the head of this office also served as Secretary to the Cabinet, and even after James Connor was named to that post in January 1975, Rustand continued much of the Cabinet liaison work. This work included briefings for new Cabinet members, developing meeting agenda, taking notes, and communications. Following Rustand's departure, these Cabinet-related duties were transferred to the Secretary to the Cabinet. An exception to this was oversight of the Presidential Spokesmen Office. This office handled event invitations that the President had to decline, but which were considered important enough that the administration should be represented at the event. The office coordinated the schedules of administration spokesmen such as Cabinet officers and agency heads and arranged for them to speak on behalf of the President.

The Scheduling Office also kept records of presidential telephone calls, scheduled political activities in conjunction with the President Ford Committee, analyzed how the President's time was spent, scheduled the use of Camp David, U.S.S. Sequoia (presidential yacht), and the President's Kennedy Center box. This collection includes reference material including presidential meeting briefing papers, press releases, and speeches.

**Related Materials** (May 2014)

Related materials include the Jerry Jones Files (Director, Scheduling and Advance Office), James Connor Files (Cabinet Secretary), Warren Hendriks Files (Director, Office of Presidential Spokesmen), and White House Central Files Subject File (FG 6-11: The White House Office).

**Last Modified Date**

2025-03-07

**Subject File, (1973) 1974-77.**

(Boxes A1-A28, 12 linear feet)

This series consists of correspondence, minutes, calendars, schedules, logs,

reports, cables, and itineraries that document Scheduling Office operations and the activities of the President, First Family, Vice President, Cabinet, and political appointees. Included in this series are materials related to Cabinet meetings, calendars of Presidential activities, Camp David, Sequoia, and Kennedy Center box usage, foreign travel of Presidential appointees, heads of state visits, the 1976 Presidential campaign, Presidential telephone calls, political appointee spokespersons, and Presidential trips.

Arranged alphabetically.

**Box A1 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Appointments - Committees, Agencies, and Councils
OPEN	Biographies
OPEN	Cabinet Material: General Information on Cabinet Members and Contacts
OPEN	Cabinet Material: General Cabinet Memoranda and Notes
OPEN	Cabinet Material: Cabinet Meeting, 8/9/1974
OPEN	Cabinet Material: Cabinet Meeting, 8/26/1974
OPEN	Cabinet Material: Cabinet Meeting, 9/10/1974
OPEN	Cabinet Material: Cabinet Meeting, 9/17/1974
OPEN	Cabinet Material: Cabinet Meeting, 10/11/1974
OPEN	Cabinet Material: Cabinet Meeting, 10/30/1974
OPEN	Cabinet Material: Cabinet Meeting, 11/15/1974
OPEN	Cabinet Material: Cabinet Meeting, 1/8/1975
OPEN	Cabinet Material: Cabinet Meeting, 1/29/1975
OPEN	Cabinet Material: Cabinet Meeting, 2/21/1975
OPEN	Cabinet Material: Cabinet Meeting, 3/12/1975
OPEN	Cabinet Material: Cabinet Meeting, 3/26/1975

**Box A2 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Cabinet Material: Cabinet Meeting, 4/16/1975
OPEN	Cabinet Material: Cabinet Meeting, 5/7/1975
OPEN	Cabinet Material: Cabinet Meeting, 6/4/1975

<b>Status</b>	<b>Title</b>
OPEN	Cabinet Material: Cabinet Meeting, 6/25/1975
OPEN	Cabinet Material: Cabinet Meeting, 7/16/1975
OPEN	Cabinet Material: Cabinet Meeting, 8/27/1975
OPEN	Cabinet Material: Cabinet Meeting, 9/17/1975
OPEN	Cabinet Material: Cabinet Meeting, 10/8/1975
OPEN	Cabinet Material: Cabinet Meeting, 12/10/1975
OPEN	Calendars - President Ford: Monthly Planning Calendars, 8/1974 - 8/1975
OPEN	Calendars - President Ford: Copies of Monthly Planning Calendars, 9/1974 - 9/1975
OPEN	Calendars - President Ford: Copies of Monthly Planning Calendars, 9/1975 - 12/1976
OPEN	Calendars - President Ford: Final Monthly Calendars, 8/1974 - 1/1977
OPEN	Calendars - President Ford: Final Original Weekly Grids, 8/1974 - 1/1977
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 8/1974 - 12/1974

### **Box A3 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 12/1974 - 3/1975
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 3/1975 - 7/1975
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 6/1975 - 11/1975
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 11/1975 - 6/1976
OPEN	Calendars - President Ford: Copies of Weekly Calendars, 6/1976 - 12/1976
OPEN	Calendars - President Ford: Daily Calendars, 8/1974 - 10/1974

<b>Status</b>	<b>Title</b>
OPEN	Calendars - President Ford: Daily Calendars, 10/1974 - 12/1974

**Box A4 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Calendars - President Ford: Daily Calendars, 12/1974 - 4/1975
OPEN	Calendars - President Ford: Daily Calendars, 5/1975 - 7/1975
OPEN	Calendars - President Ford: Daily Calendars, 8/1975 - 10/1975
OPEN	Calendars - President Ford: Daily Calendars, 10/1975 - 5/1976
OPEN	Calendars - President Ford: Daily Calendars, 5/1976 - 1/1977
OPEN	Calendars - Ford Family: Mrs. Ford, 8/1974 - 4/1975
OPEN	Calendars - Ford Family: Mrs. Ford, 5/1975 - 5/1976
OPEN	Calendars - Ford Family: Mrs. Ford, 4/1976 - 1/1977

**Box A5 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Calendars - Ford Family: Jack Ford, 7/1975 - 12/1976
OPEN	Calendars - Ford Family: Steven Ford, 8/1974
OPEN	Calendars - Ford Family: Susan Ford, 8/1974 - 12/1976
OPEN	Calendars - Vice President: Schedules, 2/1976 - 4/1976
OPEN	Calendars - Vice President: Schedules, 4/1976 - 7/1976
OPEN	Calendars - Vice President: Schedules, 7/1976 - 12/1976
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: General and Requests
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Camp David Usage Log
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Kennedy Center Usage Memoranda [Log]



<b>Status</b>	<b>Title</b>
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Sequoia Usage Log
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Camp David and Sequoia Usage Memoranda, 3/1975 - 6/1975
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Kennedy Center Schedules and Handbills, 10/1975 - 5/1976
OPEN	Camp David, Sequoia, Kennedy Center, Camp Hoover: Kennedy Center Schedules and Handbills, 6/1976 - 11/1976

**Box A6 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Congressional Requests: 9/1974 - 7/1975
OPEN	Congressional Requests: 1975 - 1976
OPEN	Congressional Requests: 1/1976 - 8/1976
OPEN	Convention Schedules (DC area), National Governors' Conference Governor's Bulletin, AAA Calendar of Events, 8/1976 - 11/1976
OPEN	Convention Schedules (DC area), National Governors' Conference Governor's Bulletin, AAA Calendar of Events, 5/1976 - 8/1976
OPEN	Correspondence: General, 1974
OPEN	Correspondence: General, 1975 (1)
OPEN	Correspondence: General, 1975 (2)

**Box A7 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Correspondence: General, 1/1976 - 3/1976
OPEN	Correspondence: General, 3/1976
OPEN	Correspondence: General, 4/1976 - 8/1976
OPEN	Correspondence: General, 9/1976 - 10/1976
OPEN	Correspondence: General, 10/1976

<b>Status</b>	<b>Title</b>
OPEN	Correspondence: General, 11/1976 (1)
OPEN	Correspondence: General, 11/1976 (2)

**Box A8 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Correspondence: General, 12/1976 (1)
OPEN	Correspondence: General, 12/1976 (2)
OPEN	Correspondence: General, 1/1977
OPEN	Correspondence: Connor Schedule Corrections, 1/1975 and 5/1975
OPEN	Correspondence: Mrs. Ford's Responses, 2/1975 - 11/1975
OPEN	Correspondence: Nicholson General Letters and Memoranda, 9/1974 - 9/1976
OPEN	Correspondence: Nicholson General Letters and Memoranda, 10/1975 - 12/1976
OPEN	Correspondence: Parker General Memoranda, 8/1974 - 9/1974
OPEN	Correspondence: Parker to Haig Schedule Memoranda, 8/1974 - 9/1974
OPEN	Correspondence: Presidential Appointees Briefing Memoranda, 1/1976
OPEN	Correspondence: Rumsfeld, Cheney, and Connor Schedule Memoranda, 10/1974 - 2/1975
OPEN	Correspondence: Rustand General Memoranda, 10/1974 - 10/1975
OPEN	Correspondence: Rustand to President Ford Memoranda, 8/1974 - 7/1975
OPEN	Correspondence: Rustand Professional and Personal Responses, 2/1974 - 4/1975

**Box A9 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Correspondence: Rustand Scheduling Memoranda, 8/1974 - 9/1975

<b>Status</b>	<b>Title</b>
OPEN	Data / Information: Approved Presidential Activities, 8/17/1974 - 6/12/1975
OPEN	Data / Information: Approved Presidential Activities, 6/11/1975 - 6/27/1975
OPEN	Data / Information: Approved Presidential Activities, 6/27/1975 - 7/18/1975
OPEN	Data / Information: Approved Presidential Activities, 7/29/1975 - 9/3/1975
OPEN	Data / Information: Approved Presidential Activities, 9/3/1975 - 11/7/1975
OPEN	Data / Information: Approved Presidential Activities, 11/7/1975 - 12/12/1975
OPEN	Data / Information: Approved Presidential Activities, 12/19/1975 - 1/21/1976

**Box A10 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Data / Information: Approved Presidential Activities, 1/21/1976 - 2/5/1976
OPEN	Data / Information: Approved Presidential Activities, 2/5/1976 - 3/11/1976
OPEN	Data / Information: Approved Presidential Activities, 3/18/1976 - 4/8/1976
OPEN	Data / Information: Approved Presidential Activities, 4/8/1976 - 4/29/1976
OPEN	Data / Information: Approved Presidential Activities, 4/29/1976 - 6/3/1976
OPEN	Data / Information: Approved Presidential Activities, 6/3/1976 - 6/17/1976
OPEN	Data / Information: Approved Presidential Activities, 6/24/1976 - 7/22/1976

**Box A11 - Subject File**

<b>Status</b>	<b>Title</b>
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OPEN	Data / Information: Approved Presidential Activities, 7/22/1976 - 12/30/1976
OPEN	Data / Information: Approved Presidential Activities, 1/13/1977
OPEN	Data / Information: Event Instructions, 5/22/1975 - 1/27/1976
OPEN	Data / Information: Event Instructions, 2/12/1976 - 10/14/1976
OPEN	Data / Information: Event Memoranda, Instructions, and Fact Sheets, 10/1974 - 4/7/1975
OPEN	Data / Information: Event Memoranda, Instructions, and Fact Sheets, 4/8/1975 - 6/5/1975
OPEN	Data / Information: Event Memoranda, Instructions, and Fact Sheets, 6/11/1975 - 12/10/1976

**Box A12 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials: Policy Memoranda, 12/4/1975 - 11/11/1976
OPEN	Foreign Travel of Government Officials: Log, 8/7/1974 - 1/18/1977
OPEN	Foreign Travel of Government Officials, 7/1974 - 8/27/1974
OPEN	Foreign Travel of Government Officials, 8/28/1974 - 8/31/1974
OPEN	Foreign Travel of Government Officials, 9/1/1974 - 9/11/1974
OPEN	Foreign Travel of Government Officials, 9/12/1974 - 9/19/1974
OPEN	Foreign Travel of Government Officials, 9/20/1974
OPEN	Foreign Travel of Government Officials, 9/21/1974 - 9/30/1974
OPEN	Foreign Travel of Government Officials, 10/1/1974 - 10/7/1974
OPEN	Foreign Travel of Government Officials, 10/8/1974 - 10/9/1974

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 10/10/1974 - 10/20/1974

**Box A13 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 10/21/1974 - 10/31/1974
OPEN	Foreign Travel of Government Officials, 11/1/1974 - 11/14/1974
OPEN	Foreign Travel of Government Officials, 11/15/1974 - 11/30/1974
OPEN	Foreign Travel of Government Officials, 12/1/1974 - 12/31/1974
OPEN	Foreign Travel of Government Officials, 1/1/1975 - 1/13/1975
OPEN	Foreign Travel of Government Officials, 1/14/1975 - 1/30/1975
OPEN	Foreign Travel of Government Officials, 2/1/1975 - 2/17/1975
OPEN	Foreign Travel of Government Officials, 3/1/1975 - 9/20/1975
OPEN	Foreign Travel of Government Officials, 10/1/1975 - 10/20/1975
OPEN	Foreign Travel of Government Officials, 10/21/1975 - 10/31/1975
OPEN	Foreign Travel of Government Officials, 11/1/1975 - 11/30/1975

**Box A14 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 12/1/1975 - 12/31/1975
OPEN	Foreign Travel of Government Officials, 1/12/1976 - 1/30/1976

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 2/1/1976 - 2/19/1976
OPEN	Foreign Travel of Government Officials, 2/20/1976 - 2/28/1976
OPEN	Foreign Travel of Government Officials, 3/1/1976 - 3/16/1976
OPEN	Foreign Travel of Government Officials, 3/17/1976 - 3/22/1976
OPEN	Foreign Travel of Government Officials, 3/23/1976
OPEN	Foreign Travel of Government Officials, 3/24/1976 - 3/31/1976

**Box A15 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 4/1/1976 - 4/11/1976
OPEN	Foreign Travel of Government Officials, 4/12/1976 - 4/19/1976
OPEN	Foreign Travel of Government Officials, 4/20/1976 - 4/30/1976
OPEN	Foreign Travel of Government Officials, 5/1/1976 - 5/11/1976
OPEN	Foreign Travel of Government Officials, 5/12/1976 - 5/17/1976
OPEN	Foreign Travel of Government Officials, 5/18/1976 - 5/24/1976
OPEN	Foreign Travel of Government Officials, 5/25/1976 - 5/30/1976
OPEN	Foreign Travel of Government Officials, 6/1/1976 - 6/4/1976
OPEN	Foreign Travel of Government Officials, 6/5/1976 - 6/16/1976
OPEN	Foreign Travel of Government Officials, 6/17/1976 - 6/30/1976

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 7/1/1976 - 7/20/1976

**Box A16 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 7/21/1976 - 7/31/1976
OPEN	Foreign Travel of Government Officials, 8/1/1976 - 8/12/1976
OPEN	Foreign Travel of Government Officials, 8/13/1976 - 8/29/1976
OPEN	Foreign Travel of Government Officials, 8/30/1976
OPEN	Foreign Travel of Government Officials, 9/1/1976 - 9/9/1976
OPEN	Foreign Travel of Government Officials, 9/10/1976 - 9/20/1976
OPEN	Foreign Travel of Government Officials, 9/21/1976 - 9/26/1976
OPEN	Foreign Travel of Government Officials, 9/27/1976 - 9/30/1976
OPEN	Foreign Travel of Government Officials, 10/1/1976 - 10/12/1976
OPEN	Foreign Travel of Government Officials, 10/13/1976 - 10/20/1976
OPEN	Foreign Travel of Government Officials, 10/21/1976 - 10/31/1976

**Box A17 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 11/1/1976 - 11/5/1976
OPEN	Foreign Travel of Government Officials, 11/6/1976 - 11/19/1976
OPEN	Foreign Travel of Government Officials, 11/20/1976 - 11/30/1976

<b>Status</b>	<b>Title</b>
OPEN	Foreign Travel of Government Officials, 12/1/1976 - 12/8/1976
OPEN	Foreign Travel of Government Officials, 12/10/1976 - 1/20/1977
OPEN	Foreign Travel of Government Officials, 1/1977
OPEN	Forms: Approved Presidential Activity Memorandum Format
OPEN	Forms: Cabinet Briefing Format
OPEN	Forms: Foreign Travel of Government Officials Notification Forms
OPEN	Forms: Monthly Calendar Formats
OPEN	Forms: Personnel Assignment Forms

**Box A18 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Forms: Recommended Presidential Telephone Call Format and Related Memoranda
OPEN	Forms: Schedule Proposal Format and Related Memoranda
OPEN	Forms: Speech Proposal Format
OPEN	Forms: Weekly Presidential Calendar Formats
OPEN	General Administration: 11/14/1975 - 12/17/1976
OPEN	Head of State Visits: Foreign Visitors to White House, 1/28/1975 - 8/5/1975
OPEN	Head of State Visits: Foreign Visitors to White House, 9/15/1975 - 10/21/1976
OPEN	Head of State Visits: Instructions, Profiles, and Memoranda, 2/1975 - 5/1975
OPEN	Head of State Visits: Instructions, Profiles, and Memoranda, 6/1975
OPEN	Head of State Visits: Instructions, Profiles, and Memoranda, 8/1975 - 9/1975

**Box A19 - Subject File**

<b>Status</b>	<b>Title</b>
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OPEN	Head of State Visits: Instructions, Profiles, and Memoranda, 9/1975
OPEN	Head of State Visits: Instructions, Profiles, and Memoranda: 10/1975 - 11/1975
OPEN	Legislation: Bills Received at the White House, 10/15/1974 - 4/14/1976
OPEN	Legislation: Bills Received at the White House, 4/27/1976 - 10/13/1976
OPEN	News Item Statistics, 8/19/1974 - 6/16/1976
OPEN	News Item Statistics, 6/21/1976 - 12/29/1976
OPEN	Operational Guides: Advance Personnel Letters, Resumes, and Memoranda, 10/8/1974 - 9/22/1975
OPEN	Operational Guides: Appointments Office Organization, Responsibilities, and Requests (1)
OPEN	Operational Guides: Appointments Office Organization, Responsibilities, and Requests (2)

**Box A20 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Operational Guides: Sample Approved Presidential Activities Memorandum, Topical A-Go
OPEN	Operational Guides: Sample Approved Presidential Activities Memorandum, Topical Gr-Re
OPEN	Operational Guides: Sample Approved Presidential Activities Memorandum, Topical Re-W
OPEN	Operational Guides: Scheduling Office Procedure, 8/12/1974 - 2/4/1975
OPEN	Operational Guides: Suggestions Regarding the First Lady's Staff and Schedule
OPEN	Pending Material: Internal Scheduling Memoranda, 8/26/1974 -11/22/1974
OPEN	Pending Material: Internal Scheduling Memoranda, 12/2/1974 - 10/15/1975
OPEN	Pending Material: Parker Papers and Files

<b>Status</b>	<b>Title</b>
OPEN	Pending Material: Rustand Papers and Files, 9/12/1974 - 10/22/1975

**Box A21 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Photographs: First Family
OPEN	Political Material: American Political Reports, 10/15/1974 - 4/2/1976
OPEN	Political Material: American Political Reports, 4/5/1976 - 12/10/1976
OPEN	Political Material: Campaign Notebook (1)
OPEN	Political Material: Campaign Notebook (2)
OPEN	Political Material: Carter/Mondale Schedules
OPEN	Political Material: Dole Schedules, 9/1976 - 11/1976
OPEN	Political Material: Election Travel Planning and Time Analysis

**Box A22 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Political Material: GOP Fundraisers and Leadership Meetings
OPEN	Political Material: Media Requests (1)
OPEN	Political Material: Media Requests (2)
OPEN	Political Material: Population Analysis
OPEN	Political Material: President Ford Committee, 6/27/1975 - 3/5/1976
OPEN	Political Material: President Ford's Campaign Schedules
OPEN	Political Material: Presidential Primary Travel Analysis, 3/28/1975
OPEN	Political Material: Presidential Primary Travel Analysis, 8/6/1975
OPEN	Political Material: Presidential Primary Travel Analysis, 6/3/1976

<b>Status</b>	<b>Title</b>
OPEN	Political Material: Presidential Primary Travel Analysis, 5/1975 - 6/1976
OPEN	Political Material: RNC

### **Box A23 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Reading Material: Press Releases, 12/10/1974 - 12/15/1975
OPEN	Reading Material: Press Statements, 1/22/1975 - 3/10/1975
OPEN	Reading Material: Speech Releases, 8/30/1975 - 9/29/1975
OPEN	Reading Material: Speech Releases, 10/1/1975 - 10/14/1975
OPEN	Recommended Telephone Calls: 8/1974 - 11/1974
OPEN	Recommended Telephone Calls: 11/1974
OPEN	Recommended Telephone Calls: 11/1974 - 1/1975
OPEN	Recommended Telephone Calls: 1/1975 - 6/1975

### **Box A24 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Recommended Telephone Calls: 7/1975 - 10/1976
OPEN	Resumes and Related Material (1)
OPEN	Resumes and Related Material (2)
OPEN	Resumes and Related Material (3)
OPEN	Resumes and Related Material (4)
OPEN	Resumes and Related Material (5)
OPEN	Spokesmen's Material: Biographical Information (1)

### **Box A25 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Spokesmen's Material: Biographical Information (2)
OPEN	Spokesmen's Material: Itineraries, 1/1975 - 7/1975
OPEN	Spokesmen's Material: Itineraries, 8/1975 - 1/1976
OPEN	Spokesmen's Material: Sub-Cabinet Briefing, 1/9/1976

<b>Status</b>	<b>Title</b>
OPEN	Spokesmen's Material: Weekly Schedules, 10/1973 - 5/1974
OPEN	Spokesmen's Material: Weekly Schedules, 5/1974 - 9/1974
OPEN	Spokesmen's Material: Weekly Schedules, 9/1974 - 1/1975

#### **Box A26 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Spokesmen's Material: Weekly Schedules, 1/1975 - 3/1975
OPEN	Spokesmen's Material: Weekly Schedules, 4/1975
OPEN	Spokesmen's Material: Weekly Schedules, 5/1975
OPEN	Spokesmen's Material: Weekly Schedules, 6/1975 - 8/1975
OPEN	Summaries: Ford Administration (1)
OPEN	Summaries: Ford Administration (2)
OPEN	Telephone Logs: Nicholson Call Sheets, 10/1/1974 - 10/20/1975
OPEN	Telephone Logs: Parker Call Sheets, 8/12/1974 - 9/9/1974

#### **Box A27 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Time Analysis and Log: President's Schedule, 2/1975 - 8/1975
OPEN	Time and Attendance: 11/1975 - 11/1976
OPEN	Trip Files: Travel Summaries, 1974 - 1975
OPEN	Trip Files: Europe, 5/1975 - 6/1975
OPEN	Trip Files: Europe, 7/1975
OPEN	Trip Files: Far East, 11/1974
OPEN	Trip Files: Far East Cables (1)

#### **Box A28 - Subject File**

<b>Status</b>	<b>Title</b>
OPEN	Trip Files: Far East Cables (2)
OPEN	Trip Files: Martinique, 12/1974
OPEN	Trip Files: Mexico, 10/1974
OPEN	Trip Files: United States, 2/1975 -6/1975

<b>Status</b>	<b>Title</b>
OPEN	Zeoli, Billy: Correspondence and Weekly Prayers, 9/1974 - 5/1975
OPEN	Zeoli, Billy: Correspondence and Weekly Prayers, 5/1975 - 10/1975

**Long Range Planning File, 1974-76.**

(Boxes B1-B10, 4.3 linear feet)

This series consists of an active file of long range schedule planning documents, general and conceptual materials, long range schedule proposals, and files on potential forums. The potential forums files include requests for the President to visit certain states and venues, all of which were eventually turned down.

Arranged alphabetically. The active file is arranged by the day of the month (e.g., all the events occurring on the third day of the month are filed together). The Long Range Schedule Memos are arranged by memo date. The Potential Forums file is arranged alphabetically by location name.

**Box B1 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Active File (1-2)
OPEN	Active File (3-4)
OPEN	Active File (5-6)
OPEN	Active File (7-8)
OPEN	Active File (9-10)
OPEN	Active File (11-12)
OPEN	Active File (13-14)

**Box B2 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Active File (15-17)
OPEN	Active File (18)
OPEN	Active File (19)
OPEN	Active File (20-22)
OPEN	Active File (23-25)

<b>Status</b>	<b>Title</b>
OPEN	Active File (26-29)
OPEN	Active File (29-30)

### **Box B3 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	General and Conceptual Long Range Scheduling (1)
OPEN	General and Conceptual Long Range Scheduling (2)
OPEN	General and Conceptual Long Range Scheduling (3)
OPEN	General and Conceptual Long Range Scheduling: Spring 1975 Meeting, 1/24/1975
OPEN	Long Range Schedule Manual
OPEN	Long Range Schedule Memos: September 13 - November 7, 1974
OPEN	Long Range Schedule Memos: December 1974
OPEN	Long Range Schedule Memos: January 15 - January 22, 1975
OPEN	Long Range Schedule Memos: January 22 - February 3, 1975

### **Box B4 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Long Range Schedule Memos: February 5 - March 20, 1975
OPEN	Long Range Schedule Memos: March 24 - May 27, 1975
OPEN	Long Range Schedule Memos: May 27 - July 23, 1975
OPEN	Long Range Schedule Memos: July 25 - September 30, 1975
OPEN	Long Range Schedule Memos: October 15 - December 23, 1975

### **Box B5 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Long Range Schedule Memos: January 2 - February 26, 1976
OPEN	Long Range Schedule Memos: February 27 - August 6, 1976

<b>Status</b>	<b>Title</b>
OPEN	Long Range Schedule Memos: August 6 - October 5, 1976
OPEN	Potential Forums: Alabama
OPEN	Potential Forums: Alaska
OPEN	Potential Forums: Arizona (1)
OPEN	Potential Forums: Arizona (2)
OPEN	Potential Forums: Arkansas
OPEN	Potential Forums: California (1)

### **Box B6 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: California (2)
OPEN	Potential Forums: California (3)
OPEN	Potential Forums: California (4)
OPEN	Potential Forums: Canada
OPEN	Potential Forums: Colorado
OPEN	Potential Forums: Connecticut
OPEN	Potential Forums: District of Columbia
OPEN	Potential Forums: Federal Government Sites
OPEN	Potential Forums: Florida (1)

### **Box B7 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: Florida (2)
OPEN	Potential Forums: Georgia
OPEN	Potential Forums: Idaho
OPEN	Potential Forums: Illinois (1)
OPEN	Potential Forums: Illinois (2)
OPEN	Potential Forums: Indiana
OPEN	Potential Forums: Iowa
OPEN	Potential Forums: Kansas
OPEN	Potential Forums: Kentucky
OPEN	Potential Forums: Louisiana
OPEN	Potential Forums: Maryland

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: Massachusetts

**Box B8 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: Michigan (1)
OPEN	Potential Forums: Michigan (2)
OPEN	Potential Forums: Minnesota
OPEN	Potential Forums: Missouri
OPEN	Potential Forums: Montana
OPEN	Potential Forums: Nebraska
OPEN	Potential Forums: Nevada
OPEN	Potential Forums: New Hampshire
OPEN	Potential Forums: New Jersey
OPEN	Potential Forums: New Mexico
OPEN	Potential Forums: New York (1)

**Box B9 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: New York (2)
OPEN	Potential Forums: New York (3)
OPEN	Potential Forums: New York (4)
OPEN	Potential Forums: North Carolina
OPEN	Potential Forums: North Dakota
OPEN	Potential Forums: Ohio (1)
OPEN	Potential Forums: Ohio (2)
OPEN	Potential Forums: Oklahoma
OPEN	Potential Forums: Oregon
OPEN	Potential Forums: Pennsylvania (1)
OPEN	Potential Forums: Pennsylvania (2)

**Box B10 - Long Range Planning File**

<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: South Dakota
OPEN	Potential Forums: Tennessee



<b>Status</b>	<b>Title</b>
OPEN	Potential Forums: Texas
OPEN	Potential Forums: Utah
OPEN	Potential Forums: Vermont
OPEN	Potential Forums: Virginia
OPEN	Potential Forums: Washington
OPEN	Potential Forums: West Virginia
OPEN	Potential Forums: White House
OPEN	Potential Forums: Wisconsin

### **Schedule Proposal File, 1974-77.**

(Boxes C1-C13, 5.5 linear feet)

This series contains proposals and background information for President Ford's weekly and daily schedule. The proposals list the events along with a brief description. Most of the scheduling proposals are represented multiple times throughout this series at various stages of the approval process. For those proposals pertaining to long range schedule events, planning began up to four months ahead of time. In most cases, though, schedule items were proposed at most two weeks prior. Before proposals went to the President, they were sent for review to the Assistant to the President for White House Operations, Donald Rumsfeld (August 1974 - October 1975), and later, Richard Cheney (October 1975 - January 1977). These unmarked copies are included in the "Rustand Scheduling Memos to Rumsfeld" and "Nicholson Scheduling Memos to Rumsfeld / Cheney" subseries. Working copies of the proposals drafted by Rustand, and later, Nicholson, are included in the "Working Papers" and "Draft Proposals" subseries. Some comments from Rumsfeld and Cheney appear on these working copies. This series also contains the final schedule proposals signed by President Ford.

Arranged in eight subseries: Original Schedule Proposals Signed by President Ford, Copies of Schedule Proposals Signed by President Ford, Proposed Additions and Events, Weekly Schedule Proposals, Rustand Scheduling Memos to Rumsfeld / Cheney, \*Nicholson Scheduling Memos to Rumsfeld / Cheney, Working Papers, \*Draft Proposals. Arranged chronologically by schedule date unless otherwise noted.

\*Arranged chronologically by date of scheduling memorandum.

### **Box C1 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford - October 1, 1974 - November 11, 1974
OPEN	Original Schedule Proposals Signed by President Ford - November 11, 1974 - December 2, 1974
OPEN	Original Schedule Proposals Signed by President Ford - December 2, 1974 - January 12, 1975
OPEN	Original Schedule Proposals Signed by President Ford - January 13, 1975 - January 27, 1975
OPEN	Original Schedule Proposals Signed by President Ford - January 27, 1975 - February 20, 1975
OPEN	Original Schedule Proposals Signed by President Ford - February 24, 1975 - March 17, 1975

### **Box C2 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - March 18, 1975 - April 1, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - April 2, 1975 - April 26, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - April 28, 1975 - May 27, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - June 2, 1975 - June 23, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - June 23, 1975 - July 13, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - July 14, 1975 - July 24, 1975

### **Box C3 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - July 24, 1975 - August 27, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - August 28, 1975 - September 11, 1975

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - September 16, 1975 - October 3, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - October 6, 1975 - October 16, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - October 17, 1975 - November 3, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - November 4, 1975 - November 24, 1975

#### **Box C4 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - November 26, 1975 - December 15, 1975
OPEN	Original Schedule Proposals Signed by President Ford [continued] - December 22, 1975 - January 21, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - January 23, 1976 - February 10, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - February 11, 1976 - February 29, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - March 1, 1976 - March 18, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - March 18, 1976 - March 31, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - April 1, 1976 - April 27, 1976

#### **Box C5 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - May 1, 1976 - May 17, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - May 18, 1976 - June 3, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - June 5, 1976 - June 25, 1976

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - July 1, 1976 - July 21, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - July 23, 1976 - August 20, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - September 2, 1976 - September 28, 1976
OPEN	Original Schedule Proposals Signed by President Ford [continued] - September 29, 1976 - November 24, 1976

### **Box C6 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Original Schedule Proposals Signed by President Ford [continued] - November 29, 1976 - January 7, 1977
OPEN	Original Schedule Proposals Signed by President Ford [continued] - January 10, 1977 - January 20, 1977

### **Box C7 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Copies of Schedule Proposals Signed by President Ford - October 21, 1974 - November 30, 1974
OPEN	Copies of Schedule Proposals Signed by President Ford - December 2, 1974 - January 14, 1975
OPEN	Copies of Schedule Proposals Signed by President Ford - January 14, 1975 - February 18, 1975
OPEN	Copies of Schedule Proposals Signed by President Ford - February 20, 1975 - March 21, 1975
OPEN	Copies of Schedule Proposals Signed by President Ford - March 21, 1975 - April 30, 1975
OPEN	Copies of Schedule Proposals Signed by President Ford - May 1, 1975 - May 28, 1975
OPEN	Copies of Schedule Proposals Signed by President Ford - June 2, 1975 - September 1975
OPEN	Proposed Additions and Events - December 8, 1975 - February 23, 1976

### **Box C8 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Proposed Additions and Events [continued] - February 24, 1976 - April 14, 1976
OPEN	Proposed Additions and Events [continued] - April 14, 1976 - May 31, 1976
OPEN	Proposed Additions and Events [continued] - June 1, 1976 - June 27, 1976
OPEN	Proposed Additions and Events [continued] - June 30, 1976 - July 21, 1976
OPEN	Proposed Additions and Events [continued] - July 30, 1976 - October 5, 1976
OPEN	Proposed Additions and Events [continued] - October 7, 1976 - December 18, 1976
OPEN	Proposed Additions and Events [continued] - August 12, 1974 - November 4, 1974

#### **Box C9 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Weekly Schedule Proposals - February 24, 1975 - June 23, 1975
OPEN	Weekly Schedule Proposals - June 30, 1975 - October 27, 1975
OPEN	Weekly Schedule Proposals - November 3, 1975 - February 9, 1976
OPEN	Weekly Schedule Proposals - February 16, 1976 - June 21, 1976
OPEN	Weekly Schedule Proposals - June 28, 1976 - December 13, 1976
OPEN	Rustand Scheduling Memos to Rumsfeld - October 5, 1974 - March 7, 1975

#### **Box C10 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - March 10, 1975 - April 14, 1975

<b>Status</b>	<b>Title</b>
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - April 14, 1975 - May 15, 1975
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - May 19, 1975 - June 24, 1975
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - June 24, 1975 - July 23, 1975
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - July 24, 1975 - September 10, 1975
OPEN	Rustand Scheduling Memos to Rumsfeld [continued] - September 10, 1975 - October 16, 1975
OPEN	Nicholson Scheduling Memos to Rumsfeld / Cheney - October 22, 1975 - December 13, 1975
OPEN	Nicholson Scheduling Memos to Rumsfeld / Cheney - December 11, 1975 - December 30, 1975

#### **Box C11 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Working Papers - August 1974 - January 1975 (1)
OPEN	Working Papers - August 1974 - January 1975 (2)
OPEN	Working Papers - August 1974 - January 1975 (3)
OPEN	Working Papers - August 1974 - January 1975 (4)
OPEN	Working Papers - August 1974 - January 1975 (5)
OPEN	Working Papers - August 1974 - January 1975 (6)
OPEN	Working Papers - August 1974 - January 1975 (7)

#### **Box C12 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Draft Proposals - August 1974 - January 1975 (1)
OPEN	Draft Proposals - August 1974 - January 1975 (2)
OPEN	Draft Proposals - August 1974 - January 1975 (3)
OPEN	Draft Proposals - August 1974 - January 1975 (4)
OPEN	Draft Proposals - January - March 1975 (1)
OPEN	Draft Proposals - January - March 1975 (2)

#### **Box C13 - Schedule Proposal File**

<b>Status</b>	<b>Title</b>
OPEN	Draft Proposals [continued] - January - March 1975 (3)
OPEN	Draft Proposals [continued] - January - June 1975 (1)
OPEN	Draft Proposals [continued] - January - June 1975 (2)
OPEN	Draft Proposals [continued] - January - June 1975 (3)
OPEN	Draft Proposals [continued] - January - June 1975 (4)
OPEN	Draft Proposals [continued] - July - October 1975 (1)
OPEN	Draft Proposals [continued] - July - October 1975 (2)

**Presidential Briefing Material File, 1974-76.**

(Boxes D1-D8, 3.7 linear feet)

This series consists of briefing memoranda and other background information for Presidential meetings. The memoranda describe the purpose, background details, and press plan, and include talking points and a list of participants.

Arranged chronologically by date of memorandum.

**Box D1 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	8/13/1974-8/22/1974
OPEN	8/23/1974-8/30/1974
OPEN	9/3/1974-9/19/1974
OPEN	9/20/1974-10/8/1974
OPEN	10/29/1974-11/6/1974
OPEN	11/8/1974-11/11/1974
OPEN	11/12/1974-11/23/1974
OPEN	11/25/1974-11/30/1974
OPEN	12/1/1974-12/5/1974

**Box D2 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	12/6/1974-12/13/1974
OPEN	12/16/1974-12/19/1974
OPEN	12/20/1974-12/21/1974

<b>Status</b>	<b>Title</b>
OPEN	1/3/1975-1/13/1975
OPEN	1/14/1975-1/17/1975
OPEN	1/18/1975-1/31/1975
OPEN	2/1/1975-2/12/1975
OPEN	2/13/1975-2/18/1975
OPEN	2/19/1975-2/28/1975
OPEN	3/3/1975-3/9/1975

**Box D3 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	3/10/1975-3/14/1975
OPEN	3/15/1975-4/11/1975
OPEN	4/12/1975-4/20/1975
OPEN	4/21/1974-4/25/1975
OPEN	4/26/1975-5/1/1975
OPEN	5/2/1975-5/13/1975
OPEN	5/14/1975-5/21/1975

**Box D4 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	5/22/1975-6/6/1975
OPEN	6/7/1975-6/10/1975
OPEN	6/11/1975-6/12/1975
OPEN	6/16/1975-6/20/1975
OPEN	6/21/1975-6/27/1975
OPEN	6/28/1975-7/3/1975
OPEN	7/4/1975-7/10/1975

**Box D5 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	7/11/1975-7/15/1975
OPEN	7/16/1975-7/21/1975
OPEN	7/22/1975-7/24/1975
OPEN	7/25/1975-8/6/1975



<b>Status</b>	<b>Title</b>
OPEN	8/7/1975-8/27/1975
OPEN	8/28/1975-9/8/1975
OPEN	9/9/1975-9/17/1975
OPEN	9/18/1975-9/23/1975

**Box D6 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	9/24/1975-9/30/1975
OPEN	10/2/1975-10/9/1975
OPEN	10/14/1975-10/28/1975
OPEN	10/29/1975-11/8/1975
OPEN	11/9/1975-11/13/1975
OPEN	11/17/1975-12/10/1975
OPEN	12/11/1975-12/31/1975
OPEN	1/2/1976-1/19/1976

**Box D7 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	1/20/1976-1/30/1976
OPEN	2/2/1976-2/10/1976
OPEN	2/11/1976-2/23/1976
OPEN	2/24/1976-3/3/1976
OPEN	3/4/1976-3/17/1976
OPEN	3/18/1976-3/26/1976

**Box D8 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	4/8/1976-4/26/1976
OPEN	4/30/1976-5/18/1976
OPEN	5/20/1976-5/31/1976
OPEN	6/1/1976-6/11/1976
OPEN	6/12/1976-6/30/1976
OPEN	7/1/1976-7/8/1976
OPEN	7/9/1976-7/16/1976

<b>Status</b>	<b>Title</b>
OPEN	7/20/1976-7/31/1976

**Box D9 - Presidential Briefing Material File**

<b>Status</b>	<b>Title</b>
OPEN	8/3/1976-8/31/1976
OPEN	9/2/1976-9/30/1976
OPEN	10/13/1976-12/16/1976

**Invitations File, 1975-76.**

(Boxes E1-E6, 2.5 linear feet)

This series contains invitations that President Ford received to visit various places during his presidency, including schools, churches, cities, and to participate in various activities, including ski trips, golf, and college commencement ceremonies. Additional invitations are filed in the Subject File series in the "Congressional Requests" and "Correspondence" subseries.

Arranged alphabetically.

**Box E1 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Alphabetical File (A)
OPEN	Alphabetical File (B)
OPEN	Alphabetical File (C)
OPEN	Alphabetical File (D)
OPEN	Alphabetical File (E)
OPEN	Alphabetical File (F)

**Box E2 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Alphabetical File (G) (1)
OPEN	Alphabetical File (G) (2)
OPEN	Alphabetical File (H)
OPEN	Alphabetical File (I)
OPEN	Alphabetical File (J)
OPEN	Alphabetical File (K)

<b>Status</b>	<b>Title</b>
OPEN	Alphabetical File (L)

### **Box E3 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Alphabetical File (M) (1)
OPEN	Alphabetical File (M) (2)
OPEN	Alphabetical File (M) (3)
OPEN	Alphabetical File (N)
OPEN	Alphabetical File (O)
OPEN	Alphabetical File (P) (1)
OPEN	Alphabetical File (P) (2)
OPEN	Alphabetical File (Q)
OPEN	Alphabetical File (R) (1)

### **Box E4 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Alphabetical File (R) (2)
OPEN	Alphabetical File (S)
OPEN	Alphabetical File (T) (1)
OPEN	Alphabetical File (T) (2)
OPEN	Alphabetical File (U)
OPEN	Alphabetical File (V)
OPEN	Alphabetical File (W) (1)
OPEN	Alphabetical File (W) (2)
OPEN	Alphabetical File (X, Y, Z)

### **Box E5 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Chronological File, January 1977-February 1977
OPEN	Chronological File, March 1977-June 1977
OPEN	Chronological File, July 1977-October 1980
OPEN	Staffing File (B-PQ)
OPEN	Staffing File (R-W)
OPEN	Subject File - Church

<b>Status</b>	<b>Title</b>
OPEN	Subject File - Cities (1)
OPEN	Subject File - Cities (2)
OPEN	Subject File - Cities (3)
OPEN	Subject File - Commencements 1975

### **Box E6 - Invitations File**

<b>Status</b>	<b>Title</b>
OPEN	Subject File - Commencements 1976 (1)
OPEN	Subject File - Commencements 1976 (2)
OPEN	Subject File - Golf (1)
OPEN	Subject File - Golf (2)
OPEN	Subject File - RNC
OPEN	Subject File - Schools and Universities (1)
OPEN	Subject File - Schools and Universities (2)
OPEN	Subject File - Vice President Requests
OPEN	Subject File - Skiing
OPEN	Subject File - States
OPEN	Subject File - Swimming

### **Publications, 1974-76.**

(Boxes F1-F2, 0.5 linear feet)

This series contains publications used for reference purposes by the scheduling office.

Arranged alphabetically by title.

### **Box F1 - Publications**

<b>Status</b>	<b>Title</b>
OPEN	Britannica Book of the Year (1973) [Transferred to Book Collection]
OPEN	Campaign '74 Factbook (1)-(3)
OPEN	Catalog of Federal Domestic Assistance (1)-(2)
OPEN	Directory of Conventions (1975)

### **Box F2 - Publications**

<b>Status</b>	<b>Title</b>
OPEN	Regional Decision Making: New Strategies for Substate Districts (vol. 1)

**Photographic Materials, 1974-77.**

This series contains photographic materials collected by Rustand and Nicholson in their work as directors of the Presidential Scheduling Office. Subjects include portraits of staff and administration officials; a University Business Development Center presentation; the Hydrogen car and Hydrogen Bus; and potential sites for President Ford to visit in various states including Arizona, California, Colorado, Florida, Iowa, New Jersey, and Washington.

Arranged in parallel to the textual materials.

**Photographic Materials, 1974-77.**

<b>Status</b>	<b>Title</b>
	<a href="#">View container list for this series</a>