

Mss 100

Strom Thurmond Collection

ADMINISTRATIVE ASSISTANT (1936 -)

12.15 cu. ft.

The Administrative Assistant handled all of the matters connected with the operations of Senator Thurmond's office. This individual was responsible for implementation of and changes in office policy and supervised the office staff. He/she had the overall responsibility for all correspondence except for the senator's personal correspondence. The administrative assistant established and maintained records on personnel, including recommendations of employment, promotion, demotion and discharge. In addition, the Administrative Assistant handled all of the patronage matters which deal with office positions and other government positions and was in charge of the interns and pages. The Administrative Assistant kept the senator informed of all office operations, did special assignments for him, and checked newspapers and publications for stories of importance or interest to the senator. Furthermore, the person checked all drafts of statements, speeches, etc., before they went to the senator. Finally, the administrative assistant helped during political campaigns and was the only staff member allowed by law to do so as part of their normal duties.

The following individuals were administrative assistants for Senator Thurmond:

Roland A. McCullough	1955-1957	G. Anthony Campbell	1977-1979
Harry S. Dent	1955-1965	Edward D. Harrill	1980-1982
J. Fred Buzhardt	1966	Dennis W. Shedd	1982-1984
Edward B. Kinney	1967-1969	John R. Steer	1985
Jack E. Ravan	1969-1970	Thadeus E. Strom	1986-1988
Daniel J. Carrison	1970-1973	Auggie Tantillo	1988-1989
Lewis E. Beasley	1974-1977	Duke Short	1989-2002

The records of this series contain material primarily from the 1960's and the 1970's which clearly reflects the functions of the administrative assistant. The material generally pertains to office operations and policies, patronage, political campaigns, and some miscellaneous functions. These materials include letters, memoranda, reports, articles from magazines and newspapers, and some speeches. The series is divided into four subseries: Subject File, Becki Edwards Files, Linda Guell Files, and Interns and Pages.

The **Subject File** subseries (Subseries A, 1936 - ; 9.0 cu. ft.) contains the materials covering the office operations, patronage, political campaigns, and various other topics. This series is arranged alphabetically by folder title and chronologically within each folder. There is information on operational policies and office procedures, descriptions of the office positions, and lists of the senator's staff. In addition, there is some information on the rules, regulations and procedures of the United States Senate. Materials from some committees are also included. Information can be found on some cases and patronage, such as judge-ships and U.S. Marshalls. There is correspondence and other materials concerning the Democratic Party, and letters congratulating Thurmond on winning the 1972 Election. Furthermore, there are records on the

political campaigns of 1960, 1964 and 1972. This subseries has some White House correspondence, letters on the Vietnam War, and lists of the members of the Thurmond family.

The Subject File subseries also contains information on the Southern Manifesto and on postal matters in South Carolina during the 1950's. In addition, there are records on the Freedoms Foundation, school desegregation, South Carolina school districts, textiles, and UNICEF.

The **Becki Edwards Files** subseries (Subseries B, 1975 - ; 9.0 cu. ft.) has the material used by Becki Edwards, a secretary who worked on Senator Thurmond's staff from 1976 - 1980 and assisted the administrative assistant. Most of the records in this subseries concerns general correspondence and wedding invitations. However, there is some material on the 1978 campaign and a biography of Nancy Moore Thurmond.

The **Linda Guell Files** subseries (Subseries C, 1967 - ; 1.125 cu. ft.) contains the records of another secretary who assisted the administrative assistant and worked the years 1967 - 1969, 1974, and 1976. The majority of the records in this subseries is correspondence. Some of the correspondence concerns the elections of 1972 and 1978. There are some financial statements and contributions for the 1972 campaign.

The **Interns and Pages** subseries (Subseries D, 1966 - ; .675 cu. ft.) has the material pertaining to the interns and pages. Information on the intern programs and their schedules can be found in this subseries. In addition, there are essays written by the interns. There are lists of the interns and pages.

Important South Carolinians in this series include Walter J. Brown ; United States Senators Olin D. Johnston and Ernest F. Hollings ; United States Congress-man William J. Bryan Dorn ; Dean Walter Cox of Clemson University ; and Judge Clement F. Haynesworth. Other important individuals include President Lyndon B. Johnson; United States Senator Herman Talmadge; and Adlai Stevenson.

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ADMINISTRATIVE ASSISTANT (continued)

Separation List

1. Oversize — to oversize map cases

Gallery seating plan of the Senate Chamber of the United States Capitol (Revised December 13, 1966)

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Administrative Assistant Series

A.) Subject File, 1936 --

<u>Box</u>	<u>Folder</u>	<u>Title</u>
1		Acknowledgement and Thank You Letters; May, 1976 - May, 1977 Alcohol and Tobacco Tax Division, Folder I; January, 1952 - July, 1955 Folder II; August, 1955 - March, 1956 Alcohol and Tobacco Tax Division Investigation: Newspaper Clippings; June - October, 1955 Alleged Traffic Violation; August — September, 1970 Anderson Independent Articles; April 1967 — October, 1968 Association of the United States Army; July, 1958 -- June, 1960 [AVCO - Lycoming Corporation Investigation]; March, 1965 - June, 1971 Baptist College (Charleston, South Carolina); February, 1972 Batalias, Peter [Prisoner]; January — June, 1968 California Fundraisings; July — November 1977 1960 Campaign, Folder I; April, 1950 — June, 1958 Folder II; July, 1958 — March, 1959 Folder III; April, 1959 — April, 1960
2		1964 Campaign: Radio Solicitations; May — June, 1965 Campaign Information; February, 1962 — July, 1966 [Cases: General], Folder I; January, 1954 — December, 1956 Folder II; September, 1957 — February, 1974 Charleston Air Force Base; September, 1970 — November, 1971 Charleston Naval Museum; July, 1971 Christiansen, Karl [Case]; November, 1971 — February, 1973 Claiborne File [Thurmond's Residence in McLean, Virginia]; February, 1969 — November, 1971 (Restricted) [Colleges and Schools in South Carolina]; [No Date] [Colleges in South Carolina]; February, 1971 Colonial Cup Steeplechase; July, 1970 — August, 1972 Column Reports; February, 1970
3		Committee Assignments; December, 1954 — September, 1969 Compilation of Reports and Statements to be Filed by Senators, Officers, Employees of the United States Senate, and other Individuals; January, 1981 Computer Information; September, 1971 — August, 1973 Congressional Fellows Program; July, 1980 — October, 1981 [Correspondence: Congratulations on Winning 1972 Election]; November, 1972

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
3		Correspondence: Miscellaneous, Folder I; April, 1956 — May, 1976 Folder II; June, 1976 — December, 1977 Folder III; January — September, 1978 Curtis Reception; February, 1973 Democratic Party: Correspondence, Folder I; January, 1936 — August, 1958 Folder II; February, 1959 — August, 1964
4		Democratic Party Information, Folder I; c. 1936 — September, 1956 Folder II; October, 1956 — August, 1964 Education Appropriations; November, 1970 [Federal Enforcement of School Desegregation (Report of the United States Commission on Civil Rights)]; September, 1969 Fennell, A.B. [Case]; May — October, 1957 Foreign Relations: [Correspondence from South Carolina Concerning Vietnam]; April — May, 1970 Foreign Relations: [Out-of-State Correspondence Concerning Vietnam]; April — May, 1970 Freedoms Foundation, Folder I; June, 1968 — February, 1971 Folder II; November, 1971 — February, 1972
5		[Freedoms Foundation, Summary of the]; April, 1970 Friedman, Doctor Myles I. [Nutrition Research Center at University of South Carolina]; March — June, 1970 Government Operations Committee; June, 1956 — April, 1957 Health, Education, and Welfare, Department of; 1964 — October, 1970 Hemenway, John D. [State Department]; October, 1967 - February, 1976 Hill, Ralph (Donovan File); May — December, 1973 Hollings Reception; September — October, 1971 Hubert H. Humphrey [United States Senator from Minnesota and Vice President of the United States]; September, 1964 — September, 1968 Inauguration Events 1981; April — October, 1980 Integration Plans (Health, Education, and Welfare Department) for Georgetown and Florence, South Carolina; May, 1969
6		Internal Security Subcommittee; 1973 — 1974 Interstate and Foreign Commerce Committee; January — February, 1957 [Invitations], Folder I; July, 1969 — March, 1971 Folder II; May — October, 1971 Folder III; November, 1971 — November, 1973

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6		[Invitations], cont. Folder IV; February, 1974 — September, 1975 Folder V; October — November, 1975 Folder VI; December, 1975 — May, 1976 [J. Palmer Gaillard Fundraising Reception]; March — October, 1975 James Jagoe [Case], Folder I; December, 1969 Folder II; December, 1969
7		[Job Descriptions of Staff Members]; [c. 1988 — 1989] Joe Riley Reception (Charleston, South Carolina); July, 1971 - May, 1972 Judges (Circuit); December, 1956 — April, 1957 Judges (District); February — March, 1957 Judges: [Nominations], Folder I; September, 1952 — June, 1955 Folder II; July — December, 1955 Folder III; January — October, 1956 Folder IV; November, 1956 — February, 1957 [L. Mendel Rivers Nuclear Submarine, Keel-Laying and Launching of]; June, 1971 — June, 1973 Labor Committee; April — Jun, 1957
8		Liberty Amendment; 1961 — October, 1962 Library of Congress; January, 1963 — October, 1969 Mailing Lists; 1967 — 1969 Memoranda: [1972 Campaign]; September, 1968 — 1972 Memorandums, Folder I; September, 1969 — December, 1976 Folder II; March, 1977 — July, 1979 Memorandums [Lewis Beasley]; January, 1974 — August, 1975 Memos to the Staff; January, 1969 — December, 1970 [Midair Collisions], Folder I; July, 1969
9		Folder II; 1969 Military; October — December, 1957 Mont Pelerin Society; August, 1975 Doctor Daniel Moorer [Case], Folder I; June, 1960 — February, 1969 Folder II; March, 1969 — March, 1970 National Advisory Council for Adult Education; September, 1968 - March, 1975

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9		[Nixon Administration: Employee Applications], Folder I; March, 1965 — December 13, 1968 Folder II; December 16, 1968 — May, 1969 Noah's Ark; February, 1971 Office for Civil Rights: Letters and Memos; January, 1969 - March, 1971 Office of Education (Department of Health, Education, and Welfare); July, 1969 — 1972 [Office Phone Numbers, Lists of]; September, 1977 — July, 1989 [Operational Policies and Procedures (Section A)]; January, 1963
10		[Operational Policies and Procedures and Staff Position Responsibilities: Office of Senator Strom Thurmond]; January, 1960 — January, 1961 Patriotic Organizations; April — May, 1965 Patronage: Approved Attorneys (Farmers Home Administration, Federal National Mortgage Association, Veterans Administration), Folder I; March, 1971 — March, 1974 Folder II; April, 1974 — March, 1975 Patronage: Federal Energy Administration; August - November, 1974 Patronage: General, Folder I; March, 1955 — December, 1969 Folder II; January, 1970 — May, 1973 Folder III; July, 1973 — February, 1976 Patronage: Staff Members, Folder I; December, 1954 — February, 1971 Folder II; March, 1971 — September, 1972 Patronage: Superintendents; November, 1974 — March, 1975 Personalities: John C. Calhoun; June, 1963 Benjamin Franklin; January, 1960 General Douglas MacArthur; June, 1961 — May, 1964 James Madison; April, 1960 Politics; September, 1969
11		Political Affairs: Campaigns, Folder I; May, 1971 — February, 1972 Folder II; March — May, 1972 Folder III; June — July, 1972 Folder IV; August — October, 1972 Folder V; November, 1972 — February, 1973 Political Affairs: National; January, 1967 — April, 1968

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
11		Postal Matters, Folder I; January — October, 1955 Folder II; November, 1955 — January, 1956
12		Folder III; February — March, 1956 Folder IV; April, 1956 — February, 1957 Folder V; March — June, 1957 Folder VI; July — December, 1957 Postal Matters: [Consolidation of Post Offices in Madison and Westminster, South Carolina]; March — November, 1955 Postal Office Matters: [Memos from Alex McCullough to Senator Thurmond]; September — December, 1955 [Postal Routes]: Rural Routes, Folder I; February — August, 1955 Folder II; September — December, 1955
13		Folder III; January — February, 1956 Folder IV; March — December, 1956 Folder V; January — May, 1957 Folder VI; June, 1957 — August 8, 1957 Folder VII; August 13, 1957 — November, 1957 Postmaster (Edgefield, South Carolina); January — April, 1955 Postmasters, Folder I; March, 1954 — March, 1955 Folder II; July — December, 1955
14		Folder III; January — February, 1956 Folder IV; March — April, 1956 Folder V; January — November, 1957 Press; [No Date] Private Schools; July, 1965 — November, 1971 Projects and Fundraisers; 1979 — July, 1980 Ravan, Jack E. — Personal Correspondence; June, 1969 - February, 1970 Reception for Senator Thurmond (June 17, 1971); February - August, 1971
15		[Report to the U.S. House Appropriations Subcommittee Concerning Relocation of 4th District Federal Home Loan Bank from Greensboro to Atlanta]; [1971] [Republican Committees]; January — February, 1974 [Republican Party: Senator Milward L. Simpson's Speech Welcoming Thurmond to the Republican Side of the United States Senate]; September, 1964 [Requests]; August, 1970 — May, 1971 Reserve Officers Association Banquet; February, 1971

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15		Response to California Tour; November — December, 1970 Riley, Joseph P.; August — September 1971 Rules Committee, Folder I; October, 1968 — July 7, 1969 Folder II; July 16, 1969 — March, 1971 "Salute to Mendel Rivers" [United States Congressman from South Carolina]; May — August, 1970 [School Desegregation: Court Decisions], Folder I; March, 1967 — 1968 Folder II; February, 1969 — January, 1970 [School Desegregation: Letters and Memos]; January - August, 1969
16		Schools, Folder I; January, 1965 — October, 1969 Folder II; November, 1969 — April, 1970 Folder III; May, 1970 — November, 1971 [Schools: "Towards Freedom of Choice in Education" by Alfred Avins]"; 1967 Security; May, 1972 [Senate Rules, Regulations and Procedures]; January, 1956 - [c. 1982] [Senate Republican Policy Committee: The Farm Program]; March, 1973 [Senate Term: When Thurmond First Began]; 1939 — January, 1957 [Senatorial Official Office Expense Account Seminar Handbook]; February, 1982 Senators' Perquisites; December, 1954 — June, 1959 [Settlemyre, J. Lee, Jr. (Painter of Famous United States Senators)]; February — March, 1956
17		[South Carolina School Districts]: Saluda County; April, 1969 — October, 1971 Spartanburg District No. 3; April, 1970 — March, 1971 Spartanburg District No. 5; November, 1970 — May, 1971 Spartanburg District No. 6; November, 1971 Spartanburg District No. 7; May, 1970 Summerton District No. 1; November — December, 1971 Sumter District No. 17, Folder I; June — November, 1969 Folder II; 1969 — June, 1971 Williamsburg County; March, 1972 York District No. 1; June, 1970 South Carolina State Senate; January — April, 1980 South Carolina Tricentennial; c. 1970 Southern Leaders Conference; August, 1970

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17		Southern Manifesto; February, 1956 — May, 1968 [Staff Members and Committee Assignments, Lists of]; 1970 - February, 1988 Staff Members, Lists of, Folder I; March, 1959 — September, 1971 Folder II; January, 1972 — October, 1977
18		Folder III; January, 1978 — March, 1995 1948 States' Rights Campaign; [No Date] [Thurmond Family Lists]; February, 1975 — February, 1977 Textiles, Folder I; May, 1958 — March, 1962 Folder II; April, 1962 — November, 1963 Folder III; January, 1964 — December, 1965
19		Folder IV; April, 1967 — April, 1969 [Textiles: Investigation of the Trade Agreements Extension Act of 1958 Concerning Textile Imports]; May, 1961 Thurmond Luncheon (May 6, 1971); April — May, 1971 Unfavorable [Newspaper] Clippings; July, 1968 — September, 1971 [UNICEF (United Nations International Children's Emergency Fund)]; November, 1958 — December, 1966 U.S.S. South Carolina, Commissioning of; November, 1974 - February, 1975 U.S.S. South Carolina, Keel-Laying and Launching of the, Folder I; November, 1970 — July 1, 1972 Folder II; July 19 -- 31, 1972 U.S.S. Spartanburg County, Launching of the; February, 1970 — June, 1971 [U.S.S. Sumter, Shakedown Voyage of the]; July — September, 1970 United States Deputy Marshalls: Nominations, Folder I; April, 1968 — October, 1969
20		Folder II; November, 1969 — June, 1975 United States Marshalls: Nominations; January — July, 1955 [Veterans Administration]; January — March, 1956 Visas; March, 1961 — December, 1967 Voting Information; January, 1962 ["Washington — Past and Present" (Public Broadcasting System Show)]; [No Date] Wedding Reception for Strom and Nancy Thurmond; December 29, 1968 Wheat Stabilization Program; September, 1961

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		White House Correspondence, Folder I; January, 1969 — May, 1975 Folder II; July, 1975 — March, 1976 Folder III; April, 1976 — March, 1977 Folder IV; April — December, 1977

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B.) Becki Edwards Files, 1975 -

<u>Box</u>	<u>Folder</u>	<u>Title</u>
21		Birthdays Letters to Staff Members; January 1978 — January, 1979 1978 Campaign Information; April, 1977 — September, 1978 Children's Activities; July, 1977 — November, 1978 Correspondence A; August, 1977 — December, 1978 B; January, 1977 — January, 1979 C; August, 1977 — December, 1978 D; January, 1977 — December, 1978 E; November, 1977 — December, 1978 F; November, 1977 — December, 1978 G; July, 1977 — December, 1978 H; August, 1977 — December, 1978 I; April — October, 1978 J; November, 1977 — December, 1978 K; November, 1977 — December, 1978 L; January, 1977 — December, 1978 M; November, 1977 — December, 1978 N; January — December, 1978 O; January, 1977 — December, 1978 P; January, 1976 — December, 1978 Q; December, 1977 — May, 1978 R; November, 1977 — December, 1978 S; November, 1977 — December, 1978 T; November, 1977 — December, 1978 U; May, 1978 V; November, 1977 — December, 1978 W; November, 1977 — December, 1978 X - Z; November, 1977 — November, 1978
22		
23		[Correspondence, Miscellaneous]; December, 1975 — November, 1977 First Lady's Luncheon Cookbooks from South Carolina; April, 1978 Home Entertainment; 1977 How To Cook A Pig (by Betty Talmadge), Promotion of; November, 1977 - October, 1978 Invitations Accepted; October, 1977 — May, 1978 Memorandums; August, 1977 — December, 1978 [Nancy Moore Thurmond, Biography of]; [c. 1978] Orphanage Tours; September, 1977 — January, 1978 Riverbanks Zoological Park Society; November, 1978 -February, 1979 School Information [Concerning the Thurmond Children]; February, 1976 — October, 1978

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		[Thank-you Letters Concerning Gifts from Strom and Nancy Thurmond]; December, 1977 — January, 1979
		Tours of Children's Homes; November — December, 1978
		Wedding Invitations, Folder I; May 26, 1978 — July 26, 1978
		Folder II; July 27, 1978 — August, 1978
24		Folder IV; December, 1978 — March, 1979
		Folder V; September — October, 1978

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C. Linda Guell Files, 1967 -

<u>Box</u>	<u>Folder</u>	<u>Title</u>
24		Campaign Financial Statements (Washington, D.C. Account); July, 1971 — April, 1972 Campaign Information; 1970 — October, 1978 Contributions to 1972 Campaign; April, 1971 — October, 1972 Correspondence: Congratulations on 1972 Election, Folder I; November 1 - 8, 1972 Folder II; November 9 - 12, 1972 Folder III; November 13 - 30, 1972
25		Correspondence: Congratulations on 1978 Election; November, 1978 Correspondence: Graduations and Trips; June, 1976 - June, 1977 Correspondence: Military Matters and Veterans; February, 1971 — November, 1972 Correspondence, Miscellaneous, Folder I; January, 1970 — February, 1971 Folder II; March — December, 1971 Folder III; January — May, 1972 Folder IV; July, 1972 — September, 1978 Folder V; October — December, 1978
26		Correspondence: Thank-you Letters; October — November, 1978 Correspondence: Thank-yous from Corporations and Schools; April, 1967 — April, 1971 Correspondence: Thank-yous from Senator Thurmond for Appreciation Dinner (October 17, 1972) in McCormick County; October, 1972 Engagement Schedules; May, 1977 — November, 1978 Fannin Project; January — February, 1972 Lancaster Trip; August, 1978 [Lists of Judges and Colleges]; [c. 1977] [National Teen Age Republicans' "Stop Drugs" Program]; October — November, 1970 Memorandums; March, 1972 — March, 1978 Panama Canal; April — June' 1977 Requests; March' 1971 — May' 1972 [Subject Heading Manual for Thurmond's Filing System]; [c. 1977] Watson, Albert (Campaign and Reception); June — October, 1970

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D. Interns and Pages, 1966 -

<u>Box</u>	<u>Folder</u>	<u>Title</u>
26		Intern Applications, A - M; 1971 — 1972 (Restricted) R - V; 1969 — 1982 (Restricted) Intern Program; 1967 — 1985 Intern Program for Senior Citizens; March, 1977 — June, 1979 Intern Schedules; 1975 — 1988
27		Interns: Essays, Folder I; 1979 Folder II; 1979 — 1982 Folder III; 1983 Interns, Lists of, Folder I; July, 1966 — August, 1976 Folder II; January, 1977 — August, 1976 Folder III; January, 1977 — August, 1982 Page Program; [No Date] Pages, List of; 1969 — 1980