For biographical information on Senator Hollings and finding aids for other segments of the Hollings Collection, see the Hollings page on SCPC’s website. For copyright, citation form, and other general information, see here.

**Description of Materials for General** [jump to Administrative Series Description and Box List]

General consists of 14 linear feet of material (14 cartons), 1966-2004, filed chronologically. Included is general correspondence from colleagues about service in the Senate, letters in which constituents broach multiple subjects, and letters on unusual subjects not appropriate for inclusion in other parts of the Senate Papers.

**Box List for General**

<table>
<thead>
<tr>
<th>Year</th>
<th>Month(s)</th>
<th>Box(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1966</td>
<td></td>
<td>Box 23</td>
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<tr>
<td></td>
<td>Feb.</td>
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<td>Mar.</td>
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<td>Apr.</td>
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<td>June</td>
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<td>Aug.</td>
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<td></td>
<td>Sept.</td>
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<td></td>
<td>Oct. (2 folders)</td>
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<td></td>
<td>Nov.</td>
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<td></td>
<td>Dec.</td>
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<tr>
<td>1968:</td>
<td>Jan.</td>
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<td>Feb.</td>
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<td>Mar.</td>
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<td>Apr.</td>
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<td>May</td>
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<td>June – July</td>
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<td></td>
<td>Aug. – Sept.</td>
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<td></td>
<td>Mar. – Apr.</td>
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<td>May – June</td>
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<td></td>
<td>July – Aug.</td>
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<td>Sept. – Oct.</td>
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<td></td>
<td>Nov. – Dec.</td>
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<td></td>
<td>Mar. – Apr.</td>
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<tr>
<td></td>
<td>May – July</td>
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</tr>
</tbody>
</table>
South Carolina Political Collections at the University of South Carolina

Aug. – Sept.
Oct. – Nov.
Dec.

1971:
Jan. – Feb.
Mar. – Apr.
May – July
Aug. – Sept.
Oct.
Nov.
Dec.

1972:
Jan. – Feb.
Mar. – Apr.
May – Jun
July – Aug.
Sept. – Oct.
Nov. – Dec.

1973:
Jan. – Feb.
Mar. – Apr.
May – June
July – Aug.
Sept.
Oct.
Nov. – Dec.

1974:
Jan.
Feb.
Mar.
Apr. – May
June – July
Aug.
Sept.
Oct.
Nov. – Dec.

1975:
Jan. – Feb.
Mar. – Apr.
May
June – Aug.
Sept.
Oct. – Nov.
Dec

1976:
Jan.
Feb.
Mar.
Apr.
May
June – July
Aug. – Sept.
Oct.
Nov. – Dec.

1977:
Jan.
Feb. (2 folders)

Mar.

Box 25

Box 26

Box 27
Apr.
May (2 folders)
June
July
Aug.
Sept. (2 folders)
Oct.
Nov.
Dec.

1978:
Jan.
Feb. (2 folders)
Mar. (2 folders)

Ap. Box 28
May
June
July
Aug.
Sept. – Oct.
Nov. – Dec.

1979:
Jan.
Feb.
Mar.
Apr.
May
Jun
July (2 folders)
Aug.

Sept.
Oct.
Nov.
Dec.

Box 29

1980:
Jan. (2 folders)
Feb. (2 folders)
Mar.
Apr.
May
June
July
Aug.
Sept. – Oct.
Nov. – Dec.

1981:
Jan. – Feb.
Mar.
Apr.
May

June
July – Aug.
Sept.
Oct.
Nov.
Dec.

Box 30

1982:
Jan. – Nov.
1983:
   Jan.
   Feb.
   Mar. (2 folders)
   Apr.
   May
   June
   July – Aug.
   Sept. – Oct.
   Nov. – Dec.

1984:
   Jan. – Feb.
   Mar. – Apr.
   May – June
   July – Sept.

1985:
   Jan. – Feb.
   Mar. – June
   July – Aug.
   Sept. – Dec.

1986:
   Jan. – Mar.
   Apr.
   May
   June – Aug.
   Sept. – Dec.

1987:
   Jan. – Mar.
   Apr. – Oct.
   Nov. – Dec.

1988:
   Jan. – June
   July – Dec.

1989:
   Jan. – Mar
   Apr. – May
   June – Sept.

1990:
   Jan. – July
   Aug. – Oct.
   Nov. – Dec.

1991:
   Jan. – Feb.
   Mar.
   Apr. – May
   June – July
   Aug. – Oct.
   Nov. – Dec.

1992:
   Jan. – Feb.
   Mar.
   Apr. – July
   Aug. – Sept.
   Oct.
1993:
   Jan.
   Feb.
   Mar.
   Apr.
   May
   June
   July
   Aug.
   Sept.
   Oct. – Nov.
   Dec.

1994:
   Jan. – Feb.
   Mar. – May
   June – Aug.
   Sept. – Oct.

1995:
   Jan. – Feb.
   Mar.
   Apr. – May
   June – July
   Aug. – Sept.

1996:
   Jan. – June
   July – Dec.

1997:
   Jan. – Mar.
   Apr. – May
   June
   July – Aug.
   Sept.
   Oct.
   Nov. – Dec.

1998:
   Jan.
   Feb.
   Mar. – Apr.
   May
   June
   July
   Aug. – Sept.

   Oct.
   Nov. – Dec.

1999:
   Jan.
   Feb.
   Mar. – Apr.
   May – June
   July
   Aug.
   Sept. – Oct.
   Nov. – Dec.

2000:
   Jan. – Feb.
Description of Materials for Administrative

Administrative consists of 44 linear feet (44 cartons) of the following material:

Awards include those awards won by Senator Hollings as well as nomination letters he wrote for friends and constituents.

Correspondence Management System (CMS) was a system used by the office to respond to constituent mail. The library includes form letters and topic/subtopic lists which were used to connect popular topics, such as abortion, social security, national defense and the economy, to constituent mail in order to find an appropriate response letter.

Events include state visits, town meetings (like the one pictured here in 1987), and other functions attended by the Senator. Notable functions include “An Evening with the Governors,” a dinner/roundtable with former governors of South Carolina, and the Citadel’s
Conference on Civil Rights. Also included are events hosted by Hollings such as parties for his assistant Michael Copps and Senator Joe Biden.

**Gifts** include correspondence and other documents related to gifts given by the Senator for weddings, graduations, and other special occasions.

**Invitations** include accepted invites either by Hollings or staff members to parties, meetings, movie screenings and other professional functions in South Carolina or in Washington, D.C. One of these invitations is shown here. The Senator and Peatsy Hollings were invited by the Ambassador of Saudi Arabia to a black tie dinner in D.C. honoring Governor and Mrs. John West in June of 1977.

**Office Files** contain staff memos, files of key staff members like Joe Maupin, David Rudd and Samuel ‘Trip’ King, office procedure and policy, and files on the intern program and the selection of interns. Financial paperwork including expense reports and statements from franked mail, the Senate Photograph Studio and Recording Studio are also found here. At left, Hollings in a candid moment with members of his early office staff. Operational information for the press office is located in Office Files; however, files related to the drafting and publishing of the Senator’s book, *The Case Against Hunger* (1970), are in the **Personal series**, and all documents produced by the press office are in the **Press and Media series**.

**Recommendations** include general recommendations and academy recommendations for a limited number of years.

**Schedules** are comprised of daily schedules for the Senator detailing appointments and some travel information. The card schedules are arranged by month rather than year because the year was left off most of the cards. Appointment books from 1972 through 1995 are also filed here but note that the daily schedules give more detailed descriptions of events and meetings than do the appointment books.

**Staff travel vouchers** relate to reimbursement of staffers for work-related travel; Extensive files detailing the Senator’s travels are contained in their own series, the **Travel Files** (7 linear feet).

**Thank you notes** include notes written by and to the Senator, as well as notes from interns and constituents helped by staff member Joanie Wilson.
Box List for Administrative

Awards:  
- General, 1968-2004 (2 folders)
- Textile Man of the Year, 1979
- Intruder Award, 1980
- American Association of School Administrators “I Care” Award, 1982
- Southeastern Association of Educational Opportunity Program Personnel Award, 1985
- Tree of Life, 1987
- Distinction in Heath Service, 1987
- Dedication of Hollings Judicial Center, Charleston, 1988
- Golden Bulldog, 1988
- Citation, 1993
- Hollings International Teleconference Center, 1996
- SC Aviation Association Hall of Fame, 2004
- SC Maritime Hall of Fame, 2004
- Nominations and Letters for others, 1989-1993

Birth Announcements, 1988-2003

Congratulations, 1979-2004

Correspondence Management System Library (Form letters):
- 1970s
  - 1980 (5 folders)
  - 1982 (2 folders)
  - 1983 (1 of 2 folders)

- 1983 (2 of 2 folders)
- 1983-1984 (4 folders)
- 1984
- 1984-1985 (3 folders)
- 1985 (2 folders)
- 1985-1986

- 1986-1987 (2 folders)
- 1987-1988 (2 folders)
- 1989
- 1990 (4 folders)
- 1991 (3 of 7 folders)

- 1991 (4-7 of 7 folders)
- 1991-1992 (2 folders)
- 1993-1994 (2 folders)
- 2002

Sample Letters:
  - Charleston
  - Congratulatory
  - Department of Social Services
  - Greenville
  - Internal Revenue
  - No Jurisdiction – Attorney
  - Out of Office (EFH)
  - Letters of Recommendation
  - Regrets/Sympathy
  - Social Security
  - Veterans
  - Visas
  - Washington

Events:
- General
- Judith Chase Reception, 1972
Energy Crisis Conference, 1973
Biden Party, 1977
Myrtle Beach Luncheon, 16 Mar. 1979
Neptune Award Banquet, 23 May 1983
Greenville County Museum of Art Reception, 17-18 Apr. 1984
Michael Copps Party, 1986
Piedmont Tech, July 1986
Michelin Tire Corp. Headquarters Groundbreaking Ceremony, 2 Feb. 1987
Roper Mountain Science Center, Sept. 1987
Dowdy Fundraiser for Senate, 12 Aug. 1988
An Evening with the Governors, 17 Nov. 1989
Floyd’s BBQ for Spartanburg Police, 4 July 1990
SC Apple Festival, 7 Sept. 1990
Tri County Technical College, 8 Nov. 1990
Blue Ridge Coop. Legislative Dinner, 26 Nov. 1990
AUSA Dinner, January 1991
Governor’s Conference on Tourism, Jan. 1991
HC 25th Anniversary, 1 Nov. 1991
Park Seed Company Plant Visit, 16 Mar. 1992
Oncology Board, 21 Feb. 1993
Macomb Street Dinner, 12 Mar. 1993
COPS FAST Luncheon, 18 Apr. 1995
Martha Payne Retirement Party, 18 Aug. 1995
Williamsburg Enterprises, 16 Oct. 1995
Rockwell Automotive Plant Visit, 1996
Midlands Technical College Founders Dinner, 1997
Citadel Civil Rights Conference, 5-8 Mar. 2003
State Visits:
  1967-1979
  1981-1986
  1984
  11-15 Feb. 1985
  Apr. 1985 (Georgetown, St. Andrews)
  Feb. 1987
  Mar. 1987
  1989
  Apr. 1989 (Clarendon County)
  11-14 May 1990
  14 Aug. 1990 (Aiken Luncheon)
  Feb. 1991 (Calhoun County)
  Apr. 1991 (Greenville, Spartanburg)
  26 Oct. 1991 (Pee Dee)
  1991
  1992-1993
  18-19 Jan. 1994
  14-17 Feb. 1994
  Feb. 1994
  16-18 Aug. 1995 (Upstate)
  Jan. 1996
  20 Feb. 1997
  31 Mar. 1997
  14 June 1997
  Aug. 1997
  13 Sept. 1997 (Union County)
  Nov. 1997
  Dec. 1997
  May 1998 (Anderson)
  8-11 May 1998
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 1998</td>
<td>28 May 1998</td>
</tr>
</tbody>
</table>

**Gifts:**
- General, 1968-2004
- Wedding Gifts, 1987-2004 (6 folders)
- Guest Books and loose sheets, 1967-2001

**Invitations Accepted:**
- 1960-1970
- 1971 (10 folders: Mar. – Dec.)
- 1972 (1-5 of 12 folders)
- 1972 (6-12 of 12 folders)
- 1974 (12 folders)
- 1975
- 1976 (1-10 of 12 folders)
- 1976 (11-12 of 12 folders)
- 1977 (13 folders)
- 1978
- 1979 (1-3 of 12 folders)
- 1979 (4-12 of 12 folders)
- 1980 (1-6 of 10 folders)
- 1980 (7-10 of 10 folders)
- 1981
- 1982 (12 folders)
- 1983 (12 folders)
- 1984 (1-4 of 11 folders)
- 1984 (5-11 of 11 folders)
- 1985 (1-10 of 13 folders)
- 1985 (11-13 of 13 folders)
- 1986 (12 folders)
- 1987 (1-2 of 12 folders)
- 1987 (3-12 of 12 folders)
- 1988 (12 folders)
- 1989 (1-5 of 7 folders)
- 1989 (6-7 of 7 folders)
- 1990 (17 folders)
- 1991 (10 folders)
- 1992 (1-13 of 22 folders)
- 1992 (14-22 of 22 folders)
- 1993 (1-7 of 14 folders)
- 1993 (8-14 of 14 folders)
- 1994 (1-8 of 10 folders)

**Boxes:**
- Box 42
- Box 43
- Boxes 42 and 43
- Box 44
- Box 45
- Box 46
- Box 47
- Box 48
- Box 49
- Box 50
- Box 51
- Box 52
- Box 53
- Box 54
Office Files:

Archives Correspondence (with SC Political Collections)
Congress Project (questionnaire)
Consumer Information Catalog
Contact Lists

Finances:

Disclosure Reports:
  1991
  1995

Expense Reports:
  1973-1981
  1984-1989
  1990
  1991-1992
  1996
  1997
  1998

Honoraria, 1986-1992

Statements:

Accountants
Clipping Services:
  Burelle’s, 1993-1996
  Carolina, 1988-1991
SC Press Services:
  1993-1996
  1997-2000

Washington National Records Center

Franked Mail:
  1991-1992
  1992-1993
  1993-1994
1994-1995
1995-1996
1996-1997
1997-1998
1999-2000

Magazine Ads:
- General, 1984-1993
- DAV, 1992
- Firemen, 1992-1993
- JCS, 1989-1990
- LPN, 1992-1993
- Senior Circle, 1984-1988
- Troopers, 1992
- YDs, 1990

Senate Photograph Studio:
- 1992-1993
- 1994
- 1995-1996
- 1997
- 1998
- 1999-2000

Senate Recording Studio:
- 1992-1993
- 1994-1995
- 1996-1997
- 1998-2000

Trover Shops, 1993-2003

Government Printing Office
Handwritten Notes
Hollings:
- Home Duty Station forms
- Memos to Hollings
- Mexico Letters (regarding jewelry)
- Non-Congressional Committees

Interns:
- General
- Individuals:
  - Copps, Bobby
  - From, Allan and David Popowski
  - Gause, Kristin
  - Hollings, Emily
  - Lesesne, Joab
  - Leventis, Christina
  - Leventis, Gregory
  - Leventis, James
  - Leventis, Laura
  - Riley, Jordan
  - Smoak, Ann
- Intern Information (orientation packets), 1979-2004

Lists:
- 1967-1989
- Commerce Committee

Lunch/Photo memos
Santee-Cooper
Selections:
- 1985-1987
- 1988-1990
Mail:
   Weekly Mail Reports:
      May 1988- Aug. 1988
   Patron Postal Delivery Statistics, SC, Mar. 1985
   Counts, 1990-1991
   Thank-you note list by county, 1991-1992
   Thanksgiving Card List:
      General
      2000
Obituaries and Condolences:
   General
   Sanford, Terry
Pages
Press Office:
   Operations:
      General:
      1985-1986
      1987-1988
      Clippings Procedures, 1993
      Newspapers, 1969-1972
      Periodicals, 1969-1972
      Political Columnists, 1969-1972
      Staff Newsletter “Fritzbits”:
      1993
      1994
Staff:
   General
   Alexander, J. Benjamin
   Benefits
   Commerce Committee
Computers:
   General
   Office Computers and Internet
   Correspondence Management System (mail response system/form letters):
      Casework Reorganization
      Information
      Topic/Subtopic Lists
      LAN/Casts Plan
   Legi-Slate
   Quorum:
      Notebook
      2002
      Grants Program
Congressional Record (articles honoring staffers)
Copps, Michael:
   General
   “FEC and Ethics” [Copps’ title]
Fernandez, Michael
Forms
Job Descriptions and Assignments
King, Samuel (Trip):
   General
YMCA Youth in Government
Maupin, Joe

Memos:
General
Additions and Terminations:
1969-1986
1987-2003
Floor Privileges and IDs
“The Hollings Herald”
Legislation/legislators
Mail:
General
Lists/Newsletters
Mailroom Handbook, 1993
“Norman the Magnificent” (written by staff member Joanie Wilson as the office fish—a carp)
Office Suite:
General
Greenville:
General
Opening Luncheon, 1977
Parking
Press
Phones
Saturday Work Schedule and Duties
Security:
General
Senate Travel
Smoking Policy
Staff Lists
Office Policy:
General
1981 Staff manual
Office Procedure

Orientation Packets:
1986, 1992
1997
Payroll:
1971-1974
1975-1985
1982-1986
1987-1988
1989
1990
1997-1998
Press Office
Projects for Constituents
Resumes
Rudd, David:
General (2 folders)
Insurance
Salary Adjustments
Schedules
Senate, Rules and Procedures (2 folders)
Speaking Engagements
Staff Meetings
State Offices
Telephone Calls
Thrift, Ashley
Tours for Disabled
Recommendations:  
General:  
1975-1994  
2001  
2002:  
General  
W  
2003:  
A-L  
M-S  
2004  
Academy Nominations:  
U.S. Air Force Academy:  
1986-1987  
1988-1991  
U.S. Military Academy:  
1986-1988  
1989-1991  
U.S. Naval Academy:  
1986-1988  
1989-1991  
Notifications, 1989, 1993  
Schedules:  
General (loose schedules):  
1968, 1971, 1974-1977  
1979  
1982  
1983 (5 folders)  
1984 (1-2 of 4 folders)  
1984 (3-4 of 4 folders)  
1985 (7 folders)  
1986 (8 folders)  
1987 (5 folders)  
1988 (4 folders)  
1989 (4 folders)  
1990 (6 folders)  
1991 (5 folders)  
1992 (1-7 of 12 folders)  
1992 (8-12 of 12 folders)  
1993 (2 folders)  
1994  
1995-1996  
1997  
1998 (2 folders)  
1999-2000  
2001  
2002  
Appointment Books: (all bound volumes plus notebooks where specified)  
1972  
1973  
1974  
1975  
1976  
1977 (plus 1 folder)
1978
1979 (plus 1 notebook)

1980 (plus 1 notebook)
1981 (plus 1 notebook)
1982 (plus 1 notebook)
1983
1984 (plus 1 notebook)
1985
1987 (plus 1 notebook)
1988 (plus 1 notebook)

1989 (plus 1 notebook)
1990 (plus 1 notebook)
1991 (plus 2 notebooks)
1992
1993 (plus 1 notebook)
1994
1995

Card Schedules: Box 74
Jan.
Feb.
Mar.
Apr.
May
June
July
Aug.
Sept.
Oct.
Nov.
Dec.
1981-1984

Daily Calendars: Box 75
1973
1974
1975
1976

Desk Calendars, 1990

Staff Travel Vouchers: Box 76
General (4 folders)
Alexander, Ben (2 folders)
Anderson, Debra
Assey, James
Ballard, Brenda
Belton, Linda
Berry, Lynn
Bovio, Kelly
Brack, Andy (5 folders)
Brock, Ceal
Cazallis, Lynn
Conklin, Jan
Cooper, Ashley
Cribb, Troy
Davis, Andy
Dudley, Drenan
Dukes, James (1 of 2 folders)
Dukes, James (2 of 2 folders)
Fernandez, Mike
Fox, Michelle
Funderburke, John (2 folders)
Gaffos, Electra
Harley, David (2 folders)
Harris, Steve
Hartell, Steve
Helms, Lila
Hitt, Lucas
Holforty, Jami
Irwin, Seal
Johnson, Linda
King, Trip
Knight, Mary Beth
Lane, Maury (2 folders)
Lesesne, Joey (2 folders)
Lummus, John (1 of 2 folders)

Lummus, John (2 of 2 folders)
Maupin, Joe (5 folders)
Meng, Bubba
Mills, Shirley
Moore, Eddy
Moore, Richmond
Morris, Laura (2 folders)
Nagle, Brian
Neuffer, Garth
Norment, Julian
Patterson, John
Rudd, David (2 folders)
Ruthven, Wyeth
Shaw, Alexander
Short, Toby
Shropshirer, Bonita
Sinclair, Carol
Smiling, Dwayne (2 folders)

Smoak, Jennifer
Stephenson, John
Stinebower, Caroline
Sturm, Andy
Thrift, Ashley
Warren, Mindy
Wilbanks, Shannon
Wright, Robert E.

Thank you Notes:
Holiday Gifts:
  1968
  1997
  2003
Thanks to Joanie (from interns and constituents)
Thanks from EFH, 1967-2001
Thanks to EFH:
  1961-1997
  1998-2004
Thanks for Carolina Panthers Hat, 1993 (from other Senators)
Thanks from Boys and Girls Club, 2000
Thanks for Peaches, 2001 (from other Senators)