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BIRGE S. WATKINS FILES, 1974-77

Collection Type

White House Office Files

Extent

4.0 linear feet (ca. 8,000 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).

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Processed by

Barbara J. White, February 1983; revised by William H. McNitt, March 2013

Scope and Content Note

Birge S. Watkins, a 1971 graduate of Alma College, began working for L. William Seidman in 1972 in Grand Rapids, Michigan. In September 1974, he volunteered to aid Seidman with the Economic Summit and was then appointed to Seidman's office as staff assistant for scheduling.

As staff assistant, Watkins drafted replies to requests for appointments, appearances and White House tours. He also drafted responses to uncomplicated letters regarding economics and routine matters. Many form letters were used.

A key part of this collection is what appears to be a complete set of Seidman schedules.

Related Materials (February 1983)

The primary related collection is the L. William Seidman Files.

Last Modified Date

2025-03-14

Subject File, 1974-77.

(Boxes 1-6, 2.4 linear feet)

Letters, memoranda, schedules, reports, speeches, resumes, and form responses. The majority are photocopies of documents to and from Seidman's office. Most concern scheduling issues: requests, follow-up, thank-you, and schedules. Some general memoranda on the EPB, and personnel matters containing resumes and intern information are included. Two subject areas containing extensive information, mostly reports and press releases, concern minority business enterprise and youth employment. There is a small amount of Watkins' own correspondence and one unidentified speech.

Arranged alphabetically by subject.

Box 1 - Subject File

Status	Title
OPEN	Council on International Economic Policy (1)-(2)
OPEN	Economic Policy Board - Agendas
OPEN	Economic Policy Board - General
OPEN	Economic Policy Board - Organization/Decision Making
OPEN	Economic Policy Board - Speech and Travel Schedules
OPEN	Federal Grants
OPEN	First Lady
OPEN	Form Response - Draft Letters, Conference on Inflation
OPEN	Form Response - Draft Letters and Forms
OPEN	Form Response - Manual, Vice President
OPEN	Media Lists

Box 2 - Subject File

Status	Title
OPEN	Minority Business Enterprise (1)-(10)

Box 3 - Subject File

Status	Title
OPEN	Newswire Reports, 12/76 (1)-(8)
OPEN	Personnel (1)-(2)

Status	Title
OPEN	Personnel - Interns

Box 4 - Subject File

Status	Title
OPEN	President's Schedule (1)-(12)
OPEN	Presidential Schedule - Requests
OPEN	Presidential Trip, 11/1-2/76, Grand Rapids

Box 5 - Subject File

Status	Title
OPEN	Productivity Growth - Report, 10/74 (1)-(2)
OPEN	Public Members Association of the Foreign Service
OPEN	Scheduling
OPEN	Seidman, L. William - General
OPEN	Seidman, L. William - Personal
OPEN	Seidman, L. William - Scheduling
OPEN	State Department
OPEN	State of the Union Follow-up, 1975
OPEN	State of the Union Follow-up, 1976 (1)-(2)
OPEN	Vice President
OPEN	Watkins - Correspondence
OPEN	Watkins - Speech (Unidentified)
OPEN	White House Press Releases and Fact Sheets
OPEN	White House Staff Memoranda
OPEN	White House Tours

Box 6 - Subject File

Status	Title
OPEN	Youth Employment (1)-(8)

Conference File, 1975-76.

(Box 7, 0.4 linear feet)

Proceedings, briefing papers and books, news articles, and one transcript. Briefing papers and books of three conferences on consumer representation plans held in

January 1976 contain operational information needed to run the conferences and include itineraries, biographies, floor plans and transportation. There are proceedings for 1975 conferences on Capital Investment and Employment and on Domestic and Economic Affairs.

Arranged chronologically.

Box 7 - Conference File

Status	Title
OPEN	5/19-20/75 - National Conference on Capital Investment and Employment - Proceedings (1)-(2)
OPEN	10/7/75 - Mid-Appalachia White House Conference on Domestic and Economic Affairs - Proceedings
OPEN	1/21/76 - White House Conference on Consumer Representation Plans - Briefing Paper (1)-(2)
OPEN	1/23/76 - White House Conference on Consumer Representation Plans - Briefing Paper (1)-(2)
OPEN	1/23/76 - White House Conference on Consumer Representation Plans - News Clippings
OPEN	1/23/76 - White House Conference on Consumer Representation Plans - Stenographic Transcript
OPEN	1/29/76 - White House Conference on Consumer Representation Plans - Briefing Book
OPEN	1/29/76 - White House Conference on Consumer Representation Plans - Briefing Paper (1)-(2)

Chronological File, 1974-77.

Boxes 8-9, 0.8 linear feet)

Copies of largely routine outgoing letters and memoranda, drafted by Watkins for Seidman's signature. There are occasional attachments.

Arranged chronologically.

Box 8 - Chronological File

Status	Title
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OPEN 12/74-9/75

Box 9 - Chronological File

Status	Title
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OPEN	10/75-1/77
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Seidman Schedules, 1974-77.

(Box 10, 0.4 linear feet)

Typed daily schedules for L. William Seidman, often annotated with handwritten additions and changes. Note: This series was received later than the rest of the collection and only opened to research in March 2013.

Arranged chronologically.

Box 10 - Seidman Schedules

Status	Title
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OPEN	8/74-1/77
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