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WHITE HOUSE TELEGRAPH & TRAVEL SECTION: SAMPLE OF TELEGRAMS, 1974-77

Collection Type

White House Office Files

Extent

1.5 linear feet (ca. 3,000 pages)

Record Type

Textual

Access

Advance consultation is required so that archivists may complete routine review of requested folders for restricted information.

Copyright

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Processed by

Geir Gundersen, February 1995

Scope and Content Note

As a permanent operating unit of the Office of the Chief Executive Clerk [[1](#)], the White House Telegraph and Travel Section arranged travel for White House staff, assisted with travel arrangements for the White House press corps, and received and dispatched all telegrams for the White House Office. The collection has no information on these duties, but does contain a sample of telegrams taken from a complete set of incoming and outgoing telegrams maintained by the Telegraph and Travel Section.

In receiving and dispatching the telegrams, the Telegraph and Travel Section generated three copies of each. The original went to the White House office sending, receiving, or distributing the telegram; the second copy to the White House Central Files; and, the third stayed in the Telegraph and Travel Section. The Section kept their own set of telegrams, even though the White House Central Files staff deemed it unnecessary, because it was much easier to retrieve copies if asked [[2](#)]. The Section retained the telegrams for approximately three months before placing them in storage. The telegrams were shipped to the Ford Library as part of

the White House Central Files Bulk Mail File and later segregated by Library staff into a separate collection, totaling 50 linear feet.

The Ford Library decided to sample and dispose of the bulk of the collection because copies are located in several other collections. The decision to retain a sample was prompted by the collection's arrangement of all topics in a single chronological sequence, which is unique and may have modest value. Archivists sampled all boxes of incoming and outgoing telegrams and randomly selected approximately 75 pages from each box and placed them in individual folders.

Although the telegrams have been arranged and described, the collection has not been reviewed. Access cannot be granted to any folder until it has been reviewed by Library staff. Library staff will entertain reasonable requests for review of folders, provided archivists are given sufficient advance notice to process the requests.

Related Materials (February 1995)

Copies of the telegrams are located in the White House Central Files (WHCF) Name File, the WHCF Subject File, the WHCF Bulk Mail File, and individual staff files.

1. The Office of the Chief Executive Clerk is composed of permanent operating units established to support the President and members of his staff. The Office provides for the orderly processing of documents and correspondence within the White House Office and organizes and supervises clerical and administrative services and procedures. See White House Staff Manual, pages A-1 and A-2 (available in reference room).
2. Telephone interview with Gary Wright, November 17, 1994. Mr. Wright served as Assistant to the Chief, White House Telegraph and Travel Section, during the Ford administration.

Last Modified Date

2025-03-14

Incoming Telegrams File, 1974-77.

(Boxes 1-3, 1.2 linear feet)

A random sample of carbon copies of all incoming telegrams received by the White House. The telegrams are mostly routine messages from the American public expressing their opinions on a wide variety of issues.

Arranged by month

Box 1 - Incoming Telegrams

Status	Title
OPEN	August 1974 (1)-(2)
OPEN	September 1974 (1)-(7)
OPEN	October 1974 (1)-(2)
OPEN	November 1974
OPEN	December 1974
OPEN	January 1975

Box 2 - Incoming Telegrams

Status	Title
OPEN	February 1975
OPEN	March 1975
OPEN	April 1975 (1)-(2)
OPEN	May 1975 (1)-(2)
OPEN	June 1975
OPEN	July 1975
OPEN	August 1975
OPEN	September 1975
OPEN	October 1975
OPEN	November 1975

Box 3 - Incoming Telegrams

Status	Title
OPEN	December 1-20, 1975 (1)-(3)
OPEN	December 21-31, 1975
OPEN	January 1976
OPEN	February 1976

Status	Title
OPEN	March 1976 (1)-(2)
OPEN	April 1976
OPEN	May 1976
OPEN	June 1976
OPEN	July 1976
OPEN	August 1976
OPEN	September 1976
OPEN	October 1976
OPEN	November 1976
OPEN	December 1976 - January 1977

Outgoing Telegrams File, 1974-77.

(Box 4, 0.3 linear feet)

A random sample of carbon copies of all outgoing telegrams dispatched by the White House. The telegrams are mostly congratulations on anniversaries and birthdays, or condolences sent by President Ford. There are also invitations to conferences and meetings at the White House sent to members of professional groups and associations on behalf of the White House staff member coordinating the event.

Arranged by month.

Box 4 - Outgoing Telegrams

Status	Title
OPEN	August - December 1974
OPEN	January - February 1975
OPEN	March - August 1975
OPEN	September - December 1975
OPEN	January - April 1976
OPEN	May - October 1976
OPEN	November 1976 - January 1977