

The original documents are located in Box 29, folder “Nixon - Papers Collection and Segregation (2)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

August 9, 1974

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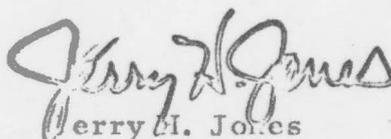
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Specifically, please expedite the return of all withdrawals you have made from Central Files. On Monday, August 12, archivists under the supervision of John R. Nesbitt, Office of Presidential Papers, will be available to assist in the collection and segregation of President Nixon's papers for shipment. Meanwhile, please read the attached instructions.


Jerry H. Jones

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WHITE HOUSE OFFICE PAPERS

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The security classification of each document prepared in the White House is determined by the individual staff member writing it in accordance with Executive Order 10501—or other applicable Executive Orders. He is responsible for insuring that the classification assigned to his work reflects the sensitivity of the material concerned, and also for making certain that this classification is not excessively restrictive.

White House Office Papers: Filing with Central Files

1. *It is requested that the maximum possible use be made of Central Files, and the procedures listed below be followed.* This will aid in the faster and more complete retrieval of current information, eliminate unnecessary duplication of files, prevent excessive xeroxing, and maximize preservation of White House papers.

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3. *Each staff office shall forward regularly to Central Files three copies of all outgoing official business consisting of correspondence and memoranda. One copy of all other outgoing related materials should also be filed.*

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6. *Each staff office shall forward to Central Files at such times as it determines to be appropriate all working files of official business which are inactive and no longer needed.* These files will be stored by office as well as listed by subject matter. They will, of course, always be available for later reference.

7. *Each staff office at its own discretion may segregate any materials that it believes to be particularly sensitive and which should not be filed by subject matter.* Such sensitive materials should be forwarded to the Staff Secretary on the same basis as outlined in paragraphs 3 through 6 in an envelope marked SENSITIVE RECORDS FOR STORAGE with the office or individual from which they are sent marked on the outside and (as appropriate) a list of inventory in general terms attached. This list of inventory should also be sent to Central Files so that notations can be made in subject files that certain material is missing from the file. These materials will be filed in locked containers and will only be made available to the in-

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8. No defense material classified under Executive Order No. 10501 with a classification of TOP SECRET or Restricted Data under the Atomic Energy Act of 1954 should be forwarded to Central Files. All such material should be forwarded to the Staff Secretary for storage.

9. No exceptions to the above shall be made without the express consent of the Counsel to the President. Additional advice on the operation of Central Files may be obtained from Frank Matthews, Chief of Central Files (Ext. 2240).

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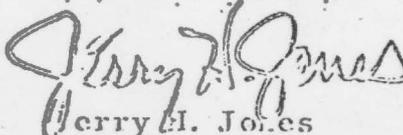
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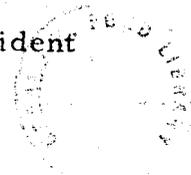
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216, EOB

James H. Cavanaugh
220, EOB

Glenn Schleede
187, EOB

Norm Ross
187, EOB

James H. Falk
231, EOB

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West Wing

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106, EOB

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Wilbur H. Jenkins
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153, EOB

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123, EOB

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200, East Wing

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2nd Flr., W.W.

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351, EOB

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105, EOB

John C. Vickerman
130, EOB

Brad Patterson
182, EOB

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West Wing

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68, EOB

Benjamin J. Stein
118, EOB

Philip Warden
125, EOB

James R. Rogers
6, EOB

Gerald Warren
1st Flr., West Wing

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115, EOB

Donald A. Webster
107, EOB



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300, EOB

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191, EOB

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1st Floor, W.W.

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West Wing

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118, EOB

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43, EOB

William J. Baroody, Jr.
100, EOB

Wheaton B. Byers
340, EOB

Eva A. Daughtrey
1st Flr.



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Gr. Flr., West Wing

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Max Friedersdorf
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Dorothy E. Downton
1st. Flr., W.W.

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348, EOB

Andrew Falkiewicz
165, EOB

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253, EOB

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100 East Wing

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115, EOB

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J. Curtis Fee
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Alan Greenspan
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James R. Holland
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Bill Gulley
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James H. Holmes
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David C. Hoopes

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Nancy Howe
206, East Wing

Henry A. Kissinger
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Robert D. Linder
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John W. Hushen
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6003, FOB #7

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Vernon C. Loen
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Sidney L. Jones
145, EOB

Tom Korologos
107, East Wing

Dr. William Lukash
Residence

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Theodore C. Marrs
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Gen. Richard L. Lawson
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Gregori Ledebev
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208, East Wing

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Mildred V. Leonard
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200, East Wing

Kenneth L. Khachigian

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Ronald J. Naples
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Pamela A. Powell
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Samuel A. Schulhof
134, EOB

Jack Nesbitt
487, EOB

Raymond K. Price, Jr.
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Stanley S. Scott
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Ron Nessen
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Gen Brent Scowcroft
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346, EOB

John W. Roberts
1st Flr., W.W.

L. William Seidman
268, EOB

Elizabeth Nolan
17, EOB

Donald Rodgers
107, EOB

Robert G. Shaw



Kenneth A. Lazarus
186, EOB

Kenneth A. Lazarus
186, EOB

Richard P. Cheney
West Wing

Donald S. Lowitz
188-1/2, EOB

Donald Murdoch
188-1/2, EOB

William N. Walker
134, EOB

Louis M. Thompson
West Wing

William W. Nicholson
174, EOB

William E. Casselman II
106, EOB



THE WHITE HOUSE

WASHINGTON

October 30, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

Philip W. Buchen

P.W.B.

Most of you have already turned over Nixon Administration materials to the Office of Presidential Papers in accordance with Jerry Jones' Memo of August 9, 1974. I am now requesting that you make a final review of the files and other materials in your custody to insure that all Nixon materials have been turned over. As I indicated in my Memorandum for the White House Staff of October 24, 1974, I am also requesting that each member of the staff who served prior to August 9, 1974, certify on the attached form that all Nixon Administration materials in his/her custody have been turned over to the appropriate offices.

Any further questions regarding this matter should be referred to the Office of Presidential Papers (Extension 2545).

Thank you.



THE WHITE HOUSE
WASHINGTON

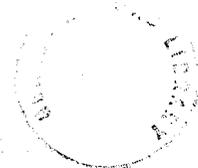
MEMORANDUM FOR: Philip W. Buchen
Room 106, EOB

I hereby certify that in accordance with the instructions contained in the Memorandum of August 9, 1974, to the White House Staff from Jerry H. Jones, that I have collected and segregated all materials which are designated Presidential Papers of the Administration of Richard Nixon, as defined in the White House Staff Manual (pp. 31-32), and forwarded these materials to the appropriate offices (Office of Presidential Papers, White House Central Files, Special Files or other location specified by the White House Counsel).

Signature

Name (typed)

Date



THE WHITE HOUSE
WASHINGTON

October 30, 1974

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Thank you.

THE WHITE HOUSE

WASHINGTON

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Room 106, EOB

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Signature

Name (typed)

Date



THE WHITE HOUSE

WASHINGTON

October 30, 1974

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WASHINGTON

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Room 106, EOB

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Signature

Name (typed)

Date



THE WHITE HOUSE

WASHINGTON

October 30, 1974

MEMORANDUM FOR PHILIP BUCHEN

SUBJECT: White House Files

This memorandum shall certify that the collection and segregation of materials called for in the Memorandum to the White House Staff of August 9, 1974, from Jerry Jones, has been completed, and that the materials have been placed in the custody of the supervisory archivist.

This will also certify that the only copies made of subject matter covered in the memorandum were my own chron files of which a complete copy was made.



Geoff Shepard
Associate Director Domestic Council



THE WHITE HOUSE

WASHINGTON

July 28, 1975

Dear Mr. Chairman
and Mr. Vice Chairman:

Thank you for your letter of July 23, 1975, inquiring further about "White House documents and papers relating to certain activities that were conducted in Chile by the CIA, and possible other U.S. Government agencies, during the period September 15 to November 3, 1970".

Such documents and papers, insofar as they may exist, would appear to be part of the Presidential materials of the Nixon Administration, and I am not able even to review them for purposes of determining upon a response to your request for access to them. All Presidential materials of the Nixon Administration are subject to the Order of the United States District Court for the District of Columbia, entered on October 21, 1974, as supplemented on October 22, 1974, in Nixon v. Sampson, et. al, Civil Action No. 74-1518. A copy of the Order is enclosed for your information.

The Order enjoins the search, disclosure, transfer or disposal of these materials subject to certain exceptions. The exception which I assume you believe applies to your request is one made for the "use of said materials with prior notification to Counsel for Plaintiff Richard M. Nixon and with consent of Defendant Philip W. Buchen, for purposes of current government business." However, the Order also provides that a search for materials to be produced under this or any other exception must be conducted jointly with Mr. Nixon's counsel and he can raise objections to the production of any materials. Therefore, I have referred your request to Mr. Herbert J. Miller, Jr., Counsel to Mr. Nixon, for his consideration. This step is necessary because on an earlier occasion Mr. Miller has refused to allow a search by me for purposes of finding and producing similar materials which has been requested by a Congressional subcommittee under this exception.



His objection was that the words, "for purposes of current government business", are not meant to include such requests any more than they are meant to include requests from the Special Prosecutor, for whom a different exception is provided in the Order.

We will advise you of the position taken by Mr. Miller on your request.

Sincerely,



Philip W. Buchen
Counsel to the President

The Honorable Frank Church
Chairman, Select Committee To Study
Governmental Operations With
Respect to Intelligence Activities
United States Senate
Washington, D.C. 20510

The Honorable John G. Tower
Vice Chairman, Select Committee To
Study Governmental Operations With
Respect to Intelligence Activities
United States Senate
Washington, D.C. 20510

