

Ernest F. "Fritz" Hollings Collection
Senate Papers
General Series, 1966-2004, Boxes 23-36
and Administrative Series, Boxes 37-80

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

1966	Box 23
1967:	
Jan.	
Feb.	
Mar.	
Apr.	
May	
June	
July	
Aug.	
Sept.	
Oct. (2 folders)	
Nov.	
Dec.	
1968:	
Jan.	
Feb.	
Mar.	
Apr.	
May	
June – July	
Aug. – Sept.	Box 24
Oct. – Dec.	
1969:	
Jan. – Feb.	
Mar. – Apr.	
May – June	
July – Aug.	
Sept. – Oct.	
Nov. – Dec.	
1970:	
Jan. – Feb.	
Mar. – Apr.	
May – July	

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.

Box 25

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

Box 26

1976:

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

1977:

Jan.
Feb. (2 folders)

Mar.

Box 27

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

1978:

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

Apr.
May
June
July
Aug.
Sept. – Oct.
Nov. – Dec.

Box 28

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.

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

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

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.
Oct. – Dec.

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.

Box 31

Box 32

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

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

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

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.

Mar. – Apr.
May
June – July
Aug. – Sept.
Oct. – Nov.
Dec.
2001:
Jan.
Feb.
Mar. – Apr.

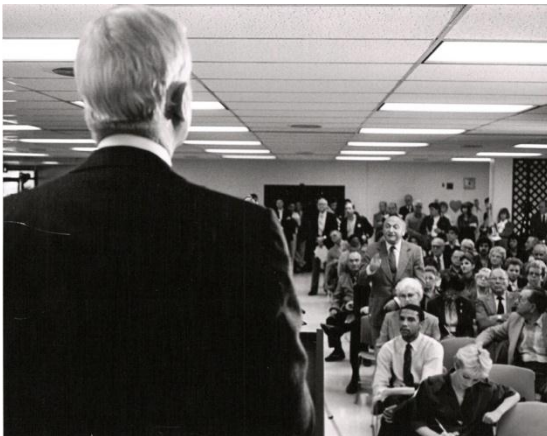
May – June
July – Aug.
Sept. – Oct.
Nov. – Dec.
2002:
Jan. – Feb.
Mar. – Apr.
May – June
July – Aug.
Sept. – Oct.
Nov. – Dec.
2003:
Jan. – Feb.
Mar. – Apr.
May – July
Aug. – Sept.
Oct. – Dec.
2004:
Jan. – Mar.
Apr. – June
July – Nov.
No Date (2 folders)

Box 36

Description of Materials for Administrative [Return to Top](#)

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 Capps 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 [Return to Top](#)

Awards:

Box 37

- 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

Box 38

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

Box 39

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

Box 40

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
William G. Forbeck Foundation, Annual Meeting of Trustees, 21-22 Oct. 1985
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
Dec. 1997- Jan. 1998
May 1998 (Anderson)
8-11 May 1998

25-26 May 1998	
28 May 1998	
20 June 1998	
6 July 1998	
Aug. 1998	
15 Sept. 1998	
2 Oct. 1998	
24 Oct. 2000 (Greenville)	
Gifts:	Box 42
General, 1968-2004	
Wedding Gifts, 1987-2004 (6 folders)	
Guest Books and loose sheets, 1967-2001	Boxes 42 and 43
Invitations Accepted:	
1960-1970	
1971 (10 folders: Mar. – Dec.)	
1972 (1-5 of 12 folders)	
1972 (6-12 of 12 folders)	Box 44
1974 (12 folders)	
1975	
1976 (1-10 of 12 folders)	
1976 (11-12 of 12 folders)	Box 45
1977 (13 folders)	
1978	
1979 (1-3 of 12 folders)	
1979 (4-12 of 12 folders)	Box 46
1980 (1-6 of 10 folders)	
1980 (7-10 of 10 folders)	Box 47
1981	
1982 (12 folders)	
1983 (12 folders)	
1984 (1-4 of 11 folders)	
1984 (5-11 of 11 folders)	Box 48
1985 (1-10 of 13 folders)	
1985 (11-13 of 13 folders)	Box 49
1986 (12 folders)	
1987 (1-2 of 12 folders)	
1987 (3-12 of 12 folders)	Box 50
1988 (12 folders)	
1989 (1-5 of 7 folders)	
1989 (6-7 of 7 folders)	Box 51
1990 (17 folders)	
1991 (10 folders)	Box 52
1992 (1-13 of 22 folders)	
1992 (14-22 of 22 folders)	Box 53
1993 (1-7 of 14 folders)	
1993 (8-14 of 14 folders)	Box 54
1994 (1-8 of 10 folders)	

1994 (9-10 of 10 folders)	Box 55
1995 (12 folders)	
1996 (1 of 16 folders)	
1996 (2-16 of 16 folders)	Box 56
1997 (1-13 of 20 folders)	Box 57
1997 (14-20 of 20 folders)	Box 58
1998 (1-6 of 16 folders)	
1998 (7-16 of 16 folders)	Box 59
1999 (1 of 14 folders)	
1999 (2-14 of 14 folders)	Box 60
2000 (11 folders)	Box 61
2001 (1 of 13 folders)	
2001 (2-13 of 13 folders)	Box 62
2002 (9 folders)	Box 63
2003 (1-3 of 7 folders)	
2003 (4-7 of 7 folders)	Box 64
2004 (7 folders)	

Office Files:

- Archives Correspondence (with SC Political Collections)
- Civil Action Suite, Common Cause v. Post-Master General, 1976-1981 (2 folders)
- 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

- Press Intel, 1987-1991

SC Press Services:

- 1993-1996

- 1997-2000

- Washington National Records Center

Franked Mail:

- 1991-1992

- 1992-1993

- 1993-1994

Box 65

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:

1977-1991
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
1990-2004, n.d.
Commerce Committee

Lunch/Photo memos

Santee-Cooper

Selections:

1985-1987
1988-1990

Box 66

1991-2004

Mail:

Weekly Mail Reports:

Dec. 1987- Apr. 1988

May 1988- Aug. 1988

Sept. 1988- Jan. 1989

Jan. 1992- Mar. 1992

Apr. 1992- July 1992

Aug. 1992- Dec. 1992

Patron Postal Delivery Statistics, SC, Mar. 1985

Counts, 1990-1991

Thank-you note list by county, 1991-1992

Thanksgiving Card List:

General

2000

Box 67

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)

Box 68

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

Box 69

Recommendations:

Box 70

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. Merchant Marine Academy, 1986-1991

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)

Box 71

1985 (7 folders)

1986 (8 folders)

1987 (5 folders)

1988 (4 folders)

1989 (4 folders)

Box 72

1990 (6 folders)

1991 (5 folders)

1992 (1-7 of 12 folders)

1992 (8-12 of 12 folders)

Box 73

1993 (2 folders)

1994

1995-1996

1997

1998 (2 folders)

1999-2000

2001

2002

2003-2004, n.d.

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)	Box 74
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)	Box 75
1990 (plus 1 notebook)	
1991 (plus 2 notebooks)	
1992	
1993 (plus 1 notebook)	
1994	
1995	
Card Schedules:	Box 76
Jan.	
Feb.	
Mar.	
Apr.	
May	
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
1981-1984	
Daily Calendars:	
1973	
1974	
1975	
1976	
Desk Calendars, 1990	
Staff Travel Vouchers:	Box 77
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)
Lumms, John (1 of 2 folders)

Box 79

Lumms, 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)

Box 80

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)

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