

Title: Robert J. Dole Senate Papers-Constituent Relations, 1969-1996

ID: 01/002

Primary Creator: Dole, Robert J. (1923-)

Extent: 293.0 Linear Feet

Arrangement: Where materials were originally arranged chronologically, this scheme has been preserved. Otherwise, materials are arranged alphabetically. Because multiple staff members were responsible for tracking constituent correspondence, the Issue Mail sub-series displays three organizational schemes: alphabetical by name, alphabetical by topic, and numerically by a serial number that is referenced in an issue mail index.

Languages: English

Scope and Contents of the Materials

Constituent Relations is a collective term describing those functions of the Senator's office that primarily dealt with the requests of Kansans. This public relations aspect deals with more than just constituent contacts, though. Contacts between the Senator's office and citizens of other states, business leaders, lobbyists, and politicians are also described here. In addition to the 7 series described below, Constituent Relations also contains Senator Dole's casework files. These document the Senator's work on behalf of constituents who have problems with federal agencies. These files have been retained, but have not been processed or described in the database. Because of the amount of personal information contained in these records, they are restricted indefinitely. As a unit, the Constituent Relations files illuminate the ways in which the Senator served his constituency and the staff responsible for carrying that workload.

Administrative Information

Repository: Robert J. Dole Archive and Special Collections

Access Restrictions: Some materials within the Dole Archive are restricted because of their sensitive nature or because they contain personal or confidential information. These records are protected by federal laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Examples of restricted records are personnel files, medical records, financial records, and any materials containing personal information such as addresses and social security numbers. Restricted materials are identified at the box and/or folder level within the finding aid. Questions about these materials may be directed to the Senior Archivist of the Dole Archives. The casework files in the collection have been retained, but are restricted indefinitely. Access may be allowed on a case-by-case basis at the discretion of the Dole Archives and only after a proposal has been reviewed and approved by the University of Kansas Human Subjects Committee.

Use Restrictions: Copyright restrictions apply in different ways to different kinds of materials. Many of the documents and other historical materials in the Archive are in the public domain and may be reproduced and used in any way. Senator Dole has not donated his copyright interest in his papers and other historical materials to the Robert J. Dole Institute of Politics. Permission to publish must be obtained from him or his designee. There are other materials in the library carrying a copyright interest that must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted materials.

Series 1: Administrative Assistants, 1969 – 1996 (Box 1 – 70)

Description: These files contain records maintained by the Senator's administrative personnel--those most responsible for answering constituent inquiries and correspondence. This includes administrative assistants, clerical assistants, executive assistants, and typists. Specifically, this series includes the files of Christina Bolton, Judy Brown, Dan Stanley, Janeal Cabbage, Yvonne Costello, William Frazier, Bill Kats, Ruth Ann Komarek, Randy Miller, Nancy Olson, Mitchell Pettit, Daniel Stanley, and James Wholey. These files contain brief notes about legislation or topics which received a lot of attention from Dole's constituents. Also found here is information about office procedures, some correspondence, and the Senator's scheduling.

Series 2: Form Letters, 1978 – 1990 (Box 71 - 74)

Description: The pre-generated response letters used by Dole's correspondents in answering constituent mail are cataloged in this series. These form letters were designed to answer inquiries about specific topics, events, or pieces of legislation.

Series 3: Grants and Projects, 1969 – 1990 (Box 74, 75, 336)

Description: Senator Dole's influence was often sought for development projects in the state of Kansas. Because of this, the administrative personnel kept some brief records about on-going federal and grant funded projects. These are found in the Grants and Projects series. More detailed information about the Senator's involvement in Kansas projects may be found in the Legislative Relations series--those found here represent a selection of projects which received particular attention from Dole's constituency. It includes information about telecommunications projects, health care initiatives, Indian affairs, and construction projects.

Series 4: Issue Mail, 1967 – 1996 (Box 76 – 318)

Description: The bulk of Constituent Relations is composed of correspondence from Dole's constituents. Answering constituent correspondence was the major duty of the administrative staff, and the Issue Mail series contains nearly all letters sent to the Senator by individual citizens in order to express an opinion. Among the many topics covered in this sub-series are Kansans' reactions to the Vietnam War and the Cold War (particularly demonstrating staunch anti-communist sympathies), education reform, health care (particularly Medicare), gun control, the Occupational Safety and Health Administration, prayer in schools, railroad workers retirement plans, and a range of agricultural issues.

Series 5: Military Appointment Files, 1969 – 1996 (Box 319 - 329)

Description: Boxes 319-329 contain applications sent to Senator Dole by those seeking his recommendation for appointment to the Federal Service Academies. Because of the personal information they contain, the bulk of these records are restricted indefinitely.

Series 6: Reference Files, 1969 – 1995 (Box 330 - 332)

Description: These files represent quick reference materials kept by the administrative staff. They contain basic information about state government, corporate contacts, and government publications which aided correspondents in answering requests.

Series 7: Requests for Materials, 1969 – 1996 (Box 333, 334)

Description: This series documents all of the requests received by the Senator's office. The bulk comprises requests for meetings with the Senator, both from constituents and others.