

Materials of
Terrence O'Donnell
Among Nixon Presidential Materials, 1969-73

The Presidential historical materials of Terrence O'Donnell, Deputy Special Assistant, Appearances and Scheduling, are in the custody of the National Archives and Records Service, General Service Administration, under the provisions of Title I of the Presidential Recordings and Materials Preservation Act of 1974 (P. L. 93-526, 88 Stat. 1695) and implementing regulations. In accordance with the act and regulations, archivists reviewed the file group to identify personal and private materials as well as nonhistorical items. Such items were identified and returned to O'Donnell.

Materials covered by the act have been archivally processed and are described in this register. Items which are security classified or otherwise restricted under the act and regulations have been removed and placed in a closed file. A Document Withdrawal Record (GSA Form 7279) with a description of each restricted document has been inserted at the beginning of each folder from which materials have been removed. A Document Control Record marks the original position of the withdrawn item. Employees of the National Archives will review periodically the unclassified portions of closed materials for the purpose of opening those which no longer require restriction. Certain classified documents may be declassified under authority of Executive Order 12065 in response to a Mandatory Review Request (GSA Form 7277) submitted by the researcher.

Linear feet of materials: 10 linear inches

Approximate number of pages: 1600

Terrence O'Donnell
Biographical Note

1944, March 3	Born, New York City, New York
1966	B. S., U. S. Air Force Academy, Colorado Springs, Colorado
1966-71	U. S. Air Force, Office Special Investigations
1969	J. D., Georgetown University Law School, Washington, D.C.
1971	Office of Judge Advocate General (JAG), USAF
1971, November	Detailed by the U. S. Air Force to the Price Commission, Cost of Living Council, Office of General Counsel and Executive Director
1972, April 12	Detailed from the U. S. Air Force to the Office of Ron Walker, White House Staff
1972, August-November	Advance man working for Dwight Chapin in the Advance Office
1972, November-May 1973	Staff Assistant, Office of H. R. Haldeman, Chief of Staff, working under Larry Higby
1973-1974	Deputy Special Assistant to the President, Office of Presidential Appearances and Scheduling under David Parker
1974, August-1977	Aide to the President, Office of the Cabinet Secretary, Ford administration, working for Warren S. Rustand, Director of the Scheduling Office
1977-	Partner, law firm of Williams & Connolly, Washington, D.C.

Special Files Materials*

Scope and Content Note

According to his exit interview, Terry O'Donnell joined the White House staff in May 1972 as one of Ron Walker's advance men for President Nixon and worked in this capacity through the Republican National Convention in August. After the Miami convention he was placed in the Advance Office under Dwight Chapin to do Presidential scheduling until the election. With Nixon's reelection, O'Donnell was promoted to Staff Assistant in the Office of H. R. Haldeman working under Larry Higby in preparing for the President's inauguration.

In Haldeman's office, O'Donnell functioned as a clearing point for incoming proposals, suggestions, plans, and requests for Presidential trips, visits, letters, speeches, statements, messages, and phone calls from White House staff members and high-level agency officials. He also served as a receiving agent for materials sent to Haldeman and the President from the Staff Secretary. When Haldeman resigned his White House position on April 30, 1973, and shortly thereafter General Alexander Haig assumed Haldeman's job as White House Chief of Staff, O'Donnell was assigned to train General Haig's assistant, Major General John C. Bennett. Afterward O'Donnell was reassigned to the office of Dave Parker with the title of Deputy Special Assistant to the President, Office of Presidential Appearances and Scheduling. He remained in this position until the end of the Nixon administration.

The materials of Terry O'Donnell in the White House Special Files comprise a single series and date from 1973-74. This series, Subject Files, reflects O'Donnell's primary duty, developing the President's daily and weekly

schedule. There are daily and weekly schedules for the period from May 20 through October 1973. Several folders contain suggestions and proposals from White House staff members, agency personnel, and members of Presidential councils and commissions requesting the President make speeches, phone calls, or visits. There are two briefing notebooks relating to the proposed 1974 budget that was designed to revamp drastically the structure of Federal programs. The one briefing notebook lists the objective submissions for 21 major Federal departments and agencies that were participating in the President's management initiative program. The other notebook primarily contains an overview, including the goals of the administration, of some of the major Federal programs and legislation that had been targeted for elimination or reduction in the 1974 budget.

The Staff Member and Office Files of the White House Central Files contain an additional 5 cubic feet of O'Donnell materials. The Nixon Presidential Materials Project also has a tape recording and a transcript of an exit interview with O'Donnell conducted by the Office of Presidential Papers and Archives on October 13, 1974.

Description of Series

Container Nos.

Series

1-2

SUBJECT FILES, 1973-74

Original and electrostatic copies of memoranda, schedule proposals, drafts of daily Presidential calendars, reports, briefing notebook, and lists of names to receive weekly schedules. The materials contain proposals, suggestions, and plans for Presidential trips, visits, letters, speeches, statements, messages, phone calls, and other activities. Arranged alphabetically by subject and thereunder in chronological order.

Container List

Container Nos.

Contents

SUBJECT FILES

1

Terry O'Donnell: Agency Visits
Booklet: Fiscal Year 1974-Objective
Submissions for 21 Major Agencies

Briefing Notebook, March 1973

Brezhnev Visit, [June 1973]

Domestic Council Recommendations

Energy

KMT-TOD Memos [Kathy Tindle - Terry O'Donnell]
Memos (Office Administrative Memos)

Miscellaneous [Memos and Letters]

Presidential Schedule [1973]

President's Schedule:

May 20, 1973-May 26, 1973

May 27, 1973-June 2, 1973

June 3, 1973-June 9, 1973
[Schedule Proposals]

June 24, 1973-June 30, 1973

July 1, 1973-July 7, 1973

2

July 15, 1973-July 21, 1973
[Schedule Proposals]

TO'D -August 1973 [Schedule Proposals]

September 1973

October 1973

Reference

Schedule Guidance
Telecommunications
Telephone Plan
Trip Events