HUBERT H. HUMPHREY PAPERS
An Inventory of His Staff’s Office Memoranda Files

OVERVIEW

Creator: Humphrey, Hubert H. (Hubert Horatio), 1911-1978.
Title: Staff’s office memoranda files.
Date: 1969-1978.
Abstract: Memoranda, often with attachments such as speeches, reports, and letters, exchanged between Humphrey and his staff and among staff members, regarding all aspects of the operation of the Humphrey offices.
Quantity: 5.0 cu. ft. (5 boxes)
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS

The office memoranda consist of original typed copies, typed carbon copies, photocopies, and other reproductions of Humphrey's and his staff's memoranda, often with attachments such as speeches, reports, and letters. The most common format is the typed carbon copy. Some memos have been annotated by Humphrey or staff members. The memoranda encompass Humphrey's 1969 post-Vice Presidential Transition Office as well as his Senate offices between 1970 and 1978. The memoranda are exchanged between Humphrey and his staff and between staff members at both the Washington and Minnesota offices and various campaign headquarters. There are also some memoranda to and from outside agencies such as government offices, the Woodrow Wilson International Center for Scholars, Encyclopedia Britannica, Macalester College, and the University of Minnesota. There is some duplication of memos between the groups of files within this series, though duplicates within each category have been discarded.

These memoranda cover all aspects of the operation of the Humphrey offices: staff assignments and duties, incoming and outgoing constituent mail, office expenses, coordination between the Minnesota and Washington offices, scheduling of Humphrey's speeches and other appearances, Humphrey's travel, press relations, topical research for legislation, speech writing/preparation, and response to public opinion. The memos also touch on various Senate committee and subcommittee activities and special interest groups.

The following staff members generated and received many of the memos: Beverly (Bev) Baumgart, Jack L. Chestnut, William (Bill) Connell, Ursula Culver, David (Dave) G. Gartner,
Fred L. Gates, Kenneth (Ken) Gray, D. J. Leary, Betty South, Ruth Wallace, and Violet (Vi) Williams (Biglane).

**ORGANIZATION**

These records are organized into several sections based largely on origin and recipients.

**ADMINISTRATIVE INFORMATION**

**Processing Information:**
Catalog ID number: 1735846

**DETAILED DESCRIPTION**

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

**Staff Memos to Humphrey, 1969-1978.**

The memos include information on: 1968 election; Humphrey transition office (moving files and other office paraphernalia); new office staff; press releases; interviews; schedules; legislation; legislative committees; upcoming campaigns; office procedures; Minnesota constituent opinions; research files; volunteers; project status reports; Humphrey statements, speeches, and appearances; newsletters; mailing lists; the Democratic National Committee; fund raising; the Democratic-Farmer-Labor party; the Woodrow Wilson International Center for Scholars; the University of Minnesota; Macalester College; and the Encyclopedia Britannica.

<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>148.A.12.2F</td>
<td>1</td>
<td>Appendix A: Staff Lists, 1969-1978. 1 folder. Compiled from staff routing and distribution lists and from the memoranda themselves; not a complete list of all Humphrey staff between 1969 and 1978, however. There were many temporary and contract employees and volunteers on the staff, especially during campaign years. See also the folder of Staff Lists, 1965-1970, 1976, 1977 in box 5 and the 1972 Campaign Volunteers folder in box 3.</td>
</tr>
<tr>
<td>1969</td>
<td>2</td>
<td>Significant topics: last election; transition office. A March 7, 1969 memo outlines some staff member responsibilities in relation to incoming mail.</td>
</tr>
<tr>
<td>1970</td>
<td>4</td>
<td>Significant topics: research and verification on points in legislation.</td>
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</table>
Location | Box | 1971. 4 folders.  
|---|---|---
| 148.A.12.2F | 1 | Significant topics: Subcommittee issues of interest to the public, i.e., postal rates, social security cuts.  
| | | 1971. 3 folders.  
| | | Green carbon copies; no duplicates; content similar to the above set.  
| | | 1972. 2 folders.  
| | | Significant topics: committees; legislation; Woodrow Wilson International Center for Scholars. A January 8, 1972 memo gives staff assignments for legislative staff.  
| | | 1973. 2 folders.  
| | | Significant topics: civil rights, energy crisis, labor issues, farms and agriculture.  
| | | 1974. 2 folders.  
| | | Significant topics: energy crisis, President Ford's pardon of Nixon, Joint Economic Committee.  
| | | 1975. 2 folders.  
| | | Significant topics: Canadian oil, energy crisis, Vietnam, Minnesota "traveling office.  
| | | 1976. 1 folder.  
| | | Significant topics: Minnesota oil refineries and the oil shortage, labor and employment; May 21, 1976 memo on Humphrey speech/activities for June; July 7, 1976 memos on Humphrey speech activities for July.  
| | | 1977-1978. 2 folders.  
| | | Significant topics: labor and unemployment, Minnesota constituent opinions.  

**Humphrey Memos to Staff, 1969-1977.**

Memos to staff members to assign projects; to do various tasks; send thank you letters or gifts; order books; read or find articles; submit items to the *Congressional Record*; request information on a project; solicit assistance for callers or friends; manage office activities; comment on or request speeches and/or speech files; respond to memos sent by staff; deal with invitations, scheduling, publications, etc. Contains the occasional newspaper clipping or pamphlet. The files contain pink, yellow, white, and green typed carbon copies and some originals and photocopies.

| Location | Box | 148.A.12.2F 1 | January - August 1969. 1 folder. |
Location  Box
1969.  1 folder.
Yellow typed carbon copies maintained as a separate file from
those in box 1; no duplicates; same type of content.
1970.  2 folders.
1971.  5 folders.
1972.  2 folders.
1973.  4 folders.
1974.  3 folders.
1975.  3 folders.
1976.  3 folders.
1977.  1 folder.


Location  Box
Subjects: Maintaining issues files, especially agriculture and
Minnesota; keeping in contact with Humphrey supporters,
campaign workers and contributors; recruitment; and advice.
Subjects: calendar and appointments.
Gartner, David G. (Dave), 1970.  1 folder.
Subjects: Minnesota projects; issues; assigning staff letters to
Minnesota constituents: congratulations, condolences, etc.

Subjects: Minnesota contacts; Minnesota projects; similar to
Graven, Joan, 1970.
Subjects: Chairwoman of the Minnesota "Women for Humphrey
Committee" for the 1970 campaign.
Subjects: Washington office operations; newsletters; speech
writing or clean-up of drafts; information gathering;
communication with Minnesota office; appraisal of other
congressmen's positions on issues.
Subjects: HHH speeches--sending and receiving copies of the
text, getting reports, books, etc.; sending congratulatory letters
from HHH to individuals/friends.
Subjects: speech preparation; information gathering; articles to read. A July 3, 1970 memo cites that Norman is to "set up the list" [of names to receive mailings].

Subjects: Joint Economic Committee (JEC).

Johnson, Brad, 1970.
Subjects: Mr. Babak Armajani; environmental issues.

Subjects: advice; opinion; articles.

Landreth, Jerry, 1970.
Subjects: follow-up on Minnesota constituents and campaign helpers; HHH supporters.

Subjects: speech assignment distribution; follow-up for groups contacting the HHH office; follow-up for HHH appearances; TV and radio spots; billboards.

Subjects: articles and columns—topics, content, and writing.

McCone, Sue, 1970.
Subjects: information gathering; subject files; national research files.

Sherman, Norman, 1970.
Subjects: editorials; reprints; publications; press releases; photos; audio and video tapes.

Snyder, Maybel, 1970.
Subjects: MacGregor and Nixon statements and record, especially on Vietnam.

Subjects: invitations; names; typed copies of phone messages and other things to be passed on to HHH or Muriel Humphrey.

Subjects: JEC; constituent correspondence.

Subjects: legislative information and contacts; HHH trip follow-up details—tape recordings, transcripts requests, office copies, press releases, etc.
### Location Box

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<th>Location</th>
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<td>148.A.12.4F</td>
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</table>

- **Strauss, Robert, 1970.**
  Subjects: Democratic National Committee (DNC).

- **Tschida, Paul, 1970.**
  Subjects: Minnesota Democratic Farmer Labor (DFL) party people and activities; campaign volunteers.

- **Tyler, George, 1975-1976.**
  Subjects: energy and natural gas.

- **Wallace, Ruth (Ruthie), 1971, 1973-1974.**
  Subjects: Christmas cards; HHH photos; office displays; other items relating to the general office in Minnesota.

- **Watson, John, 1969-1971.**
  Subjects: sending books as gifts; HHH travel.

- **Wattenberg, Benjamin (Ben), 1970.**
  Subjects: speech writing; speech topics; position statements; newsletter inserts.

- **Williams (Biglane), Violet (Vi), 1970, 1972.**
  Subjects: honorariums; bills; general office--Washington.

### Memos Between Staff, 1969 - 1978.

Memos generated by staff members, by author.

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</table>

- **Intra-Staff Memos: 1972 Campaign Volunteers, 1972.**
  Subjects: list of names and memos concerning volunteers.

- **Intra-Staff Memos, 1960 - 1977.**
  [Exclusive of named files that follow.] Subjects: thank you letters; FYI memos; bills; HHH schedules; responses to other memos.

- **Intra-Staff Memos: Humphrey for President Staff, 1971-1972.**
  Subjects: campaign activities.

- **Baumgart, Beverly (Bev) to David (Dave) G. Gartner, 1973-1977.**
  Subjects: typed copies of phone calls and other informational memos.

- **Baumgart, Beverly (Bev) to Staff, 1973-1975.**
  Subjects: typed copies of phone messages; informational memos; task assignments and routing from (Dave) Gartner.
Blake, Linda to Staff, 1970.
Subjects: typed carbon copies of telegrams and phone messages.

Subjects: messages from those inviting HHH—many engagements of a social nature.

Bracknell, Lou to Staff, 1970.
Subjects: passing on cases and information to case workers; typed carbon copies of phone messages.

Subjects: finances and office management.

Chestnut, Jack L. to HHH, February - December 1970.
Subjects: campaign staff and volunteers; HHH calendar; campaign—supplies, publications, etc.; campaign tactics; other candidates; and the Democratic Farmer Labor party (DFL).

Subjects: election statistics; campaign proceedings; Minnesota-Washington office coordination; Minnesota campaign appearances. March 25, 1970 memo and attachment on filing system for speech and correspondence files. August 27, 1970 memos on staff assignments.

Chestnut, Jack L. from Staff, 1970.
Subjects: campaign.

Connell, William (Bill) to Kenneth (Ken) Gray, 1971-1972.
Subjects: polls, statistics, and public opinion.

Subjects: issues and positions; Democratic National Committee (DNC); Democratic Farmer Labor party (DFL).

Connell, William (Bill) to Staff, 1969-1970.
Subjects: fund raising; HHH supporters; contacts.

Subjects: ambassadorial visit; other invitations to HHH; information on travel arrangements.

Conover, Mary to David (Dave) G. Gartner, 1973-1976.
Subjects: general or odd information affecting the office; things that need routing or are questionable; FYI things to David.
Location  Box
  Subjects: in-office meetings or appointments at the Minnesota
  office.

Conover, Mary to Staff, 1972-1975.
  Subjects: letters needing answers; FYI articles concerning
  Minnesota or areas of particular interest to HHH.

  Subjects: Office of Technology Assessment—food processing
  technologies.

  Subjects: HHH appearances: radio, TV, public or private
  speeches, parades, special events. January 22, 1970 memo on
  scheduling procedures for HHH appearances.

Culver, Ursula to David (Dave) G. Gartner, 1969, 1974-1975.
  Subjects: calls or visits referred to David.

  Subjects: soliciting opinions on HHH appearance invitations;
  correspondence relating thereto.

  Subjects: confirm or decline appearance invitations or meetings,
  etc.; information on events that are scheduled or on potential
  events.

  Subjects: other things that pertain to HHH appearances and
  travels.

Culver, Ursula to Violet (Vi ) Williams (Biglane), 1972-1973.
  Subjects: general office, forwarding names, HHH appearances,
  etc.

Culver, Ursula: Reading Copies of "Regrets" Letters Concerning HHH

  Subjects: concerning HHH events; "regrets" letters to unattended
  events; routing of calls and mail.

Davis, Susan to HHH, 1969.
  Subjects: the Woodrow Wilson International Center for Scholars.

Denlinger, Nelson to HHH, 1974-1976.
  Subjects: USDA; agriculture; food production.
Engel, Gloria to Staff, 1970.
Subjects: general office. April 17, 1970 memo explaining Humphrey office filing system for outgoing correspondence and memos.

Farrow, Margaret to Staff, 1969-1970.
Subjects: general office.

Gartner, David G. (Dave) to HHH, 1971-1973. 3 folders.
Subjects: briefings on upcoming meetings; typed carbon copies of phone calls; FYI memos; updates on constituent concerns; solicitations for co-sponsorship on legislation; staff assignments; bulletins on hot topics in Congress; notes on helpful or influential people, etc.

Gartner, David G. (Dave) to Staff, 1969, 1972-1978.
Subjects: delegating jobs to staff; organization and finishing details on HHH projects; staff assignments; HHH special interests.

Subjects: draft letters for David's OK; FYI memos; mail reports.

Subjects: Minnesota districts, Minnesota office.

Gates, Fred L. to Tim M. Barnicle, 1976.
Subjects: case reports; requests for information; and memos relating to subjects or committees Barnicle has been assigned.

Gates, Fred L. to Campaign Staff, 1976.
Subjects: finances; volunteers; outside groups. May 28, 1976 memo re who to hire as campaign staff.

Subjects: Minnesota appearance schedules and requests; other travel information.

Subjects: Minnesota office activities; calls that affect the Washington office or need Washington office approval.

Subjects: Minnesota issues; reports on meetings with Minnesota groups; Minnesota legislature.
Location  Box  
148.A.12.5B  4  

Subjects: general office and miscellaneous correspondence.

Subjects: forwarded requests from constituents for legislation 
and other government documents.

Subjects: out-state Minnesota presentations to promote HHH.

Subjects: office management.

Subjects: forwards to Washington office: bills; names; items 
from the Senate office.

Gates, Fred L. to Betty South, 1974-1978. 
Subjects: Minnesota event and issues information; FYI memos; 
HHH appearances.

Subjects: forwarding constituent requests for legislation and 
bills.

Subjects: forwarding HHH speaking engagement requests; bills; 
Minnesota office information.

Gates, Fred L. to Violet (Vi) Williams (Biglane), 1975-1978.
Subjects: finances for Minnesota office.

Subjects: office management; vacation requests; office meetings, 
etc.

Subjects: correspondence from HHH offices; communication 
between the offices; Senate office participation in campaign 
activities. December 16, 1971 memo outlines Senate office staff 
responsibilities for campaign. June 22, 1972 memo on Senate 
staff participation in the DNC.

Subjects: discussing incoming correspondence and campaign 
issues.
Subjects: mail; topics that may resurface; important or persistent callers; issues; office management. December 7, 1973 memo on the major responsibilities, as they are now organized, of the Administrative Assistant and secretary.

Subjects: legislation; co-sponsorships; lobby and pressure groups; Congressional session agendas; reports on status of bills; "For Briefing Book"; advice and opinions to HHH on certain topics. Nov. 19, 1973 memo on hiring APSA Congressional Fellows. Sept. 29, 1972 "Statement by W. B. Saunders, Vice President, Commodity and Marketing Division, Cargill, Inc. to the Subcommittee on Livestock and Grains of the House Agriculture Committee."

Subjects: original typed copies from Ken Gray concerning HHH statements, appearances, attendance, voting, and legislation on the Senate floor.

Subjects: railroad; FYI memos; soliciting opinion; editing speeches; forwarding copies of HHH statements and speeches.

Gray, Kenneth (Ken) to Staff, 1971.
Subjects: running the senate office: assignments; policies; communication with HHH; Congressional Record; keeping staff abreast of HHH activities; staff meetings, etc.

Gray, Kenneth (Ken) to Staff, 1972-1973. 5 folders.

Subjects: office activities.

Hill, Joyce to HHH, 1970.
Subjects: draft letters on sensitive subjects for HHH approval; communication with special interest groups; research files; news summaries.

Hill, Joyce to Staff, 1970.
Subjects: research files, case work.

Holmes, Norman L. to HHH, 1970.
Subjects: HHH speeches and statements; campaign. Sept. 1, 1970 memo on Holmes salary and expenses. Comments on getting Bill Lauglin to make a campaign contribution of $10,000.
Johnson, Mary Jo to Judy Julien, 1976.
Subjects: names and addresses of people who request documents or other information.

Johnson, Mary Jo to Staff, 1976-1977.
Subjects: names and addresses for filling general requests.

Subjects: names and addresses of those who want information on current legislation.

Subjects: news and other press articles.

Subjects: clippings of interest or for recommending action.

Subjects: case work for constituents, general office.

Subjects: TV and radio spots; HHH trips; debates; publicity, etc.

Subjects: remarks; statements; appearances; radio and TV; Minnesota publicity; etc.

Subjects: photos; film footage; transcripts; Minnesota appearances, etc.

McDonald, Jack to Staff, 1971-1972.

Subjects: Democratic Farmer Labor party (DFL) events and HHH attendance.

Subjects: Democratic Farmer Labor party (DFL) active constituents asking for favors/assistance.

Subjects: staff; finances; political issues.

Subjects: HHH appearances.
Subjects: HHH appearances and staff follow-up activities and responsibilities.

Miller, Penny, to Staff, 1972.
Subjects: general office, names for mailings.

Subjects: networking; fund raising; contact people in Minnesota.

Read, Benjamin (Ben) to HHH, 1969.
Subjects: Acting director of the Woodrow Wilson International Center for Scholars.


Subjects: Senate business and agendas; agriculture and dairy issues.

Subjects: staff assignments. December 28, 1973 memo on staff legislative subject file responsibilities.

Subjects: Democratic Farmer Labor party (DFL).

Subjects: Muriel Humphrey travel and appearances; forwarding requests for HHH appearances.

South, Betty to Dave Gartner, 1973-1978.
Subjects: typed carbon copies of phone messages and other items to Dave.

Subjects: typed copies and typed carbon copies of HHH phone messages and memos concerning Muriel Humphrey.

Subjects: Muriel Humphrey's office and typed carbon copies of phone messages for HHH office.

Spiegel(?), Dan to HHH, 1974-1976.
Subjects: Foreign Relations Committee.
Subjects: HHH issue statements, particularly Anti-Ballistic Missiles (ABM).

Stewart, John G. to Staff, 1969.
Subjects: HHH activities; speeches; tapes and film.

Subjects: agriculture and other subcommittee meetings.

Tschida, Paul to HHH, 1970.
Subjects: Minnesota contact people; Tschida's travels in Minnesota; HHH trips in Minnesota.

Subjects: send copies of bills, acts, and legislation to constituents.

Subjects: send copies of bills, acts, and legislation to constituents.

Subjects: office management; message relay between offices.

Subjects: follow-up on calls and letters from constituents needing or wanting assistance with AFDC, welfare, social security, and veterans' benefits.

Subjects: constituent requests for documents.

Subjects: letters to other DFL'ers concerning their election races; other letters to people in politics and/or in the public eye; some constituent letters.

Subjects: Minnesota appointments—especially Macalester and the University of Minnesota; Minnesota constituents and interest groups.

Subjects: calls, letters and other things that need Dave's attention or decision for routing.

Subjects: HHH publicity and appearances in Minnesota.
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<tr>
<td>148.A.12.6F</td>
<td>5</td>
<td>Subjects: tally of caller names and addresses—calling about certain issues, e.g., Mansfield amendment, draft extensions, etc.</td>
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</tbody>
</table>

Subjects: inter-office exchanges (files, press, etc.); memos on calls that need attention.

Subjects: typed carbon copies of constituent calls on help with immigration—getting children, spouses, or others into the U.S.; with the armed services—tours of duty, discharges, etc.; and occasionally with Social Security.

Subjects: Minnesota office workings; mailings; appointments; events; occasional typed carbon copies of constituent or personal calls; reminders to make phone calls or send letters; updates on friends and colleagues (health, family events, political actions, elections, etc.).

Subjects: send legislation and other documents to constituents.

Subjects: Rural Development subcommittee reports; HHH radio spots.

Subjects: follow-up on calls and letters from constituents needing or wanting assistance with AFDC, welfare, social security, and veterans’ benefits.

Subjects: HHH in Minnesota.

Subjects: respond to constituents calls and letters concerning immigration or visa problems and on military discharges, tours of duty, etc.

Subjects: HHH statements and appearances in Minnesota; social events in Minnesota.

Subjects: White House tours; Senate gallery passes; other tickets, e.g. Apollo 15 launch, for constituents; some mailing of other information to constituents.
<table>
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<tr>
<th>Location</th>
<th>Box</th>
<th>Wallace, Ruth to Gary Peterson, 1971.</th>
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<tbody>
<tr>
<td>148.A.12.6F</td>
<td>5</td>
<td>Subjects: office supplies; look up past correspondence for verification; forward letters and phone messages that Ruth doesn't know where to send.</td>
</tr>
<tr>
<td>Subjects: case work on military cases, visa cases; constituent letters asking for assistance. [This folder was labeled RW to Amy Ramsey, but included memos addressed to Doris.]</td>
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<tr>
<td>Subjects: ordering office supplies; other items for the Minnesota office and files.</td>
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<tr>
<td>Subjects: calls and letters concerning Muriel Humphrey and HHH social events in Minnesota and at Waverley.</td>
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<tr>
<td>Subjects: general office; Macalester College; referring calls and letters on similar topics as other correspondence, but to a variety of staff.</td>
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<tr>
<td>Subjects: case work—assistance on military discharges, visas, mail, leave, tour of duty, veterans' hospital.</td>
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<tr>
<td>Subjects: constituents who want copies or explanations of current and pending legislation.</td>
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<tr>
<td>Subjects: names and addresses.</td>
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<tr>
<td>Subjects: general; many are legislative requests. Not assigned to any particular staff person but is something that needs the Washington office's attention.</td>
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<tr>
<td>Subjects: Macalester College paychecks; University of Minnesota memos; lecture honoraria; forwarding requests for information; signed photos of HHH; messages between Minnesota and Washington offices; sending gifts from HHH.</td>
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</tbody>
</table>
Location        Box
148.A.12.6F     5

Subjects: campaign office and Minnesota volunteers.

Subjects: Minneapolis office set-up; Encyclopedia Britannica.

Watson, John to Ursula Culver, 1970.
Subjects: HHH invitations and appointments; FYI on who HHH is meeting and who would be good to remember.

Subjects: forward calls and letters for her action; forward messages and items for HHH attention; requesting thank you and other letters to be sent; and follow-up on HHH trips.

Subjects: HHH trip and event follow-up; transition office transfer of files from Washington office and the Federal Records Center to Minnesota and to MHS; calls routed to HHH through Watson.

Subjects: transition office.

Watson, John to Violet Williams (Biglane), 1969-1970.
Subjects: office: people, procedures, and transition office status.

Wattenberg, Benjamin (Ben) to HHH, 1970.
Subjects: speech drafts; newspaper clippings; speaking appointments.

Welsh, William (Bill), 1969.
Subjects: recruiting influential people in different states to head Democratic [DNC? or DFL?] Gala events.

Williams (Biglane), Violet (Vi) to Ursula Culver, 1973.
Subjects: in-office appointments with HHH.

Williams (Biglane), Violet to HHH, 1970-1974.
Subjects: typed copies of phone messages; other office activities.

Subjects: general office; transition office; FYI; HHH directives.

Yaeger, Lynn M. to Staff, 1975-1978.
Subjects: clerical; Minnesota office; election/campaign information.

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<tr>
<td></td>
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<td>Subjects: examples of form letters and letter enclosures.</td>
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<td>Subjects: typed carbon copies of narrative memos by HHH on his activities,</td>
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<td>travels, preparation for articles. Also includes travel/appearance agendas.</td>
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<td>Subjects: names and addresses of staff members, usually as a Christmas</td>
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<td>card or other card list. These lists include non-staff people.</td>
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