



MINNESOTA HISTORICAL SOCIETY
Manuscript Collections

WALTER F. MONDALE PAPERS Vice Presidential Office

An Inventory of the Central Subject Files

**Access to or use of this collection is currently restricted.
For details, see Administrative Information.**

OVERVIEW OF THE COLLECTION

Creator:	Vice President: Central Files
Title:	Central subject files
Date:	1977-1980
Abstract:	The major set of central files maintained by Mondale's Vice Presidential office.
Quantity:	62.0 cu. ft. (62 boxes).
Location:	See box list section for box locations.

SCOPE AND CONTENTS OF THE COLLECTION

The major set of central files maintained by Mondale's Vice Presidential office. The majority of the office's contacts with the public, members of various interest groups, and other constituencies, as well as staff memoranda and related materials, are represented in these files.

Among these files are staff notes and miscellaneous briefing materials on various issues and for meetings; policy and decision memoranda to or for the Vice President from his staff and to the President from the Vice President, as well as copies of related White House and agency documents; printed and near-print background materials; talking points for and correspondence regarding Mondale's speeches; invitations to Mondale to speak or appear at events; and correspondence and staff memoranda regarding scheduling arrangements. According to a records survey done by the National Archives in February, 1979, these files contain copies of almost all the correspondence signed by the Vice President, although the largest portion of the files is routine correspondence with the general public.

Also included are files of the 1977-1978 President's Reorganization Project (in file code FG) and of the 1979 Vice President's Task Force on Youth Employment (FG 600).

ARRANGEMENT OF THE COLLECTION

These records are organized by year, and thereunder by alpha-numeric file code established by the Mondale office.

RELATED MATERIALS

The separate set of Central Alphabetical Files complements this series. Other files treated by the Vice President's office as separate components of the central office files include Trip Files, Scheduling Files, and Speech Files. Most files relating to foreign affairs, national defense, and international relations were retained by the Office of Presidential Libraries at the National Archives until such time as they are eligible for declassification review.

OTHER FINDING AIDS

A summary box list (file codes only) gives the shelf locations of the files. It is followed by a detailed outline of the office's subject classification system and pages 46-48 of the National Archives' 1979 records, survey, which provide additional information about these files. The individual files, which are identified only with their file codes, have not been compared against the classification scheme to establish topical folder titles. The full office file manual is also available for consultation.

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 and folder title here]. Walter F. Mondale Papers: Vice Presidential Files: Central Subject Files. Minnesota Historical Society.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number:

Processing Information:

Processed by: Lydia Lucas and Xoua Lee 1990-1991. A processing report accompanies the master copy of this inventory.

Provenance: Originally Central Files boxes 1000-1001, 1003-1076, and selected additions from Central Files Oversize Attachments (boxes 1171-1174).. As other series of files are processed, some estrays found with those series are from time to time interfiled in the Central Subject Files. Some code subdivisions, originally in separate folders, were concatenated into a single folder during processing.

DETAILED DESCRIPTION OF THE COLLECTION

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

Location	Box	
		1977
149.J.10.9B	1	AG - BE 4-1
149.J.10.10F	2	BE 4.3 - CO 50
149.J.11.1B	3	CO 51 - ED Nov.
149.J.11.2F	4	ED Dec. - FG March
149.J.11.3B	5	FG April - FG 53
149.J.11.4F	6	FG 54 - FI 4 April
149.J.11.5B	7	FI 4 May - FI 11-5
149.J.11.6F	8	FO - GI 2-9
149.J.11.7B	9	GI 2-10 - HE
149.J.11.8F	10	HI - IN March
149.J.11.9B	11	IN April - IV/1/D.C.
149.J.11.10F	12	IV/1/Florida - IV/1/Wyoming
149.J.12.1B	13	IV 2 - LA 2 May
149.J.12.2F	14	LA 2 June - ME 1 A-H
149.J.12.3B	15	ME 1 I-Z - ME 3-2
149.J.12.4F	16	ME 3-3 - NR 2 July
149.J.12.5B	17	NR 2 Aug. - NR 6-1 April
149.J.12.6F	18	NR 6-1 May - PE 2 July
149.J.12.7B	19	PE 2 Aug. - PQ
149.J.12.8F	20	PR - PR 5-1 A-M
149.J.12.9B	21	PR 5-1 N-Z - PR 16-12
149.J.12.10F	22	PR 16-15 - RS 8
149.J.13.1B	23	SA - TN 1
149.J.13.2F	24	TN 2 - VP 9
149.J.13.3B	25	VP 9-1 - WE
149.J.13.4F	26	WE 1 - WE 10
149.J.13.5B	27	WE 11 - WH 11 and unfiled miscellany

Location	Box	
		1978
149.J.13.6F	28	AG - BE 5-6
149.J.13.7B	29	BE 6 - FA
149.J.13.8F	30	FE - FI 5
149.J.13.9B	31	FI 5-1 - GI 2-10
149.J.13.10F	32	GI 2-12 - IN
149.J.14.1B	33	IS - IV/1/Virginia
149.J.14.2F	34	IV/1/Virgin Islands - LG
149.J.14.3B	35	MA - ME 3
149.J.14.4F	36	ME 3-1 - NR 5
149.J.14.5B	37	NR 6 - PR 6
149.J.14.6F	38	PR 7 - RS 8
149.J.14.7B	39	SA - UT
149.J.14.8F	40	VA - WE 5
149.J.14.9B	41	WE 7 - WH 10
		1979
149.J.14.9B	41	AG - BE May
149.J.14.10F	42	BE June - EN
149.J.15.1B	43	FA - FG 600
149.J.15.2F	44	FG 999 - GI 2-8 A to P
149.J.15.3B	45	GI 2-8 Q to Z - IV/1/Calif.
149.J.15.4F	46	IV/1/Canal Zone - LA
149.J.15.5B	47	LE - ME 4
149.J.15.6F	48	ND - PC
149.J.15.7B	49	PE - RE
149.J.15.8F	50	RM - TN 3
149.J.15.9B	51	TN 4 - WH 9

Location	Box	
		1980
149.J.15.10F	52	AG - ED 3
149.J.16.1B	53	ED 4 - FI 5-7
149.J.16.2F	54	FI 8 - IT
149.J.16.3B	55	IV/1 - IV/1/D.C. (Aug.)
149.J.16.4F	56	IV/1/D.C. (Sept.) - IV/1/Minnesota
149.J.16.5B	57	IV/1/Minnesota - IV/1/Pacific
149.J.16.6F	58	IV/1/Pennsylvania - JL
149.J.16.7B	59	LA - ME 3-1-3
149.J.16.8F	60	ME 3-2 - PR 5-1
149.J.16.9B	61	PR-7 - TR
149.J.16.10F	62	UT – WH
		VS 3-2 includes file management recommendations by Rod Ross of the National Archives. VS 3-3 contains copies and i.d. #s of 1980 Robo letters, plus some lists (incomplete) of people sent to.
		OVP guest book, July 1978-April 1980. 1 volume.

The list below is summarized from the Central Files Manual compiled by Mondale's vice presidential office. It outlines the classification system used for the central files of the Vice President's office, which mirrored those of the President's office. This structure assigned alpha-numeric codes to primary subjects, and to secondary and tertiary subdivisions thereunder. The full manual expands on this outline with narrative summaries of the topical subjects to be filed under each code, with cross-references to codes for related subjects, and with some coding details not included on this list. Its intent was to guide office staff in classifying and filing documents, and it is not necessarily a consistently accurate guide to the actual contents of individual folders.

AGRICULTURE (AG)

- 1 Home Economics
- 2 Horticulture
- 3 Marketing
 - 3-1 Protection Programs
- 4 Price Support
 - 4-1 Soil Bank
- 5 Research Programs/Laboratories
 - 5-1 Pest Control
- 6 Rural Development
- 7 Surplus Products
 - 7-1 Barter Program
 - 7-2 School Lunch Program
- 8 World Food Problems

ARTS (AR)

- 1 Languages
- 2 Museums
 - 2-1 Art Galleries
- 3 Music
 - 3-1 Service Bands/Choirs
 - 3-2 Concerts
- 4 Painting/Drawing
- 5 Poetry/Prose/Writing/Manuscripts
- 6 Sculpture
- 7 Theatre
- 8 Dance
- 9 Plays
- 10 Art Loaned to the Vice President's Home

ATOMIC ENERGY (AT)

- 1 Health/Medical
- 2 Industrial
- 3 Peace Promotion
 - 3-1 International Agreements

BUSINESS/ECONOMICS (BE)

- 1 Cooperatives
- 2 Domestic Trade
 - 2-1 Deceptive Practices
 - 2-2 Monopoly/Antimonopoly
- 3 Economic Controls/Deregulation
- 4 Industry
 - 4-1 Government Competition
 - 4-2 Government Subsidies
 - 4-3 Minority Business
 - 4-4 Small Business
- 5 National Economy
 - 5-1 Business Trends
 - 5-2 Cost of Living
 - 5-3 Inflation/Money Scarcity/Anti-inflation
 - 5-4 National Income/Product Data
 - 5-5 Recessions/Depressions
 - 5-6 Domestic Problems
- 6 Patents/Inventions/Copyrights/Trademarks
- 7 Consumer Problems

CIVIL AVIATION (CA)

- 1 Accidents
- 2 Airports
- 3 Rates
- 4 Routes/Navigation
- 5 Safety/Traffic Control
- 6 Subsidies
- 7 Cases/Decisions

COMMODITIES (CM)

[Documents are filed under this subject alphabetically by name of commodity]

COUNTRIES (CO)			
1	Afghanistan	38	Ghana
2	Algeria	39	Great Britain
3	Argentina	40	Greece
4	Australia	41	Grenada
5	Austria	42	Guatemala
6	Bahamas	43	Guinea
7	Bangladesh	44	Guinea-Bissau
8	Barbados	45	Guyana
9	Belgium	46	Haiti
10	Bolivia	47	Honduras
11	Botswana	48	Hungary
12	Brazil	49	Iceland
13	Bulgaria	50	India
14	Burundi	51	Indonesia
15	Cameroon	52	Iran
16	Canada	120	Iraq
17	Central African Republic	53	Ireland
18	Chad	54	Israel
19	Chile	55	Italy
20	China	56	Ivory Coast
20-1	Taiwan	57	Jamaica
21	Columbia	58	Japan
22	Costa Rica	59	Jordan
119	Cuba	60	Kenya
23	Cyprus	61	Korea
23-1	Czechoslovakia	62	Kuwait
24	Dahomey	63	Laos
25	Denmark	64	Latvia
26	Dominican Republic	65	Lesotho
27	Ecuador	[no 66]	
28	Egypt	67	Liberia
29	El Salvador	68	Libya
30	Estonia	69	Lithuania
31	Ethiopia	61-1	Luxembourg
32	Fiji	62-1	Madagascar
33	Finland	63-1	Malawi
34	France	64-1	Malaysia
35	Gabon	65-1	Mali
121	Gambia	66-1	Malta
36	German Democratic Republic (Berlin)	67-1	Mauritania
37	Germany, Federal Republic of (Bonn)	68-1	Mauritius
		69-1	Mexico
		70	Morocco
		71	Nepal

72	Netherlands	98	Sweden
73	New Zealand	99	Switzerland
74	Nicaragua	100	Syria
75	Niger	101	Tanzania
76	Norway	102	Thailand
77	Oman	103	Toga
78	Pakistan	104	Trinidad and Tobago
79	Panama	105	Tunisia
80	Paraguay	106	Turkey
81	Peru	107	Uganda
82	Philippines	108	USSR (Russia)
83	Poland	108.1	Baltic States / Captive Nations
84	Portugal	109	United Arab Emirates
85	Qatar	110	Upper Volta
86	Romania	111	Uruguay
87	Rwanda	112	Venezuela
88	Saudi Arabia	113	Yemen
89	Senegal	114	Yugoslavia
90	Sierra Leone	115	Zaire
91	Singapore	116	Zambia
92	Somalia	117	Vietnam
93	South-East Africa	118	Vatican City
94	Spain	119	Cuba
95	Sri Lanka	120	Iraq
96	Sudan	121	Gambia
97	Swaziland		
150	Continents/Geographic Areas		
	150-1		Asia
	150-2		Caribbean Islands
	150-3		Europe
	150-4		Middle East
	150-5		West Indies
	150-6		Indochina
	150-7		Latin America
	150-8		Scandinavia

DISASTERS (DI)

- 1 Accidents
- 2 Droughts
- 3 Earthquakes
- 4 Fires
- 5 Floods
- 6 Storms

EDUCATION (ED)

- 1 Buildings/Grounds/Facilities
- 2 Curriculum
- 3 Libraries
- 4 Scholarships/Fellowships/Grants
- 5 Students
 - 5-2 Handicapped or Special Education Classes/Lifelong Learning
- 6 Teachers
 - 6-1 University and College Professors
- 7 Teaching Methods/Training Programs
- 8 Recommendations/Endorsements

EMPLOYMENT ASSISTANCE (EM)

- 1 Private Industry
- 2 Vice President's Office
- 3 White House Office
- 4 Other Government Agencies
- 5 CETA/Public Service Jobs

ENDORSEMENTS (EN) [for top positions in federal government]

- 1 Agency Officials
- 2 Customs Appraisers
- 3 Customs Collectors
- 4 Customs Comptrollers
- 5 Customs Surveyor
- 6 District Directors of Internal Revenue
- 7 Regional Commissioners of Internal Revenue
- 8 Postmasters
- 9 Diplomatic Corps
- 10 Supreme Court Judges
 - 10-1 Chief Justice
- 11 United States Circuit Court
- 12 United States Attorneys
- 13 United State Marshals
- 14 Officials of Proposed Departments/Agencies/Boards/Commissions

FEDERAL AID (FA)

- 1 Airport Construction
- 2 Arts
- 3 Education
- 4 Highways
- 5 Housing
- 6 Public Health
- 7 Health Research
- 8 Trade Adjustment Assistance

FEDERAL GOVERNMENT (FE)

- 1 Bill of Rights
- 2 Capitol (including tours of)
- 3 Ceremonials/Protocol
 - 3-1 Deaths/Funerals
 - 3-2 Wreath Laying
- 4 Constitution of the United States
 - 4-1 Presidential Powers
 - 4-2 Presidential Succession
 - 4-3 Presidential Term of Office
- 5 Declaration of Independence
- 6 Executive Orders
- 7 Heraldry
 - 7-1 Flags
 - 7-2 Seals/Coats of Arms (President's/Vice President's)
- 8 History/Historical Events
- 9 Management Improvement Program
- 10 National Emblems
 - 10-1 National Anthem
 - 10-2 National Flower
 - 10-3 National Motto
- 11 National Emergency
- 12 Presidential Libraries Museums
 - 12-1 Vice President
- 13 Proclamations
- 14 Records/Archives
 - 14-1 Access to Records
 - 14-2 Receipts for Records
- 15 Certificates/Documents
- 16 Transfer of Government Agencies to Other States

FEDERAL GOVERNMENT/ORGANIZATIONS (FG)

- 1 President of the United States
 - 1-1 Delegations of Authority
 - 1-2 Personal Representatives/Delegations
 - 1-3 Inaugurations
 - 1-3-2 Invitations/Tickets
- 2 Former Presidents (including wives)
[Assigned numbers chronologically by dates of service]
- 3 Former Vice Presidents (including wives)
- 4 Transition to Incoming Administration
- 5 The Executive Branch
- 6 Executive Office of the President
 - 6-8 Office of Emergency Preparedness
 - 6-8-1 Civil Defense Advisory Council
 - 6-8-2 Office of Director of Telecommunications Management
 - 6-9 Office of Science and Technology
 - 6-10 Office of Special Representative for Trade Negotiations
 - 6-11 The White House Office
 - 6-11-1 Staff (including assistants and aides)
 - 6-11-2 Staff Meetings
 - 6-13 National Goals Research Staff
 - 6-14 Office of Telecommunications Policy
 - 6-15 Domestic Policy
 - 6-16 Office of Management and Budget
 - 6-17 Council on Environmental Quality
 - 6-17-1 Office of Environmental Quality
 - 6-18 Consumer Affairs, Office of
 - 6-18-1 Consumer Advisory Council
 - 6-19 Special Action Office of Drug Abuse Presentation [Prevention?]
- 10 The Cabinet
 - 10-1 Cabinet Meetings
- 11 Department of State
 - 11-1 Secretary and Staff Officials
 - 11-2 Agency for International Development (AID)
 - 11-3 Educational and Cultural Affairs, Bureau of
 - 11-4 Protocol, Office of
 - 11-5 Security and Consular Affairs, Bureau of
(includes Passport Office)
 - 11-6 Inspector General of Foreign Assistance
[U.N. Mission to the United States. See IT]
[U.S. National Commission for UNESCO. See IT]

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 12 Department of the Treasury
 - 12-1 Secretary and Staff Officials
 - 12-2 Comptroller of the Currency, Office of the
 - 12-3 Customs, Bureau of
 - 12-4 Engraving and Printing, Bureau of
 - 12-5 Fiscal Service
 - Includes Treasurer of the United States, Bureau of Accounts, and Bureau of Public Debt
 - 12-6 Internal Revenue Service
 - 12-7 Mint, Bureau of the
 - Includes United States mints, assay offices; Annual Assay Commission
 - 12-8 Secret Service, U.S.
 - 12-8-1 Executive Protection Service
 - 12-9 United States Savings Bonds Division
- 13 Department of Defense
 - 13-1 Secretary and Staff Officials
 - 13-2 Defense Advisory Committee on Women in the Service
 - 13-3 Defense Atomic Support Agency
 - 13-4 Defense Communications Agency
 - 13-4-1 White House Communications Agency / Signal Corps Detachment
 - 13-5 Defense Intelligence Agency
 - 13-6 Defense Research and Engineering
 - Includes Advanced Research Projects Agency and Defense Science Board
 - 13-7 Defense Supply Agency
 - 13-8 Joint Chiefs of Staff
 - 13-9 National Security Agency
 - 13-10 Joint Logistic Review Board
- 14 Department of the Army
 - 14-1 Secretary and Staff Officials
 - 14-2 Chief of Staff
 - 14-3 Civil Defense, Office of
 - 14-4 Corps of Engineers
 - 14-4-1 California Debris Commission
 - 14-4-2 Mississippi River Commission
 - 14-5 National Guard Bureau]
 - 14-6 Soldiers Home, U.S.
 - 14-7 Surgeon General
 - [For service branches, see ND 21]

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 15 Department of the Navy
 - 15-1 Secretary and Staff Officials
 - 15-2 Chief of Naval Operations, Office of
 - 15-2-1 Naval Materials Command
 - 15-3 Medicine and Surgery, Bureau of
 - 15-4 Naval Petroleum and Oil Shale Reserves, Office of
 - 15-5 Oceanographic Office, United States Naval

[For service branches, see ND 21]
- 16 Department of the Air Force
 - 16-1 Secretary and Staff Officials
 - 16-2 Chief of Staff, Office of
 - 16-3 Civil Air Patrol

[For service branches, see ND 21]
- 17 Department of Justice
 - Includes Board of Immigration Appeals
 - 17-1 Attorney General and Staff Officials
 - 17-4 Community Relations Service
 - Includes National Citizens Committee for Community Relations
 - 17-5 Federal Bureau of Investigation
 - 17-6 Immigration and Naturalization Service
 - 17-7 Law Enforcement Assistance Administration
 - Includes National Institute of Law Enforcement and Criminal Justice
 - 17-8 Narcotics and Dangerous Drugs, Bureau of
 - 17-9 Parole, Board of
 - 17-10 Prisons, Bureau of
 - Includes Federal Prison Industries, Inc., Federal Reformatory for Women, and Board of Advisors
 - 17-11 Solicitor General
 - 17-12 United States Attorneys
 - 17-13 United States Marshals
 - 17-14 Antitrust Division
 - 17-15 Legal Counsel, Office of

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 19 Department of the Interior
 - 19-1 Secretary and Staff Officials
 - 19-4 Bonneville Power Administration
 - Includes Advisory Board
 - 19-5 Coal Research, Office of
 - 19-6 Federal Water Quality Administration
 - Includes Water Pollution Control Advisory Board
 - 19-7 Fish and Wildlife Service
 - 19-7-1 Sports Fisheries and Wildlife, Bureau of
 - 19-8 Geological Survey
 - 19-9 Indian Affairs, Bureau of
 - 19-10 Land Management, Bureau of
 - 19-11 Mines, Bureau of
 - 19-12 National Park Service
 - Includes Park Police
 - 19-13 Oil and Gas, Office of
 - 19-14 Oil Imports Administration
 - Includes Appeals Board
 - 19-15 Outdoor Recreation, Bureau of
 - 19-16 Reclamation, Bureau of
 - 19-17 Saline Water Office
 - 19-18 Southeastern Power Administration
 - 19-19 Southwestern Power Administration
 - 19-20 Territories, Office of
 - 19-21 Water Resources Research, Office of
- 20 Department of Agriculture
 - 20-1 Secretary and Staff Officials
 - 20-4 Agricultural Research Service
 - 20-5 Agricultural Stabilization and Conservation Service
 - 20-6 Commodity Credit Corporation
 - 20-7 Farmers Home Administration
 - 20-8 Federal Crop Insurance Corporation
 - 20-9 Federal Extension Service
 - 20-10 Foreign Agricultural Service
 - 20-11 Forest Service
 - 20-12 Rural Electrification Administration
 - 20-13 Soil Conservation Service
 - 20-14 Rural Telephone Bank

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 21 Department of Commerce
 - 21-1 Secretary and Staff Officials
 - 21-4 Domestic Commerce, Bureau of
 - 21-5 Business Economics, Office of
 - 21-6 Census, Bureau of the
 - 21-7 Economic Development Administration
 - 21-9 Foreign Direct Investments, Office of
 - 21-10 International Commerce, Bureau of
 - 21-11 Maritime Administration
 - 21-13 National Export Expansion Council
 - 21-14 Patent Office
 - 21-15 State Technical Services, Office of
 - 21-16 United States Travel Service
 - 21-17 Minority Business Enterprise, Office of
 - 21-17-1 Advisory Council for Minority Enterprise
 - 21-18 National Oceanographic and Atmospheric Administration
 - 21-18-1 National Ocean Survey
 - 21-18-2 Commissioned Officer Corps (NOAA)
 - 21-19 National Business Council for Consumer Affairs
- 22 Department of Labor
 - 22-1 Secretary and Staff Officials
 - 22-4 Federal Contract Compliance, Office of
 - 22-5 Labor Statistics, Bureau of
 - 22-6 Manpower Administration
 - 22-6-1 Apprenticeship and Training, Bureau of
 - 22-6-2 Employment Security, Bureau of
 - 22-6-2-1 U.S. Employment Service
 - 22-6-3 Work Training Program, Bureau of
 - 22-6-3-1 Neighborhood Youth Corps
 - 22-7 President's Review Committee on Federal Employee-Management Relations
 - 22-8 Wage and Labor Standards Administration
 - 22-8-1 Employees' Compensation, Bureau of
 - 22-8-2 Labor Standards, Bureau of
 - 22-8-3 Women's Bureau

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 23 Department of Health, Education and Welfare
 - 23-1 Secretary and Staff Officials
 - 23-4 Air Quality Advisory Board
 - Includes advisory committees
 - 23-5 Commission on Preventive Medicine and Health
 - 23-6 Education, Office of
 - 23-6-1 National Teachers Corps
 - 23-6-2 Advisory Council on State Departments of Education
 - 23-7 Food and Drug Administration
 - 23-8 Public Health Service
 - 23-8-1 National Institutes of Health
 - 23-8-2 National Clearinghouse on Drug Abuse Information
 - 23-9 Social and Rehabilitation Service
 - 23-9-1 Administration on Aging
 - 23-9-2 Childrens Bureau
 - 23-9-3 Rehabilitation Services Administration
 - 23-10 Social Security Administration
 - 23-11 Child Development, Office of
- 24 Department of Housing and Urban Development
 - 24-1 Secretary and Staff Officials
 - 24-4 Federal Housing Administration
 - 24-5 Federal Insurance Administration, Office of
 - 24-6 Government National Mortgage Association
 - 24-7 Housing Assistance Administration
 - 24-8 Model Cities Administration
 - 24-9 National Committee on Urban Problems
 - 24-10 Renewal Assistance Administration
 - 24-11 Urban Technology and Research, Office of
 - 24-12 Community Development Corporation
- 25 Department of Transportation
 - 25-1 Secretary and Staff Officials
 - 25-4 Coast Guard, United States
 - 25-5 Federal Aviation Administration
 - 25-6 Federal Highway Administration
 - 25-6-1 Motor Carrier Safety, Bureau of
 - 25-6-2 National Highway Traffic Safety Administration
 - 25-6-3 Public Roads, Bureau of
 - Includes National Highway Safety Advisory Committee
 - 25-7 Federal Railroad Administration
 - 25-8 National Transportation Safety Board
 - 25-9 St. Lawrence Seaway Development Corporation
 - 25-10 Urban Mass Transportation Administration

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

30 Legislative Branch

31 Congress of the United States

31-1 Legislative Leadership Meetings

32 House of Representatives

Includes population apportionment, redistricting – gerrymandering and members

33 House Committees

33-1 Agriculture

33-2 Appropriations

33-3 Armed Services

33-4 Banking and Currency

33-5 District of Columbia

33-6 Education and Labor

33-7 Foreign Affairs

33-8 Government Operations

33-9 House Administration

33-10 Interior and Insular Affairs

33-11 Interstate and Foreign Commerce

33-12 Judiciary

33-13 Merchant Marine and Fisheries

33-14 Post Office and Civil Service

33-15 Public Works

33-16 Science and Aeronautics

33-17 Standards of Official Conduct

33-18 “Internal Security”

33-20 Veterans’ Affairs

33-21 Ways and Means

34 Speaker of the House

35 Senate

Includes Senate Gallery

36 Senate Committees

36-1 Aeronautical and Space Sciences

36-2 Agriculture and Forestry

36-3 Appropriations

36-4 Armed Services

36-5 Banking and Currency and Housing

36-6 Commerce

36-7 District of Columbia

36-8 Finance

36-9 Foreign Relations

36-10 Government Operations

36-11 Interior and Insular Affairs

36-12 Judiciary

36-13 Labor and Public Affairs

36-14 Post Office and Civil Service

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 36 Senate Committees (cont)
 - 36-15 Public Works
 - 36-16 Rules and Administration
- 37 Select and Special Committees of the Senate
 - 37-1 Democratic Policy Committee
 - 37-2 Republican Policy Committee
 - 37-3 Select Committee on Small Business
 - 37-4 Select Committee on Standards and Conduct
 - 37-5 Special Committee on Aging
 - 37-6 Special Committee on the Organization of the Congress
- 38 President of the Senate (Vice President of the United States)
- 39 Joint Committees of Congress
 - 39-1 Atomic Energy
 - 39-2 Defense Production
 - 39-3 Disposition of Executive Papers
 - 39-4 Internal Revenue Taxation
 - 39-5 Library
 - 39-6 Navajo-Hopi Indian Administration
 - 39-7 Printing
 - 39-8 Reduction of Nonessential Federal Expenditures
 - 39-9 Joint Economic Committee
- 40 Architect of the Capitol
- 41 Capitol Police
- 42 Capitol Page School
 - Includes Capitol pages.
- 43 United States Botanic Garden
- 44 General Accounting Office
- 45 Government Printing Office
- 46 Library of Congress
 - Includes Trust Fund Board
- 50 **The Judicial Branch**
- 51 Supreme Court of the United States
- 52 United States Court of Appeals
- 53 United States District Courts
- 54 Courts of the District of Columbia
 - 54-1 District of Columbia Court of General Sessions
 - 54-2 District of Columbia Court of Appeals
 - 54-3 Juvenile Courts
 - 54-4 Tax Court of the District of Columbia
 - 54-5 Superior Court of the District of Columbia
- 55 Court of Claims, United States
- 56 Court of Customs and Patent Appeals
- 57 Customs Court, United States
- 58 Court of Military Appeals, United States

- 59 Administrative Office of the U.S. Courts
- 60 Federal Judicial Center

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 65 **Independent Agencies, Boards, and Commissions**
- 66 Administrative Conference of the United States
- 67 Advertising Council
- 71 Advisory Council on Historic preservation
- 72 Advisory Panel on Personnel Interchange
- 73 American National Red Cross
- 74 American Revolution Bicentennial Commission
- 75 Atomic Energy Commission
- 85 Business Council
- 86 Cabinet Committee on Balance of Payments
(also known as: Balance of Payments Advisory Committee)
- 87 Civil Aeronautics Board
- 88 Commission on Civil Rights
- 89 Commission on Fine Arts
- 90 Commission on Obscenity and Pornography
- 91 Commission on Presidential Scholars
- 92 Committee for Economic Development (CED)
- 93 Committee on Population and Family Planning
- 94 Committee for the Preservation of the White House
- 95 Communications Satellite Corporation
- 103 Corporation for Public Broadcasting
- 104 Distinguished Civilian Service Awards Board
- 106 District of Columbia
Includes commissioners and mayor.
106-1 District of Columbia Council
106-2 Corporation Council
- 109 Equal Employment Opportunity Commission
- 112 Export-Import Bank of the United States
- 113 Farm Credit Administration
Administered by the Federal Farm Credit Board
- 114 Federal Coal Mine Safety Board of Review
- 118 Federal Communications Commission
- 119 Federal Deposit Insurance Corporation
- 120 Federal Election Campaign Fund Advisory Board
- 121 Federal Executive Boards
- 122 Federal Home Loan Bank Board
- 123 Federal Maritime Commission
- 124 Federal Mediation and Conciliation Service
- 128 Federal National Mortgage Association
- 129 Federal Power Commission
- 130 Federal Radiation Council
- 131 Federal Reserve System
- 132 Federal Safety Council

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 133 Federal Trade Commission
- 134 Foreign Claims Settlement Commission of the United States
- 139 General Services Administration
 - 139-1 National Archives and Records Service
- 140 Indian Claims Commission
- 141 Institute for Urban Development
- 142 Interstate Commerce Commission
- 145 National Academy of Sciences
- 146 National Advisory Committee on Libraries
 - Includes President's Commission on Libraries
- 164 National Aeronautics and Space Administration
- 165 National Alliance of Businessmen
- 166 National Capital Housing Authority
- 167 National Capital Planning Commission
- 173 National Council on Indian Opportunity
- 174 National Foundation on the Arts and the Humanities
 - 174-1 National Endowment for the Arts
 - Includes National Council on the Arts
 - 174-2 National Endowment for the Humanities
 - Includes National Council on the Humanities
 - 174-3 Federal Council on the Arts and the Humanities
- 175 National Home Ownership Foundation
- 176 National Labor Relations Board
- 179 National Mediation Board
- 180 National Park Foundation
- 181 National Visitor Facilities Advisory Commission
 - Includes National Visitor Center
- 182 National Water Commission
- 183 Panama Canal Company
- 184 National Science Foundation
- 196 President's Commission on White House Fellows
- 197 President's Committee on Employment of the Handicapped
- 200 President's Committee on Mental Retardation
- 201 President's Council on the Aging
- 202 President's Council on Physical Fitness and Sports
- 203 President's Council on Youth Opportunity
- 204 President's Foreign Intelligence Advisory Board
- 205 Railroad Retirement Board
- 206 Renegotiation Board
- 215 Securities and Exchange Commission
- 216 Selective Service System
- 217 Small Business Administration

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 218 Smithsonian Institution
 - 218-1 John F. Kennedy Center for the Performing Arts
 - 218-2 Joseph H. Hirshhorn Museum and Sculpture Garden
 - 218-3 National Armed Forces Museum Advisory Board
 - 218-4 National Galley of Art
 - 218-5 National Air and Space Museum
 - 218-6 Woodrow Wilson International Center for Scholars
- 219 Subversive Activities Control Board
- 220 United Planning Organization
- 221 United Service Organization (USO)
- 227 United States Advisory Commission on Information
- 229 United States Civil Service Commission
 - Changes to Office of Personnel Management
- 230 United States Information Agency
 - Includes Voice of America (the broadcasting service)
- 231 United States Tariff Commission
- 233 Veterans Administration
 - Includes Board of Veterans Appeals
- 234 Washington Metropolitan Area Transit Authority
- 235 United States Arms Control and Disarmament Agency
- 236 Office of Inter-Governmental Relations
- 237 Federal Labor Relations Council
- 238 Overseas Private Investment Corporation
- 239 National Credit Union Administration
 - Includes National Credit Union Board
- 240 Commission on Population Growth and the American Future
- 241 Oil Policy Committee
- 242 National Industrial Pollution Control Council
- 243 National Council on Federal Disaster Assistance
- 244 National Reading Council
- 245 President's Commission on Mental Health
 - Includes First Lady's Health Committee
- 295 United States Postal Service
- 296 Advisory Committee on Federal Pay
- 297 Low Emission Vehicle Certification Board
- 298 Environmental Protection Agency (EPA)
- 325 Action
 - 325-1 Peace Corps
 - For program, see WE 10-1
 - 325-2 Vista
 - For program, see WE 10-3
 - 325-3 Voluntary Action, Office of
 - 325-4 Community Services Administration

FEDERAL GOVERNMENT/ORGANIZATIONS (FG) (cont)

- 326 Cost of Living Council
- 327 Price Commission
 - Includes Rent Board
- 328 Pay Board
- 329 National Commission on Neighborhoods
- 339 National Center for Productivity and the Quality of Working Life
- 340 Department of Energy
- 341 Department of Education
- 600 **Task Forces**
 - 600-1 Task Force on the District of Columbia
 - 600-2 Task Force on Youth Employment
 - 600-3 Task Force on Food Inflation
- 999 Proposed Departments, Agencies, Boards, and Commissions

FINANCE (FI)

- 1 Accounting
- 2 Banks/Banking
- 3 Bonds/Stocks/Investments
- 4 Budget/Appropriations
 - 4-1 Allocations
 - 4-2 Estimates
- 5 Credit/Loans
 - 5-1 Agricultural
 - 5-2 Aircraft/Airpost
 - 5-3 Defense Promotion
 - 5-4 Housing
 - 5-5 Railroads
 - 5-6 Schools/Higher Learning
 - 5-7 Small Business
 - 5-8 Vessels
- 6 Funds/Accounts
- 8 Interest Rates
- 9 Monetary Systems
- 10 Public Debt
- 11 Taxation
 - 11-1 Estate/Gift
 - 11-2 Excess Profit
 - 11-3 Excise
 - 11-4 Income
 - 11-5 Real/Personal Property
 - 11-6 Sales
 - 11-7 Proposition 13

FOREIGN AFFAIRS (FO)

- 1 Buildings/Grounds [embassies, etc.]
- 2 Diplomatic/Consular Relations
- 3 Economic/Technical Development
 - 3-1 International Waterways
 - 3-2 Mutual Security
 - 3-2-1 Alliance for Progress
- 4 Financial Relations
 - 4-1 Balance of Payments
 - 4-2 Loans/Funds
 - 4-3 International Investments
 - 4-4 American School and Hospital Aid
- 5 Information/Exchange Activities
 - 5-1 Educational
 - 5-2 Scientific/Cultural/Business Exchanges
 - 5-3 Publicity, International
- 6 International Conferences
 - 6-1 of Parliamentarians on Population and Development
- 7 International Law
- 8 International Travel
 - 8-1 Letters of Introduction
 - 8-2 Passports/Visas
- 9 Treaties
- 10 Global Problems
- 11 National Environmental Problems

GIFTS (GI)

- 1 From the Vice President
- 2 To the Vice President or Immediate Family
 - 2-1 Clothing/Wearing Apparel
 - 2-2 Flowers/Shrubs
 - 2-3 Food/Drinks
 - 2-4 Historical Documents
 - 2-5 Hobbies/Sports
 - 2-6 Household
 - 2-7 Jewelry/Cosmetics
 - 2-8 Literature/Books/Poetry
 - 2-8-1 Subscriptions accepted by the Vice President
 - 2-9 Music/Recordings
 - 2-10 Office
 - 2-11 Pets/Livestock
 - 2-12 Pictures/Photographs/Art Works
 - 2-13 Religious Articles
 - 2-14 Smoking

GIFTS (GI) (cont)

- 2-15 Souvenirs
- 2-16 Tickets/Licenses
- 2-17 Toys/Children's Gifts
- 2-18 Money
- 3 From or to the United States
- 4 Contributions for Organizations/Institutions/Charities by Individuals
- 5 Gifts to Vice President's Residence

HEALTH (HE)

- 1 Diseases
 - 1-1 Alcoholism
 - 1-2 Blindness
 - 1-3 Cancer
 - 1-4 Heart
 - 1-5 Mental Disorders
 - 1-6 Allergies
- 2 Doctors/Dentists/Nurses
- 3 Food/Nutrition
 - 3-1 Food Additives and Pesticides
- 4 Health Services
 - 4-1 Chronic Diseases/Health of Aged
 - 4-2 Environmental/Occupational Health
- 5 Hospitals/Medical Care
- 6 Medicines/Drugs/Serums
 - 6-1 Narcotics
- 7 Pollution
 - 7-1 Air (Smoking)
 - 7-2 Environment
 - 7-3 Extra Terrestrial
 - 7-4 Water
 - 7-5 Solid Waste
 - 7-6 Nuclear Waste
- 8 Sanitary Services
 - 8-1 Milk/Food Sanitation
 - 8-2 Sewerage Systems
 - 8-3 Recycling
- 9 Vital Statistics
- 10 Blood Donations
- 11 Abortion/Right to Life

HIGHWAYS/BRIDGES (HI)

- 1 Bridges/Overpasses/Tunnels/Underpasses
- 2 Highways/Freeways/Streets
 - 2-1 Metro System
- 3 Plans/Specifications/Requirements
- 4 Parking: Plans and Requirements

HOLIDAYS (HO)

- 1 Christmas
- 2 Easter
- 3 Flag Day
- 4 Jewish Holidays
- 5 New Years
- 6 National Day or Week of Prayer
- 7 Election Day

HOUSING (HS)

- 1 College
- 2 Public Housing Programs
- 3 Urban Renewal/Slum Clearance
- 4 City Redevelopment

HUMAN RIGHTS (HU)

- 1 Citizenship
- 2 Equality
 - 2-1 Education
 - 2-2 Employment
 - 2-3 Housing
 - 2-4 Voting
 - 2-5 Women
- 3 Freedoms
 - 3-1 Civil Disturbances/Riots
 - 3-2 Press
 - 3-3 Speech
 - 3-4 Right to Privacy
 - 3-5 Worship (Religion)
- 4 Genocide
- 5 Harassment
- 6 Ideologies
- 7 Homosexual or Gay Rights
- 8 Racism
- 9 Ethnic Americans

IMMIGRATION/NATURALIZATION (IM)

[Where individuals are involved, filed alphabetically by surname]

INDIAN AFFAIRS (IN)

- 1 Health
- 2 Education
- 3 Housing
- 4 Economic or Social Aid
- 5 Land

INSURANCE (IS)

- 1 Accident/Hospital/Medical/Health
 - 1-1 Disability/Workmen's Compensation
- 2 Crop/Farm/Tenant
- 3 Disaster
- 4 Fire/Marine
- 5 Life
- 6 Surety/Bank Deposits
- 7 Unemployment Compensation
- 8 Product Liability Insurance

INTERNATIONAL ORGANIZATIONS (IT)

- 1 United Nations
- 2 World Health Organization
- 3 UNESCO
- 4 UNICEF
- 5 United Nations International Trade Commission
- 6 NATO
- 7 United Nations Permanent Mission to the Organization of American States
- 8 North Atlantic Assembly
- 9 Organization of American States
- 10 International Labor Organization

INVITATIONS (IV)

- 1 Within United States/Territories/Islands
 - Subdivided IV 1/year/state/city
- 2 Outside the United States
 - Subdivided IV 2/year/country/city
- 3 To High Schools/Grade Schools/Private Schools
 - Subdivided IV 3/year/school
- 4 To College Campuses
 - Subdivided IV 4/year/college

JUDICIAL/LEGAL MATTERS (JL)

- 1 Amnesties/Clemency/Pardons
 - 1-1/1-2 Approved/Disapproved Applications
- 2 Civil Matters
 - 2-1 Anti-Trust Cases
- 3 Criminal Matters
 - 3-1 Assassination or Attempted Assassination
 - 3-2 Hijacking
 - 3-3 Kidnapping
 - 3-4 Foreign Incarceration
 - 3-5 Gun Control
- 4 Decisions/Opinions/Interpretations
 - 4-1 Attorney General
 - 4-2 Comptroller General
 - 4-3 Judicial
- 5 Juvenile Delinquency
- 6 Law Enforcement/Police
 - 6-1 Secret Service Protection for Former Presidents, etc.
- 7 Lawyers/Legal Aid
- 8 Missing Persons
- 9 War Claims/Alien Property
- 10 Investigation
- 11 Illegal Aliens
- 12 Security
- 13 Child Abuse
- 14 Wife Beating and Abuse
- 15 Drug Abuse (incl. marijuana legalization)

LABOR-MANAGEMENT RELATIONS (LA)

- 1 Labor Boards/Panels
 - 1-1 Emergency Boards/Commissions
 - 1-1-1 Airline
 - 1-1-2 Railroad
 - 1-2 Inquiry, Boards of
- 2 Conditions/Employment/Unemployment
 - 2-1 Aged
 - 2-2 Child
 - 2-3 Handicapped
 - 2-4 Statistics
- 3 Fair Labor Standards
- 4 Investigations
- 5 Migratory/Seasonal Labor
- 6 Strikes/Work Stoppages/Arbitration
[Subdivided by industry]

LABOR MANAGEMENT RELATIONS (LA) (cont)

- 7 Unions
- 8 Wages/Hours
- 9 Welfare/Pensions/Retirement
- 10 CETA Programs
- 11 Volunteers

LEGISLATION (LE)

- 1 Filibustering
 - 2 Lobbying
 - 3 Private Relief Bills
 - 4 Vetoes and Repeals
 - 5 Voting Records of Members of Congress
 - 6 Congressional Hearings
 - 7 Confirmation Hearings
- [For subjects of legislation, see other file categories]

LOCAL GOVERNMENT (LG)

- 1 Cities
- 2 Counties
- 3 Sister City program
- 4 Rural Communities

MEDALS/AWARDS (MA)

- 1 Civil Service
- 2 Civilian Service
- 3 Foreign Service
- 4 Presidential Commemorative Medals and Medallions
- 5 Military Service
- 6 Presidential Service Certificate and Badge
- 7 NASA Distinguished Service Medal
- 8 Vice President Medals and Medallion
- 9 President's Management Improvement Awards
- 10 Novel Award

MEETINGS/CONFERENCES (MC)

- 1 White House Conference: Foundation for Living
- 3 White House Conference on HIRE (June 14, 1977)
- 4 White House Conference on Energy with Governors (July 8-9, 1977)
- 5 White House Conference on Family
- 6 White House Conference on Balanced National Growth and Economic Development
- 7 Series of meetings with President and business leaders
- 8 White House Conference on Aging
- 9 White House Conference on Youth and Children
- 10 White House Conference with Hispanic Leaders
- 11 White House Conference on Small Business
- 12 Summit Meeting at Camp David, Carter/Begin/Sadat (Sept. 1978)
- 13 Food Inflation Meeting
- 14 Tokyo Summit, Energy/Economic (June 1977)
- 15 Camp David Meeting, Energy/Economic (July 12, 1979)
- 16 White House Conference on Libraries and Information Service
- 17 Energy Conference (Nov. 1977 and Oct. 1980)

MESSAGES (ME)

- 1 Furnished to Adults
 - 1-1 Wedding Anniversaries
 - 1-2 Birthday Greetings
 - 1-3 Sympathy/Condolences
- 2 Furnished to Children
- 3 Furnished to Organizations
 - 3-1 Churches/Synagogues
 - 3-2 Colleges/Universities/Schools/Libraries
 - 3-3 Government Groups
 - 3-4 Hospitals/Clinics/Research Institutions
 - 3-5 Labor Groups
 - 3-6 Media
 - 3-7 Trade Fairs/Missions/Expositions/Exhibits
 - 3-8 Civic Clubs
 - 3-9 Veterans Organizations
 - 3-10 Military Organizations
- 4 Denied [same coding pattern as furnished messages]

NATIONAL SECURITY/DEFENSE (ND)

- 1 Aircraft
 - 1-1 Non-Military Use of Aircraft
- 2 Civil Defense
 - 2-1 Civil Defense Plans
 - 2-2 Alert Exercises and Tests
 - 2-3 Shelters
- 3 Communications/Electronics
- 4 Defense Mobilization
 - 4-1 Manpower
 - 4-2 Materials
- 5 Health/Medical
- 6 Intelligence
 - 6-1 Sabotage/Espionage
 - 6-2 Subversive Activities Control
 - 6-3 Information
- 7 Military Government
- 8 Military Personnel
 - 8-1 Casualties
 - 8-1-1 Burials
 - 8-1-2 Condolence Letters
 - 8-2 Conduct
 - 8-3 Conscription/Induction
 - 8-4 Housing
 - 8-5 Military Courts/Courts Martial
 - 8-6 Pay/Allowance/Pensions
 - 8-7 Promotions/Demotions
 - 8-8 Separations/Discharges/Retirement
- 9 Preparedness
 - 9-1 Air Power
 - 9-1-1 Antibalistic Missile Safeguards
 - 9-2 Ground Forces
 - 9-3 Naval Power/Sea Trials
 - 9-4 Testing
- 10 Properties/Installations
- 11 Research/Engineering
- 12 Reserve Forces and National Guard
- 13 Security
 - 13-1 Areas and Buildings
 - 13-2 Censorship
 - 13-3 Classified Information
 - 13-4 Personnel
- 14 Service Schools
- 15 Ships/Submarines

NATIONAL SECURITY/DEFENSE (cont)

- 16 Supply/Logistics
- 17 Vehicles
- 18 Wars
 - 18-1 Casualties
 - 18-2 Displaced Persons/Refugees
 - 18-3 Prisoners/POWs/MIAs
 - 18-4 War Crimes/Trials
- 19 Warfare
 - 19-1 Atomic/Biological/Chemical
 - 19-2 Psychological
 - 19-3 Terror Groups
- 20 Weapons/Ordnance/Munitions
 - 20-1 International Agreements
 - 20-2 Arms
 - 20-3 Arms Limitation Agreement
- 21 Military Branches of the Service
 - 21-1 Army
 - 21-2 Navy
 - 21-3 Air Force
 - 21-4 Marine
 - 21-5 Coast Guard

NATURAL RESOURCES (NR)

- 1 Commissions/Committees
- 2 Energy
 - 2-1 Crisis
 - 2-2 Minerals/Metals
 - 2-3 Oil/Natural Gas
 - 2-3-1 Naval Petroleum Reserve
 - 2-4 Solar Energy
 - 2-5 Nuclear Energy
 - 2-6 Weatherization Project
- 3 Fish/Wildlife
- 4 Forests
- 5 Land
- 6 Rivers/Waters/Harbors
 - 6-1 Projects

OUTER SPACE (OS)

- 1 Accidents
- 2 Launching Sites/Tracking Stations
- 3 Space Flight
 - 3-1 Astronauts
- 4 Space Research
- 5 Unidentified Flying Objects

PARKS/MONUMENTS (PA)

- 1 Cemeteries
 - 1-1 Arlington National
- 2 Memorials/Monuments
 - 2-1 Named in honor of someone
- 3 Parks/Reservations
- 4 Preserve Historical Buildings

PEACE (PC)

- 1 Disarmament
- 2 Food Program
- 3 Medical Assistance Program
- 4 Peace Corps Programs

PERSONNEL MANAGEMENT/CIVIL SERVICE (PE)

- 1 Employee Relations/Activities
 - 1-1 Blood Banks
 - 1-2 Political Activities
- 2 Employment/appointments
 - 2-1 Schedule C
 - 2-2 Veterans
- 3 Fair Employment
- 4 Health/Safety
- 5 Hours of Duty
- 6 Insurance
- 7 Investigations
- 8 Leave
- 9 Nepotism
- 10 Payrolls/Deductions
- 11 Retirement System and Pay

PERSONNEL MANAGEMENT/CIVIL SERVICE (PE) (cont)

- 12 Salaries/Wages
 - 12-1 Cabinet
 - 12-2 Congressional
 - 12-3 Federal Civil Service Employees
 - 12-4 Judicial
 - 12-5 President
 - 12-6 Vice President (and staff)
- 13 Separations/Transfer
 - 13-1 Double Dipping in Government
- 14 Training/Orientation
- 15 Travel/Moving Expenses
- 16 Conduct of Government Employees
- 17 Women in the Government
- 18 Volunteers in the Government

POLITICAL AFFAIRS (PL)

- 1 Conventions [Democratic Party]
 - 1-1 Delegates
 - 1-2 Platforms
 - 1-3 Site Selection
 - 1-4 Tickets
- 2 Fund Raising/Expenditures
- 3 Messages: Sent or Denied
 - 3-1 Individuals (for political contribution or service)
 - 3-2 Political Parties or Clubs
- 4 Patronage
- 5 Political Parties
 - 5-1 Communist Party
 - 5-2 Democratic Party
 - 5-3 Independent Party
 - 5-4 Republican Party
 - 5-5 Socialist Party
- 6 Publicity/Publications
 - 6-1 National Committee Releases
- 7 Speakers
- 8 Volunteers
- 9 Voting
- 10 Women

POLITICAL AFFAIRS (PL) (cont)

- 11 Campaign
 - 11-1 Souvenirs or Materials, Requests for
 - 11-2 Candidates
 - 11-3 Debates
 - 11-4 Expenditures/Finances
 - 11-5 Volunteers
- 12 Elections/Election Reform
- 13 Social Events

POSTAL SERVICE (PO)

- 1 Collections/Deliveries
- 2 Commemorative Stamp
- 3 Rates/Fees/Special
- 4 Mail Fraud

PRESIDENT (PP)

PROCUREMENT/DISPOSAL (PQ)

- 1 Disposing/Surplus
- 2 Purchasing/Contracting/Procuring
- 3 Storing/Distributing

PUBLIC RELATIONS (PR)

- 1 Administration Appreciation Letters
- 2 Administration Complaints/Criticism
- 3 Administration Support
- 4 Anonymous/Illegible Communications
- 5 Autographs/Photographs
 - 5-1 Granted
 - 5-2 Denied
 - 5-3 Holographs/Vice Presidential Handwriting
- 6 Contests/Essays
- 7 Engagements/Appointments/Interviews
 - 7-1 Granted
 - 7-2 Denied
 - 7-3 Phone Calls (Conference Calls)
- 8 Exhibits/Fairs
- 9 Graphics
- 10 Name Lists/Mailing Lists
- 11 Motion Pictures/Recordings

PUBLIC RELATIONS (PR) (cont)

- 12 Petitions/Resolutions/Multiple Signatures
 - 12-1 From State Officials
 - 12-2 From Local Government Officials
- 13 Public Opinion Polls
- 14 Publicity
 - 14-1 Broadcasts/Telecasts/TV Shows
 - 14-2 Press Conferences
- 15 Seminars/Lectures/Forums/Debates
- 16 Vice Presidential Favors
 - 16-1 Children
 - 16-2 Contributions/Donations
 - 16-3 Dedications to the Vice President
 - 16-4 Entertainments
 - 16-5 Excerpts
 - 16-6 Forewords/Introductions
 - 16-7 Impersonations
 - 16-8 Opinions/Statements/Questionnaires/Articles
 - 16-9 Vice President's Name/Likeness (Use of)
 - 16-10 Sell to the Vice President
 - 16-11 Sit for Portrait
 - 16-12 Sponsorship
 - 16-13 Presenting Medals/Ringing Bells, etc.
 - 16-14 Flags Flown over White House
 - 16-15 Flags Flown over Capitol
 - 16-16 Requests for Vice Presidential Gift Items
- 17 Vice President's Schedule

PUBLICATIONS (PU)

- 1 Federal Agency
- 2 Non-Federal
 - 2-1 Books/Booklets
 - 2-2 Cartoons/Drawings
 - 2-3 Clippings/Editorials
 - 2-4 Magazines/Periodicals
 - 2-5 Newspapers
 - 2-6 Pornographic/Obscene Literature
 - 2-7 School Publications
 - 2-8 Directories

REAL PROPERTY (RA) (public buildings and lands)

- 1 Acquisition/Requirements
- 2 Buildings/Plant Management
 - 2-1 Guest Houses/Blair House
- 3 Concessions
- 4 Construction/Design
- 5 Disposal/Surplus Real Estate

RECREATION/SPORTS (RE)

- 1 Basketball
- 2 Baseball/Softball
- 3 Bathing/Swimming
- 4 Boating/Yachting
- 5 Bowling/Billiards/Pool
- 6 Boxing/Wrestling/Karate/Judo
- 7 Cards/Checkers/Chess
- 8 Dancing
- 9 Egg Rolling
- 10 Football
- 11 Golf
- 12 Hockey
- 13 Hunting/Fishing
- 14 Olympic Games
- 15 Painting
- 16 Racing
- 17 Riding
- 18 Rifle/Pistol Matches
- 19 Skating/Skiing
- 20 Soccer
- 21 Tennis
- 22 Track/Field Meets
- 23 Tickets/Passes/Licenses

RELIGIOUS MATTERS (RM)

- 1 Bibles
- 2 Prayers/Prayer Periods
- 3 Religions
 - 3-1 Catholic
 - 3-2 Jewish
 - 3-3 Protestant
- 4 Religious Services
- 5 Separation of Church and State
- 6 Religious Cult Organizations

REPORTS/STATISTICS (RS)

- 1 Annual/Non-Governmental
- 2 Censuses
- 3 Government Reports
- 4 Weekly Briefing Notes
- 5 Congressional
- 6 White House News Summary
- 7 Agenda Reports
- 8 Weekly Status Report

SAFETY/ACCIDENT PREVENTION (SA)

- 1 Fire
 - 1-1 Forest Fires
- 2 Highway/Traffic
 - 2-1 School Patrols
- 3 Industrial/Occupational
- 4 Marine
- 5 Mine
- 6 Medical
- 7 Youth Camp Safety
- 8 Nuclear/Disposal of Nuclear Waste

SCIENCE (SC)

- 1 Coastal/Geodetic Surveys
- 2 Earth Sciences
- 3 Electronics
- 4 Engineering
- 5 Oceanography
- 6 Physical Sciences
- 7 Time
- 8 Weights and Measures/Metric System
- 9 Computer Technology

SOCIAL AFFAIRS (SO)

- 1 Alcoholic Beverages Served at White House or by Vice President
- 2 Breakfast
- 3 Dinners
- 4 Luncheons
- 5 Mess
- 6 Receptions/Clambake
- 7 Teas/Garden Parties/Concerts
- 8 White House Social Functions
- 9 Special affairs connected with visits of foreign dignitaries

SPEECHES (SP)

- 1 Inaugural Address
- 2 President
 - 2-1 State of the Union Message
 - 2-2 Messages to the Nation or Groups
- 3 Government Officials
 - 3-1 Vice President's Staff
 - 3-2 President's/White House Staff
- 4 State or Local Officials
- 5 Non-Government Persons
- 6 Vice President
 - [Separate series]

STATE AND LOCAL GOVERNMENTS (ST)

Filed by state number (below), and thereunder by categories below.

- 100 Conferences
- 200 Federal-State Relationship
- 300 Flags
- 400 Legislative Matters

- | | | | |
|----|----------------------|----|-----------------|
| 1 | Alabama | 30 | Nebraska |
| 2 | Alaska | 31 | Nevada |
| 3 | Arizona | 32 | New Hampshire |
| 4 | Arkansas | 33 | New Jersey |
| 5 | California | 34 | New Mexico |
| 6 | Canal Zone | 35 | New York |
| 7 | Colorado | 36 | North Carolina |
| 8 | Connecticut | 37 | North Dakota |
| 9 | Delaware | 38 | Ohio |
| 10 | District of Columbia | 39 | Oklahoma |
| 11 | Florida | 40 | Oregon |
| 12 | Georgia | 41 | Pacific Islands |
| 13 | Guam | 42 | Pennsylvania |
| 14 | Hawaii | 43 | Puerto Rico |
| 15 | Idaho | 44 | Rhode Island |
| 16 | Illinois | 45 | South Carolina |
| 17 | Indiana | 46 | South Dakota |
| 18 | Iowa | 47 | Tennessee |
| 19 | Kansas | 48 | Texas |
| 20 | Kentucky | 49 | Utah |
| 21 | Louisiana | 50 | Vermont |
| 22 | Maine | 51 | Virginia |
| 23 | Maryland | 52 | Virgin Islands |
| 24 | Massachusetts | 53 | Washington |
| 25 | Michigan | 54 | Wisconsin |
| 26 | Minnesota | 55 | West Virginia |
| 27 | Mississippi | 56 | Wyoming |
| 28 | Missouri | | |
| 29 | Montana | | |

TRADE (TA)

- 1 Boycotts/Embargos
- 2 Buy American
- 3 Exports
- 4 Tariff/Imports
- 5 Trade Agreements
- 6 Trade Centers, Fairs, and Missions

TRANSPORTATION (TN)

- 1 Highways
 - 1-1 Motor Pool
 - 1-2 Parking Facility
- 2 Interurban Transportation
 - 2-1 Metro
- 3 Pipe Lines
- 4 Railroads/Amtrak
- 5 Rates
- 6 Warehousing
- 7 Water
- 8 Millage Standards
- 9 Recreation Vehicles

TRIPS (TR)

- 1 President's Trips
- 2 Vice President's Trips
[Individually numbered trip files are a separate series]

UTILITIES (UT)

- 1 Communications/Telecommunications
 - 1-1 Radio/Television
 - 1-2 Telegraph/Cables
 - 1-3 Telephone
- 2 Electricity
 - 2-1 Public Power
- 3 Gas
- 4 Water Supply

VETERANS AFFAIRS (VA)

- 1 Bonus
- 2 Compensation/Pension
- 3 Educational Programs
- 4 Hospitalization/Rehabilitation
 - 4-1 Veterans Administration Hospitals
- 5 Housing
- 6 Insurance
- 7 Employment

VICE PRESIDENT (VP)

- 1 Publications by Vice President
- 2 Publications about Vice President and Family
- 3 Contributions
 - 3-1 Loan of Vice Presidential items for exhibit
- 4 Doubles (Resemblances)
- 5 Family
- 6 Income Tax
- 7 Law Suits
- 8 Life Insurance
- 9 Memberships
 - 9-1 Accepted
 - 9-2 Declined
- 10 Messages Received
 - 10-1 Birthday
 - 10-2 Condolences/Sympathy
 - 10-2-1 Illness
 - 10-3 Election/Nomination Confirmation
 - 10-4 Holiday
 - 10-5 Inaugural/Anniversary
 - 10-6 Wedding Anniversary
 - 10-7 Appreciation
 - 10-8 General or Personal
- 11 Names in Honor of Vice President
- 12 Namesakes

VICE PRESIDENT (VP) (cont)

- 13 Personal Data
 - 13-1 Budget
 - 13-2 Degrees Conferred
 - 13-3 Education
 - 13-4 Genealogical Data (incl. claims of relationship)
 - 13-5 Health
 - 13-6 Homes
 - 13-6-1 Admiralty House
 - 13-7 Medals/Citations/Decorations
 - 13-8 Military Service
 - 13-9 Religious Affiliations
 - 13-10 Trust Fund
 - 13-11 Wearing Apparel
 - 13-12 Pets
 - 13-13 Friends
- 14 Post-Administration Suggestions and Plans
- 15 Preferences/Hobbies
 - 15-1 Arts/Artists/Paintings
 - 15-2 Bible Passages/Prayers/Hymns
 - 15-3 Books/Authors/Poetry
 - 15-4 Music/Composers
 - 15-5 Quotations
 - 15-6 Sports
 - 15-7 Food or Drink
- 16 Trees Planted
- 17 Voting
- 18 Security/Protection of Vice President and Family
- 19 Conduct in Public of Vice President or Family

VICE PRESIDENT'S OFFICE (VS)

- 1 Budget
- 2 Contracts
- 3 Office Management
 - 3-1 Mail
 - 3-2 Records
 - 3-3 Robo Letters
- 4 Space Management
 - 4-1 Office Space/Furnishings
 - 4-2 Parking Space
- 5 Staff
 - 5-1 Meetings
- 6 Supplies/Services/Books/Magazines
- 7 Telecommunications
- 8 Travel and Transportation
- 9 Vehicles
- 10 Vice Presidential Duties

WELFARE (WE)

- 1 Children
 - 1-1 Child Welfare Services
 - 1-1-1 Foreign adoption policies or programs
 - 1-2 Crippled Children Services
 - 1-3 Day Care Centers
- 2 Correctional Institutions
- 3 Family Planning
- 4 Fund Drives
- 5 Geriatrics
- 6 Physical Fitness
- 7 Social Security
- 8 Vocational Rehabilitation
- 9 Youth Programs
- 10 Poverty Programs
 - 10-1 Project Head Start
 - 10-2 Job Corps
 - 10-3 VISTA
- 11 Welfare Programs
 - 11-1 Food Stamp Program
- 12 Women
- 13 Family/General
- 14 Social Council
- 15 Handicapped

WHITE HOUSE (WH)

- 1 Budget
- 2 Buildings and Grounds
- 3 Passes
- 4 Photographs
- 5 Tours
- 6 Executive Office Building
- 7 White House Summer Interns
- 8 Protection of White House Property
- 9 Entertainment at White House
- 10 Briefing Meetings
- 11 Staff