

The original documents are located in Box 30, folder “Nixon - Papers General Services Administration (2)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON

December 2, 1974

MEMORANDUM FOR

Honorable Arthur F. Sampson
Administrator, General Services Administration

For the purpose of preparing a listing of extant file folder titles in the materials contained in Room 522 and the vault in Room 84, of the Old Executive Office Building, as requested by Mr. R. Stan Mortenson, attorney for former President Nixon, in his letter to Mr. Thomas P. Wolf, dated November 25, 1974, you are hereby designated as my agent. You are also authorized to delegate this authority to such other person or persons within the General Services Administration as you deem appropriate, including the authority for such other persons to designate additional agents on my behalf for this search.



Philip W. Buchen
Counsel to the President



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

GSA



December 4, 1974

MEMORANDUM TO:

Marie Bouknight Allen - NARS
Maygene Frost Daniels - NARS

FROM:

Thomas P. Wolf *Thomas P. Wolf*
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT:

Delegation of Authority

Pursuant to the authority delegated to me by the Administrator of General Services Administration, you are hereby authorized to conduct an inventory of the "Presidential Materials of the Nixon Administration" in Rooms 84 and 522 of the Old Executive Office Building to commence on Monday, December 2, 1974.

cc: Honorable Philip W. Buchen
Counsel to the President

Herbert J. Miller, Esq.
Miller, Cassidy, Larroca & Lewin



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



December 4, 1974

MEMORANDUM TO: Marie Bouknight Allen - NARS
Maygene Frost Daniels - NARS

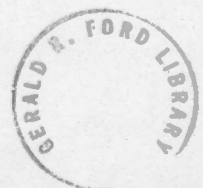
FROM: Thomas P. Wolf *Thomas P. Wolf*
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT: Delegation of Authority

Pursuant to the authority delegated to me by the Administrator of General Services Administration, you are hereby authorized to conduct an inventory of the "Presidential Materials of the Nixon Administration" in Rooms 84 and 522 of the Old Executive Office Building to commence on Monday, December 2, 1974.

cc: Honorable Philip W. Buchen
Counsel to the President

Herbert J. Miller, Esq.
Miller, Cassidy, Larroca & Lewin



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

Material



December 4, 1974

MEMORANDUM TO: Marie Bouknight Allen - NARS
Maygene Frost Daniels - NARS

FROM: Thomas P. Wolf *Thomas P. Wolf*
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT: Delegation of Authority

Pursuant to the authority delegated to me by the Administrator of General Services Administration, you are hereby authorized to conduct an inventory of the "Presidential Materials of the Nixon Administration" in Rooms 84 and 522 of the Old Executive Office Building to commence on Monday, December 2, 1974.

cc: Honorable Philip W. Buchen
Counsel to the President

Herbert J. Miller, Esq.
Miller, Cassidy, Larroca & Lewin



THE WHITE HOUSE

WASHINGTON

December 11, 1974

MEMORANDUM FOR: THOMAS P. WOLF
Special Assistant to the Administrator
General Services Administration

FROM: PHILIP W. BUCHEN *P.W.B.*
Counsel to the President

Referencing your memorandum to me dated December 11, 1974, I hereby approve Mr. Miller's request to segregate the approximately sixty-nine boxes of pre-and post-resignation mail addressed to former President Nixon and to deliver to an agent of Mr. Nixon, any post-resignation mail. I also waive my right to be present or have an agent present during this segregation process. However, I specifically reserve the option to have an agent designated by William E. Casselman, II, present when this post-resignation mail is to be provided to Mr. Nixon's agent, as well as to inspect such mail prior to presentation, and I request therefore that you notify me when this is to take place.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



December 12, 1974

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO:

Philip W. Buchen
Counsel to the President

Herbert J. Miller, Jr., Esq
Miller, Cassidy, Larroca & Lewin
1320 Nineteenth Street, N.W.
Washington, D.C. 20036

FROM:

Thomas P. Wolf *TPW*
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT:

The Attached Correspondence

In my memorandum of November 14, 1974, regarding the prospective box inventory of Nixon materials under GSA custody, we stated that in archives stack area 2W-2, non-Presidential materials would also be inventoried. In the same memo we stated that no boxes would be opened or any materials removed.

On December 11, 1974, during the taking of said inventory in 2W-2, a box containing non-Presidential materials (accessioned records of the Office of Emergency Preparedness) was opened at the request of Deputy Assistant Archivist Richard Jacobs to determine if it contained records sought by a legal researcher (see attached memo of Mr. Jacobs). To the extent that this action was contrary to our prior memorandum, we submit this memorandum in explanation.

Attachments

cc: Arthur F. Sampson
Administrator
General Services Administration



GENERAL SERVICES ADMINISTRATION



DATE: December 12, 1974

*National Archives and Records Service**Washington, DC 20408*REPLY TO
ATTN OF:

Richard A. Jacobs (NL)

SUBJECT:

Determining the whereabouts of certain accessioned Federal records

Thomas P. Wolf (AX)

Several weeks ago a legal researcher came to the National Archives seeking access to the records of the Office of Emergency Preparedness which had been accessioned into Record Group 396 of the Archives of the United States. He was referred first to the Natural Resources Branch, Civil Archives Division, where the accessioning records indicated that the sought-after records were allocated for eventual deposit in the Richard Nixon Presidential Library. He was then referred to the Office of Presidential Libraries to determine the whereabouts of the sought-after records.

A staff archivist searched for the records in stack area 1W-2 and was unable to find the materials. We supposed that the materials might be among those non-Presidential materials left in stack area 2W-2 at the time that that stack area was secured and control turned over to you. I therefore laid aside the case until your projected visit to the National Archives Building in conjunction with completing the location register of materials in 2W-2. When your assistant, Betty Karabatsos, and members of the NLN staff came to the National Archives on Wednesday, December 11, 1974, to open stack area 2W-2 and proceed with the location register work, my assistant reminded me that we should take the occasion to determine whether the sought-after record of OEP was located in that stack.

As you know, I have professional supervisory responsibility for the work of archivists on the NLN staff as well as a delegation from you concerning the inventorying of various Nixon materials. I therefore proceeded to visit the stack area where the staff archivists were working on the location register to check their work and thought it convenient at the same time to ascertain the location of the sought-after OEP record. Seeking the location of this record is not unrelated to the creation of the location register by the NLN staff. We could not easily find the OEP record in 2W-2 so we returned to 1W-2 and made a further search there. Not finding it in 1W-2, we doubled back to 2W-2 and determined to walk every aisle in search of the subject box.

During the early part of this search on 2W and 1W, Betty Karabatsos was not present, but by the time we returned again to 2W Betty was

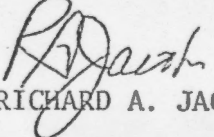


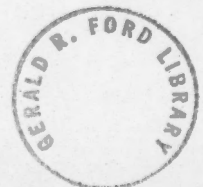
back on the scene. I explained to her (perhaps inadequately) that I was trying to ascertain the location of a box of accessioned Federal records unrelated to the Presidential materials.

In the course of the more detailed search of 2W-2, we found the subject box of OEP records, properly labeled. I asked Dick McNeill to remove the box from the shelf and open it in order to determine whether the desired file folder was contained therein. We opened the box, found the folder, and estimated the quantity of material related to that folder. We then closed the box, reshelved it, and departed from the stack area with Betty Karabatsos.

The archivists who worked with me on this search were Jim Byers and Dick McNeill. We did not examine the informational content of the papers and removed no papers from the container. Also we removed no materials from the stack area.

In undertaking this search, I was clear in my mind that the desired materials were records accessioned into the National Archives, not Presidential materials subject to the court order of Judge Richey. The basis on which I made the determination is the accession folder containing all documentation relating to the accession of the material into the National Archives. There are many other materials, vast quantities of materials, that were located in stack area 2W-2 at the time when control of that stack area was turned over to you. They are not subject to the Judge Richey court order since they are not related to Presidential materials which are the subject of that court order. I recall that I informed you of that fact shortly after you assumed control of the area.


RICHARD A. JACOBS



November 22, 1974

Reply to Room 487

OE03

456-2545

MEMORANDUM

TO: Philip W. Buchan
Counsel to the President

Herbert J. Miller
Counsel to the Former President Nixon

FROM: Thomas P. Wolf
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT: Completion of box inventory and location guides
of Nixon materials under GSA custody

In order to be able to locate all boxes stored in the areas under GSA control, we need to refine the inventories delivered to all parties on November 13, 1974. Primarily, we need to return to the 289 pallets (in OE03) each containing 24 cubic feet of Central Files documents and identify which boxes are on each pallet. We need to do the same type of work in stack 2W2 at the National Archives Building. Subsequently, we need to convert the information to a location register organized by office of White House staff member.

Thereafter we should be able to locate any box or Central File folder which is requested within a matter of minutes. This work would normally have been done prior to delivering the inventories on November 13, but time did not permit its completion.

In the process of doing this work, no boxes or files will be opened and none will be removed from the areas under our control.

Administrator Sampson has approved our proceeding with this project subject to 72 hours notification to both of you.

I have discussed this with you previously, and I believe it meets with your approval. Therefore, I would appreciate hearing from you at the earliest possible moment.

Thank you for your cooperation.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



November 14, 1974

Reply to Room 487
OEOB
456-2545

MEMORANDUM

TO: Arthur F. Sampson
Administrator, GSA *Th Wolf*

FROM: Thomas P. Wolf
Special Assistant to the Administrator
Coordinator of the Nixon Presidential Materials

SUBJECT: Completing archival description of the Nixon Materials

In order to complete archival controls (at a very general level) over the Nixon materials now stored in the EOB and the National Archives, we ask permission to undertake the following:

1. Enter the necessary storage rooms in the EOB to finish up the pallet sheets relating to central files where the box numbers have not yet been listed.

Approved: *Sampson* 11/22 Disapproved: _____

2. Convert the information on pallet sheets (box identifications) to a location register organized by name of office or White House staff member.

Approved: *Sampson* 11/22 Disapproved: _____

3. Enter the National Archives stack area (2W-2) to expand a location register to cover all Presidential materials stored there. The location register is now more than half done covering thus far all materials received from Central Files. The expanded location register would include materials collected by the Nixon liaison unit aside from Central Files, e.g. staff files.

Approved: *Sampson* 11/22 Disapproved: _____



4. While working in stack area 2W-2, archivists would also complete a location register of all non-Presidential materials located in that stack area. (Ex. other personal papers, Republican National Committee files, etc.)

Approved: *[Signature]* 11/22

Disapproved: _____

I consider items one and three essential; two and four can be done later. We have Mr. Trimmer's approval from a legal standpoint.

We would like to proceed no later than Monday, November 18, 1974.

*Amman, send notices to Bucher
and Miller telling them what
date you will begin. Give them
at least 72 hours notices not
including Sat. & Sun.*

[Signature]
11/22/74



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 12, 1974

MEMORANDUM FOR: Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

In accordance with the attached letter from Mr. Peter Flanigan, this is to request your assistance in locating the requested materials for Mr. Flanigan's review at a mutually convenient time.

Mr. Carl Feldbaum of the Watergate Special Prosecution Force and Mr. R. Stan Mortenson, attorney for former President Nixon have been notified by my office of this request and have indicated that they have no objection to it. Mr. Mortenson has indicated that no copies are to be made. However, Mr. Flanigan may make any necessary notes.

Miss Hazel Fulton of the White House staff is authorized to assist Mr. Flanigan for the purpose of this request.

P.W.B.

Philip W. Buchen
Counsel to the President



December 12, 1974

Honorable William E. Casselman, II
Counsel to the President
The White House

Dear Mr. Casselman:

In line with the ongoing investigations of the Watergate Special Prosecution Force I would appreciate the opportunity to review any papers in my former files in connection with my office's activities relating to the 1969 Tax Reform Act.

Sincerely yours,



Peter M. Flanigan
4801 Indian Lane, N.W.
Washington, D.C. 20016



[1975?]

Relocation of Nixon Materials

I. What should be done?

The Nixon historical materials should be moved from the Executive Office Building to the Washington National Records Center at Suitland, Maryland. To accomplish this, an amendment to outstanding court orders should be sought (1) to allow the materials to be moved and, (2) to allow necessary preservation measures to be undertaken.

II. Why should it be done?

A. Current storage conditions of the Nixon materials are inimical to the preservation of the materials:

1. There are no temperature and humidity controls.
2. There are no adequate fire prevention devices.
3. A large portion of the material has been packed for shipment for over a year, strapped on pallets where the lower boxes are being crushed.

All of these conditions would be corrected in the Suitland records center.

B. Current access restrictions prevent critical preservation measures. Tapes should be rewound, papers should be shelved in acid-free containers, the still photographs should be examined for deterioration and placed in protective envelopes. Failing to take necessary preservation steps now risks damage and loss.

C. Storage space in the Executive Office Building is costly and prevents the current Administration from using part of its normal office space. The present location has been convenient for the lawyers involved in litigation and investigation; however, indications are that access for such purposes is largely completed. In the Suitland records center the materials are mere minutes away from downtown Washington and the space there is less expensive and does not hamper White House administrative functions.

III. Will the material be secure?

The materials will be stored in a caged area certified at the level of top secret, within a vault certified at the level of top secret. Access to the bay area in Suitland is limited; access to the vault is restricted to those with clearances and a need for access; access to the cage will be limited to conform to the court orders.



GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



January 8, 1975

Reply to Room 487

OEOP

456-2545

MEMORANDUM TO: Philip W. Buchen
Counsel to the President

FROM: Thomas P. Wolf *Wolf*
Coordinator, Nixon Presidential Materials

SUBJECT: Clearance for Access to Room 175

In order to carry out the request outlined in the letter from Herbert J. Miller, dated January 8, 1975, and other requirements in connection with the identification, inventorying, packing and shipping of the materials in rooms 175 and 175½, as outlined at the meeting on January 7, 1975, all of the below identified people will require access to rooms 175 and 175½ beginning January 9, 1975, until such a time as these tasks are completed.

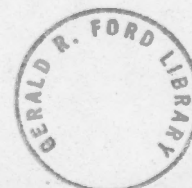
GSA; Thomas P. Wolf
Elizabeth Karabatsos

NARS: Richard Jacobs
Terry Good
JoAnn Williamson
Mack Teasley
Susan Yowell
Richard McNeill
Mary Filippini
Sally McCarthy

FSS: Various employees of Federal Supply Service will be utilized for packing operations and may assist with the moving. However, they cannot be identified in advance. Each FSS employee will be able to show appropriate government identification. A general access authority is requested.

GSA WH Complex employees and contractor employees (movers): Carpenters, packers, and movers regularly assigned to the White House Complex will be utilized for these functions. Some of them will be GSA employees; others contractor employees. These, also, cannot be identified in advance. They will all have proper identification. Consequently, blanket access authority is requested.

Keep Freedom in Your Future With U.S. Savings Bonds



THE WHITE HOUSE

WASHINGTON

January 9, 1975

MEMORANDUM FOR

Honorable Arthur F. Sampson
Administrator of General Services

In connection with the attached correspondence from Counsel for former President Nixon, this is to request the assistance of employees of your agency in performing the work described in my memorandum to H. S. Knight, dated January 9, 1975 (attached).

P.W.B.

Philip W. Buchen
Counsel to the President



THE WHITE HOUSE

WASHINGTON

January 9, 1975

MEMORANDUM FOR

H. S. KNIGHT
DIRECTOR, UNITED STATES SECRET SERVICE

In accordance with the attached correspondence from Messrs. Miller and Mortenson, Counsel for former President Nixon, this will authorize entry, beginning January 10, 1975, into Room 175 1/2 (Conference Room) of the Old Executive Office Building. The purpose of this request is to separate "Presidential materials of the Nixon Administration" from papers and other materials contained therein that do not fall within this category, pursuant to the procedures described below. Authorization is hereby given to pack these materials following their segregation and inventorying.

As described in the attached memorandum to me from Mr. Thomas P. Wolf, dated January 8, 1975, this work will be undertaken by archival and other employees of the General Services Administration, who will make the necessary segregation consistent with the standard archival definition of Presidential materials provided in 44 U.S.C. 2101. These employees are to prepare an inventory of all papers and other materials they consider to fall outside the category of "Presidential materials of the Nixon Administration," and provide a copy of this inventory to Miss Woods and to myself. With the exception of this inventory, no papers or other materials are to be removed from Room 175 1/2, unless specifically authorized by me in writing.

In addition to those persons specifically listed in Mr. Wolf's memorandum, Mr. Wolf is hereby given authorization to verbally identify for entry into Room 175 1/2, upon the showing of sufficient identification, additional GSA employees and contract personnel necessary for this work. All persons entering this room shall be logged in the customary manner.



Authorization for entry to Room 175 1/2 is also provided for Miss Rose Mary Woods, Mrs. Marjorie Acker, Mr. William Casselman, Mr. Barry Roth and myself; however, one or more GSA employees ^{are} ~~is~~ to be present at all times this room is open. It will not be necessary, however, for a member of my staff to be present at all times during such entries.

A similar procedure of segregation, inventorying and packing will also be undertaken at this time in Room 175. Once materials therein have been packed, they are not to be removed from this suite without my express written authorization. An inventory of these materials is to be prepared by employees of GSA, copies of which are to be furnished to Miss Woods and myself. In addition, provision will be made by my office for photographing a portion of the materials contained therein, and a photographer is authorized to enter these rooms when accompanied by one or more of the persons specifically authorized by this memorandum to enter Room 175 1/2.

This authorization shall continue until the completion of the work herein described, unless otherwise expressly revoked in writing by me.

P.W.B.

Philip W. Buchen
Counsel to the President



January 7, 1975

Philip W. Buchen, Esq.
Counsel to the President
The White House
Washington, D. C. 20500

Dear Mr. Buchen:

At the present time there are many items of former President Nixon's personal property, both pre- and post-dating his term as President, located within Rooms 175 and 175 1/2 of the Old Executive Office Building. On behalf of Mr. Nixon I am requesting you to authorize personnel from the General Services Administration to commence segregating, indexing, and packaging such items for ultimate transfer to Mr. Nixon in California. I further request that the GSA personnel be authorized, in the course of this activity, to segregate the personal property of any former White House staff member that may be included among the materials located in Rooms 175 or 175 1/2.

Miss Rose Mary Woods is designated to serve as Mr. Nixon's agent for the purpose of assisting you or your agents and the Administrator or his agents in the task of segregating the pre- and post-presidential materials.

Thank you for your assistance in this matter.

Sincerely yours,

Herbert J. Miller, Jr.



cc: William E. Casselman II
Thomas P. Wolf

LAW OFFICES
MILLER, CASSIDY, LARROCA & LEWIN
1320 19TH STREET, N.W. - SUITE 500
WASHINGTON, D. C. 20036

AREA CODE 202
TELEPHONE 293-6400

HERBERT J. MILLER, JR.
JOHN JOSEPH CASSIDY
RAYMOND G. LARROCA
NATHAN LEWIN
MARTIN D. MINSKER
WILLIAM H. JEFFRESE, JR.
THOMAS D. ROWE, JR.
A. RAYMOND RANDOLPH, JR.
R. STAN MORTENSON

JOSEPH S. MC
COURTNEY A.
OF COUN:

January 8, 1975

William E. Casselman, II
Counsel to the President
Room 106, Old Executive
Office Building
Washington, D.C.

Dear Mr. Casselman:

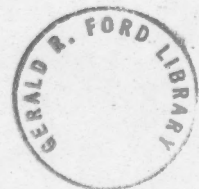
I am enclosing a memorandum I prepared following yesterday's meeting at which we discussed the transfer of Mr. Nixon's personal property, pre- and post-dating his term as President, to California. The memorandum outlines the various procedures decided upon at that time.

Sincerely,



R. Stan Mortenson

RSM/sb
Enclosure



LAW OFFICES
MILLER, CASSIDY, LARROCA & LEWIN
1320 19TH STREET, N.W. - SUITE 500
WASHINGTON, D. C. 20036

AREA CODE 202
TELEPHONE 293-6400

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THOMAS D. ROWE, JR.
A. RAYMOND RANDOLPH, JR.
R. STAN MORTENSON

JOSEPH S. MC
COURTNEY A.
OF COUN:

January 8, 1975

William E. Casselman, II
Counsel to the President
Room 106, Old Executive
Office Building
Washington, D.C.

Dear Mr. Casselman:

I am enclosing a memorandum I prepared following yesterday's meeting at which we discussed the transfer of Mr. Nixon's personal property, pre- and post-dating his term as President, to California. The memorandum outlines the various procedures decided upon at that time.

Sincerely,



R. Stan Mortenson

RSM/sb
Enclosure



M E M O R A N D U M

FROM: R. Stan Mortenson

SUBJECT: Meeting on January 7, 1975

DATE: January 7, 1975

This memorandum reflects the course of action agreed upon at the meeting held this date among Messrs. Marsh, Rourke, Casselman, Roth, Wolf, Gully, Miller, and Mortenson, and Miss Woods, pertaining to the transfer of Mr. Nixon's personal property, pre- and post-dating his term as President, to California.

- (1) Mr. Miller will request Mr. Buchen to authorize and designate the General Services Administration to segregate, index, and package the items referred to above which are located in rooms 175 and 175 1/2 of the Old Executive Office Building.
- (2) GSA personnel will segregate, index, and package the items as authorized.
- (3) Mr. Buchen, through counsel, will notify Judge Richey and the various parties in Nixon v. Sampson, et al. (Civil Action Nos. 74-1518, 74-1533, and 74-1551) that the items have been segregated and indexed and prepared for shipment to California.
- (4) GSA will arrange for the transportation of the packaged items to Andrews Air Force Base.
- (5) Upon authorization by Mr. Marsh's office, Mr. Gully will arrange for shipment of the packaged items on a pre-scheduled military transport flight in which there is excess cargo space available.



January 7, 1975

Page two

- (6) GSA will receive the transported items at El Toro Air Force Base in California and arrange for their delivery to Mr. Nixon in San Clemente, California, or to such other facility agreeable to Mr. Nixon and GSA.
- (7) GSA's out-of-pocket expenses for the packaging and transport of the items, and the incremental cost of the military transport flight to California, will be charged against the "transition fund."



GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



January 8, 1975

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO: Philip W. Buchen
Counsel to the President

FROM: Thomas P. Wolf *Wolf*
Coordinator, Nixon Presidential Materials

SUBJECT: Clearance for Access to Room 175

In order to carry out the request outlined in the letter from Herbert J. Miller, dated January 8, 1975, and other requirements in connection with the identification, inventorying, packing and shipping of the materials in rooms 175 and 175½, as outlined at the meeting on January 7, 1975, all of the below identified people will require access to rooms 175 and 175½ beginning January 9, 1975, until such a time as these tasks are completed.

GSA; Thomas P. Wolf
Elizabeth Karabatsos

NARS: Richard Jacobs
Terry Good
JoAnn Williamson
Mack Teasley
Susan Yowell
Richard McNeill
Mary Filippini
Sally McCarthy

FSS: Various employees of Federal Supply Service will be utilized for packing operations and may assist with the moving. However, they cannot be identified in advance. Each FSS employee will be able to show appropriate government identification. A general access authority is requested.

GSA WH Complex employees and contractor employees (movers): Carpenters, packers, and movers regularly assigned to the White House Complex will be utilized for these functions. Some of them will be GSA employees; others contractor employees. These, also, cannot be identified in advance. They will all have proper identification. Consequently, blanket access authority is requested.

Keep Freedom in Your Future With U.S. Savings Bonds



THE WHITE HOUSE

WASHINGTON

January 10, 1975

MEMORANDUM FOR

H. S. KNIGHT

DIRECTOR, UNITED STATES SECRET SERVICE

Referencing my memorandum to you, dated January 9, 1975, regarding access to Room 175 1/2 (Conference Room) and related matters, this will authorize the removal from this room by employees of the General Services Administration of approximately 21 boxes containing mail addressed to former President Nixon. These boxes will be identified to your agent on duty by either Mr. Casselman or Mr. Roth of this office and archival employees of GSA.

GSA will then take these boxes to an area under their control where they will separate post August 9 mail for delivery to Miss Rose Mary Woods as agent for Mr. Nixon, and will place pre-August 9 mail with other "Presidential materials of the Nixon Administration" presently under its sole custody and control.

In all other respects, the procedures described by my January 9, 1975, memorandum are to remain in effect.

P.W.B.

Philip W. Buchen
Counsel to the President

cc: Thomas Wolf



THE WHITE HOUSE
WASHINGTON

January 13, 1975

MEMORANDUM FOR

H. S. KNIGHT
DIRECTOR, UNITED STATES SECRET SERVICE

Referencing my memorandum to you, dated January 9, 1975, regarding access to Room 175 1/2 (Conference Room) and related matters, this will authorize on this date the removal from this room by employees of the General Services Administration of approximately seven (7) boxes containing mail addressed to former President Nixon. These boxes will be identified to your agent on duty by either Mr. Casselman or Mr. Roth of this office and archival employees of GSA.

GSA will then take these boxes to an area under their control where they will separate post August 9 mail for delivery to Miss Rose Mary Woods as agent for Mr. Nixon, and will place pre-August 9 mail with other "Presidential materials of the Nixon Administration" presently under its sole custody and control.

In all other respects, the procedures described by my January 9, 1975, memorandum are to remain in effect.

P.W.B.
Philip W. Buchen
Counsel to the President

cc: Thomas Wolf



THE WHITE HOUSE

WASHINGTON

January 14, 1975

MEMORANDUM FOR

H. S. KNIGHT
DIRECTOR, UNITED STATES SECRET SERVICE

Referencing my memorandum to you, dated January 9, 1975, regarding the removal of boxes from Room 175 of the Old Executive Office Building and related matters, this will authorize on this date the removal from this room by employees of the General Services Administration of approximately nine (9) boxes containing mail addressed to former President Nixon. These boxes will be identified to your agent on duty by either Mr. Casselman or Mr. Roth of this office and archival employees of GSA.

GSA will then take these boxes to an area under their control where they will separate post August 9 mail for delivery to Miss Rose Mary Woods as agent for Mr. Nixon, and will place pre-August 9 mail with other "Presidential materials of the Nixon Administration" presently under its sole custody and control.

In all other respects, the procedures described by my January 9, 1975, memorandum are to remain in effect.

T.W.B.
Philip W. Buchen
Counsel to the President

cc: Thomas Wolf



THE WHITE HOUSE

WASHINGTON

January 15, 1975

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator, GSA

On or about August 17, 1973, the enclosed file was transferred to the Department of Justice by the White House for use in a pre-trial proceeding in October 1973 in the United States District Court for the Northern District of Texas, (U.S. v. Orsio, et al.). The file was recently returned to this office by Mr. Robert Mahoney, Attorney, Fraud Section, Criminal Division. Since the file appears to contain Presidential materials of the Nixon Administration, it is being transferred to the custody of the General Services Administration for appropriate handling.


William E. Casselman II
Counsel to the President

Enclosure

bcc: Phil Buchen



THE WHITE HOUSE
WASHINGTON

January 24, 1975

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

This is in response to your oral request of this date for permission of this office to release to the Special Prosecutor "inventories of the files of 35 designated White House staff members" in accordance with Mr. Peter Kreindler's letter to you of January 24, 1975.

This office has no objection to Mr. Kreindler's request for these materials.

T.W.B.

Philip W. Buchen
Counsel to the President



WATERGATE SPECIAL PROSECUTION FORCE

United States Department of Justice

1425 K Street, N.W.

Washington, D.C. 20005

PMK:sfk

January 24, 1975

HAND DELIVERED

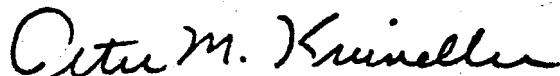
Mr. Thomas P. Wolf
Special Assistant to the
Administrator
Coordinator, Nixon Presidential
Materials
Office of Presidential Papers
Room 487, Old Executive Office
Building
Washington, D. C. 20500

Dear Mr. Wolf:

We previously have requested that your office prepare inventories of the files of 35 designated White House staff members. This request was made pursuant to Judge Richey's temporary restraining order, which permits the Special Prosecutor to make written requests for access to materials located in the White House complex and covered by his order.

We are now in the process of formulating requests for specific materials to be submitted pursuant to the temporary restraining order and, accordingly, we request that the inventories be made available to us for the purpose of formulating those requests. The inventories will be returned to you when we have completed the formulation.

Sincerely,



PETER M. KREINDLER
Counsel to the Special
Prosecutor



MILLER, CASSIDY, LARROCA & LEWIN

1320 19TH STREET, N.W. - SUITE 500

WASHINGTON, D. C. 20036

AREA CODE 202

TELEPHONE 293-6400

HERBERT J. MILLER, JR.
JOHN JOSEPH CASSIDY
RAYMOND G. LARROCA
NATHAN LEWIN
MARTIN D. MINSKER
WILLIAM H. JEFFRESS, JR.
THOMAS D. ROWE, JR.
R. STAN MORTENSON
THOMAS B. CARR

JOSEPH S. MCCAR
COURTNEY A. EV
OF COUNSEL

January 24, 1975

Mr. Thomas P. Wolf
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials
Room 487, Old Executive Office Building
Washington, D. C. 20405

Dear Mr. Wolf:

Several weeks ago I authorized the preparation of indices of certain former White House staff member files designated by the Special Prosecutor. These indices were prepared by Archivist personnel and are presently in your custody.

As the result of continuing discussions between the Special Prosecutor and this office, the Special Prosecutor has reiterated a request for production of certain of the Nixon presidential materials which he believes may be relevant to criminal investigation or prosecution within his jurisdiction. In order to aid me in determining whether to comply with the Special Prosecutor's requests, we have agreed to provide the Special Prosecutor the indices referred to above so that he may prepare a listing of the file folders which should be searched to retrieve items pertinent to his requests. The Special Prosecutor's request for access to the indices is being sent to you this day by letter.



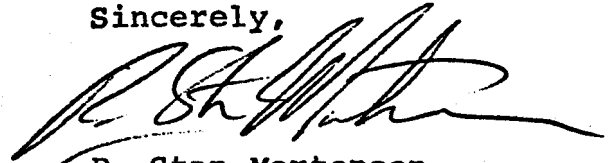
Mr. Thomas P. Wolf

January 24, 1975

Page Two

This letter is to inform you that, as counsel for former President Nixon, I consent to the release of these indices to the Special Prosecutor on the condition that he will make no copy of the indices and will return them immediately upon fulfillment of the purposes for which he is receiving them.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. Stan Mortenson", written in a cursive style.

R. Stan Mortenson




UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405



February 28, 1975

MEMORANDUM FROM:

Thomas P. Wolf 
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials

SUBJECT:

Redelegation of Authority from Thomas P. Wolf

As an addition to my memorandum of February 22, 1975, I should like to add the names of Regina Marie Greenwell and Jack Louis Best, archivists employed by the National Archives and Records Service, to the access list for Rooms 403 and 485 of the Old Executive Office Building.

cc: P. W. Buchen
H. S. Knight
A. F. Sampson
R. A. Jacobs
E. B. Karabatsos
Mary Filippini
Terry Good
Posted in Rms. 403 & 485



WATERGATE SPECIAL PROSECUTION FORCE
United States Department of Justice
1425 K Street, N.W.
Washington, D.C. 20005

*Barry
copy
has*

March 27, 1975

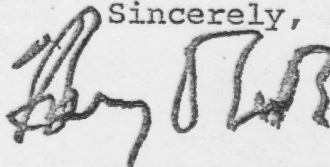
Mr. Thomas P. Wolf
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials
Room 487
Old Executive Office Building
Washington, D.C. 20405

Dear Mr. Wolf:

Confirming the March 25, 1975, conversation between Mr. Peter Kreindler of my office and Mr. Stan Mortensen, counsel for Richard Nixon, it will not be necessary for you to review those files, listed below, which are duplicates of ones previously searched.

1. JDE notes of meetings with the President, August 3, 1971, to December 31, 1971. (Listed in our request on page 1, line 8, in room 522, and also listed on page 60, line 2, in room 84.)
2. JDE notes of meetings with the President, April 23, 1971, to August 2, 1971. (Listed in our request on page 1, line 7, in room 522, and also listed on page 60, line 3, in room 84.)
3. JDE notes of meetings with the President, January 5, 1971, to April 2, 1971. (Listed in our request on page 1, line 6, in room 522, and also listed on page 59, line 13, in room 84.)

Sincerely,



HENRY S. RUTH, JR.
Special Prosecutor

cc: ✓ Philip W. Buchen, Esq.
Counsel to the President

Herbert J. Miller, Jr., Esq.



Buchen

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



April 2, 1975

Reply to Room 485
OEOB
456-2545

FROM: Thomas P. Wolf *Wolf*
Special Assistant to the Administrator
for the Presidential Materials

SUBJECT: Delegations of Authority
and
Authorizations for Access

For the benefit of those concerned, I am attaching hereto an up-to-date list of those individuals who are currently authorized access to work and storage areas and to whom certain authorities have been delegated or redelegated as a result of the assignments requested and authorized in the following letters:

1. Letter from P.W. Buchen to A.F. Sampson dated February 19, 1975
2. Letter from A.F. Sampson to P.W. Buchen dated February 21, 1975
3. Memo from P.W. Buchen to Thomas P. Wolf dated February 21, 1975
4. Memo from P.W. Buchen to H.S. Knight dated February 19, 1975
5. Memo from P.W. Buchen to H.S. Knight dated February 22, 1975



ACCESS AUTHORITY

NAMESROOMS

	<u>403</u> (Work Area)	<u>485</u> (Xerox)	<u>522</u>	<u>84</u>	<u>Areas Under GSA</u> <u>Control</u>
Thomas P. Wolf (GSA)	x	x	x	x	x
Elizabeth Karabatsos (GSA)	x	x	x	x	x
Ruth Manchester (GSA)	x	x	x	x	x
Richard Jacobs (NARS)	x	x	x	x	x
Terry Good (NARS)	x	x	x	x	x
Mary Filippini (NARS)	x	x	x	x	x
Richard McNeill (NARS)	x	x	x	x	x
Sally McCarthy (NARS)	x	x	x	x	x
Mack Teasley (NARS)	x	x	x	x	x
Sam Lewis (NARS)	x	x	x	x	x
James Byers (NARS)	x	x	x	x	x
Regina Marie Greenwell (NARS)	x	x	x	x	x
Martha M. Williams	x	x	x	x	x
Jo Ann Rohmann		x			x
Philip W. Buchen (White House)	x	x	x	x	x
William Casselman (White House)	x	x	x	x	x
Barry Roth (White House)	x	x	x	x	x
Herbert J. Miller (Nixon)	x	x	x	x	x
Stan Mortenson (Nixon)	x	x	x	x	x
Raymond Larocca (Nixon)	x	x	x	x	x
Trudy Fry (White House)	x			x	
Hazel Fulton (White House)	x			x	
FPO Officers (GSA)	x				
EPS (Secret Service)		x			x
			x	x	

CONDITIONS:

1. At least two individuals listed above must be present for every access.
2. Access to Rooms 403, 84 and 522 require the presence of Terry Good and/or Mary Filippini and/or Richard McNeill.
3. Access to Rooms 84 and 522 require the presence of one or more EPS/SS officer.
4. Access to Room 84 requires the presence of either Mrs. Trudy Fry or Mrs. Hazel Fulton.

TPWolf (AX)
4/2/75



REVIEW AUTHORITY

Only the following are authorized to review and photostatically copy Presidential materials, subject to existing regulations and procedures:

<u>NAME</u>	<u>REVIEW</u>	<u>COPY</u>
Thomas P. Wolf (GSA)	X	X
Elizabeth Karabatsos (GSA)	X	X
Richard A. Jacobs (NARS)	X	X
Terry Good (NARS)	X	X
Mary Filippini (NARS)	X	X
Richard McNeill (NARS)	X	X
Sally McCarthy (NARS)	X	X
Mack Teasley (NARS)	X	X
Sam Lewis (NARS)	X	X
James Byers (NARS)	X	X
Regina Greenwell (NARS)	X	X
Philip W. Buchen (White House)	X	
William Casselman (White House)	X	
Herbert J. Miller (Nixon)	X	
Stan Mortenson (Nixon)	X	
Raymond Larroca (Nixon)	X	
Martha M. Williams (NARS)		X

AX/TPWolf
4/2/75



Buchen

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



April 2, 1975

Reply to Room 485
OEGB
456-2545

FROM: Thomas P. Wolf *Wolf*
Special Assistant to the Administrator
for the Presidential Materials

SUBJECT: Delegations of Authority
and
Authorizations for Access

For the benefit of those concerned, I am attaching hereto an up-to-date list of those individuals who are currently authorized access to work and storage areas and to whom certain authorities have been delegated or redelegated as a result of the assignments requested and authorized in the following letters:

1. Letter from P.W. Buchen to A.F. Sampson dated February 19, 1975
2. Letter from A.F. Sampson to P.W. Buchen dated February 21, 1975
3. Memo from P.W. Buchen to Thomas P. Wolf dated February 21, 1975
4. Memo from P.W. Buchen to H.S. Knight dated February 19, 1975
5. Memo from P.W. Buchen to H.S. Knight dated February 22, 1975



ACCESS AUTHORITY

NAMESROOMSAreas Under GSA
Control403
(Work Area)485
(Xerox)522 , 84

NAMES	403 (Work Area)	485 (Xerox)	522	84	Areas Under GSA Control
Thomas P. Wolf (GSA)	x	x	x	x	x
Elizabeth Karabatsos (GSA)	x	x	x	x	x
Ruth Manchester (GSA)	x	x	x	x	x
Richard Jacobs (NARS)	x	x	x	x	x
Terry Good (NARS)	x	x	x	x	x
Mary Filippini (NARS)	x	x	x	x	x
Richard McNeill (NARS)	x	x	x	x	x
Sally McCarthy (NARS)	x	x	x	x	x
Mack Teasley (NARS)	x	x	x	x	x
Sam Lewis (NARS)	x	x	x	x	x
James Byers (NARS)	x	x	x	x	x
Regina Marie Greenwell (NARS)	x	x	x	x	x
Martha M. Williams	x	x	x	x	x
Jo Ann Rohmann		x			x
Philip W. Buchen (White House)	x	x	x	x	x
William Casselman (White House)	x	x	x	x	x
Barry Roth (White House)	x	x	x	x	x
Herbert J. Miller (Nixon)	x	x	x	x	x
Stan Mortenson (Nixon)	x	x	x	x	x
Raymond Larocca (Nixon)	x	x	x	x	x
Trudy Fry (White House)	x			x	
Hazel Fulton (White House)	x			x	
FPO Officers (GSA)	x	x			x
EPS (Secret Service)			x	x	

CONDITIONS:

1. At least two individuals listed above must be present for every access.
2. Access to Rooms 403, 84 and 522 require the presence of Terry Good and/or Mary Filippini and/or Richard McNeill.
3. Access to Rooms 84 and 522 require the presence of one or more EPS/SS officer.
4. Access to Room 84 requires the presence of either Mrs. Trudy Fry or Mrs. Hazel Fulton.

TPWolf (AX)
4/2/75



REVIEW AUTHORITY

Only the following are authorized to review and photostatically copy
Presidential materials, subject to existing regulations and procedures:

<u>NAME</u>	<u>REVIEW</u>	<u>COPY</u>
Thomas P. Wolf (GSA)	X	X
Elizabeth Karabatsos (GSA)	X	X
Richard A. Jacobs (NARS)	X	X
Terry Good (NARS)	X	X
Mary Filippini (NARS)	X	X
Richard McNeill (NARS)	X	X
Sally McCarthy (NARS)	X	X
Mack Teasley (NARS)	X	X
Sam Lewis (NARS)	X	X
James Byers (NARS)	X	X
Regina Greenwell (NARS)	X	X
Philip W. Buchen (White House)	X	
William Casselman (White House)	X	
Herbert J. Miller (Nixon)	X	
Stan Mortenson (Nixon)	X	
Raymond Larroca (Nixon)	X	
Martha M. Williams (NARS)		X

AX/TPWolf
4/2/75



THE WHITE HOUSE
WASHINGTON

April 3, 1975

*W. J. ...
Thomas P.*

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

My memorandum to you dated March 19, 1975, is further amended by adding at the end of the first paragraph thereof:

34. November 3, 1971

P.W.B.

Philip W. Buchen
Counsel to the President



WATERGATE SPECIAL PROSECUTION FORCE
United States Department of Justice
1425 K Street, N.W.
Washington, D.C. 20005

*Mr. B.
has
copy!*

April 4, 1975

Mr. Thomas P. Wolf
Special Assistant to the Administrator
Coordinator, Nixon Presidential Materials
Room 487
Old Executive Office Building
Washington, D.C. 20405

Dear Mr. Wolf:

It will not be necessary for you to review those files listed below, which are duplicates of ones previously searched.

1. 1969 JDE Notes of Meetings with the President.

- a. Room 522, page 1/line 4 (Xerox)
- b. Room 84, page 60/line 1 (original)

2. JDE Notes of Meetings with the President-- January 1, 1970, through June 30, 1970.

- a. Room 522, page 1/line 5 (Xerox)
- b. Room 84, page 59/line 14 (original)

3. JDE--Pres. Meeting Notes, January 4, 1972, to August 4, 1972.

- a. Room 522, page 1/line 9 (Xerox)
- b. Room 84, page 60/line 5 (original)

4. August 7--December 18, 1972--JDE Notes-- Meetings with Pres.

- a. Room 522, page 1/line 10 (Xerox)
- b. Room 84, page 60/line 9 (original)



5. JDE--Pres. Meeting Notes--January 4 - April 27,
1973

- a. Room 522, page 1/line 11 (Xerox)
- b. Room 84, page 60/line 7 (original)

Sincerely,

/s/

HENRY S. RUTH, JR.
Special Prosecutor

cc: Philip W. Buchen, Esq. ✓
Counsel to the President

Herbert J. Miller, Jr., Esq.



4/9

Copy sent to
Caselman.

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



April 8, 1975

Reply to Room 487
OEOB
456-2545

FROM:

Thomas P. Wolf *Wolf*
Special Assistant to the Administrator
for Presidential Materials

SUBJECT:

Delegations of Authority
and
Authorizations for Access

My memorandum of April 2, 1975, and the attachments are hereby amended to
include the below listed name:

Melvin Menegaux

Attachments



Buchen

ACCESS AUTHORITY

NAMES

ROOMS

	<u>403</u> (Work Area)	<u>485</u> (Xerox)	<u>522</u>	<u>84</u>	<u>Areas Under GSA</u> <u>Control</u>
Thomas P. Wolf (GSA)	x	x	x	x	x
Elizabeth Karabatsos (GSA)	x	x	x	x	x
Ruth Manchester (GSA)	x	x	x	x	x
Richard Jacobs (NARS)	x	x	x	x	x
Terry Good (NARS)	x	x	x	x	x
Mary Filippini (NARS)	x	x	x	x	x
Richard McNeill (NARS)	x	x	x	x	x
Sally McCarthy (NARS)	x	x	x	x	x
Mack Teasley (NARS)	x	x	x	x	x
Sam Lewis (NARS)	x	x	x	x	x
James Byers (NARS)	x	x	x	x	x
Regina Marie Greenwell (NARS)	x	x	x	x	x
Martha M. Williams	x	x	x	x	x
Jo Ann Rohmann		x			x
Philip W. Buchen (White House)	x	x	x	x	x
William Casselman (White House)	x	x	x	x	x
Barry Roth (White House)	x	x	x	x	x
Herbert J. Miller (Nixon)	x	x	x	x	x
Stan Mortenson (Nixon)	x	x	x	x	x
Raymond Larocca (Nixon)	x	x	x	x	x
Trudy Fry (White House)	x			x	
Hazel Fulton (White House)	x			x	
FPO Officers (GSA)	x	x			x
EPS (Secret Service)			x	x	
Melvin Menegaux (NARS)	x	x	x	x	x

CONDITIONS:

1. At least two individuals listed above must be present for every access.
2. Access to Rooms 403, 84 and 522 require the presence of Terry Good and/or Mary Filippini and/or Richard McNeill.
3. Access to Rooms 84 and 522 require the presence of one or more EPS/SS officer.
4. Access to Room 84 requires the presence of either Mrs. Trudy Fry or Mrs. Hazel Fulton.

TPWolf (AX)
4/2/75



REVIEW AUTHORITY

Only the following are authorized to review and photostatically copy Presidential materials, subject to existing regulations and procedures:

<u>NAME</u>	<u>REVIEW</u>	<u>COPY</u>
Thomas P. Wolf (GSA)	x	x
Elizabeth Karabatsos (GSA)	x	x
Richard A. Jacobs (NARS)	x	x
Terry Good (NARS)	x	x
Mary Filippini (NARS)	x	x
Richard McNeill (NARS)	x	x
Sally McCarthy (NARS)	x	x
Mack Teasley (NARS)	x	x
Sam Lewis (NARS)	x	x
James Byers (NARS)	x	x
Regina Greenwell (NARS)	x	x
Philip W. Buchen (White House)	x	
William Casselman (White House)	x	
Herbert J. Miller (Nixon)	x	
Stan Mortenson (Nixon)	x	
Raymond Larroca (Nixon)	x	
Martha M. Williams (NARS)		x
Melvin Menegaux (NARS)	x	x

AX/TPWolf
4/2/75



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405

April 9, 1975



Reply to Room 487
OEOB
456-2545

MEMORANDUM TO: Jane Dannenhauer
Staff Assistant (Security)

FROM: Thomas P. Wolf *Wolf*
Special Assistant to the Administrator
for Presidential Materials

SUBJECT: Access to White House Complex

Reference is made to my memorandum of April 2, 1975. Because we have just learned that some of our staff will be leaving us earlier than previously anticipated, it will be necessary to amend my previous memorandum as follows:

Melvin Menegaux (NARS) will become a full-time member of the Office of Presidential Papers (OPP). A permanent EOB pass should be issued as he will be here for at least one year. In the meantime, I would appreciate your putting him on the access list, effective April 10, 1975. For the necessary information, please see my memorandum of March 24, 1975.

Reginia Greenwell's status will shortly change from intermittent to full-time employee of OPP. Consequently, she should be issued a permanent EOB pass. She is currently on the access list.

Both these individuals have Top Secret clearance. Their security files are with Ralph Given, BIS/GSA.

Thank you for your cooperation in this matter. May I also take this opportunity to remind you that I would appreciate an acknowledgement of my memorandum of April 2, 1975 as well as this one.

cc: Philip W. Buchen
William Casselman
Ken Lazarus

Keep Freedom in Your Future With U.S. Savings Bonds



THE WHITE HOUSE

WASHINGTON

April 23, 1975

Dear Mr. Wolf:

This is in response to your memorandum of April 17, 1975, requesting authorization for access to certain pre-presidential materials and administrative files located in the National Archives. You state that the purposes of such access would be to identify, inventory and remove these materials from the Presidential materials of the Nixon Administration which are subject to the outstanding orders of the United States Court for the District of Columbia issued in Nixon v. Sampson, et al., (C.A. No. 74-1518).

Since it appears that the materials that you intend to segregate are not part of the materials of the previous Administration, my consent and/or presence is not required for such purposes. Accordingly, you may proceed in any manner that may be appropriate in handling the pre-presidential materials and administrative files. However, it is understood that none of the materials of the previous Administration which are subject to court orders will be disturbed.

Sincerely,



Philip W. Buchen
Counsel to the President

Mr. Thomas P. Wolf
Special Assistant to the Administrator
for Presidential Materials
General Services Administration
Washington, D.C. 20405

cc: Herbert J. Miller, Jr., Esq.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



April 17, 1975

Reply to Room 487
OEGB
456-2545

MEMORANDUM TO: Philip W. Buchen
Counsel to the President

FROM: Thomas P. Wolf *Wolf*
Special Assistant to the Administrator
for Presidential Materials

I am enclosing herewith a request, dated April 15, 1975, received from National Archives that they be permitted to move certain pre-presidential materials and administrative files from a currently restricted area to one to which they will have access. These items are needed for current government business.

I have discussed the above request with Mr. Irwin Goldbloom of the Justice Department and Stan Mortenson, Counsel for former President Nixon. They agreed to the following proposal, subject to your approval.

We need your permission to enter the area where these materials are now stored, Stack 2-W-2 in the National Archives Building, and to identify and inventory the items which are to be moved. Subsequent to completing this inventory, we propose to inform all parties involved in Nixon vs. Sampson et al. that we plan to move these materials to a new area, also under the control of General Services Administration, for current government business. We will attach an inventory and give each of the parties five (5) working days to raise any objections regarding our planned move.

If the above meets with your approval, I would appreciate your doing the following:

1. Authorizing me, in writing, to proceed with the access and inventory;
2. Designating a member of your staff to be present or waiving your right to be present; and
3. Informing Mr. Nixon, or his agent, of the proposed action and confirming his waiver to be present.



We would appreciate permission to proceed with this as soon as possible.

cc: Herbert J. Miller
Arthur F. Sampson
Irwin Goldbloom

Enclosure



GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



April 15, 1975

MEMORANDUM TO: Thomas P. Wolf
Special Assistant to the Administrator
for Presidential Materials
Acting Director, Office of Presidential
Materials

FROM: Richard A. Jacobs *for*
Deputy Assistant Archivist, Office of
Presidential Libraries

SUBJECT: Request for Access to Stack Area 2-W-2,
National Archives, for Current Government
Business

We hereby are requesting access to the area identified above in order to:

1. Identify and remove certain pre-presidential materials which are not subject to Judge Richey's restraining order of October 21 and 22, 1974. At the time these court orders were issued, these materials were stored in the same location as some Presidential materials, and the area was secured prior to our removing the pre-presidential materials. These are now needed for on-going archival processing, and we need to move them to an area, under GSA control, where the archivists will have unrestricted access.
2. Identify and remove NARS administrative office files which do not fall under the court order and which were also left in the restricted area on October 22, 1974. These are also needed for on-going archival purposes.

We would appreciate your expediting the necessary steps to achieve this request.



THE WHITE HOUSE
WASHINGTON

April 28, 1975

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

My memorandum to you dated March 19, 1975, is further amended by adding at the end of the first paragraph thereof:

- 37. June 2, 1971
- 38. June 4, 1971
- 39. June 5, 1971

P.W.B.
Philip W. Buchen
Counsel to the President



THE WHITE HOUSE
WASHINGTON

April 28, 1975

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator
for Presidential Materials

This is in reference to the letter of April 25, 1975, from the Special Prosecutor to the Administrator of General Services, requesting the assistance of GSA in preparing inventories of files of former White House staff members. These files are located in the Old Executive Office Building and are under the control of GSA.

Please be advised that I hereby authorize GSA to proceed with these inventories and waive my right to be present during this process.

T.W.B.
Philip W. Buchen
Counsel to the President



THE WHITE HOUSE

WASHINGTON

April 30, 1975

MEMORANDUM FOR:

Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

My memorandum to you dated March 19, 1975, is further amended by adding at the end of the first paragraph thereof:

- 40. April 9, 1973
- 41. April 10, 1973
- 42. April 12, 1973
- 43. April 13, 1973
- 44. April 14, 1973

P.W.B.

Philip W. Buchen
Counsel to the President



THE WHITE HOUSE

WASHINGTON

April 30, 1975

MEMORANDUM FOR

Thomas P. Wolf
Special Assistant to the Administrator
General Services Administration

Referencing your conversation with Barry Roth of my staff, this is to request that you accession two filing cabinets presently located outside Room 522 of the Old Executive Office Building. We have just learned that these cabinets previously believed to be empty contain items that appear to be "Presidential materials of the Nixon Administration". Once accessioned, these materials should be treated in accordance with the outstanding Court Orders. If you have any questions, please contact Mr. Roth.

Your assistance is appreciated.

P.W.B.
Philip W. Buchen
Counsel to the President

cc: Jack Ready

