The original documents are located in Box 28, folder "Nixon - Papers Access Authorizations (1)" of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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. May 5, 1973

MEMORANDUM FOR

JAMES J. ROWLEY

FROM:

LEONARD GARMENT

SUBJECT:

Protection of White House Files

This memorandum states the procedures to be followed with respect to protection of the files of H. R. Haldeman, John D. Ehrlichman and John W. Dean, III, by Secret Service guards.

- 1. The files of H. R. Haldeman are located in Room 522. The persons who have access to those files are listed on the attached memorandum (Tab A).
- 2. Additional files of H. R. Haldeman and files of John Dean and John Ehrlichman are located in Room 84. Access to those files may be given to the persons on the attached memorandum (Tab B).
- 3. Access to Room 522 or to the specified files in Room 84 by the persons-listed on the attached memorandum should be checked with Bruce Kehrli. In addition, a log of requests shall be maintained for Room 522 and for the specified files in Room 84. It will include the date, time of entry, time of exit, whether any xeroxing was done and the name of the individual admitted.
- 4. Examination of files in Room 522, or the specified files in Room 84, shall be done in the presence of the guard. This will not however involve any identification or examination by the guard of the particular files examined.
- 5. A xerox machine is present in Room 522 However, a guard will have to accompany anyone who takes material from Room 84



for purposes of xeroxing. It is the responsibility of the guard to assure that all material taken for purposes of xeroxing be returned to Room 84.

6. With the exception of the temporary removal of material from Room 84 for xeroxing, no material is to be removed from either Room 522 or Room 84.

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Attachments.



ROOM 522 ACCESS PROCEDURE

The following people are allowed access to room 522:

H. R. Haldeman

Larry Higby

Terry O'Donnell

Bruce Kehrli

John Ehrlichman

Tod Hullin

Jana Hruska

George Colless

pu 3-7-73

Before anyone is allowed access, however, the agent on duty should contact Bruce Kehrli for clearance.

All material currently stored in room 522 must remain there. No files are to be taken out of the room, however, if copies are needed a Xerox machine has been provided.



ROOM 84

The following applies to requests for the files of H. R. Haldeman, John Dean and John Ehrlichman only.

The following people are allowed access to the H. R. Haldeman files:

H. R. Haldeman Larry Higby Terry O'Donnell Bruce Kehrli

The following people are allowed access to the John Dean files:

John Dean Fred Fielding Darlene Moulds Joe Adams

Bruce Kehrli

The following people are allowed access to the John Ehrlichman files:

John Ehrlichman Tod Hullin Jana Hruska Bruce Kehrli

Before anyone looks into the files mentioned above, the request should be checked with Bruce Kehrli.

The agent on duty should keep a log of requests for these particular files only. No files shall be removed from the area, however, copies are to be made if needed and one agent should accompany the individual making the copies to make sure the file remains intact.

Bruce a. Kelati

Bruce A. Kehrli Special Assistant to the President



WASHINGTON

May 14, 1973

MEMORANDUM FOR J

JAMES J. ROWLEY

FROM:

LEONARD GARMENT

SUBJECT:

Protection of White House Files

This memorandum will amend my previous memorandum of May 5, 1973 with respect to the above matter.

- 1. In addition to the persons previously listed as having access to various files, there should be added the names of General Alexander Haig and J. Fred Buzhardt. They should have access to any and all of the files previously designated.
- 2. In addition to the files previously designated, the files of the persons listed below should be kept on a limited access basis, available only to General Haig and Mr. Buzhardt. Access may also be granted to the individuals listed below to examine their own files. However, this should be cleared with my office in each instance before access is permitted.

Charles Colson
Egil Krogh
Dwight Chapin
Jeb Stuart Magruder
Gordon Strachan
John J. Caufield



WASHINGTON 23 May 1973

MEMORANDUM FOR: JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT J.J.B.

SUBJECT:

Protection of and Access to Presidential

Papers (White House Files)

This memorandum supersedes all previous directions with respect to the protection of the files of John J. Caulfield, Dwight Chapin, Charles Colson, John W. Dean, III, John D. Ehrlichman, H. R. Haldeman, Egil Krogh, Jeb Stuart Magruder, Gordon Strachan and David Young which files are located in Room 522 and Room 84 of the Executive Office Building by Secret Service guards.

- 1. Until further notice, access to the subject files are to be granted only to the above named individuals and the access of each of these individuals is limited to his own files.
- 2. None of the persons granted access shall be permitted to make copies of the documents examined nor shall they be permitted to make notes from the documents.
- 3. Access to Room 522 or to the specified files in Room 84 by the persons listed on the attached memorandum should be checked with Bruce Kehrli. In addition, a log of requests shall be maintained for Room 522 and for the specified files in Room 84. It will include the date, time of entry, time of exit, and the name of the individual admitted.
- 4. Examination of files in Room 522, or the specified files in Room 84, shall be done in the presence of the guard. This will not however involve any identification or examination by the guard of the particular files examined.

cc: Gen. Haig Mr. Kehrli

May 30, 1973

MEMORANDUM FOR

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

Effective today there are to be added to the files in Room 84 of the Executive Office Building the files of Patrick J. Buchanan and Kenneth L. Khachigian. These files are to be maintained, and access permitted to them, under the rules set forth in my memorandum to you dated 23 May 1973.

SUNISION PROPERTY

cc: Bruce Kehrli



THE WHEEL HOUSE.

WASHINGTON.

ROOM 522

Please add George Collins to the list of people authorized to enter Room 522.

Bruce A. Kehrli Special Assistant

to the President

WASHINGTON
4 June 1973

MEMORANDUM FOR:

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

SUBJECT:

Access to Files Under Protection of

Secret Service

This is to advise that I am to have access to the files of John Dean in Room 84 for the purpose of inventory and segregating strictly personal papers of Mr. Dean.

Further supplementing my memorandum of 23 May 1973, would you have the Secret Service please insure that any materials added to the files which are presently in storage that such additions are separately identified and the date of addition to the files be made a matter of record.



WASHINGTON

June 22, 1973

MEMORANDUM FOR

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

I am advised that the files from the office of Larry Higby are stored in Room 522 of the Executive Office Building, and he is not on the access list for files from his office. Please add Mr. Highy to the list of persons authorized access to the files from his own office. Mr. Highy's access is subject to the terms and conditions in force for all persons on the access list for files in Rooms 84 and 522.

A few weeks ago, some five cartons of files from the office of Patrick Buchanan were placed in Room 84 by mistake. These five cartons contain working files and should be released to Mr. Buchanan for return to his office.



THE WHITE HOUSE
WASHINGTON
29 June 1973

MEMORANDUM FOR JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

Reference is made to paragraph 2 of my memorandum to you on June 22, 1973, in which I advised that a few weeks ago some five cartons of the from the office of Mr. Patrick Buchanan were placed in Room mistake and that these five cartons contained are working files and should be released to Mr. Buchanan for return to his office. Pursuant to further discussion of the matter with Assistant Secretary of Treasury. William Simon, please permit Mr. Buchanan's secretary to make copies of his files beginning tomorrow to substitute for the files now located in Room 84.

Jarol Currence



Date 7/6/73

· TO: LOU SIMS

FROM:

Per your request.



(.11 in room 522 unless not 4

- 1 Ehrlichman
- 2 Dean -- room 84
- 3 . Haldeman
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- 12 Haldeman
- 13 Haldeman
- 14 Haldeman
- 15 Dean -- room 84
- 16 Dean -- room 84
- 17 Dean -- room 84
- 18 Dean -- room 84
- 19 Dean -- room 84
- 20 Strachan Halle Langer
- 21 Strachan/Halliman
- 22 Higby/ Freldemen
- 23 Haldeman
- 24 Strachan Holding
- 25 Strachan / Holden
- 26 Strachan/Halden
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1 High

THE WHITE HOUSE WASHINGTON 25 July 1973

MEMORANDUM FOR:

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT HO

SUBJECT:

Protection of White House Files

This is to advise that I am to have access to the files formerly lodged in the office of Gordon Strachan now in Room 522 for the purposes of inventory and review.

1/25/73 - M Buslandt odnised he is revouing t inventorizing at request of Gordon Strechause 1/25/73 - DD Bogge advised. He rect approval from See Semon & stud call giving authorization



15 August 1973

MEMORANDUM FOR:

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

SUBJECT:

. Protection of White House Files

The President's decision to voluntarily make available certain files from those located in Room 84 and Room 522 which are currently under special protection of the Secret Service makes it necessary for certain of those files to be copied and, in some instances, the original removed and replaced by copies and, in other instances, only the copies forwarded. In addition, suits pending in the Department of Justice make it necessary for file searches to be conducted in some of the subject files. Accordingly, in the future, Mr. Douglas Parker, of my staff, Mrs. Nancy Smilko, Miss Patricia McKee and Miss Jana Hruska are to have access to the files in Room 84 and Room 522 as I shall from time to time designate and each time I will designate the specific files to which such persons shall have access.

All copying of files will be performed in the room in which the file is located and either the original reinserted in the file or copies thereof will be replaced in the file with a notation to that effect. During any of the aforementioned work with these files, the Secret Service agent should be present for verification purposes.

DD BOJK

A. FOROLIBRAY

WASHINGTON

31 August 1973

MEMORANDUM FOR:

JAMES J. ROWLEY

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

Miss Patricia A. Presock is authorized one-time access to Room 522 and the files formerly in the office of Mr. Larry Higby for the purpose of making and removing one copy of a law school application by Mr. Higby.





THE WHITE HOUSE
WASHINGTON
14 November 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

Pursuant to my memorandum of August 15, 1973, Mr. Douglas M. Parker, of my staff, should be admitted to Room 84 for the purpose of examining files of Charles Colson and to Room 522 for the purpose of examining files of Gordon Strachan. This permission is for 14 November and 15 November 1973.



WASHINGTON 15 November 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

Pursuant to my memorandum of August 15, 1973, Miss Jana Hruska should be admitted to Room 84 for the purpose of examining files of John Ehrlichman. This permission is for 15 November 1973.



WASHINGTON

16 November 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT 13

SUBJECT:

Files of John Ehrlichman

Pursuant to my memorandum of August 15, Jana Hruska is to be permitted access to the files of John Ehrlichman for review and copying. This permission is for today only.

If copying equipment is not present in Room 84, documents may be removed, in the presence of a Secret Service Agent, and copied, in the presence of the agent at the nearest convenient location.



Ding-DD

THE WHITE HOUSE

10 December 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

This is to authorize Mr. Richard Hauser, of my staff, access to the files formerly kept by Messrs. Colson, Ehrlichman, Young and Krogh, which are stored in Room 84. Mr. Hauser will be assigned by me to assist in the search for documents requested by the Special Prosecutor and will be authorized to make copies as required and to remove originals as required to comply with requests of the Special Prosecutor.



12 December 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDTY

This is to confirm the authority of Mr. Lawrence Higby to enter Room 522 of the EOB on December 15 and 16, 1973, to conduct file searches and of Mr. Lawrence Higby and Miss Diana Gwin to have access to Room 522 on December 19, 1973, to conduct file searches.



12 December 1973

MEMORANDUM FOR:

H. STUART KNICHT

FROM:

J. FRED BUZHARDT

Egil Krogh is authorized, pursuant to the request of Judge Gesell and the Office of the Special Prosecutor, to have access to the Presidential files maintained by David Young in Room 84, EOB, beginning at 2:00 p.m. December 12, 1973, for purposes of review only.

FORD

THE WHITE HOUSE WASHINGTON 12 December 1973

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

Mr. Robert T. Andrews, of my staff, is to be authorized access to Room 84 and the files of David Young for the purpose of conducting a file search to obtain documents for delivery to the Special Prosecutor.

R. FORD LIBRAY

WASHINGTON

27 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

Miss Jana Hruska is to be authorized access to Room 84 and the files formerly maintained by John Ehrlichman for the purpose of conducting a file search.



27 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

Mr. Robert T. Andrews, of my staff, and Miss Christine A. Klima are to be authorized access to Room 84 and the files of John Dean and John Ehrlichman for the purpose of conducting a file search to obtain documents for delivery to the Special Prosecutor.



THE WHITE HOUSE WASHINGTON 11 January 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

'Mr. Jonathan Rose is to be authorized access to Room 84, this date, to inspect certain pre-designated files related to the Presidential Library.



23 January 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

This is to confirm my instructions to permit access for the removal from the files in Room 84, EOB, material relating to the Nixon Foundation from the safes of John Dean. Information relative to these files was recorded in the logs upon removal.

This is to confirm in writing the authority for Mr. Jonathan Rose to review certain files retrieved from Central Files which had been deposited in Central Files by Mr. John Ehrlichman.



February 13, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This is to confirm authority for Mr. Lawrence Higby and Mr. Cecil Emerson to enter Room 522 to conduct a search of the Haldeman files on February 12, 1974, and to copy certain documents to be provided to the Special Prosecutor.

THE WHITE HOUSE WASHINGTON February 13, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This is to confirm authority for Mr. Lawrence Higby to enter Room 522 to conduct a search of the Haldeman files on January 29, 1974, and to copy certain documents to be provided to the Special Prosecutor.

February 13, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This to confirm the authority for me to remove a full volume report from the files formerly maintained by David Young stored in Room 84, Said full volume report being entitled: "Special Reports to the President from David Young."

of Volumes Removed 1/28/74 as approved by Mr. E. Schmults-Treasury.



February 13, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This is to authorize Mr. James St. Clair and Mr. Cecil Emerson to accompany me in a search of a portion of the files formerly maintained by Mr. John Ehrlichman and to remove, if found, certain documents from those files and a copy inserted for each original removed in order that the originals may be provided to the Federal Bureau of Investigation pursuant to a request from the Special Prosecutor.

This is also to advise that I will remove from the files of Mr. John Dean a file entitled: "Executive Clemency" which said file is unrelated to any matters under investigation by the Special Prosecutor.

2/13/14 - Removal of Executione

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FOROUBRARY

WASHINGTON April 10, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This will confirm my oral authorization for Larry Higby and Diana Gwinn to have access to the records in Room 522, EOB, on March 25, 1974, for the purpose of making document searches for documents requested by the Special Prosecutor.



THE WHITE HOUSE WASHINGTON April 10, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM: -

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This is to authorize Mr. James St. Clair to have access to the records in Room 522 for the purpose of conducting document searches for documents requested by the Special Prosecutor.

Mr. Larry Higby is also authorized access to Room 522 for the purpose of assisting Mr. St. Clair in his document searches.



May 23, 1974

MEMORANDUM FOR: H. Stuart Knight

FROM : J. Fred Buzhardt

SUBJECT : Protection of White House Files

This is to confirm authority for Diana Gwinn to have access to records in Room 522, OEOB, on April 25, 1974, for making document searches for documents requested by the Special Prosecutor.



WASHINGTON

June 4, 1974

MEMORANDUM FOR:

H. STUART KNIGHT

FROM:

J. FRED BUZHARDT

SUBJECT:

Protection of White House Files

This is to authorize Geoffrey Shepard to have access to designated files in Room 84 formerly maintained by Mr. Ehrlichman for purposes of selecting material for possible submission to the U.S. District Court in case of United States v. Ehrlichman, et al.



DEPUTY DIRECTOR BOGGS

U S SECRET SERVICE

FROM: DIRECTOR KNIGHT

AT 9:15 AM YOUR TIME ON SATURDAY 6-15-74 I WAS HANDED FOLLOWING FROM GENERAL HAIG:

"OHOTE

THIS IS TO AUTHORIZE MESSRS JAMES ST. CLAIR AND GEOFFREY C. SHEPARD OF THE WHITE HOUSE STAFF ACCESS TO THE FILES FORMERLY KEPT BY MESSRS COLSON, EHRLICHMAN, YOUNG, AND KROGH WHICH ARE STORED IN ROOM 84. THESE GENTLEMEN WILL SEARCH FOR DOCUMENTS REQUESTED AND ARE AUTHORIZED TO MAKE COPIES AS REQUIRED AND TO REMOVE ORIGINALS AS REQUIRED TO COMPLY WITH THE COURT REQUEST. CLOSE QUOTE"

I WILL RETAIN ORIGINAL OF MEMORANDUM.
KNIGHT



Privile Park

WASHINGTON

June 15, 1974 Jedda, Saudi Arabia

MEMORANDUM FOR :

H. STUART KNIGHT DIRECTOR, USSS

Oucts FROM:

GEN. ALEXANDER M. HAIG, JR

This is to authorize Messrs James St. Clair and Geoffrey C. Shepard of the White House Staff access to the files formerly kept by Messrs Colson, Ehrlichman, Young, and Krogh which are stored in Room 84. These gentlemen will search for documents requested and are authorized to make copies as required and to remove originals as required to comply with the Court request.

UN BUTO



June 21, 1974

ORANDUM FOR:

THE HONORABLE H. STUART KNIGHT

Director

United States Secret Service

SUBJECT:

Protection of White House Files

Effective this date, all requests for entry into Rooms 84 and 522 in OEOB, for purpose of reviewing files should be cleared through Mr. Geoffrey C. Shepard. Mr. Shepard will document each clearance by memorandum to Director Knight, where a standing authorization by memorandum does not already exist.

The procedures set forth in memorandums of J. Fred Buzhardt commencing May 23, 1973, are still in effect, except for Mr. Shepard replacing Mr. J. Fred Buzhardt in coordinating—the approval of requests pertaining to files in Rooms 84 and 522.

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ALEXANDER M. HAIC

General, U.S. At W (Retined)

Assistant to the Prosident

Km 84 pt

NO FIVED June 21, 1974

Jun 25 & 10 All '74

MEMORANDUM FOR: DIVISION TITE HONORABLE H. STUART KNIKHIT Director United States Secret Service

SUBJECT:

Prefection of White Merse Files

Diffective this date, all requests for entry into Recors 84 and 522 in OECB, for purpose of reciewing files should be cleared through Mr. Geoffrey C. Shopard. Mr. Shepard will decument each elemented by memorandum to Director Knight, where a standing nulberisation by memorandum does not already exist.

The procedures set forth in momorandems of J. Fred Burhardt commencing May 23, 1976, are still in effect, except for Mr. Shepard replacing Mr. J. Fred Burhardt in coordinating the approval of requests pertaining to files in Rooms 84 and 522.

ALEXANDER M. HAIG, JR. General, U.S. Army (Retired) Assistant to the President

LS:mlh:typed 21 Jun 73

cc: Lou Simms, SS V



June 21, 1974

MEMORANDUM FOR: H. Stuart Knight

Director, U.S. Secret Service

FROM : Geoffrey Shepherd

Associate Director, Domestic Council

SUBJECT : Protection of White House Files

Per memorandum of General Haig dated 6/21/74, this is to confirm authorization for Mr. John Ehrlichman to review his files in Room 84 on June 21, 1974.

This also confirms authorization for Mr. Ehrlichman to review his own files in Room 84 on June 13, 1974.

Geoffrey Shepherd



June 21, 1974

MEMORANDUM FOR: H. Stuart Knight

Director, U.S. Secret Service

FROM

J. Fred Buzhardt
Counsel to the President

SUBJECT

: Protection of White House Files

This is to confirm authorization for Ms. Jane Thomas to assist Mr. Geoffrey Shepherd in copying certain files in Room 84 on June 5, 1974.

J. Fred Buzhardt



July 9, 1974

MEMORANDUM FOR:

THE HONORABLE H. STUART KNIGHT

Director

United States Secret Service

SUBJECT:

Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the afternoon of Tuesday, July 9, 1974.

Geoffrey Q. Shepard



July 10, 1974

MEMORANDUM FOR:

THE HONORABLE H. STAURT KNIGHT

Director

United States Secret Service .

SUBJECT:

Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the afternoon of Wednesday, July 10, 1974.

Geografi C. Shedard



July 11, 1974

MEMORANDUM FOR:

HONORABLE H. STAURT KNIGHT

Director

United States Secret Service

SUBJECT:

Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the morning of Thursday, July 11, 1974.

Geoffrey C. Shepard

