## THE WHITE HOUSE

February 28, 1966

Mrs. Abell,

I honestly believe it will require the additional people as per the attached Memo, in order to keep up with the <u>current workload</u>. Besides, I am confident that the Beautification Project will expand to a much greater extent, as well as other areas will continue to grow.

With additional Classifiers, our production will be great. But in turn the flow of processed work will be heavier in other areas, such as, typing and filing.

With additional Typists, it will greatly speed up the processing of the file work. Should the Typists get caught up, they could help with the breaking down of the thick folders in the files.

With the additional File Clerk, it will greatly speed up the filing, and if the File Clerks were caught up, they could help with the breaking down of the thick folders in the files.

With additional Classifiers, the xeroxing workload will be much heavier. This should keep one person busy most of the day. When he is caught up, he can help with the many miscellaneous duties in Social Files. With a new Clerk to do this work, it will relieve Ed Ratti, who is well experienced and qualified to do many important duties, in which a new person is unable to do without a great deal of training.

With additional Searchers, it will relieve Al and Carroll of most of the searching and they can help with other important work, in which new people are not qualified to do without a great deal of training.

It is very difficult to list everything on paper that is involved in the function of Social Files. But I believe I have covered the most important things. Should I be fortunate enough to have the number of people assigned to me as per the attached memo, there will be no loss of man power. And once we are caught up, I believe we can keep up with the current workload.

Thank you very much,

Stanley Clarke

# THE WHITE HOUSE

February 28, 1966

MEMORANDUM TO: Mrs. Bess Abell

SUBJECT: Request for additional Personnel in Social Files

In reference to your telephone request, this date, my estimated projected staff needed in Social Files to keep up with the current work load is:

2 - Clerks (For classifying)

2 - Clerks (For searching)

2 - Typists

1 - File Clerk

1 - Clerk (For Xeroxing)

Stanley F. Clarke
Stanley F. Clarke

February 28, 1966

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Stanley F. Clarke
Stanley & Clarke

## WASHINGTON

March 1, 1966

#### MEMORANDUM FOR:

Mrs. Bess Abell

Attached are samples from our files illustrating the procedure we use in the handling of correspondence addressed to the President.

W. Frank Matthews Chief, Central Files

EXECUTIVE Iv/1966/F6 216 PP5/Johnson, Me

Presidento award

January 4, 1966

Dear Mr. Kimball:

In reply to your invitation to the President to speak at the Conservation Awards Banquet on January 11, 1966, we had hoped that his activities could be arranged to include this event. However, the many standing commitments for January, in addition to those postponed during his recent convalescence and rescheduled for this month, prevent his attendance. On behalf of the President, let me extend our sincere best wishes for a successful Banquet. I know he is pleased with the work you are doing.

With best regards.

Sincerely,

W. Marvin Watson Special Assistant to the President

Mr. Thomas L. Kimball Executive Director National Wildlife Federation 1412 Sixteenth Street, N. W. Washington, D. C. 20036

route thru Helen Colle Will Will

RECEIVED JAN 71966 CENTRAL FILES

## NATIONAL WILDLIFE FEDERATION

1412 SIXTEENTH STREET, NORTHWEST WASHINGTON D. C. 20036

ADAMS 2.8004 December 6, 1965

Mr. James R. Jones The White House Washington, D. C.

Dear Mr. Jones:

Mr. Ernest Arms of The Sears-Roebuck Foundation, and I appreciated the opportunity to meet with you on the morning of November 30. We have since decided to hold the President's Conservation Awards Banquet as previously scheduled on January 11, 1966. The reception will begin at six o'clock p.m. followed by the banquet at 7 o'clock in the Presidential Ball Room of the Statler Hilton Hotel.

There will be assembled at this banquet most of the national conservation leaders from the legislative and executive agencies, and citizen conservation organizations. We believe this gathering will provide the President with an unexcelled forum for announcing his conservation and beautification program for 1966. We sincerely hope he will be encouraged to do so.

Secretary of the Interior Stewart L. Udall, Secretary of Agriculture Orville L. Freeman, and Associate Justice of the Supreme Court William O. Douglas comprise the committee which will select the candidates for the President's Award from among fifty "Governor's Award" recipients.

Enclosed is a copy of a letter which was sent to the First Lady concerning her national award for beautification.

We would appreciate your letting us know as soon as information regarding the President's participation is available.

Sincerely.

THOMAS L. KIMBALL Executive Director

Enclosures cc: Ernest Arms

Arms

Dean

Copy

JV1/1966/FG216

May 6, 1965

#### Dear Miss Peterson:

I have been asked to reply to your letter of April 29 to the President in which you extended an invitation to him to address the banquet session of the 50th Anniversary Convention of the National Association of Women Deans and Counselors on next April 1st.

The President is most appreciative of this kind thought of him and has asked me to tell you Mrs. Johnson also is grateful for your courtesy in including her in this invitation.

As you indicated in your letter, the President cannot possibly project his schedule so far into the future whereby he could make any commitment to you now, even tentatively. Therefore, he feels you should proceed with the planning for your convention, not counting on his presence at this time. Then, if you would like to contact him around the let of next February he will be glad to take a look at his calendar then and let you know what the possibilities of an appearance at your banquet session might be.

With the President's best wishes to you,

Sincerely.

Jack Valenti
Special Assistant to the President

Miss Martha Peterson, President
National Association of Women Deans and Counselors
c/o University Dean for Student Affairs
108 Bascom Hall, University of Wisconsin
Madison, Wisconsin 53706

RECEIVED .
MAY 7 1965
CENTRAL FILES



NATIONAL ASSOCIATION OF WOMEN DEANS AND COUNSELORS

Mailing address: University Dean for Student Affairs 108 Bascom Hall, University of Wisconsin Madison, Wisconsin 53706

April 29, 1965

Mr. President:

The National Association of Women Deans and Counselors will celebrate its 50th Anniversary during its annual convention in Washington, D. C. in April, 1966. It is the leading professional organization of women personnel and guidance workers serving at all levels of education with a membership exceeding 2,000 women from every state of the Union. Its interests and activities center on its purpose of service to students from elementary grades through higher education. Its concern is for the education of all students with special attention to the needs of girls and women. To strengthen educational services and expand educational opportunities for students, NAWDC strives to improve the professional competence of its members and to exert a constructive impact upon the kind of education available to students. We subscribe, without reservation, to the following statement from the Report of the President's Commission on the Status of Women:

> "In a democracy offering broad and ever-changing choices, where ultimate decisions are made by individuals, skilled counseling is an essential part of education." [p. 15, American Women, 1963]

We are cognizant of the rapid changes in the American society and attempt to adapt our professional services to these changes. The membership has found that the annual convention is a valuable resource session; East meets West, high school debates with college, practitioner meets researcher and guidance personnel are alerted to society's tempo through addresses by persons whose occupational interests and skills and life commitments are different from our own. Further, and typical of most Americans, we enjoy our personal associations and the good fellowship offered by such an organization.

We are very hopeful that you will be able to address the Association at its banquet on Friday, April 1, 1966. We are not unmindful of the many and varied commitments of the President of the United States but, in typical American fashion, we wish to have our opportunity to hear from you in a direct and rather personal way the aspects of your concept of mid-20th century society to which you believe persons in our field should address ourselves.

The banquet will be held in the Statler-Hilton Hotel, the Convention Headquarters, at 7:00 p.m. It would be our particular pleasure to entertain Mrs. Johnson also that evening.

We do hope that this invitation will receive your most serious consideration. We know you may not want to commit yourself to an answer immediately, but if there is any possibility of your acceptance, we will gladly wait for a reply and can adjust our program to meet your convenience.

We are starting the next half-century with hope for increased educational opportunity for all persons and a belief that we should play a substantial role in future developments. We would like your forecasts of what some of these developments might and should be.

Respectfully yours,

MARTHA PETERSON

President

The President
The White House
Washington 25, D. C.

of de

STRAIGHT WIRE

COPY

March 17, 1964

ME3/UX HO34

Mr. Jack Dean
Chairman

Chairman

United Irish Societies

Main Ballroom
Cobo Hall
Detroit, Michigan

I have learned with much pleasure from Congressman

Ryan that the Irish Societies of Detroit are observing St. Patrick's Day

at a United Irish Dinner.

On this festive occasion, I am happy to extend hearty greetings to all Irish Americans, and I join in spirit all those attending your dinner by saying "Happy St. Patrick's Day."

Every good wish for an enjoyable evening.

LYNDON B. JOHNSON

EH:MB

CC: Mr. Holborn, Central Files, Jean

Honorable Harold M. Ryan, U. S. House of Representatives

### Dear Congressmant

In response to your request, we were happy to make arrangements for the attached message from the President to Mr. Jack Dean, Chairman of the United Irish Societies, Detroit, Michigan.

It is always a pleasure to be of assistance to you and your constituents.

Sincerely yours,

Lawrence F. O'Brien Special Assistant to the President

Honorable Harold M. Ryan House of Representatives Washington, D. C.

Enclosure

jl/ncza



#### THE WHITE HOUSE

WASHINGTON

March 16, 1964

#### MEMORAN DUM FOR

Chuck Daly

2013 Horming Cong Agrant

Congressman Harold Ryan wants a wire from the President for the United Irish Dinner in Detroit. St. Patrick's night. There will be 5,000 to 7,000 at this affair which is the first occasion when all Irish Societies in Detroit have united in one gathering. Please arrange this immediately addressed to:

Mr. Jack Dean, Chairman United Irish Societies Main Ballroom Cobo Hall Detroit, Michigan

Larry O'Brien

March 15, 1966

BESS

Here's the estimate from Wilbur Jenkins on 6-copy carbon paper for us:

1,000

White

\$18.70

1,000

Pink

\$19.36

(I believe you have in your notes the price of the paper as now supplied us.)

BESS:

Later. Act II.

Price we are currently paying for the 4-copy carbons:

1,000

White

\$12.90

56 - dif-

Mrs Abell,

I will try in every way to save time in the classifying, etc. of the file material. I have attached a list of the rubber stamps which will help us.

If we had a Kerox Machine and an Electric Stamping Machine, they would speed up the production tremendously.

I can take Donald Renfors off the filing. He would be a great help with the searching. I believe he can be trained to do the classifying.

Thanks so much,

Stan Clarke

#### SOCIAL FILES

#### RUBBER STAMPS NEEDED:

SEE: BEAUTIFICATION

SEE: PHOTOGRAPH (SENT)

SEE: AUTOGRAPH (SENT)

SEE: RECIPE

SEE: GIFT

SEE: CONGRATULATIONS (WEDDING)

SEE: CONGRATULATIONS (STORK-SENT)

SEE: CONGRATULATIONS (WEDDING-ANNIVERSARY) SENT

SEE: SUPPORT

SEE: MISS LYNDA JOHNSON

SEE: MISS LUCI JOHNSON

ation

/ Stanley Clarke - Supervisor

(White House)

Albert Johnson - Assistant Supervisor

(White House)

Carroll Lawrence - Assistant to the Supervisor

(White House)

Edward Ratti - Clerk-Typist (Detailed)

James Adam - File Clerk (Detailed)

Joan Keinath - Clerk-Typist (Detailed)

\*Donald Renfers - Library Assistant (Detailed)

Total - 7

Authorized strength - 8 (We have one vacancy since 12-21-65). (File Clerk)

\*He was sent to us as a File Clerk.

#### Stanley Clarke -

In addition to being the Supervisor of Social Files are the following duties:

- 1. Classifying most of the work.
- 2. Searching in the most urgent cases.

guliule:

- 3. Handling many telephone calls from various White House offices requesting information. Some calls do not require a reference to the files.
- 4. Supervising the receiving and serting of new file material in different categories.
- 5. Supervising the setting up of new files when new subjects or categories are required.
- 6. Supervising the breaking down of the files when the folders have grown too thick.
- 7. Handling the many new problems as they arise to the best of my ability.

#### Albert Johnson -

In addition to being the Assistant Supervisor of Social Files are the following duties:

- 1. Classifying some of the file material.

- absence of the Supervisor.

Because (2. Searching - this requires most of the day.)

3. Reviewing the work of the typists.

4. Setting up new folders when the files have grown too thick.

5. Serves in the capacity of Supervisor in the absence of the Supervisor.

#### Carroll Lawrence -

- 1. Searching this requires most of the day.
- 2. Helps with the screening of the incoming work and separating it according to subject, categories, etc. Alphabetizing the unprocessed material.
- 3. Training of the new Personnel in filing and other work.
- 4. Helps with the filing.

could its

#### Edward Ratti -

- (1. Isroxing the file material.)
- 2. Assembling and stamping of the file material.
- 3. Typing the cross references on the file material.
- 4. Alphabetizing the unprocessed file material.
- 5. Helps with the searching in the urgent cases.

#### James Adam -

- 1. Filing. (This takes up most of the day).
- 2. Alphabetizing of the file material.
- 3. Searching in the most urgent cases.

#### Joan Keinath -

- Typing the cross references on the file material.
   (Most of the day).
- 2. Stamps the incoming material.
- 3. Searching in the most urgent cases.

#### Donald Renfers -

1. Filing. (Being trained by Carroll Lawrence).

He has only been working here one week.

(I believe he could be trained to do searching or perhaps help with the classifying).

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Classify Cook your of typist.

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