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PRESIDENT'S PAPERWORK LOGS, 1974-77

Collection Type

White House Office Files

Extent

1.3 linear feet (ca. 2,600 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

Sandra Raub, March 1984

Scope and Content Note

The presidential paperwork logs (daily item by item listings of material crossing the President's desk) were compiled in the office of the Staff Secretary. That office coordinated the routine flow of paperwork to and from the President. Log entries were primarily made by staff assistant Dianna Gwin through early June 1975 and thereafter by Trudy Fry, head of the Special Files Unit. The logs appear to be complete for items which the President placed in his outbox. Many items which ended up in the outbox, however, were not logged in through the Staff Secretary's office before going to the President. These items were apparently handed to the President at meetings or during trips.

Items which the Staff Secretary's office logged in included documents requiring the President's signature such as bills passed by Congress, executive orders, and personnel nominations and commissions. Also logged in before being routed to the President were memoranda regarding policy issues and personnel decisions which required presidential action as well as occasional memoranda provided for the President's information. Material listed as coming from the President's desk but not

previously logged in included documents such as the daily news summaries, schedule proposals, background material for presidential meetings, briefing papers, reading copies of presidential speeches, memorandums recommending telephone calls, personal correspondence and handwritten notes of President Ford, and occasionally newspaper clippings and printed material.

The daily listings usually note the time of day that documents were sent to the President's desk (if the Staff Secretary's office logged them in), the time returned to the outbox, and the subsequent disposition of the items. Material which could be filed at this point was sent to Central Files (CF), Central Files- Confidential File (CFC), the news summary file (NSF), the Presidential Handwriting File (PHW), or, prior to June 1975, to Trudy Fry (TF of TFI) for a filing decision. Paperwork which required further action was forwarded to the appropriate White House staff members: often Chief Executive Clerk Robert Linder (RL or BL); Director of Correspondence Robert Elliott (RE); Dorothy Downton (DD), personal secretary to the President; Susan Yowell (SY), Office of Staff Secretary; the Presidential Personnel Office (PD); Brent Scowcroft (BS), national security advisor; or Henry Kissinger (HAK).

Related Materials (March 1984)

Additional material on White House mail can be found in White House Central Files categories WH 4-1 Mail and WH 4-1-1 Mail Reports. The Ford Library also has a log, kept by the Special Files Unit, listing material which Special Files sent to Central Files during the period through June 11, 1975.

Last Modified Date

2025-03-11

President's Paperwork Log, 1974-77.

(Boxes 1-4, 1.4 linear feet)

Daily item-by-item listings compiled by the Staff Secretary's Office of documents submitted to the President and those received from him in his outbox. They include both items officially logged in by the Staff Secretary's Office before being routed to the President and those items handed to the President by other persons during meetings or while he was away on trips.

Arranged chronologically.

Box 1 - President's Paperwork Log

Status	Title
OPEN / DIGITIZED	<u>August 1974</u>
OPEN / DIGITIZED	<u>September 1974</u>
OPEN / DIGITIZED	<u>October 1974</u>
OPEN / DIGITIZED	<u>November 1974</u>
OPEN / DIGITIZED	<u>December 1974</u>
OPEN / DIGITIZED	<u>January 1975</u>
OPEN / DIGITIZED	<u>February 1975</u>
OPEN / DIGITIZED	<u>March 1975</u>
OPEN / DIGITIZED	<u>April 1975</u>
OPEN / DIGITIZED	<u>May 1975</u>
OPEN / DIGITIZED	<u>June 1975</u>
OPEN / DIGITIZED	<u>July 1975</u>

Box 2 - President's Paperwork Log

Status	Title
OPEN / DIGITIZED	<u>August 1975</u>
OPEN / DIGITIZED	<u>September 1975</u>
OPEN / DIGITIZED	<u>October 1975</u>
OPEN / DIGITIZED	<u>November 1975</u>
OPEN / DIGITIZED	<u>December 1975</u>
OPEN / DIGITIZED	<u>January 1976</u>
OPEN / DIGITIZED	<u>February 1976</u>
OPEN / DIGITIZED	<u>March 1976</u>

Box 3 - President's Paperwork Log

Status	Title
OPEN / DIGITIZED	<u>April 1976</u>
OPEN / DIGITIZED	<u>May 1976</u>
OPEN / DIGITIZED	<u>June 1976</u>
OPEN / DIGITIZED	<u>July 1976</u>

Status	Title
OPEN / DIGITIZED	August 1976
OPEN / DIGITIZED	September 1976
OPEN / DIGITIZED	October 1976
OPEN / DIGITIZED	November 1976

Box 4 - President's Paperwork Log

Status	Title
OPEN / DIGITIZED	December 1976
OPEN / DIGITIZED	January 1977