

WHITE HOUSE SPECIAL FILES
DAVID C. HOOPES

Linear feet of materials: 12.9
Approximate number of pages: 25,800

Biographical Note

David C. Hoopes

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| August 15, 1942 | Born, Twin Falls, ID |
| 1960 - 1966 | Brigham Young University, B.A. (Political Science), M.A. (International Public Administration), Provo, UT |
| 1962 - 1964 | Missionary, Argentine Mission, The Church of Jesus Christ of Latter-day Saints, Buenos Aires, Argentina, and South American Mission, Montevideo, Uruguay |
| 1967 - 1971 | University of Southern California, M.P.A. (Public Administration), Ph.D. (Public Administration), Los Angeles, CA |
| 1968 - 1969 | President, Anthony Craig & Associates, Inc., Los Angeles, CA |
| 1969 - 1971 | Consultant, Joint Committee on Reorganization of Large Urban Unified School Districts, California Legislature, Sacramento, CA and Los Angeles, CA |
| 1971 - 1973 | Staff Assistant, The White House |
| 1973 - 1974 | Deputy Special Assistant to President, The White House |
| 1974 - 1977 | Special Assistant to the President, The White House |
| 1977 - 1979 | Member, President's Commission on Personnel Interchange |
| 1977 - 1980 | Consultant, Bechtel Corporation, San Francisco, CA |
| 1981 - 1992 | Investment manager and manager of corporate relations, Bechtel Investments, Inc., San Francisco, CA |
| 1985 - 1989 | Member, Board of Directors, Brigham Young University Alumni Association, Provo, UT |
| 1992 - 1998 | Financial consultant, Merrill Lynch & Co., San Francisco, CA |
| 1998 - 2001 | Mission president, Chile Santiago South Mission, The Church of Jesus Christ of Latter-day Saints, Santiago, Chile |
| 2001 - 2004, July | Financial consultant, Merrill Lynch & Co., San Francisco, CA |
| 2004 - Present | Temple president, Caracas Venezuela Temple, The Church of Jesus Christ of Latter-day Saints, Caracas, Venezuela |

Scope and Content Note

David C. Hoopes served in both the Nixon and Ford Administrations, beginning with the Nixon White House in April 1971 and remaining in the Ford White House from August 1974 until January 1977. He worked as a staff assistant to the President until 1974, with responsibility for handling briefing papers and follow-up memoranda for President Nixon's meetings. During this time he was also given special projects to do for the Staff Secretary; in June 1974 he joined the Staff Secretary's Office. Although his official title was Special Assistant to the President, he also adopted the title of "Deputy Staff Secretary".

The Staff Secretary's Office handled most aspects of White House administration, particularly paperwork flow, and assisted in the preparation of the President's schedule, follow-up on action requests, and special projects.

Hoopes, along with Alexander P. Butterfield, Deputy Assistant to the President, was responsible for ensuring that meetings attended by the President were documented in the files. This included instructing staff members to be present at specific meetings in order to prepare memoranda for the record, and following up to make sure the required memoranda were completed and submitted.

Hoopes also served for more than two years as a member of the President's Commission on Personnel Interchange during the Carter Administration, from 1977 to 1979.

The materials are arranged into six series:

1. Chronological Files, 1972
2. Subject File, 1972-74
3. Trip Files, 1971-74
4. President's Briefing Papers, 1971-74
5. President's Daily Diaries, 1972-74
6. Printed Material

Series Description

Boxes: 1-3

Series: Chronological Files, 1972

Spans: 1972-74

Description: Box 1 contains copies of daily correspondence of Alexander P. Butterfield. Topics include administrative duties, office space, salaries, resumes, presidential dinners and correspondence and scheduling activities. Also, White House guest lists, the welfare system, expenses involved in the Watergate defenses and attorneys. Individuals referenced: President Nixon, H.R. Haldeman, Lucy Winchester, Dwight Chopin, Ray Price, Rose Mary Woods, Roland Elliot, Henry Kissinger, Charles Colson, Alexander Haig, Bruce Kehrli, Jerry Jones, Brent Scowcroft, Ronald Walker, Robert Linder, George Joulwan and Fred Malek (Not exhaustive).

Boxes: 4-10

Series: Subject File, 1972-74

Spans: 1972-74

Description: Topics include Arlington Cemetery, Bicentennial, Bills and Reimbursement 1974, Budget Appropriations, Cabinet Chairs, White House Christmas Card List 1973, Daily Diary, Educational Staff Seminar, Foreign Travel with the President (Passenger Manifests of Foreign Travel with the President, Attorneys and Attorney Expenses, Oil Industry (news articles), Presidential memoranda, commissions, schedule, activities and contacts. Boxes 8-10 contain "professional" and "secretarial" resumes and salaries, vacant White House office space, White House telephone extension numbers and various memoranda regarding White House staff. Personalities referenced: John Charles Bennet, Bruce Kehrli, Ann Armstrong, James C. Barker, James B. Clawson, George Joulwan, and Alexander Haig. (Not exhaustive)

Boxes: 11

Series: Trip Files, 1971-74

Spans: 1971-74

Description: Miscellaneous file includes the topics of the Virginia Coal Mine Strikes, Thanksgiving and Veteran's Day Presidential Speeches, Q&A of an interview with McCall's Magazine. Other files include schedules and memoranda's (including toasts and speeches) regarding the Presidential trips to NY and Chicago, to Canada, the Azores and China.

Boxes: 12-22

Series: President's Briefing Papers, 1971-74

Spans: 1971-74

Description: Boxes 12-22 contain the President's Briefing papers which address many issues associated with the office of the President, including public relations, meeting schedules, Cabinet meetings, Congressional leader meetings, topical background information created by individuals who were briefing the President, messages from the President to groups whom he could not address personally and many others.

Personalities referenced include: Ray Price, Ronald Ziegler, Stephen B. Bull, George P. Schultz, Bud Krogh, Kenneth Cole, Henry Kissinger, Peter M. Flanigan, Clark MacGregor, William E. Timmons, Alexander Butterfield, H.R. Haldeman, John Evans, Edward Morgan, John Ehrlichman, Earl Butz, Richard Lyng, John Connally, Herbert Stein, Elliot Richardson, Arthur Flemming, Leonard Garment, Ronald Bergman, Barbara Franklin, Brent Scowcroft, and Governor Rockefeller.

Boxes: 23-28

Series: President's Daily Diaries, 1972-74

Spans: 1972-74

Description: The Presidential Daily Dairies are presented chronologically and contain the daily schedule of events, as well as attendance and passenger lists for specific meetings and travel.

The files of Box 28 contain photocopies of the corresponding files in Boxes 23-25. They do not, however contain the appendixes that include passenger and attendance lists which are contained in the files of Boxes 23-25.

Container List

BOX NO.

CONTENTS

CHRONOLOGICAL FILES, 1972

ALEXANDER BUTTERFIELD CHRONOLOGICAL FILE, 1972

- 1 Daily Copies from APB [Alexander P. Butterfield]
 Jan.-Mar. 1972
 Daily Copies from APB [Alexander P. Butterfield]
 April-July 1972
 Daily Copies from APB [Alexander P. Butterfield]
 August-Dec. (1972)

DAVID HOOPE'S CHRONOLOGICAL FILE, 1974

- 2 Chron File-January 1974 [I]
 Chron File-January 1974 [II]
 Chron File-February 1974
 Chron File March 1974
 Chron File-April 1974
- 3 Chron File May 1974
 Chron File June 1974
 Chron File July, 1974
 Chron File-July & August 1974

SUBJECT FILE, 1972-74

- 4 Appointments
 Arlington Cemetery
 John Charles Bennett [resignation as Deputy Assistant to
 President]
 Bicentennial
 Bills & Reimbursement 1974
 Brigham Young University
 Brochures, etc [golf tournaments calendar; Partners of the
 Americas]
 Budget Appropriations 1973
 Budget Appropriations-FY 74
 Cabinet Chairs
 Christmas Print List 1973
 Church of Jesus Christ of LDS
 Civil Service
 Congressional Related
 Daily Diary
 [Domestic Council Forms Book]

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- 5 Educational Staff Seminar
Electrical & Mechanical Vaults
Emergency Relocation
Energy
Equipment-Radio & TV
Foreign Travel with the President, The White House,
1969-Present
Format-Briefing Paper
Format-Memorandum for the President's File
Haig Oriented Memos/Letters
Harmer, John [California State Senator]
Kehrli [Staff Secretary] Oriented Memos
Legal Expenses [of White House Watergate defense]
Manual for Advance Representatives 1974 [I]
- 6 Manual for Advance Representatives 1974 [II]
Memoranda for the File &/or Record 1973 [Cabinet Chairs;
interoffice mail]
Memoranda for the President's File-1973 [format and staffing
procedure]
Memos to the WH Staff [routine office administration]
Miscellaneous [White House tours; office letterhead]
Mother of the Year [Mrs. Phyllis B. Marriott, 1974]
National Council on Humanities
National Security Council
News Articles [energy crisis; domestic policies]
Office of Management & Budget
Partners of the Americas [citizen affiliate of the Alliance
for Progress]
Perquisites [for White House staff]
Personnel-Summer Interns
Personnel 1973
Personnel 1974
- 7 Phone Diagrams
Pocket Commission [White House staff identification]
Presidential Activities [lists of, May 1973-Jan. 1974]
Presidential Commission [position titles of White House
staff]
Presidential Contacts with Sub-Cabinet Members
Presidential Documents, Tapes, other related matters
Presidential Schedule
President's Council on Physical Fitness and Sports
Prusse, Kathleen [David Hoopes's secretary]
Requests for Photos-1973
Requests for Pres. Messages
Residence Bowling Alley
- 8 Resumes (Professional)
Resumes (Secretarial)
Salaries (Professional) 1974
Salaries (Secretarial) 1974
Savings Bonds
School [financial aid for White House employee]

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| 8. (cont.) | Secret Service Security Matters Space Space-Electrical Installations Space-NEOB [New Executive Office Building] |
| 9 | Space-OEOB [Old Executive Office Building] [Space-] Floor Plan: 4th Floor OEOB [Old Executive Office Building] [found unfolded] Space-Vice President Space-Weekly Report Space-West Wing White House Staff 1974 OEOB [Old Executive Office Building] Staff Mess-1974 OEOB [Old Executive Office Building] Staff Mess-Blank Invitations OEOB [Old Executive Office Building] Staff Mess-Delinquent Accounts White House Staff Mess 1974 White House [Staff] Mess-1974 WH [White House] Staff Mess Waiting Lists Staff Pins Telephones 1974 |
| 10 | Tennis Court-1974 Tennis Courts Transportation Transportation-1974 Travel Plans Vice President White House Certificates 1972 [appointment of staff] White House Certificates 1973 [appointment of staff] White House Certificates 1974 [appointment of staff] WHCA [White House Communications Agency] White House Health Unit [White House] Health Unit-1974 [White House] Health Unit- <u>Women</u> [White House Telephone Book] |
| TRIP FILES, 1971-74 | |
| 11 | Miscellaneous [Presidential appearances, 1971] Trip Package-Charlotte, North Carolina October 15, 1971 Presidential Trip-November 9 & 10, 1971 General Briefing Papers, Trip of Counselor Finch-Latin America, Dr. David Hoopes <u>Classified</u> [1] [November 11-25, 1971] General Briefing Papers, Trip of Counselor Finch-Latin America, Dr. David Hoopes <u>Classified</u> [2] [November 11-25, 1971] Presidential Trip-The Azores, December 12-14, 1971 |

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- 18 (cont.) Dave Hoopes September 1973 Briefing Papers
- 19 Dave Hoopes October 1973 Briefing Papers
Dave Hoopes November 1973 Briefing Papers
David C. Hoopes December 1973 Briefing Papers
David C. Hoopes January 1974 Briefing Papers
February 1974 Briefing Papers
- 20 David C. Hoopes March 1974 Briefing Papers
April 1974 Briefing Papers
David C. Hoopes May 1974 Briefing Papers
David C. Hoopes June 1974 Briefing Papers
Dave Hoopes July 1974 Briefing Papers
David C. Hoopes August 1974 Briefing Papers

PRESIDENT'S BRIEFING PAPERS, OTHER COPIES, 1974

- 21 Briefing Papers-January 1974
Briefing Papers-February 13-28, 1974
Briefing Papers-March 1-15, 1974
Briefing Papers-March 16-31, 1974
- 22 Briefing Papers-April 1-10, 1974
Briefing Papers-April 11-30, 1974
Briefing Papers-May 1-15, 1974
Briefing Papers-May 16-31, 1974
Briefing Papers-June, 1974
Briefing Papers-July, 1974
Briefing Papers-August, 1974

PRESIDENT'S DAILY DIARIES, 1972-74

PRESIDENT'S DAILY DIARIES AND APPENDICES, 1972-74

- 23 Presidential Daily Diary January 1972
Presidential Daily Diary February 1972
Presidential Daily Diary March 1972
Presidential Daily Diary April 1972
The President's Daily Diary May 1972
President's Daily Diary June 1972
- 24 Presidential Daily Diary July 1972
Presidential Daily Diary August 1972
Presidential Daily Diary September 1972
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- 25 Presidential Daily Diary January 1973
Presidential Daily Diary February 1973
Presidential Daily Diary March 1973
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- 26 Presidential Daily Schedule July, 1973
President's Daily Diary August, 1973
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Presidential Daily Diary July, 1974
Presidential Daily Diary August, 1974
Schedule Proposals January thru July, 1974

PRESIDENT'S DAILY DIARIES, 1972-73

- 28 [President's Daily Diary June 1, 1972-August 15, 1972]
[President's Daily Diary August 16, 1972-November 6, 1972]
[President's Daily Diary November 6, 1972-January 24, 1973]
[President's Daily Diary January 24, 1973-April 18, 1973]

PRINTED MATERIAL

- 29 1974 Catalog of Federal Domestic Assistance (Executive Office of the President, Office of Management and Budget, Washington DC)
- Submission of Recorded Presidential Conversations To the Committee on the Judiciary of the House of Representatives by President Richard Nixon (April 30, 1974)
- 30 The Inaugural Book 1973: "The Spirit of '76" (1973 Inaugural Committee, 1973) [2 copies]
- Compilation of Releases Dealing with Matters Frequently Arising under the Securities Act of 1933, February 1, 1970 (United States Securities and Exchange Commission)

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| 30 (con.) | Newsweek and Time Magazines, (selected) March 1973-July 1974 (11) [Withdrawn and Returned] |
| 31 | <u>The Budget of the United States Government Fiscal Year 1975</u> <u>The United States Budget in Brief Fiscal Year 1975</u> <u>Special Analyses Budget of the United States Government Fiscal Year 1975</u> <u>The Budget of the United States Government Fiscal Year 1975, Appendix</u> <u>RA [Republican Associates] Book of Politics and Government</u> (Republican Associates of Los Angeles County, 1971) <u>Continuing Education as a National Capital Investment</u> , by Herbert E. Striner (W. E. Upjohn Institute for Employment Research, March 1972) <u>International Economic Report of the President</u> , Transmitted to Congress March 1973 <u>The United States in the Changing World Economy</u> <u>Machinoexport</u> [bound notebook from Soviet Union; unused] <u>Proposal for Automatic Language Processing</u> (Language Research Center, Brigham Young University) <u>Alumni Directory 1962-1972</u> (Institute of Government Service, Brigham Young University) [Withdrawn and Returned] |