David C. Hoopes Papers, White House Special Files, 1971-1974

1971-1974
Descriptive Summary

Title: David C. Hoopes Papers, White House Special Files, 1971-1974
Dates: 1971-1974
Collection Number: 6821526
Creator/Collector: Hoopes, David C. (David Craig), 1942-
Extent: 13 linear feet, 7 linear inches; 31 boxes
Repository: Richard Nixon Presidential Library and Museum
Abstract: David Hoopes was a Special Assistant to the President with responsibilities for the preparation of briefings and follow-up materials for the President's meetings and special projects for the Staff Secretary. Many of the documents in the files are briefing papers.
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
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: Chronological Files, 1972. Subject File, 1972-1974. Trip Files, 1971-1974. President's Briefing Papers, 1971-1974. President's Daily Diaries, 1972-1974. Printed Material, 1970-1974.

Additional Finding Aid