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OFFICIAL PHOTOGRAPH  
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CLAY T. WHITEHEAD

~~Richard Holzhausen~~

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Richard  
Holzhausen  
313-668-2218.



## Gerald R. Ford Library

1000 Beal Avenue Ann Arbor, Michigan 48109-2114

(313) 668-2218

April 20, 1989

Mr. Tom Whitehead  
1124 Waverly Way  
McLean, VA 22101

Dear Mr. Whitehead:

In response to your recent telephone request I am enclosing two 8x10 black and white photographs of President Ford meeting with his transition team on August 15, 1974. I am also enclosing three electrostatic copies of contact sheets taken at that meeting. The photographs are in the public domain so you are free, therefore, to use them. Your credit line should read "Courtesy Gerald R. Ford Library."

I am also enclosing a bill for reproduction services. Please return your check for \$13.80, made payable to the Gerald R. Ford Library Trust Fund, to my attention.

If I may be of any further service, please feel free to contact me.

Sincerely,

RICHARD L. HOLZHAUSEN  
Audiovisual Archivist

Enclosure(s)



# Gerald R. Ford Library

1000 Beal Avenue Ann Arbor, Michigan 48109-2114

## FEEES FOR REPRODUCTION SERVICE ORDERS

### Still Photographs

|   |    |       |
|---|----|-------|
| Black and White Prints.....                                       | \$ | 6.90  |
| Black and White Prints from color negatives (panalure).....       | \$ | 9.40  |
| Color Prints (machine prints).....                                | \$ | 7.35  |
| Custom Color Prints (may be required with certain negatives)..... | \$ | 15.10 |

### Slides

|                                   |    |      |
|-----------------------------------|----|------|
| Slides from negatives (35mm)..... | \$ | 3.10 |
| Slides from slides (35mm).....    | \$ | 2.10 |
| Transparencies (4x5).....         | \$ | 8.30 |

### Sound Recordings

|                                     |    |     |
|-------------------------------------|----|-----|
| Reel-to-reel..... (per minute)..... | \$ | .75 |
| Cassette..... (per minute).....     | \$ | .50 |

### Video Recordings

|  |    |       |
|--|----|-------|
| Tape-to-tape 3/4 inch (minimum charge) |    |       |
| 10 minutes.....                        | \$ | 39.50 |
| 30 minutes.....                        | \$ | 42.00 |
| 60 minutes.....                        | \$ | 49.50 |

### Electrostatic Copying (Paper-to-paper, \$5.00 minimum)

|   |    |     |
|---|----|-----|
| NARA identified items. (Mail order and mandatory review documents).....             | \$ | .35 |
| Customer tabs items. (Orders resulting from research done at the Ford Library)..... | \$ | .35 |

### Rush Orders

40% surcharge. (No rush available on video recordings)

Persons ordering from outside the United States must pay in U.S. currency or International Money Order. All orders should be paid in advance. For large orders a deposit account may be established with the Library.

Special handling fees (express mail, registered or certified mail) apply when customer requests such services)

Please make all checks payable to the Gerald R. Ford Library Trust Fund.

08-01-88 All fees subject to change.



GF with Transiton Team

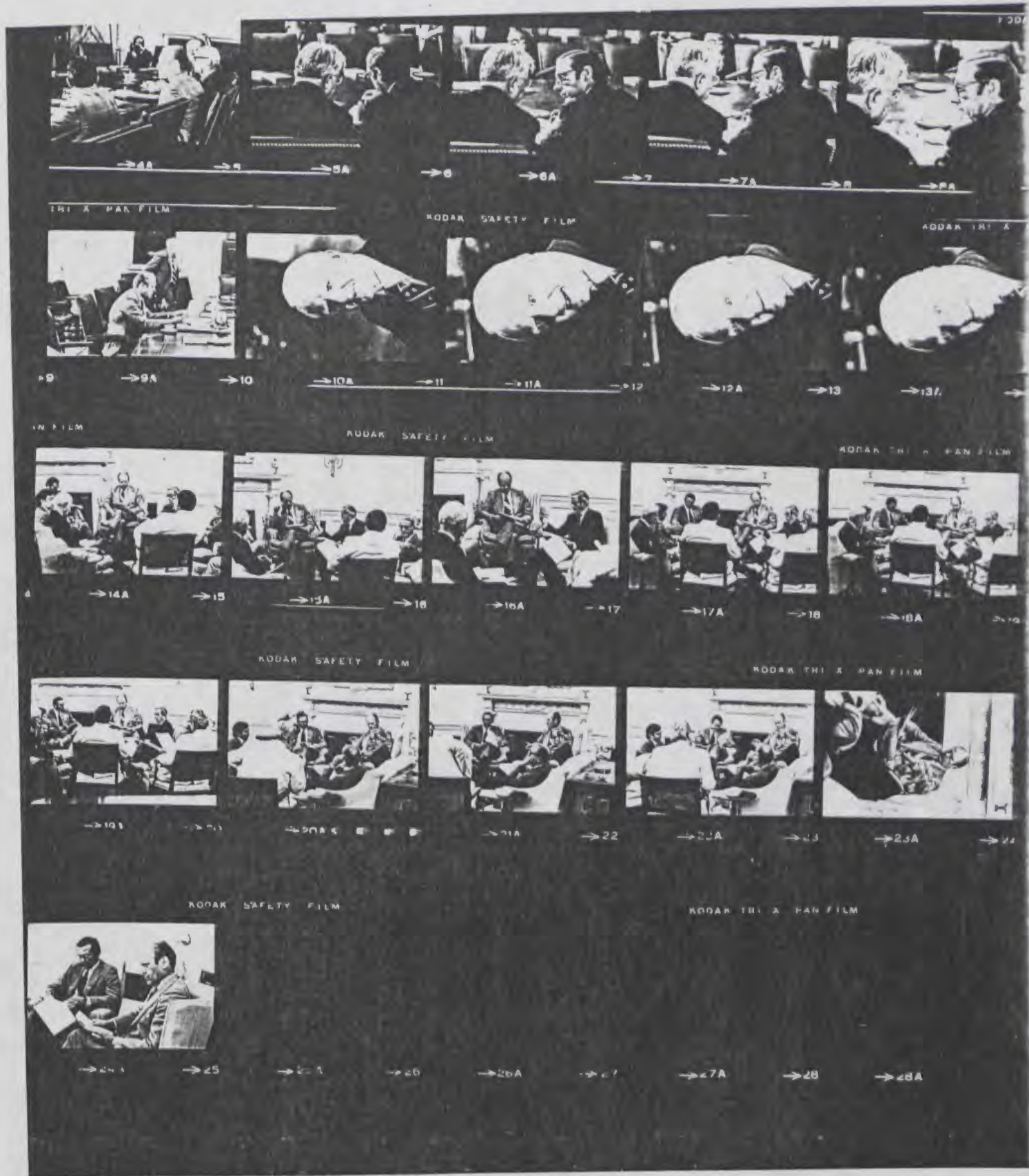
A 1 48

FITZ-PATRICK

1 AUGUST 15 1974

COLOR

CUSTOM COLOR REQUIRED



4a-8a GF meeting with Economic Advisors  
 10a-13a Mr. Buchan  
 14a-24a GF meeting with transition team

08-15-74

BLACK & WHITE

A 0147

KENNERLY



3-6 President with Sen. Goddell 7-17 GF with Sec Weinberger, jim Cavanaugh and Ken Cole 18-31 GF with Don Rumsfeld and William Scranton

08-15-74

**BLACK & WHITE**

A 0150

KIGHTLINGE

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23

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## *Gerald R. Ford Library*

1000 Beal Avenue Ann Arbor, Michigan 48109-2114

November 8, 1990

Mr. Clay T. Whitehead  
1124 Waverly Way  
McLean, VA 22101

Dear Mr. Whitehead:

For the past several months, the Gerald R. Ford Library has made a concerted effort to improve the quality of its archival holdings by soliciting new collections. We have sought to re-establish contact with people who served in the Ford administration, with people who knew the President, with people who may have saved papers from their association with the Ford presidency.

I know that, in addition to your service in Richard Nixon's administration, you played a key role in the transition to the Ford presidency. I am thinking here especially of your work with Phil Buchen on early transition planning.

I hope that you may have saved memoranda, notes, personal recollections, or correspondence related to that topic, and that you might consider donating such material to the Library. These files would be valuable additions to our holdings.

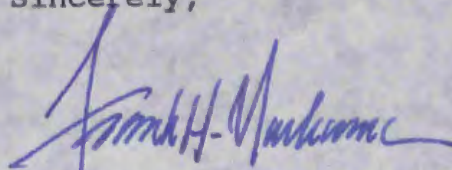
If this is something that interests you, I have attached a document that addresses questions frequently raised by donors. I would welcome the opportunity to discuss the particulars of your collection, too.

I have enclosed both a response form to indicate



your wishes and a return envelope. I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank H. Mackaman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Frank H. Mackaman  
Director  
313/668-2218

encs.



## *Gerald R. Ford Library*

1000 Beal Avenue Ann Arbor, Michigan 48109-2114

### Donation of Personal Papers to the Gerald R. Ford Library

#### Questions and Answers

I would like to take this opportunity to state the Library's interest in receiving materials you may have about the Ford administration and that period in our history.

As you know, President Ford is dedicated to making the Ford Library a first-rate research and educational institution. As the Ford Library's new Director, I share that commitment. We have made a good start in our short history, but the Library's long-term success depends, in the most basic sense, on the diversity and quality of its research collections.

Frankly, we are still some distance from our goal. Our collections today are remarkably strong in some areas but admittedly weak in others. And we believe there are collections still in private hands that could be placed at the Ford Library with good result.

Our top priority this year is to locate and solicit collections that will improve our holdings. President Ford has agreed to help in our effort. Before I ask you to consider donating your papers to the Library, let me describe our venture.

#### What do we seek?

Naturally, our first interest is to obtain papers that document the nature and operation of the Ford administration. President Ford's papers are especially voluminous for 1974-77; we want to complement that strength by adding the papers of people who served with him. Several have already donated their personal papers from that time--Ron Nessen, Jim Cannon, Frank Zarb, and Arthur Burns, to name a few. We would like to add to the list.

Our interest is not limited to the term of the administration, however. President Ford's papers cover both his congressional years and his extensive post-presidential activities. Research use at the Library extends across time and many subjects, as well. Scholars and students come here

looking for information about President Ford, of course, but usually their interest is considerably broader. For example, recent research topics have included "The President's Senior Staff: Personalities and Experiences, 1945-1988" and "Liberalism From Ford to Bush."

As we seek to document the full life and career and times of Gerald R. Ford, we are documenting United States history in the second half of the twentieth century in a general sense. We are interested, then, in papers that range beyond the time of President Ford's service in the Oval Office.

I hope you share our enthusiasm for making the Ford Library a center for research about American politics, government, and culture.

#### **Why are your papers valuable?**

You have a role to play in our effort--a pivotal role. Donating your personal papers to the Library would enrich our research and instructional program. It is an opportunity unique to you; no one else has accumulated the same papers you have. Your papers would be a valuable source of historical information for scholars and students alike.

Your personal papers might include copies of official memoranda, reports, and correspondence. You might have more unofficial material--letters, diaries, notes--that contain background information on policies and actions that cannot be found in regular government records. These kinds of materials have obvious, enduring value. In light of your distinguished career, I expect that your papers would complement our current holdings on many topics related to your government service.

#### **Who may use your papers?**

I realize that parting with personal papers is a weighty decision. Donors often have concerns, for example, about who will see and use their papers. Many donations come with temporary restrictions on public access, and we can discuss your intentions. Library staff are professional, career archivists with experience handling national security classified, confidential, and privacy-related materials. Of course, our long-range goal is to make all material available on an equal basis.

### **What are the Ford Library's advantages?**

Other archives may have approached you about donating your papers. In selecting a repository, I hope you will consider the advantages of the Ford Library: it houses closely related collections, is located at a world-class research center in the University of Michigan, has outstanding physical facilities, and has strong, long-term funding through the National Archives and the Gerald R. Ford Foundation.

Let me also assure you that the staff of the Library will handle the preservation, arrangement, and description of your papers with skill and integrity.

The Ford Library's unique advantages, plus program links with the National Archives's entire system of presidential libraries, ensure that your papers will remain a visible and important historical resource for all generations.


### **How do I donate my papers to the Library?**

If you would like to donate your papers, please call me or use the enclosed response form and envelope. I will then send you a model deed of gift for you to consider. We can change it, add to it, or take away from it according to your wishes. The deed formally records the terms of your donation.

You do not have to worry about packing or shipping material. We will take care of this at no cost to you and with minimal inconvenience. We will send franked mailing labels for small collections, and use a contract shipper or National Archives personnel to pack and ship large collections. You do not need to sort and organize the files first; we would actually prefer to do it.

### **What will happen to my papers?**

The papers will be kept as a separate collection under your name, for example, the Robert Smith Papers or the Mary Johnson Papers. To assure their long-term preservation, archivists will organize the papers in non-acidic boxes and folders and store them in a temperature and humidity-controlled stack area. Most collections are described by biographical and analytical notes with folder title listings. All collections eventually will be further described in PRESNET, a custom-designed automated database.



Incidentally, even after you donate papers, Library staff will provide reasonable telephone, photocopy, and FAX reference service. If you wish to use the papers in person, we would feel privileged to help you.

I do hope that you have material about the Ford Administration and our recent history. And I hope that you will consider donating it to us. For your convenience, I have enclosed a self-addressed, franked envelope together with a brief response form so that you may indicate how you prefer to proceed. You will also find enclosed general information about the Gerald R. Ford Library and Museum.

If you have any questions about donation of papers to the Ford Library, please contact the Library director:

Frank H. Mackaman, Director  
Gerald R. Ford Library  
1000 Beal Avenue  
Ann Arbor, MI 48109-2214  
Telephone (313) 668-2218



## Gerald R. Ford Library Overview

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The Gerald Ford Library collects, preserves, and promotes public use of archival materials especially concerning the Ford Presidency and related public issues and events.

*Holdings.* Gerald Ford's Congressional, Vice Presidential, and Presidential papers is the core collection. It includes the 1974-77 textual and audiovisual office records of over one hundred White House staff in foreign affairs, domestic policy, law, politics, communications, economics, and administrative support. A growing number of other collections, such as the 1969-78 papers of Federal Reserve Chairman Arthur Burns and the 1967-77 papers of political polling expert Robert Teeter, add further scope and depth.

*Reference and Educational Services.* A reference archivist is always available to answer written and telephone inquiries about the availability of material on a given topic or about the research grants program. First-time visitors receive a personal orientation and suggestions on where and how to locate pertinent material. In the reading room, an archivist is present to assist users. Archival materials may be reproduced for a fee, but selection is the responsibility of the requestor. Many users are students participating in special class exercises and other projects organized jointly by Library staff and instructors.

*Special Programs.* We welcome visitors to changing exhibits in the first floor lobby. Available to groups by advance arrangement are: special talks and tour, an award-winning cartoon introduction to the National Archives, and/or the Gerald Ford Museum film "The Presidency Restored." In association with other groups, the Library hosts conferences and other events on public policies, governance, and civic education.

*Publications.* *Historical Materials in the Gerald Ford Library* is a guide to all collections and is free upon request. Detailed finding aids to individual collections are available through ALA Interlibrary Loan, as is a microfilm edition of Gerald Ford's scrapbooks 1929-77. Also available are free guides to open collections on the 1976 Presidential election and on U.S. relations with the Soviet Union and Eastern Europe. *Focus on Research* appears each fall as an update on collection openings.

*Gerald R. Ford Museum, Grand Rapids.* The Library in Ann Arbor and Museum in Grand Rapids are one institution despite the geographic separation, and they share many activities. For detailed information on Museum programs, telephone (616-456-2675) or write: Curator, Gerald Ford Museum, 303 Pearl Street NW, Grand Rapids, MI 49504.

*Library Funding/Support.* The Library is staffed and operated by the National Archives and Records Administration, a Federal agency, as part of a system of Presidential libraries. The building was built by The University of Michigan with funds privately raised for that purpose. All archival collections are donated or are official Federal records. The Gerald Ford Foundation funds research grants and special programs, and volunteers through R.S.V.P. provide docent and preservation support.

*Library Hours.* Hours are 8:30 a.m. to 4:45 p.m., Monday through Friday except Federal holidays. Saturday morning hours are available to out-of-town researchers by special arrangements.

COLLECTION ACQUISITION SURVEY, Gerald R. Ford Library

Mr. Clay T. Whitehead

1. Do you have personal papers that relate to the collecting interests of the Library as described in the cover letter? NOTE: If you have donated some of your personal papers to another repository but retain other material, please check "Yes" below.

Yes

I did not save a collection of personal papers.

I have donated my personal papers to another institution:  
[Please name]

2. If the answer to Question One is "yes," would you consider donating the collection to the Library?

Yes

No

3. If your answer to Question Two is "no," please check the statement that most nearly expresses your opinion. If your answer is "yes," please go to Question Four.

Although I would not consider donating my collection to the Library now, I might consider it in the future.

I need more information before I decide whether or not I am interested in donating to the Library.

I have no interest in donating my papers to the Ford Library.

Other. Please explain:

4. I will contact you soon to discuss the terms of your possible donation. Please list the following information as you would prefer it to appear in our collection records:

Name:

Telephone

Address:

Area Code:

Number:

THANK YOU.

*Gerald R. Ford Library  
1000 Beal Avenue  
Ann Arbor, MI 48109-2114*

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Penalty for Private Use, \$300



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National Archives and  
Records Administration  
NARA-362

Frank H. Mackaman, Director  
Gerald R. Ford Library  
1000 Beal Avenue  
Ann Arbor, MI 48109-2114





## *Gerald R. Ford Library*

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1000 Beal Avenue, Ann Arbor, MI 48109-2114

[www.fordlibrarymuseum.gov](http://www.fordlibrarymuseum.gov)

Counsellors to the President

**DEAN BURCH**  
**Counsellor to the President for Political Affairs:**  
**Files, 1974**

### SUMMARY DESCRIPTION

Materials reflecting the work of Burch and his staff from August to December 1974 on White House liaison with the Republican National Committee and other party organizations, political advice to the President on such topics as legislation and appointments to positions, and the President's involvement in the 1974 election campaign.

#### QUANTITY

2.8 linear feet (ca. 5,600 pages)

#### DONOR

Gerald R. Ford (accession number 77-107)

#### 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).

#### COPYRIGHT

Gerald Ford has donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. The copyrights to materials written by other individuals or organizations are presumed to remain with them. Works prepared by U.S. Government employees as part of their official duties are in the public domain.

Prepared by William H. McNitt, July 1984

[s:\bin\findaid\burch, dean - files.doc]

**BIOGRAPHICAL INFORMATION****Dean Burch**

|                |  |
|----------------|--|
| Dec. 20, 1927  | Born, Enid, Oklahoma   |
| 1946-48        | U.S. Army  |
| 1948-53        | University of Arizona (L.L.B.)   |
| 1953-54        | Assistant Attorney General of Arizona  |
| 1955-59        | Administrative Assistant to U.S. Senator Barry Goldwater   |
| 1959-69        | Member, Law Firm of Dunseath, Stubb and Burch of Tucson, Arizona                                       |
| 1963-64        | Deputy Director, Goldwater for President Campaign  |
| 1964-65        | Chairman, Republican National Committee  |
| 1968           | Manager, Goldwater for Senate Campaign   |
| 1969-70        | Member, Arizona Board of Regents   |
| 1969-74        | Chairman, Federal Communications Commission  |
| Feb.-Dec. 1974 | Counsellor to Presidents Nixon and Ford  |
| 1975-present   | Member, Law Firm of Pierson, Ball and Dowd, Washington, D.C.   |
| 1980           | Chief of Staff, George Bush Vice Presidential Campaign and Senior Advisor to the Reagan-Bush Committee |

## INTRODUCTION

The Dean Burch Files reflect the work of Burch and his staff from August to December 1974 on White House liaison with the Republican National Committee and other party organizations, political advice to the President on such topics as legislation and appointments to positions, and the President's involvement in the 1974 election campaign.

Burch joined the White House staff as Counsellor to the President in February 1974 to provide political advice and coordination for President Richard Nixon, then served President Ford in the same capacity. Burch's key assistants during the Ford administration were Charles Lichenstein, Gwen Anderson and Peter Roussel.

Although the Burch files contain materials on various aspects of White House involvement in politics, the primary focus is the 1974 elections, especially races for Congress and Governor. The files show Burch involvement in scheduling presidential fund-raising and campaign appearances with local party officials. Also included in the files are candidate endorsement letters and briefing papers for the President's photographic and taping sessions with Republican candidates.

The files also contain a small, but significant, file of correspondence between Burch and the Republican National Committee concerning party matters and scattered items showing his political advice to the President. Occasional items relating to broadcasting and telecommunications policy appear due to his previous service as Chairman of the Federal Communications Commission.

### ***Related Materials (July 1984):***

The most important related materials include White House Central Files categories PL (Political Affairs) and TR 3 (Campaign Trips). The files of Rogers Morton concern his work as Counsellor to the President for political affairs in 1976 and numerous other collections concern the 1976 presidential election. A listing of these materials on the 1976 campaign is available from the reference archivist. The files of Gwen Anderson contain significant materials on the 1974 campaign, but are currently unprocessed and unavailable for research.

### Series Descriptions

#### 1-7 *Subject File, 1974. (2.8 linear feet)*

Memoranda to and from White House staff members and officials elsewhere in the federal government; correspondence with Republican Party officials, the general public, family and friends; briefing papers; polling data; schedules; and clippings. For the most part the materials concern liaison with the Republican Party, the 1974 election and political advice to the President. Although most of the folders are subject orientated, small chronological files of routine correspondence, memoranda, and materials handled by Burch's assistant Charles Lichenstein are included.

Arranged alphabetically by topic.

### Container List

#### **Box 1 Subject File**

Action Memoranda - General  
Action Memoranda - Personnel (1)-(2)  
Amnesty  
Brown, Skip  
Burch, Dean - Invitations: General - Pending  
Burch, Dean - Invitations: General - Regretted  
Burch, Dean - Invitations: Social (1)-(2)  
Burch, Dean - Staff  
Burch, Dean - Trip to Anaheim, CA  
Briefing Materials Drafted for the President  
Cabinet Meetings  
Campaign Briefings  
Campaign General (1)-(3)  
Campaign Reform Legislation  
Campaign Results  
Campaign Themes  
Candidates - Endorsement Letters (1)-(3)

#### **Box 2 Subject File**

Candidates - Governors  
Candidates - House of Representatives  
Candidates - Presidential Photo and Taping Sessions (1)-(2)  
Candidates - Senate  
Civil Aeronautics Board  
Clemency Board  
Congressional Leadership Meetings  
Corporation for Public Broadcasting Board, Appointments to  
Correspondence (1)-(7)

#### **Box 3 Subject File**

Defense Department  
Economy  
Election Analysis  
Election Night  
Fair Labor Standards Act

Garvey, Jim  
Japan Visit  
Latinos  
Legal Services Board, Appointments to  
Letters for the President's Signature  
Lichenstein, Charles - Chronological File (1)-(7)

Meeting With the President, Republican National Committee Leaders and Senior Staff, 12/12/74

Memoranda - Cabinet Departments

Memoranda - President

**Box 4 Subject File**

Memoranda - White House Staff (1)-(2)

National Transportation Safety Board - Reappointment of Isabel Burgess

Nixon Pardon

Office of Telecommunications Policy

Pending File

Political Appointments (1)-(4)

Polls - General

Polls - Republican National Committee

Presidential Trips - General

Presidential Trips - Proposed Schedules (1)-(2)

**Box 5 Subject File**

Presidential Trips

- Ohio, 8/30/74

- Utah and California, 10/2-7/74

- Vermont, 10/7/74 (1)-(2)

- Pennsylvania, 10/9/74 (1)-(2)

- Michigan, 10/10/74

- Missouri, South Dakota, Nebraska and Indiana, 10/15-16/74 (1)-(4)

- South Carolina, North Carolina and Kentucky, 10/19/74

- Mexico, 10/21/74

**Box 6 Subject File**

Presidential Trips

- Oklahoma and Ohio, 10-21-22/74

- Iowa and Illinois, 10/24/74 (1)-(2)

- Grand Rapids, MI, 10/29/74

- Iowa and Los Angeles, 10/31/74-11/1/74 (1)-(2)

- Fresno and Oregon, 11/11/74 (1)-(3)

- Utah, Colorado and Kansas, 11/2/74 (1)-(2)

**Box 7 Subject File**

Primaries  
Regulatory Review  
Republican National Committee (1)-(3)  
Requests - Candidate Endorsement Letters  
Requests - Presidential Appearances: Campaigns and Fundraising (1)-(2)  
Requests - Presidential Appearances: General  
Requests - Presidential Autographs  
Rhode Island  
Rule 29 Committee  
Scheduling - First Family  
Scheduling - President  
Scheduling - Presidential Meetings at the White House  
Scheduling - Presidential Spokesmen  
Scheduling - Vice President  
Tayloe House, Request for Use of  
Telegrams for Presidential Signature  
Transportation Department  
White House Political Operations  
White House Social Functions - Suggested Invitees