



MINNESOTA HISTORICAL SOCIETY
Manuscript Collections

Walter F. Mondale Papers Vice Presidential Office

An Inventory of the Advance Office Files

Access to or use of this collection is currently restricted.

For details, see Administrative Information.

OVERVIEW OF THE COLLECTION

- Creator:** Vice President. Advance Office.
- Title:** Advance Office files,
- Dates:** 1976-1980.
- Abstract:** The files focus on staff and their training, policies and procedures, and logistics and budgeting for the Vice President's trips.
- Quantity:** 3.6 cu. ft. (4 boxes).
- Location:** See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE FILES

Miscellaneous files kept by the Advance Office staff, particularly advance directors William F. (Bill) Roberts (1977-1979) and Richard C. (Dick) Schmitt (1979-1980). They focus on staffing and staff training, policies and procedures, and logistics and budgeting for the Vice President's trips.

Several files of instructional materials, notes, and lists of participants document the training seminars conducted for advance staff; these are supplemented by a set of audio tapes of discussions and commentary from a seminar conducted in November 1979. There are numerous iterations of advance policy and procedure manuals, supplemented by sample letters and a master set of forms. Correspondence and memoranda of Bill Berman, Bill Roberts, Debbie Sale, and Dock Schmitt cover various aspects of advance administration. There is a file on policies, logistics, and budgeting for the Carter-Mondale reelection campaign (1979-1980). Also present are a few briefing folders on visits by foreign dignitaries, a podium plaque containing the Vice Presidential seal, and some Vice Presidential baggage tags. There are two boxes of files on the temporary personnel hired to assist in on-site arrangements for the Vice President's trips.

ORGANIZATION OF THE COLLECTION

These records are organized into the following sections:

Seminars, 1976-1980.
Manuals and Subject Files, 1976-1980.
Advance Staff Memos and Correspondence, 1976-1980.
Trip Files, 1976-1978.
Miscellany.
Advance Staff Personnel Files, 1977-1980.

RELATED MATERIALS

A Vice-Presidential eagle flag, as well as duplicates of the podium plaque and baggage tags, were transferred to the Minnesota Historical Society Museum Collections.

ADMINISTRATIVE INFORMATION

Restrictions:

Access: Until April 15, 2006, access to these files requires written permission.

Use: Until April 15, 2006, quotation or publication beyond the fair use provisions of the copyright law requires written permission.

Preferred Citation:

[Indicate the cited item, file title, and/or series here]. Walter F. Mondale Papers: Vice Presidential Office: Advance Office files. Minnesota Historical Society.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number:

Processing Information:

Administrative files (seminars, manuals, subject files, memos and correspondence, trip files) processed by Rich Arpi, November 1997.

Personnel files processed by Heidi Zimmermann, October 1997.

Provenance: Personnel files were originally Advance Files boxes 778-780 (part).
Administrative files originally comprised portions of Advance Files boxes 786-789 and 793.

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Seminars, 1976-1980. 5 folders and 7 audio tapes.

Location	Box	
154.I.16.14F	1	Mondale Advance School, 1976. 1 folder. Secret Service Training Seminars, August 1977, Jan. 1979. 1 folder. Advance Training Seminar, August 1978. 1 folder. Advance Training Seminar, for official trips of the Vice-President, First Lady, and Mrs. Mondale. Washington, D.C., November 1979. 1 folder.
154.I.17.1B	2	Advance Training Seminar, November 1979: Audio Tapes. 7 tapes. 3 3/4 speed. ca. 90 minutes per tape. Good discussions and questions concerning all topics involved in advance work. Good compliment to the manuals.
154.I.16.14F	1	Carter-Mondale Advance Training Seminars, Washington, D. C. and Minneapolis, Jan-Feb. 1980. 1 folder.

Manuals and Subject Files, 1976-1980. 12 folders.

Location	Box	
154.I.16.14F	1	Carter-Mondale Advance Manual, 1976. 1 folder. Advance Manual (President Carter), ca. 1977. 1 folder. Advance Manuals (old), July 1976. 1 folder. Mondale Advance Guidelines, master trip packet, ca. 1977. 1 folder. Mondale Procedures Book, 1978-1979. 2 folders. Advance Packet. 1 folder. Blank forms, sample letters, instructions, and the like. Master File of manual items, forms, etc. 1 folder. List of Letters to be used for thank-you mailings. 1 folder. List of letter types, with a sample of each. Mass Mailings, 1979-1980. 1 folder. Copies of letters from the Advance Office for general distribution to the advance staff or staff prospects, each usually accompanied by a list of persons it was sent to. White House Communications Agency (WHCA), 1977-1978. 1 folder. Correspondence and memos re audio-visual support for the Vice President on trips and appearances. Mondale Advance Staff Lists and job descriptions, 1980. 1 folder.

Advance Staff Memos and Correspondence, 1976-1980. 10 folders.

Location	Box	
154.I.16.14F	1	Berman, Bill: Memos, 1977-1979. 2 folders. Roberts, Bill: Correspondence, 1977-1978. 2 folders. Sale, Debbie: Correspondence, 1976-1978. 1 folder. Schmitt, Dick: Correspondence, 1979-1980. 2 folders.
154.I.17.1B	2	Carter-Mondale Presidential Committee, Inc., October 1979 - August 1980. 3 folders. Memoranda, lists, guidelines, policy documents, telephone logs, and miscellaneous materials regarding travel budgets, expenses, schedules, advance staff, and advance arrangements for their reelection campaign activities. Includes lists of committee staff, and "guidelines for political activity by White House staff members" (Dec. 17, 1979).

Trip Files, 1976-1978. 9 folders.

Location	Box	
154.I.17.1B	2	Democratic Whistle Stop Train, Sept. 21, 1976. 1 folder. President Carter's Visit to Minneapolis, October 23, 1977. 1 folder. President Carter's Visit to U.S.S. Eisenhower, Savannah, Ga., March 17, 1978. 1 folder. Mondale Vice-President Visit Information folders: Prime Minister Fraser of Australia, June 1977. 1 folder. Prime Minister Begin of Israel, July 1977. 1 folder. Prime Minister Andreotti of Italy, July 1977. 1 folder. President Mwalimu Julius K. Nyerere of Tanzania, August 1977. 1 folder. Prime Minister Datuk Hussein of Malaysia, September 1977. 1 folder. Prime Minister Lee Kuan Yew of Singapore, October 1977. 1 folder.

Miscellany.

Location	Box	
154.I.17.1B	2	1 Vice-President seal (plaque for mounting on podium). (Another identical plaque was transferred to the MHS Museum Collections) Several sets of Vice-Presidential baggage tags. (Several were also transferred to MHS Museum)

Advance Staff Personnel Files, 1977-1980. 1.9 cu. ft. (2 boxes).

Files on the temporary personnel hired to assist in on-site arrangements for the Vice President's trips, arranged alphabetically by staff member's surname. Most were employed on a part-time basis, as consultants, or for specific trips.

An individual's file may include a resume, information sheet, salary and service summary, and/or correspondence with or between the Vice President's advance staff in Washington, D.C. The correspondence generally relates to reimbursement payments, or offers thanks for the person's service; some letters critique the work of the on-site staff or deal with other personnel issues.

There is also a folder of "service by agreement forms" (contracts with one-time or temporary on-site advance personnel), transferred from the Advance Office's administrative files.

Location	Box	
154.I.16.12F	3	Personnel files, A-Le.
154.I.16.13B	4	Personnel files, Li-Z. Service by agreement forms. 1 folder.