Lucy A. Winchester Papers, White House Central Files, 1969-1974

1969-1974
Descriptive Summary

Title: Lucy A. Winchester Papers, White House Central Files, 1969-1974
Dates: 1969-1974
Collection Number: 6277812
Creator/Collector: Winchester, Lucy Moulthrop Alexander
Extent: 16 linear feet, 7 linear inches; 38 boxes

Online items available http://research.archives.gov/description/6277812
Repository: Richard Nixon Presidential Library and Museum

Abstract: Lucy Moulthrop Alexander Winchester was the White House Social Secretary from 1969 through 1974. The Social Secretary and her staff were in charge of arranging and coordinating all social functions in the White House, whether or not the President or a member of the First Family actually participated in the event. This included the creation of guest lists, sending out and receiving invitations, scheduling entertainment and overseeing the general progress of the event. The Social Secretary worked in close coordination with numerous White House staff offices, including the domestic and security staffs, the President's and First Lady's appointments offices, military/social aides, military music groups and the Social Office. She also worked with ministers, entertainers, the State Department, and other government agencies.

Language of Material: English

Access
Collection is open for research. Some materials may be unavailable based upon categories of materials exempt from public release established in the Presidential Recordings and Materials Preservation Act of 1974.

Publication Rights
Most government records are in the public domain; however, this series includes commercial materials, such as newspaper clippings, that may be subject to copyright restrictions. Researchers should contact the copyright holder for information.

Preferred Citation

Acquisition Information
These materials are in the custody of the National Archives and Records 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.

Scope and Content of Collection
The Lucy A. Winchester file group documents the activities of the White House Social Secretary's office from 1969 through 1974. The Social Secretary and her staff were in charge of arranging and coordinating all social functions in the White House, whether or not the President or a member of the First Family actually participated in the event. This included the creation of guest lists, sending out and receiving invitations, scheduling entertainment and overseeing the general progress of the event. The Social Secretary worked in close coordination with numerous White House staff offices, including the domestic and security staffs, the President's and First Lady's appointments offices, military/social aides, military music groups and the Social Office. She also worked with ministers, entertainers, the State Department, and other government agencies. The most important series are those concerned with the various "meals," both of an official and semi-private nature. Also important are the series dealing with Receptions, Holidays (especially Christmas), Worship Services (a Nixon innovation), and the entertainment oriented "Evenings at the White House." Most of these files contain background planning material, and many include guest lists, menus, and programs. Related Staff Member and Office Files collections that should be consulted include the files of Gwendolyn B. King, Susan A. Porter, Helen M. Smith, the Social Office, the White House Social Files, and the White House Central Files subject category "SO." Taped exit interviews with Constance C. Stuart, Penelope A. Adams, William R. Codus and notes from an interview with Coral F. Schmid will also prove informative. In addition, an oral history program is in progress which includes former members of the First Lady's staff. The extensive photographic, film and video collection contained in the Nixon Presidential materials has much material documenting the activities of the First Lady. Also available are audio recordings of Mrs. Nixon and Constance Stuart, taped by the White House Communications Agency. The series is comprised of the Memoranda Files subseries; Subject Files subseries; the Entertainment Files subseries; the Evenings at the White House subseries; the Holidays subseries; the Worship Services subseries; the Luncheons subseries; the Receptions/Teas/Tours subseries; the Private/Special Dinners subseries; the State Dinners subseries; the Miscellaneous Events subseries; the Background Material subseries; and the Miscellany subseries. The Memoranda Files subseries is predominately composed of inter-office memos dealing with scheduling and other problems involving White House social events. The Subject Files subseries includes requests for autographs, photos, and interviews, among others. The Entertainment Files subseries contains biographical and publicity information on
entertainers, suggestions for entertainment possibilities, and information on particular functions. The Evenings at the White House subseries contains background material on scheduling entertainment and inviting guests for these events. Most files include a guest list and a scenario, and some include programs. The majority of the material in the Holidays subseries contains information related to planning of events for Christmas. This includes information on various receptions and parties for the press corps, children of diplomats, and White House staff and administration officials. Many files contain scenarios of the events, schedules, guest lists, and menus. Information related to the Easter Egg Roll, Fourth of July, and Halloween also are included in this subseries. The Worship Services subseries contains material related to the planning of services and the procuring of ministers and choirs/soloists. The Luncheons subseries is comprised of information used in planning the various White House luncheons. This series also includes information on Presidential or "working" breakfasts. The Receptions/Teas/Tours subseries is composed of planning material for the various late morning and afternoon events held at the White House. The Private/Special Dinners subseries contains information on non-State Dinners, such as dinners for the Chowder and Marching Society. The State Dinners subseries is comprised of background information on formal dinners for visiting heads of state. This subseries contains guest lists, scenarios, menus, programs, and entertainment information. The Miscellaneous Events subseries contains information on social events, including Tricia Nixon's wedding and receptions held in California. The Background Material subseries is comprised of material dealing with guest selection, ideas for events, Department of State input, and lists and information on White House Fellows, interns, and military support. The Miscellany subseries contains books, pamphlets, bumper stickers, and other miscellaneous materials related to social events.

**Indexing Terms**
Winchester, Lucy
Breathitt, Lucy Winchester
Breathitt, Lucy Moulthrop Alexander Winchester
Alexander, Lucy Moulthrop