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WARREN K. HENDRIKS, JR. Director, Office of Presidential Spokesmen: Files , (1974) 1975-76

Collection Type

White House Office Files

Extent

3.2 linear feet (ca. 6,400 pages)

Record Type

Textual

Access

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Processed by

Samantha Ashby, January 2011

Biography

Warren K. Hendricks, Jr.

October 14, 1941 - Born, Chicago, Illinois

1963 - B.A. in Economics, Ripon College; Member of Sigma Chi

1963-69 - Infantry captain, U.S. Army

1968 - Assistant Ceremonies Officer, Washington D.C. - Social Aide to the President, Johnson and Nixon Administrations

1969 - Military Aide to the Chairman of the 1969 Inaugural Committee, J. Willard Marriott

1970-73 - Assistant to Secretary Robert H. Finch, Department of Health, Education and Welfare

1972 - Executive Assistant to the Chairman of the Inaugural Committee, J. Willard Marriott

1973-74 - Assistant Director, Domestic Council

1974 - Deputy to the Director of the Domestic Council

1975 - Associate Director, Domestic Council

January-October 1976 - Director, Presidential Spokesmen's Office

Unknown dates - Worked for the Aon Corporation

2001-? - Executive Vice President, DHR International, Chicago, Illinois

2007-08 - Director, National Surrogate Operations for John McCain 2008

2010 - President and CEO, The Hendriks Group, Boston, MA

Scope and Content Note

Beginning in January 1976, Hendriks served as Director of the Presidential Spokesmen's 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.

Hendrik's files consist of correspondence including original invitations, copies of Scheduling and Advance Office Director William Nicholson's responses declining the invitations on behalf of the President, and letters concerning possible alternative speakers. The collection also contains Presidential briefing papers, memoranda, the President's schedule, memoranda concerning proposed additions to the schedule, weekly and monthly planning calendars, spokesmen activity and primary spokesmen schedules, and Ford Convention Film schedules. Much of the material in these files bears the name Libby Goltra, secretary to William Nicholson, who apparently handled much of the day-to-day work for the Presidential Spokesmen's Office.

This collection is not a complete record of Hendriks' work at the White House, because none of the material concerns his earlier work on the staffs of Nixon White House Counsellor Robert H. Finch or the Domestic Council.

Related Materials (January 2011)

The collections received from other staff members in the Scheduling and Advance Office are all closely related, as are portions of White House Central Files categories IV (Invitations) and PR (Public Relations).

Last Modified Date

2025-03-07

Boxes 1-5 Subject File, 1975-76.

(1.8 linear feet)

Correspondence, memoranda, calendars, schedules, briefing papers, and political advertising materials. The material concerns the scheduling of presidential spokesmen and also includes much on the President's schedule. The bulk of the file dates from 1976. Arranged alphabetically by subject.

Box 1 Subject File

Status	Title
OPEN	Campaign Jewelry and Buttons
OPEN	Convention Film (1)-(2)
OPEN	Planning Calendar - Monthly, January-August 1976 (1)-(8)
OPEN	Planning Calendar - Weekly, January-August 1976 (1)-(5)
OPEN	President Ford Committee (PFC) Advocates
OPEN	President's Calendar - Proposed Additions, November 1975-January 1976 (1)

Box 2 Subject File

Status	Title
OPEN	President's Calendar - Proposed Additions, January-August 1976 (2)-(18)
OPEN	President's Schedule January-February 1976 (1)

Box 3 Subject File

Status	Title
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OPEN	President's Schedule, March-August 1976 (2)-(4)
OPEN	Presidential Briefing Papers January-February 1975 (1)-(17)

Box 4 Subject File

Status	Title
OPEN	Presidential Briefing Papers February-May 1975 (1)-(21)
OPEN	Presidential Spokesmen Activity, January-February 1976 (1)-(2)

Box 5 Subject File

Status	Title
OPEN	Presidential Spokesmen Activity, February-July 1976 (3)-(5)
OPEN	Primary Spokesmen Schedules
OPEN	TV Markets (1)-(2)

Boxes 5-8 State File, 1975-76.

(1.4 linear feet)

Memoranda, correspondence, and schedules regarding Presidential spokesmen activity. The bulk of the file dates from 1976. Arranged alphabetically by state.

Box 5 (continued) State File

Status	Title
OPEN	Alabama
OPEN	Alaska
OPEN	Arizona
OPEN	California, January-November 1976 (1)-(8)
OPEN	Colorado

Box 6 State File

Status	Title
OPEN	Connecticut
OPEN	Washington, D.C., July-September 1976 (1)-(5)
OPEN	Florida, February-August 1976 (1)-(5)
OPEN	Georgia
OPEN	Idaho
OPEN	Illinois, June-October 1976 (1)-(5)

Status	Title
OPEN	Indiana
OPEN	Iowa
OPEN	Kansas
OPEN	Kentucky
OPEN	Louisiana
OPEN	Maine
OPEN	Maryland, July-October 1976 (1)-(2)

Box 7 State File

Status	Title
OPEN	Massachusetts, June-December 1976 (1)-(2)
OPEN	Michigan, July-September 1976 (1)-(2)
OPEN	Minnesota
OPEN	Mississippi
OPEN	Missouri
OPEN	Montana
OPEN	Nebraska
OPEN	Nevada
OPEN	New Jersey, August-October 1976 (1)-(2)
OPEN	New Hampshire
OPEN	New York, February-November 1976 (1)-(8)

Box 8 State File

Status	Title
OPEN	North Carolina, July-December 1976 (1)-(2)
OPEN	Ohio, July-December 1976 (1)-(2)
OPEN	Oklahoma
OPEN	Oregon
OPEN	Pennsylvania
OPEN	Rhode Island
OPEN	South Carolina
OPEN	South Dakota
OPEN	Tennessee

Status	Title
OPEN	Texas, July-October 1976 (1)-(2)
OPEN	Vermont
OPEN	Virginia
OPEN	Washington
OPEN	West Virginia