

**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

MEMORANDUM FOR THE WHITE HOUSE STAFF:

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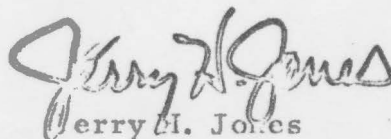
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Specifically, please expedite the return of all withdrawals you have made from Central Files. On Monday, August 12, archivists under the supervision of John R. Nesbitt, Office of Presidential Papers, will be available to assist in the collection and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

  
Jerry H. Jones

Special Assistant to the President



## WHITE HOUSE OFFICE PAPERS

By custom and tradition, all White House Office papers are regarded as the personal property of the President and subject to such control and disposition as he may determine. At the close of the Administration, the entire collection of papers now being created may be expected to be deposited in a Presidential library similar to the libraries that preserve the papers of the last six Presidents. To provide the President with a complete and accurate record of his tenure in office, the White House staff must oversee the preservation of the papers it generates.

The procedures set forth in this document represent the collective thinking of many members of the staff as to how best to preserve papers and documents for the President. Compliance with these procedures is an expression of loyalty by the staff to the President. For these procedures to be effective, it will require cooperation and assistance of every staff member.

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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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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#### **White House Office Papers: Disposition of Papers Upon Leaving Staff**

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7. *All confidential and sensitive materials will be protected from premature disclosure by specific provisions of the Presidential Libraries Act of 1955 (44 U.S.C. 2108).*

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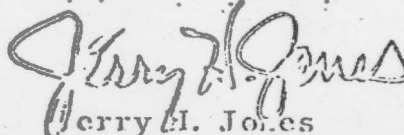
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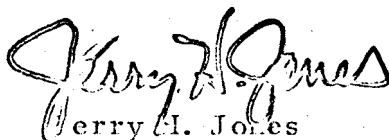
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STAFF ASSISTANTS AND ABOVE (DOMESTIC COUNCIL)

Tod R. Hullin  
228, EOB

Michael Raoul-Duval  
216, EOB

James H. Cavanaugh  
220, EOB

Glenn Schleede  
187, EOB

Norm Ross  
187, EOB

James H. Falk  
231, EOB

Warren K. Hendriks, Jr.  
West Wing

Dana G. Mead  
216, EOB

Goeffrey C. Shepard  
234, EOB

Roger D. Semerod  
220, EOB

Frederic W. Slight  
194, EOB

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194, EOB

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213, East Wing

LCDR T. Stephen Todd  
210, East Wing

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Wilbur H. Jenkins  
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Alvin Snyder  
153, EOB

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2nd Flr., W.W.

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105, EOB

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182, EOB

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West Wing

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Paul A. Theis  
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Donald A. Webster  
107, EOB

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590, EOB

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179, EOB

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112, East Wing

Judy E. Berg-Hansen  
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Adm. George Anderson  
300, EOB

Lt. Col. Robert E. Blake  
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West Wing

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112, EOB

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160, EOB

Roy Ash  
2nd Floor, W.W.

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1st Floor, W.W.

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West Wing

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43, EOB

William J. Baroody, Jr.  
100, EOB

Wheaton B. Byers  
340, EOB

Eva A. Daughtrey  
1st Flr.



## STAFF ASSISTANTS AND ABOVE

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197, EOB

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1st. Flr., W. W.

Dianna R. Gwin  
Gr. Flr., West Wing

Thomas P. DeCair  
1st Flr., W.W.

Max Friedersdorf  
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Dorothy E. Downton  
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Milton A. Friedman  
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Robert T. Hartmann  
1st Flr., West Wing

Roland Elliott  
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Gertrude B. Fry  
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J. Curtis Fee  
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Alan Greenspan  
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James R. Holland  
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Mary Alice Fenton  
94, EOB

Bill Gulley  
210, East Wing

James H. Holmes  
94, EOB

Sanford L. Fox  
202, East Wing

John S. Guthrie  
168, EOB

David C. Hoopes

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W. Richard Howard  
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351, EOB.

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Nancy Howe  
206, East Wing

Henry A. Kissinger  
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Robert D. Linder  
Gr. Flr., W.W.

John W. Hushen  
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Virginig H. Knauer  
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Patricia S. Lindh  
198, EOB

Jerry H. Jones  
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Noel C. Koch  
126, EOB

Vernon C. Loen  
112, East Wing

Sidney L. Jones  
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Theodore C. Marrs  
103, EOB

Karen R. Keesling  
196, EOB

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210, East Wing

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Powell A. Moore  
1st. Flr., W.W.

Robert B. Off  
143, EOB

Warren S. Rustand  
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Caron A. McCannon  
411, EOB

Frank R. Pagnotta  
281, EOB

Michael A. Sammuels  
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Ann M. Morgan  
114, EOB

Allen Parmenter  
351, EOB

William M. Scranton  
West Wing

Ronald J. Naples  
2nd Flr., W.W.

Pamela A. Powell  
190, EOB

Samuel A. Schulhof  
134, EOB

Jack Nesbitt  
487, EOB

Raymond K. Price, Jr.  
170, EOB

Stanley S. Scott  
179, EOB

Ron Nessen  
1st. Flr., W.W.

John Ratchford  
1st Flr., West Wing

Gen Brent Scowcroft  
1st Flr., W.W.

John E. Nidecker  
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

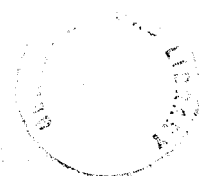
MEMORANDUM FOR: Philip W. Buchen  
Room 106, EOB

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

MEMORANDUM FOR THE WHITE HOUSE STAFF

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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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FROM: Philip W. Buchen *P.W.B.*

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Thank you.

THE WHITE HOUSE  
WASHINGTON

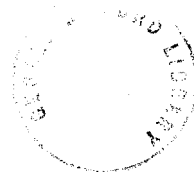
MEMORANDUM FOR: Philip W. Buchen  
Room 106, EOB

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date



THE WHITE HOUSE  
WASHINGTON

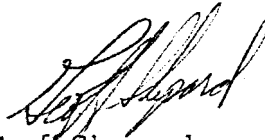
October 30, 1974

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.

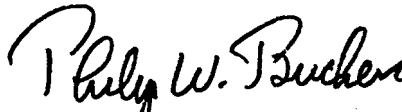
The Order enjoins the search, disclosure, transfer or disposal of these materials subject to certain exceptions. The exception which I assume you believe applies to your request is one made for the "use of said materials with prior notification to Counsel for Plaintiff Richard M. Nixon and with consent 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

