

The original documents are located in Box 29, folder “Nixon - Papers Collection and Segregation (4)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

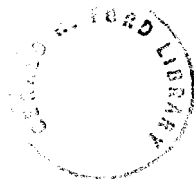
November 6, 1974

MEMORANDUM FOR: PHILIP W. BUCHEN
 COUNSEL TO THE PRESIDENT

FROM: ROBIN MARTIN

SUBJECT: NIXON ADMINISTRATION PAPERS

Attached at TAB A is a revised list of those files in the Advance Office that have not yet been provided to your office. The contents of these files are being copied and the originals will be made available as soon as possible. All other files referred to in the November 5th memorandum have been given to the Archives in the White House.



NIXON ADMINISTRATION FILES

1. President Nixon's Trip to China, February 21-28, 1972 Book.
2. All advancement's personal files prior to August 9, 1974.
3. Mahon Library Dedication Survey, Lubbock, Texas.
4. OMB Regional Background.
5. Operation Choo-Choo.
6. Possible/Proposed Trips - State Visits (Out of Town).
7. Possible/Proposed Trips - International.





GERA
AB.

THE WHITE HOUSE
WASHINGTON

November 5, 1974

MEMORANDUM FOR PHIL BUCHEN

FROM: ANDRE BUCKLES *AMB*

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.

The following files of Nixon Presidential material have been in whole or in part duplicated:

Amateur Athletics
Alexandria Waterfront
Budget D. C.
Campaign Reform
District of Columbia
EDA
Housing and D. C.
Personnel D. C.
School Board D. C.
Rural Housing

Department of HUD
Title IX
National Visitor Center
Bicentennial 1974
Bicentennial 1973
Buckles Chron May, June 74
Buckles Chron July 74





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THE WHITE HOUSE

WASHINGTON

November 5, 1974

MEMORANDUM FOR PHIL BUCHEN

FROM: F. LYNN MAY

F. Lynn May

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.

The following files of Nixon Presidential material have been in whole or in part duplicated:

Chronological Files (April-August) *1974*
Executive Personnel System Bill (CSC)
76 Objectives (Commerce)
Copyright laws (Commerce)
Objectives (GSA)
Performance (SBA)
DOD Urinalysis File (Drugs)
8 (a) Program (Commerce)





THE WHITE HOUSE

WASHINGTON

November 4, 1974

MEMORANDUM FOR: PHILIP BUCHEN

FROM: WILLIAM E. TIMMONS *BT*

SUBJECT: Collection of Presidential Papers

To update my memorandum of November 1st on subject, I have turned in all papers from the Nixon Administration with the exception of three current files, listed below, which I would like to retain. They are:

1. Freedom of Information legislation file.
2. Passport Office - Oath of Allegiance file.
3. Office Procedures file.



THE WHITE HOUSE

WASHINGTON

November 4, 1974

MEMORANDUM FOR PHILIP W. BUCHEN

FROM: CHARLES M. LICHENSTEIN *cm*

SUBJECT: Addendum to Previous Memorandum on Presidential
Papers Retained Ad Interim

The following are the label-titles of the particular files retained in this office, until November 15, 1974:

- Regulatory -- General
- Civil Aeronautics Board
 - (concerning Chairman Timm)
- Corporation for Public Broadcasting
 - (pending legislation and appointments)
- Federal Energy
 - (largely public prints of documents)
- Consumer Product Safety
 - (largely public prints of documents)
- Legal Services
 - (legislation and appointments)
- Federal Property Council
 - (Counsellor Burch is a member)
- Studebaker, J.H.
 - (concerning Lear Corp. development grant)
- MIA/KIA
- Judicial Appointments, Pending

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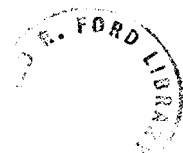
THE WHITE HOUSE
WASHINGTON

November 1, 1974

MEMORANDUM FOR: PHILIP BUCHEN
FROM: ANNE ARMSTRONG
SUBJECT: NIXON ADMINISTRATION PAPERS

As requested in your memo of October 24, attached is a list of the files retained by Members of my Staff which contain duplicates of Nixon Administration papers necessary for the conduct of ongoing government business.

Attachment



FILE LIST

The following files containing duplicates of Nixon Administration papers have been retained by Mrs. Armstrong's Staff since this information is necessary for the purposes of current government business.

1. Mrs. Armstrong's Speeches
2. New Federalism
3. Federal Property Council

- General
- Staffing/Organization
- Energy Initiative
- Properties
- FY '75 Budget
- Releases

4. Legacy of Parks

- General
- Properties
- Ceremonies/Certificates
- Dedication Photos

5. Commission on the Organization of the Government for the Conduct of Foreign Policy
6. Youth

- Distributive Education Clubs of America (DECA)
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- Future Homemakers of America (FHA)
- Office Education Association (OEA)
- Vocational Industrial Clubs of America (VICA)
- National Coordinating Council of Vocational Student Organizations (NCCVSO)
- CloseUp
- Girl Scouts
- Hugh O'Brian Youth Foundation
- National Association of Student Councils
- National Explorers
- Uplift
- White House Fellows
- RNC Youth Statistics
- Miscellaneous Youth Resumes
- Complete set of 1974 White House Summer Intern files on speakers, evaluations, press and resumes

7. Bicentennial

- ARBA Advisory Council
- ARBA Board of Directors
- ARBA Matching Grants
- American Issues Forum
- Bicentennial Communities
- Bicentennial Medals, Inc.
- Boston Bicentennial
- Cultural Activities
- D.C. Bicentennial
- D.C./Philadelphia Grant Requests
- Domestic Council Bicentennial Committee
- Ethnic Participation
- Federal Agency Participation
- Federal Projects Background
- Federal Regional Councils
- Freedom Train
- George Rogers Clark Memorial Visitors Center
- Horizons on Display
- International Participation
- International Travel and Tourism
- Legislation
- Metropolitan Museum (IBM Grant)
- National Visitor Center
- Operations and Logistics Subcommittee
- Program Criteria
- Philadelphia Bicentennial
- Smithsonian Bicentennial
- Speech Material
- State Files - Miscellaneous
- Status Reports
- Task Force: General, Members, Meetings
- Telefestival

8. Commission on Critical Choices for Americans

9. Women's Programs

- Affirmative Action: Higher Education & Programs
- Cabinet Statements on Women
- Civil Service Commission
- Commissions, Boards & Agencies
- Citizen's Advisory Council on the Status of Women
- Economic Problems of Women
- Economic Role of Women
- Equal Rights Amendment: Background Material & Correspondence
- Executive Orders pertaining to Women
- Executive Women in Government
- Federal Women Program Coordinators
- Health Facility in the White House
- Health Insurance
- International Women's Year: Background, Agenda, Commissions
- Legislation pertaining to Women: Abortion, Child Care, Day Care, Equal Credit, EEO, ERA, EPA, Social Security, Title IX, Misc,

9. Women's Programs (continued)

Meetings: Appointees, Women's Organizations, Misc.
Nixon Statements re Women
Office of Economic and Cultural Development
Office of Women's Programs: Duties, Establishment, Staffing
Presidential Appointees
Republican National Committee
Resource Material: Office of Education, Office of Civil Rights,
President's Task Force on Women's Rights & Responsibilities
Resumes & Biographies
Speeches: Pat Lindh, Karen Keesling
Travel: Pat Lindh, Karen Keesling
Women's Issues - Miscellaneous
Women's Bureau
Women's Organizations - Major
World Population Year

10. Political

Briefings
1974 Elections
Campaign Practices
Election Reform
Party Reform
Messages from Mrs. Armstrong
State Files
Survey Research
Talking Points
RNC/General & Correspondence

11. Spanish Speaking

Hispanic Appointments
White House Hispanic Leaders Luncheon
Vice Presidential Meeting with Hispanic Leaders
San Antonio Hispanic Meeting
Federal Equal Opportunity for Hispanic Americans
White House Fellow - Spanish Surnamed
Schedule Proposals
Spanish Speaking Organizations:
American G.I. Forum
League of United Latin American Citizens
RASSA
SER
National Council of La Raza
Cabinet Committee on Opportunities for Spanish Speaking People





MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 1, 1974

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR

THE HONORABLE PHILIP W. BUCHEN
Room 106, EOB

I hereby certify that I have collected and segregated all materials which are designated Presidential Papers of the Administration of Richard Nixon.

Attached is a description of these files which are secured in my office vault in combination-locked safes.

Documents have been duplicated as needed for current ongoing government business. All original materials with the exception of the card index are secured as stated above. These files include proposed Presidential Appointees and potential passholders in a pending status as of August 9, 1974.



Signature

Jane Dannenhauer

Name



Date

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 31, 1974

WHITE HOUSE SECURITY OFFICE

DESCRIPTION OF FILES

The White House Security Office holds the following Nixon Administration files:

Investigative files - containing correspondence,
memoranda and notes pertaining thereto.
They include:

Potential White House Complex Pass Holders*
Proposed Presidential Appointees
Presidential Guests, including entertainers
and various individuals who may have
had contact with the First Family through
social events, appointments, etc.

Subject files - Departments and agencies of the Federal
Government, White House, Executive Office
of the President, Boards, Commissions;
Security files.

Card Index



* Includes the following offices:

White House
Council on International Economic Policy
Domestic Council
Military Assistant
National Security Council
Office of Telecommunications Policy
President's Foreign Intelligence Board
Presidential Papers (Archives)
Residence
Other Executive Offices of the President
AT&T
C&P Telephone
GSI (Cafeteria employees)

Council of Economic Advisors (White House pass holders only)
Office of Management and Budget " " " " "
General Services Administration " " " " "

OGA (Other Government Agency) pass holders

Former Offices:
Office of Science and Technology
Federal Energy Office (when housed here)

SUPPLEMENT TO MEMORANDUM OF NOVEMBER 1, 1974

As of August 9, 1974, the White House Security Office had certain files that were considered to be ongoing for current business. These files consisted of prospective and current Presidential Appointees, prospective and current White House Staff Members, and potential and current passholders both within and outside the White House Complex.

In order to complete these security files, it was necessary to copy original memoranda in three hundred and thirty (330) of these files. The original materials were returned to the Nixon Administration and duplicated memoranda were placed in the current Ford Administration files.

The index cards also were copied accordingly. The original index cards are now locked in cabinets within the secured White House Security Office for transmittal with the Nixon investigative files.

In addition, all working copies of our pass request reference books (originals at Secret Service) have been secured in the combination-locked vault for transmittal purposes also.



THE WHITE HOUSE

WASHINGTON

October 31, 1974

MEMORANDUM FOR

PHILIP BUCHEN

FROM:

TRUDY FRY

Trudy Fry

RE:

Court Order Regarding Presidential
Materials of the Nixon Administration

In compliance with your memorandum of October 24, 1974 on the above subject I hereby certify that all Nixon Administration papers handled by the Special Files Unit have been boxed, sealed and stored in the vault area in Room 84 and one alarmed room (414). Access to these two areas is granted only with your approval for reasons stated in the supplemental order to the temporary restraining order issued by Judge Richey. When access is granted a representative of the United States Secret Service is always present.

For the purpose of ongoing White House business the Special Files Unit has made copies of the materials listed on the attached sheet.

Attachment

PRESIDENTIAL MATERIAL COPIED FOR
ONGOING BUSINESS OF SPECIAL FILES UNIT

5/23/73 Memorandum for James J. Rowley from J. Fred Buzhardt, subject: Protection of and Access to Presidential Papers (White House Files).

7/10/73 Memorandum for All Agents (EOB Rooms 84/522) from Louis B. Sims re instructions covering Rooms 84 and 522.

7/27/73 Memorandum to Inspector Freeman, EPS, from Louis B. Sims, subject: Access to Rooms 84 and 522, OEOB.

11/19/73 Memorandum to Special Agents, White House Files Detail, from Louis B. Sims, subject: Protection of White House Files.

11/30/73 Memorandum to AD Kelley, Protective Intelligence, U. S. Secret Service, from Louis B. Sims, subject: Protection of White House Files.

12/11/73 Receipt for safe surrendered to J. Fred Buzhardt and Leon Jaworski by Louis B. Sims, U. S. Secret Service

2/13/74 Memorandum for H. Stuart Knight, U. S. Secret Service, from J. Fred Buzhardt, subject: Protection of White House Files

2/13/74 Revised memorandum for H. Stuart Knight, U. S. Secret Service, from J. Fred Buzhardt, subject: Protection of White House Files

6/21/74 Memorandum for H. Stuart Knight, U. S. Secret Service from Alexander M. Haig, Jr., subject: Protection of White House Files

8/9/74 Memorandum for the Record from Gertrude Brown Fry, re: A Guide to the Material Stored in the Special Files Unit



Undated Box number lists for files of:

Pat Buchanan
Dwight Chapin
Charles Colson
John Dean
John Ehrlichman
Joanne Gordon (Charles Colson's office)
H. R. Haldeman
Ken Khachigian
Egil Krogh
Oversize Attachments - Chapin/Ehrlichman/Krogh
Hugh Sloan
Gordon Strachan
Richard Tufaro (David Young's office)
David Young

Undated List of Special Files Boxes 300 - 469

MEMORANDUM

NATIONAL SECURITY COUNCIL

ADMINISTRATIVELY
CONFIDENTIAL

October 28, 1974

MEMORANDUM FOR: PHILIP BUCHEN
COUNSELOR TO THE PRESIDENT

FROM: Jeanne W. Davis *JWD*

SUBJECT: Maintenance of President Nixon's
Files by NSC

In response to your request, I should like to confirm the arrangements made by the NSC Staff for segregation and maintenance of Presidential material on national security matters for the period January 20, 1969 to August 9, 1974.

The vast bulk of material for this period has been segregated and packed in approximately 300 boxes which are stored in an alarmed vault in Room 205 OEOB. The combination to this vault is held by four NSC Staff employees. In addition, the combination is deposited in a sealed envelope in the White House Situation Room. In the event of an emergency at night or on weekends, the rotating Duty Officers in the Situation Room are authorized access to the combination, if required to obtain an item from the vault. An index of the contents of the boxes is kept in the Situation Room.

The remaining Nixon documents not yet deposited in this vault consist of some extremely sensitive foreign policy material maintained in the immediate offices of Secretary Kissinger, and some of the more recent documents to which we have frequent reference which are maintained in the Situation Room and have not yet been boxed. These documents are, however, carefully segregated and there is no intermingling of Nixon and Ford material.

ADMINISTRATIVELY
CONFIDENTIAL

(continued)



ADMINISTRATIVELY
CONFIDENTIAL

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The boxing of these documents is continuing and I would anticipate could be completed within the next few weeks. In the interim, the material will remain carefully segregated.

As you know, there are unique aspects to the NSC Presidential material. A great part of it is highly sensitive and carries very high security classifications. For that reason, we believe it essential that it be maintained separately under tight security arrangements with extremely limited access. We would be reluctant to see NSC material co-located with material from other elements of the Executive Office of the President of less substantive sensitivity until such time as it may be transferred to a Presidential library and maintained under professional supervision.

In addition, because of the nature of the foreign policy decision-making process, there is a greater need for continuity of action in this area than in some others. Accordingly, we have frequent reference to the material in our on-going activities. The more recent material is, of course, more often needed, and the requirement for access drops sharply for material from the earlier years of the Nixon Administration. In our earlier conversations with Mr. Nesbitt, we had agreed that we could probably rely on copies of material prior to July 1, 1973 so that the originals could be transferred to a Presidential library. We would, however, hope to retain for ready access the originals of the more recent material. They could also probably be transferred, on a phased basis, to a Presidential library once one has been established.

I hope this exposition will be helpful to you and your staff in meeting the requirements concerning maintenance of the Nixon documents. We will, of course, be pleased to supply any additional information you may need or otherwise cooperate in this activity.

ADMINISTRATIVELY
CONFIDENTIAL

