

The original documents are located in Box 6, folder “Briefing Book Updates, 1975” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

March 12, 1975

MEMORANDUM FOR:

FERNANDO DE BACA
VIRGINIA KNAUER
PAT LINDH
TED MARRS
PAM POWELL
STAN SCOTT
WAYNE VALIS
JOHN VICKERMAN

FROM:

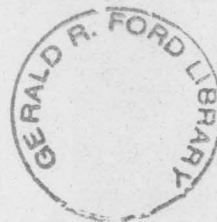
DON WEBSTER *DW*

Jerry Warren is establishing a system to maintain the President's press conference briefing book on an up-to-date basis. The attached memo from Jerry to John Marsh explains that system.

You will note that the book is being brought up to date for the President's next press conference and that input is desired by 4:00 p.m. TOMORROW. I would appreciate it if you would have in my office no later than 3:00 p.m. tomorrow any Q's and A's which you believe ought to be included in the briefing book. I will transmit them to Jerry Warren.

Attachment

cc: John O. Marsh



March 10, 1975

MEMORANDUM FOR:

JACK MARSH

FROM:

JERRY WARREN

SUBJECT:

Press Conference Briefing Book

In view of the continuing frequency of Presidential press conferences, interviews and other sessions with newsmen, we have devised a system which we believe will facilitate keeping the President's briefing book up to date.

It is our intention to maintain a rather extensive master briefing book in this office, which will contain current Q&A's on a wide variety of subjects. From that master book, and from other issues we think may arise in a particular session, we will pull together materials for a smaller, more manageable briefing book for the President.

In order to accomplish this system, we are, first returning to you some of the questions in your area from previous books; we ask that you review them and provide us with current answers to them no later than 4:00 p.m., Thursday, March 13, in Room 164 OEOB. Since we will not be able to return the Q&A's to you each week, we ask that you keep a file of the Q&A's you update or resubmit. We look to you for input in the areas of special interest groups, Congressional affairs and the former President.

Second, we ask that in order to keep the book up to date you submit any additions or changes each week by 4:00 p.m., on Thursday, to Room 164 OEOB. Updates can be accepted on Friday or Saturday on new or changing issues. We will, in addition, attempt to inform you of each expected need for the book so you can work answers appropriately (i.e. before or after announcements or events).

This week's input, in addition to bringing up to date previous questions, will be aimed at the President's press conference on Monday, March 17, in South Bend, Indiana.



MEMORANDUM TO: Jack Marsh
FROM: Jerry Warren
DATE: March 10, 1975
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Thank you for your cooperation. If we continue to work with you and your staff, I think we can contribute significantly to the President's preparation for press conferences and other sessions with the press.

GLW:kt ,

cc: Max Freidersdorft
✓ Bill Baroody

