

The original documents are located in Box 30, folder “Nixon - Papers General Services Administration (3)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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



*Call
Asselman*

May 1, 1975

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO: Philip W. Buchen, Esq.
Counsel to the President

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

In response to your question, the following appointments have been made to the Public Documents Commission (Title II, P.L. 93-526).

By Congress:

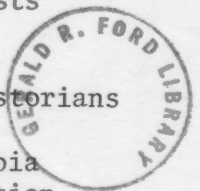
Senate	Gaylord Nelson (D) Wisconsin
	Lowell P. Weicker, Jr. (R) Connecticut
House	Edward Mezvinsky (D) Iowa
	Robert J. Lagomarsino (R) California

By Professional Organizations:

Herman Kahn, Yale
Society of American Archivists

Frank Fridel, Harvard
Organization of American Historians

William Leuchtenberg, Columbia
American Historical Association



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



Handwritten: Nixon
free

Handwritten: May
~~APR~~ 2 1975

H.S. Knight, Director
United States Secret Service
Suite 800
1800 G Street, N.W.
Washington, D.C. 20223

Dear Mr. Knight:

Tom Wolf, my Special Assistant for Presidential Materials, has reported to me regarding the meeting of this date with Mr. Casselman and representatives from your office. At that time, mutually agreeable arrangements regarding the security of the Nixon Presidential Materials which are under GSA custody but are stored in the Old Executive Office Building were developed. I understand these arrangements are subject to my approval and our formal request for your participation.

GSA will implement the following steps:

1. Put a medeco lock system on all doors leading to the Nixon Presidential Materials. Two keys will exist. One will be in the possession of Mr. Wolf; the other will be "under glass" with the EPS, as in the past.
2. Two members from the Office of Presidential Materials, which is under the supervision of Mr. Wolf, will check all doors leading to the Nixon Presidential Materials under GSA custody at approximately 9 a.m. and 5 p.m. each day and maintain a signature log of these checks.

Once GSA has initiated the twice-a-day door checks as described above, the Executive Protective Service would then assume responsibility for monitoring and immediately reporting to GSA (Mr. Wolf or Mrs. Karabatsos) any tampering with or opening of any of the doors described above which might occur

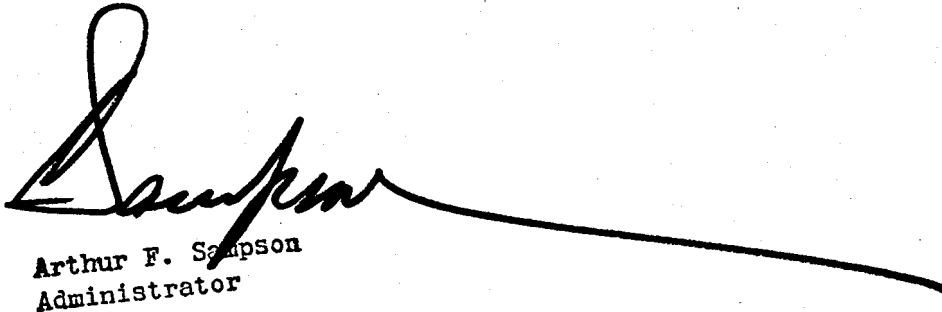


between 5:30 p.m. and 9 a.m. on weekdays and during any time on the weekends or holidays. Since approximately 50 percent of the rooms containing Nixon Presidential Materials are currently EPS-alarmed or will shortly be alarmed (per your memo to Mr. Casselman of April 30, 1975), there would only be five suites (a total of 11 doors) which will require this type of monitoring. A coded identification for these doors will be established.

At the time that EPS assumes responsibility for this night-time and weekend monitoring, we would, of course, withdraw our current FPS patrols, which all parties agree are most cumbersome and expensive.

The above-outlined procedures meet with my approval, and I hereby request your participation as outlined. Thank you for your continued cooperation.

Sincerely yours,



Arthur F. Sampson
Administrator

cc: Philip W. Buchen, Esq.
William Casselman, Esq.
Al Wong - US Secret Service
Robert Snow - US Secret Service
Thomas P. Wolf - Special Assistant to the Administrator



THE WHITE HOUSE
WASHINGTON

May 2, 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:

- 45. Sept. 13, 1972
- 46. Sept. 14, 1972
- 47. Sept. 16, 1972
- 48. Sept. 17, 1972
- 49. Feb. 12, 1973
- 50. Feb. 13, 1973
- 51. Feb. 17, 1973
- 52. Feb. 24, 1973
- 53. Feb. 25, 1973
- 54. Feb. 28, 1973
- 55. June 16, 1973
- 56. June 21, 1973

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



MAY 07 1975

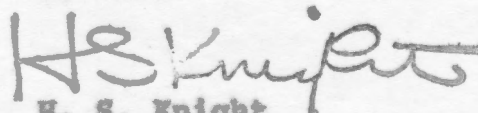
Mr. Arthur F. Sampson
Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Sampson:

I have reviewed your letter of April 2, 1975, and am pleased that you have agreed to a more practical and inexpensive method of satisfying your security needs for storage of the Nixon Presidential Materials.

As agreed upon in a meeting with Mr. Wolf, no overt monitoring actions will be taken by EPS once FPS officers are withdrawn. They will be instructed to contact Mr. Wolf immediately if during their routine course of business they note, or it is brought to their attention, a room containing Presidential Materials under Mr. Wolf's control is not secured.

Sincerely,


H. S. Knight
Director

cc: Philip W. Buchen, Esq.
William Casselman, Esq.
Al Wong - Protective Intelligence Div.
Robert Snow - Technical Security Div.
Thomas P. Wolf - Special Assistant to the Administrator
AD - Protective Forces



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

Mr. B
has
copy



May 9, 1975

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO: Robert R. Snow
Technical Security Division
United States Secret Service

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

SUBJECT: Security of Nixon Presidential Materials

This will confirm the meeting held with Mr. Dennis Brosan earlier today.

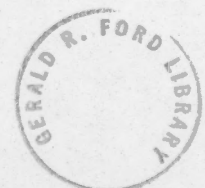
As of the delivery of this memo to you, all the rooms containing Nixon Presidential Materials under the custody of GSA in the Old Executive Office Building have been "signed" so that EPS officers making their normal patrols will be automatically conscious of which rooms require particular surveillance.

Those rooms identified "PP*" are EPS-alarmed and probably require no additional attention since any unauthorized access would immediately set off alarms in the Control Center (058).

The rooms identified "PP" (15 doors) are not alarmed because of the lower level of sensitivity of the materials contained in these rooms. However, they are also under court order. Consequently, these are the rooms which particularly require the attention of the EPS patrols.

Upon delivery of this memo to you, we are withdrawing our FPS patrols, but we will continue our twice-a-day (on normal working days) door checks at 9 a.m. and 5 p.m. The log verifying these checks will be maintained in the Office of Presidential Materials, Room 487, Old Executive Office Building and are available for your inspection at any time during working hours.

cc: PWBuchen
WCasselman
HSKnight
AFSampson



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



May 9, 1975

ADMINISTRATIVELY CONFIDENTIAL

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO:

Robert R. Snow
Technical Security Division
United States Secret Service

FROM:

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

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cc: PWBuchen
WCasselman
HSKnight
AFSampson



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



May 9, 1975

Reply to Room 487
OEOP
456-2545

H.S. Knight, Director
United States Secret Service
Suite 800
1800 G Street, N.W.
Washington, D.C. 20223

Dear Mr. Knight:

This is to inform you that Special Agent Jack Reedy has purposely and maliciously interfered with this unit's work on behalf of Counsel to The President, Philip W. Buchen.

Since 9:30 a.m., May 8, 1975, he has prevented myself and authorized archivists from obtaining access to the vault in room 84. He has failed to keep his appointments with us or to return our phone calls.

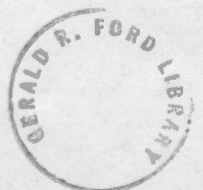
Consequently, it has become impossible for us to perform work assigned to us, which he knew was of the utmost sensitivity and urgency.

I hereby request that you take immediate action to eliminate interference with our authorized work.

Sincerely,

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

cc: PWBuchen
WCasselman
HSRuth
AFSampson



THE WHITE HOUSE

WASHINGTON

May 14, 1975

MEMORANDUM FOR:

TOM WOLF

FROM:

PHILIP BUCHEN

P.W.B.

My reaction to your difficulties with the Secret Service was not severe, and so long as you can maintain the present peace, I shall remain sedentarily happy.

Thanks.



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



May 13, 1975

MEMORANDUM TO: Philip W. Buchen

FROM: Thomas P. Wolf *Tom Wolf*

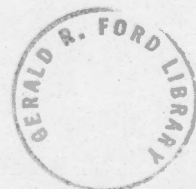
Bill Casselman said to me last night that "Phil was hopping mad about your memo to the Secret Service; after all, you are his agent in this project."

Assuming he characterized your reaction correctly, I would greatly appreciate the opportunity of:

1. Filling you in on the background that lead to my action.
2. Explaining to you how I perceive my role as a manager, based on training and experience.

If you do not feel it is necessary to discuss this further, I at least want you to know that my action, whether popular or not, did achieve its purpose of getting our project back on track and that we are now proceeding with the work requested by the Special Prosecutor.

Please be assured that my sole objective in my present position is to be responsive and cooperative to the needs of the present administration. There is no one in the White House for whom I have more respect and admiration for than yourself, I would never purposely do anything to embarrass or upset you. I'm sorry if I did.



[June 1975]

Mr. Thomas P. Wolf
5511 Park Street
Chevy Chase, Maryland 20015

Mr. Buchen...I think it would be presumptuous for me to try to write
this letter for you. However, I would love to have either a letter
or autographed photograph of you.

Thank you.



THE WHITE HOUSE
WASHINGTON

June 2, 1975

Attached is a report by Tom Wolf on the recent pre-hearing conference in Nixon v. Sampson, et al. Note that the court apparently rejected an attempt by the Department of Justice to proceed by deposition and affidavit rather than by informal discovery.


William E. Casselman II



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



May 30, 1975

MEMORANDUM TO: The Administrator (A)

FROM: Thomas P. Wolf *Tom Wolf* (AX)
Special Assistant to the Administrator

SUBJECT: Pre-Hearing Conference, Nixon vs.
Administrator (74-1852)

On Thursday afternoon, May 29, 1975, Judge Aubrey Robinson of the U.S. District Court held a pre-hearing conference on behalf of the panel (himself, Judge Tamm, Judge McMahon) with all the lawyers involved in this case. Sixteen lawyers, representing the plaintiff, the defendants, and the intervenors were present.

In spite of this mob, some results were achieved. The most important ones were:

1. Judge Robinson has tentatively rejected Nixon's request for an evidentiary hearing. Plaintiff Nixon is to attempt to achieve his objectives first with affidavits and then, if necessary (and it will be), with depositions.
2. A tentative schedule has been set and agreed to. Plaintiff Nixon is to prepare a consent order incorporating this schedule. In the meantime, the key dates are:

6/30/75	Nixon to complete all affidavits and forward to all parties
7/31/75	Completion of all evidence for the record
8/19/75	Plaintiff's brief
9/8/75	Defendant's brief
9/15/75	Plaintiff's reply brief
9/22/75	Hearing
3. Judge Robinson made it quite clear that the only issue before this panel is whether the Congress has the right, under the Constitution, to pass the Act it did taking the papers away from Mr. Nixon. It will not deal with any of the matters covered in the consolidated cases. In fact, Judge



Robinson emphasized that he has not opened the record on the consolidated cases (which have also been assigned to him), and that he will not do so until this case is decided. He further indicated that it would be up to the Congress to deal with questions as to which materials fall into which categories and which should be released or restricted. I interpret this to mean that the regulations (and Congress's approval or rejection thereof) would control this matter.

4. Nixon indicated that a substantial part of his new evidence would involve testimony from government employees and asked for permission to interview these individuals and get affidavits for them in the presence of Mr. Goldbloom of the Justice Department. The intervenors objected and Judge Robinson granted them permission to be present, but not to interfere or ask questions. The parties agreed, after the hearing, that this procedure would undoubtedly lead to the necessity for depositions, and consequently, it may be impossible to keep to the schedule. Also, it may still become necessary to have an evidentiary hearing.
5. It became quite obvious during the conference and as a result of conversations held with the parties after the conference that there is a considerable difference among the intervenors as to how this case should be handled. Although the court has ordered that the intervenors should present their case as a consolidated group, it does not appear likely that the various intervenors will come to an agreement. This may create a considerable problem and possible delay.

At the conference I met with Irv Goldbloom of Justice and Dave Anderson, who has been selected to handle the litigation for Justice. I pointed out that some of the potential witnesses (Jacobs, the archivists in this office, and myself) have signed special confidentiality statements at Mr. Buchen's request. This problem will have to be worked out prior to the taking of affidavits.

cc: Harold Trimmer
Steven Garfinkel



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



2545

June 4, 1975

MEMORANDUM TO:

Philip W. Buchen
Counsel to the President

FROM:

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

SUBJECT:

Project for Special Prosecutor

The Watergate Special Prosecutor's Office and counsel for Mr. Nixon have informed us that for the present there are no further files to be searched in connection with the research project we have been working on since February 24, 1975. Some of the documents selected are still in process. The last documents should be delivered to the Special Prosecutor within the next few days after review by counsel for Mr. Nixon and Mr. Casselman. Also, at some date in the future, when the Special Prosecutor indicates that the research project is totally completed, the various parties will need to assemble to participate in the selection of those documents and documentation which are to be retained by the Special Prosecutor as agreed by all parties at the outset.

In the meantime, as you requested, I am attaching hereto a list of those individuals who were involved in this project as your agents or in some other capacity.

I want to particularly call your attention to Miss Mary Filippini who assumed day-to-day responsibility for supervision of the archivists, assignment of the work, maintenance of all documentation, and the pulling and refiling of the materials to be reviewed. The fact that all the parties were apparently satisfied with the manner in which this project was handled is primarily due to the outstanding job performed by this young lady.

Attachment



GSA EMPLOYEES INVOLVED IN RESEARCH PROJECT
FOR WATERGATE SPECIAL PROSECUTION FORCE

The following are current members of the Nixon Library Staff (NLN), Office of Presidential Libraries, National Archives (physically located in Room 487 of the Old Executive Office Building):

Miss Mary Filippini
(writer/printed media)

65 North Bedford
Arlington, Va. 22201

Has been with NLN since
May '71 (see memo)

Richard McNeill
(audio-visual specialist)

2124 Eye St., N. W.
Washington, D. C. 20037

With NLN since February '71.

Sam Lewis
(archivist)

815 S. Ivy Street
Arlington, Va. 22204

With NLN since February '75

Mrs. Regina Greenwell
(archives technician)

6212 Breezewood Ct.
Greenbelt, Md. 20770

With NLN since April '75

Mel Menegaux
(archives technician)

5070 Silver Hill Ct.
Suitland, Md. 20023

With NLN since March '75

Members of the Administrative Staff of the Office of Presidential Materials,
Office of the Administrator, General Services Administration:

Thomas P. Wolf
(Special Assistant to
the Administrator)

5511 Park Street
Chevy Chase, Md. 20015

Has overall responsibility
for security and access to
Nixon Materials and for the
research project

Mrs. Elizabeth Karabatsos

6620 Claymore Ct.
McLean, Va. 22101

Substitutes for Mr. Wolf
in all respects

Mrs. Martha Williams

7515 Spring Lake Dr.
Bethesda, Md. 20034

Secretary to Mr. Wolf



Members of the Federal Protective Service:

Mrs. Louise Williams
(FPS Officer)

515 Edgewood St., N.E.
Washington, D.C. 20017

Each officer provided in excess of 80 days escort and guard duty without an absence. They showed an extraordinary sense of responsibility.

Howard Williams
(FPS Officer)

7704 Cleveland Ave.
Landover, Md. 20785

Individuals formerly with NLN who returned to work on this project from February 24, 1975, to May 1, 1975:

Terry Good
(archivist)

4805 Drexel Road
College Park, Md. 20740

With NLN from 1969, when it was formed, until May 1, 1975, and now with White House Central Files

Mrs. Sally McCarthy Marks
(archivist)

2903 Meadow Lane
~~6147 Leesburg Pike~~
~~Apt. 410~~
Falls Church, Va. 22043

With NLN from June 1972 until May 1975 and now with the Diplomatic Branch, National Archives

Mack Teasley
(archives specialist)

906 N. Ashton Street
Alexandria, Va. 22312

With NLN from August 1972 until April 1975 and now with the Office of Federal Records Center

Other individuals involved:

Richard A. Jacobs
(Deputy Assistant
Archivist, Office of
Presidential Libraries)

404 Beaumont Road
Silver Spring, Md. 20904

Supervised development of archival procedures and documentation; served in advisory capacity

James Byers
(archivist)

5514 Ferndale Street
Springfield, Va. 22151

Helped during peak periods



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



June 4, 1975

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Counsel to the President

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Supervised development of archival procedures and documentation; served in advisory capacity

James Byers
(archivist)

5514 Ferndale Street
Springfield, Va. 22151

Helped during peak periods



*Karabatsos,
Elizabeth*

THE WHITE HOUSE

WASHINGTON

June 25, 1975

Dear Mrs. Karabatsos:

Many, many thanks for your outstanding performance as a member of the administrative unit which has been involved in the research project for the Special Prosecutor. This task required extraordinary discretion and judgment, and I realize that in your position as alternate for Mr. Wolf, you had special responsibilities and pressures. Every report that I received indicated that you discharged your duties in a superior manner.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mrs. Elizabeth Karabatsos
6620 Claymore Court
McLean, Virginia 22101



*Williams
Martha M.*

THE WHITE HOUSE
WASHINGTON

June 25, 1975

Dear Mrs. Williams:

Many, many thanks for your outstanding performance as a member of the administrative unit which has been involved in the research project for the Special Prosecutor. I realize that this was a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mrs. Martha M. Williams
7515 Spring Lake Drive
Bethesda, Maryland 20034



*Williams
Howard*

THE WHITE HOUSE

WASHINGTON

June 25, 1975

Dear Officer Williams:

You have my sincere appreciation and many thanks for your outstanding performance as a member of the security unit involved in the research project for the Special Prosecutor. Every report that I received indicated that you performed your duties with extraordinary dedication and showed superior discretion and judgment.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Officer Howard Williams
7704 Cleveland Avenue
Landover, Maryland 20785



*Williams
House*

THE WHITE HOUSE

WASHINGTON

June 25, 1975

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Sincerely,

Philip W. Buchen
Counsel to the President

Officer Louise Williams
515 Edgewood Street, N.E.
Washington, D.C. 20017



THE WHITE HOUSE
WASHINGTON

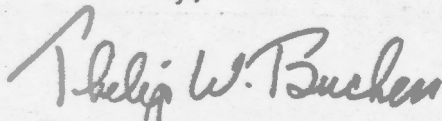
June 25, 1975

Dear Mr. Jacobs:

Many, many thanks for your participation in the research project for the Special Prosecutor. Your professional experience and guidance were essential to the successful completion of this assignment, and I much appreciate your good help.

My best wishes go to you in your Government career and future life.

Sincerely,



Philip W. Buchen
Counsel to the President

Mr. Richard A. Jacobs
404 Beaumont Road
Silver Spring, Maryland 20904



THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Miss Filippini:

You have my deep appreciation and sincere thanks for your outstanding performance as the day-to-day supervisor of the research project for the Special Prosecutor. Every report which I have received indicates that you discharged your duties in a most able and professional manner. You had a difficult task, requiring extraordinary discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely, .

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Miss Mary Filippini
Apartment 2
65 North Bedford
Arlington, Virginia 22201

cc: Arthur F. Sampson

*Filippini
Mary*



Wood,
Terry

THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mr. Good:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

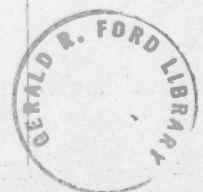
My best wishes go to you in your Government career and future life.

Sincerely, .

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. Terry Good
4805 Drexel Road
College Park, Maryland 20740



*Byers,
James*

THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mr. Byers:

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Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. James Byers
5514 Ferndale Street
Springfield, Virginia 22151



*Greenwell,
Regina*

THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mrs. Greenwell:

Many, many thanks for your outstanding performance as a member of the professional staff working on the resesrch project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mrs. Regina Greenwell
6212 Breezewood Court
Greenbelt, Maryland 20770.



THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mr. Lewis:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely, .

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. S. J. Lewis
815 South Ivy Street
Arlington, Virginia 22204



*Teasley,
Mack*

THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mr. Teasley:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. Mack Teasley
906 North Ashton Street
Alexandria, Virginia 22312



*McNeill,
Richard*

THE WHITE HOUSE
WASHINGTON

June 26, 1975

Dear Mr. McNeill:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely,

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. Richard McNeill
2124 Eye Street, N.W.
Washington, D.C. 20037



THE WHITE HOUSE

WASHINGTON

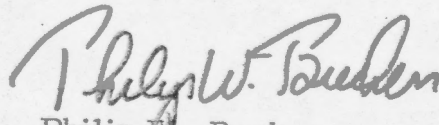
June 26, 1975

Mrs. Marks:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely,



Philip W. Buchen
Counsel to the President

Mrs. Sally M. Marks
2903 Meadow Lane
Falls Church, Virginia 22042

Marks,
Sally M.



*Menegaux,
Melvin H.*

THE WHITE HOUSE

WASHINGTON

June 26, 1975

Dear Mr. Menegaux:

Many, many thanks for your outstanding performance as a member of the professional staff working on the research project for the Special Prosecutor. The regular reports which I received indicated that you and your colleagues handled your duties in a most able and professional manner. You had a difficult task requiring superior discretion and judgment, and you demonstrated both qualities in the highest degree.

My best wishes go to you in your Government career and future life.

Sincerely, .

Philip W. Buchen

Philip W. Buchen
Counsel to the President

Mr. Melvin H. Menegaux
5070 Silver Hill Court
Suitland, Maryland 20023



TPW

Dear Mr. Bucher -

Thank you so very much
for the fine picture and particu-
larly for the very generous inscription.
Both mean a lot to me.

Also, it was extremely kind of
you to take the trouble you did
with the letters to our staff.
They will all appreciate them
very much.

Thank you so very much!

Warmest wishes

Tom

June 26, 1975



TPW

Dorfield

Dear Mr. Buchen -

Thank you so very much
for the fine picture and particu-
larly for the very generous inscription.
Both mean a lot to me.

Also, it was extremely kind of
you to take the trouble you did
with the letters to our staff.
They will all appreciate them
very much.

Thank you so very much!

Warmest wishes

Tom

June 26, 1975



[July 1975]

THOMAS P. WOLF

Thought these might
be helpful to you.

Tom Wolf



OFFICE AND HOME NUMBERS OF KEY INDIVIDUALS INVOLVED WITH
NIXON PRESIDENTIAL MATERIALS AND RELATED MATTERS

ADMINISTRATIVELY CONFIDENTIAL

OFFICE	ROOM	OFFICE	HOME
<u>OFFICE OF PRESIDENTIAL MATERIALS (AX/GSA)</u>			
Thomas P. Wolf	487 EOB	456-2545	657-4440
Page Boy #W 550		395-2000	
Elizabeth Karabatsos	487 EOB	456-2545	356-1654
Mary M. Filippini	487 EOB	456-2545	528-2627
Martha M. Williams	487 EOB	456-2545	365-2738
Angela R. Forrest	487 EOB	456-2545	667-8987

NIXON LIBRARY STAFF (NLN/GSA)

Joan Howard	487 EOB	456-2545	354-6169
David Horrocks	1-W-2 NARS	962-3049	931-2212
Richard McNeill	2-W-2 NARS	962-3049	293-5842
Sam Lewis	13-E NARS	962-2503	979-8415
Mel Menegaux	104 NARS	962-3512	420-9373
Regina Greenwell		963-3345	345-5742
Page Boy #W 347	409 NARS	395-2000	

Campbell's Office

ADMINISTRATOR'S OFFICE (A/GSA)

Arthur F. Sampson	6137 GSA	343-6161	554-5587
Richard L. Fanske	6128 GSA	343-6161	437-0009
Mary Foster	6137 GSA	343-6161	965-0304
Donald P. Young	6127 GSA		323-1219
Rena Cullins	6137 GSA	343-6161	354-3661
AX Mail	6128 GSA	343-7243	

GENERAL COUNSEL'S OFFICE (L/GSA)

General Counsel	4140 GSA	343-5481	
Robert J. Yock	3103 GSA	343-4947	941-5536
Steven Garfinkel	3105 GSA	343-8501	384-4513

OFFICE OF THE ARCHIVIST (NARS/GSA)

Dr. James Rhoads	111 NARS	963-3434	552-1786
Richard A. Jacobs	104 NARS	962-3512	384-7367
Trudy Peterson	104 NARS	962-3512	547-3547
James Byers	18-E NARS	963-6216	354-9559

WRNC, SUITLAND

Carlton Brown	WNRC	763-7000/7430	765-0767
Jack Bumgarner	WNRC	763-7633	494-6653
Vault 1 - Jack Best	WNRC	763-7394	532-9374
Loading Dock	WNRC	763-7308	

	ROOM	OFFICE	EXTENSIONS
17th Street Entrance of the OEOB	456-6742		
OEOB Mailroom (Room 45)	456-2636		
E Street Entrance of GSA (East Courtyard)	343-2516	*403	2871 (26)
F Street Entrance of GSA	343-6720	*405	2871 (22)
GSA Administrator's Mailroom (Room 5127)	343-4352	*425	2249
GSA Region 3 EOC Control Center	755-4350	*428 1/2	2362
RQV Telephone	343-4574	*436	2689
		*440-442	2117
		*443	2847
		474 (Treaty Room)	6238
		*522	2115
		*84	6664
		*Area 128	2353

A/TPWolf/mw 11/7/74 456-2545
Revised 11/18/74
Revised 2/21/75
Revised 5/14/75
Revised 8/7/75

EOB PP AREAS

*Alarmed Rooms

WHITE HOUSE

Philip W. Buchen	West Wing	456-2362	456-1414
William Casselman	106 EOB	456-2293	456-1414
Barry Roth	106 EOB	456-2397	456-1414
Dr. James Connor	West Wing	456-6697	456-1414
Dr. David Hoopes	West Wing	456-2943	456-1414
Elcanor Connors	West Wing	456-6697	456-1414
Trudy Fry	West Wing	456-2206	456-1414
Hazel Fulton	84 EOB	456-6664	456-1414

SECRET SERVICE

Robert Snow	23 EOB	964-2671	456-1414
Kent Jordan	23 EOB	964-2671	456-1414
John Magaw	23 EOB	964-2671	456-1414
Paul Rundle	1800 G St.	964-8217	
David Martin	1800 G St.	964-8208	
Ray Zumwalt	418 EOB	964-4491	456-1414
Jack Reedy	1800 G St.	964-8238	

EXECUTIVE PROTECTIVE SERVICE (EPS)

Control Center	456-2581
Command Center	456-4497
Access	456-4303
Visitors Office	456-6742
Officer M. Craft (EPS)	456-4303/4343

REGION III FEDERAL PROTECTIVE SERVICE (GSA)

Control Center	755-4350
Capt. Carter (for Howard Williams)	962-8331
Capt. Stewart/Maj. Brown (for Louise Williams)	962-1271
Howard Williams	962-8331
Louise Williams	962-1271

WHITE HOUSE - GSA - PBS

Dan Spalding (Complex Mgr.)	45 EOB	456-2348	273-3147
Bob Costanza (OEOB Mgr.)	45 EOB	456-3675	550-9390
George Johnson	45 EOB	456-3675	345-9363

ATTORNEY GENERAL'S OFFICE

Irv Goldbloom	3607 Main Justice	739-3309	654-7027
Mary Margaret Overmiller	3607 Main Justice	739-3310	
Dave Anderson	3328 Main Justice	739-3446	
Margaret Early	3328 Main Justice	739-3350	
Jeff Axelrad	3627 Main Justice	739-3300	965-5296
Jack Boese	3328 Main Justice	739-3385	

SPECIAL PROSECUTOR'S OFFICE

Henry Ruth	1425 K St. NW 9th Floor	393-2300	
Peter Kreindler		393-2300	362-7832
Richard Davis		393-2300	333-0768
Ken Geller		393-2300	488-3828

NIXON COUNSEL

Herbert J. Miller	2555 M St. NW Suite 500	293-6400	299-9472
R. Stan Mortenson		293-6400	437-1418

ARNOLD & PORTER

Robert Herzstein	1229 19th St. NW	872-6700	
Mark Spooner		872-6931	
Andrew Krulwich		872-6910	



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

*Sampson,
Arthur
GSA*

For file.

ADMINISTRATOR

July 14, 1975

The Honorable Philip W. Buchen
Counsel to the President
The White House
Washington, DC

Dear Mr. Buchen:

Phil

Thank you for sending me copies of the letters
you sent to the GSA employees who were involved
in the Research Project for the Special Prosecutor.
I greatly appreciate the kind thoughts you ex-
pressed and the trouble you took to convey them.

I also know that Tom Wolf was extremely pleased
with his photograph.

GSA is always ready to offer assistance whenever
we can.

Sincerely,

[Signature]

Arthur F. Sampson
Administrator



THE WHITE HOUSE
WASHINGTON

*Special Watergate
Prosecutor*

July 21, 1975

Dear Mr. Ruth:

This is to confirm our telephone conversation of last Friday.

As we discussed, the Research Project conducted under the direction of this office is nearing conclusion. Accordingly, it is the intention of the Department of Justice to file appropriate motions in the United States Court of Appeals for the District of Columbia, and, subsequently, in the United States District Court for the District of Columbia, seeking modification and/or amendment of outstanding court orders to permit the transfer of a substantial portion of the "Presidential materials of the Nixon Administration" from the Old Executive Office Building to the Federal Records Center at Suitland, Maryland. These materials have been in the custody of the Administrator of General Services since August 9, 1974, and are subject to the access procedures provided in the Order of the United States District Court for the District of Columbia, entered October 21, 1974, as amended, in Nixon v. Sampson, et al. (C.A. No. 74-1518).

Upon motion of the Government in the above-cited case, both the Court of Appeals and the District Court previously entered orders on May 13 and May 22, 1975, respectively, permitting the transfer of materials of the lowest sensitivity from the OEOB and the National Archives to the Federal Records Center. This transfer was completed on June 9.

We are now seeking to transfer a second installment of materials of limited sensitivity, in which your Office has to date expressed no interest in reviewing. Attached hereto is an inventory list of the materials in question. These materials are identified as the "White House Central Files" and constitute 168 pallets of approximately 24 cubic feet each (4,000 cubic feet). They are currently located in nine rooms (approximately 3,200 sq. ft.) on the 4th floor of the Old Executive Office Building. Removal of these materials will make available much needed office space for assignment to White House Office functions.

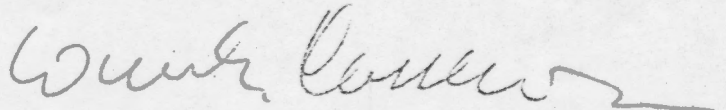


The materials would be maintained in an area of the Federal Records Center having security equivalent to that under which they were maintained within the EOB. They would continue to be under the custody and control of the Administrator and would be subject to standing access procedures in accordance with outstanding court orders. If required, and under normal conditions, any or all of these materials can be returned to downtown Washington within 24 hours.

For purposes of filing the appropriate motions, your approval or other views regarding the proposed transfer is respectfully requested.

Your continued cooperation is appreciated.

Sincerely,



William E. Casselman II
Counsel to the President

Honorable Henry S. Ruth, Jr.
Special Prosecutor
Watergate Special Prosecution Force
1425 K Street, N.W.
Washington, D.C. 20005

Enclosure

cc: Phil Buchen



WHITE HOUSE CENTRAL FILES

ALPHABETICAL FILE
(Name File)

SUBJECT FILE

ALPHABETICAL &
SUBJECT FILE

<u>Pallets</u>	<u>Pallets</u>	<u>Pallets</u>
W-1 through W-5	W-7	W-6
W-8	W-10	W-9
W-11	W-17	W-12
W-13 through W-16	W-19 through W-28	W-30
W-18	W-31 through W-45	W-50
W-29	W-47 through W-49	W-79
W-46	W-51	
W-52 through W-58	W-59	
W-60 through W-61	W-62	
W-63 through W-64	W-65 through W-67	
W-68	W-69 through W-70	
W-71 through W-72	W-73	
W-74	W-75 through W-78	
W-81 through W-168	W-80	

Prepared by the Office of Presidential Materials 7/18/75



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



August 1, 1975

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

Dear Mr. Buchen:

We have received the attached request from Mr. Leonard Garment, a former member of the White House Staff, for materials which he indicates are personal and/or pre-date January 20, 1969. Such items are not subject to the court orders issued by Judge Richey on October 21 and 22, 1974, or covered by the Presidential Recordings and Materials Preservation Act (P.L. 93-526).

Consequently, subject to approval by you and Mr. Nixon's attorneys, we propose to inspect two sets of boxes labeled #5 and #6, currently in our custody, to determine whether these materials are in fact in our possession. If we do locate them and determine that they pre-date January 20, 1969, we propose to return them to Mr. Garment.

We plan to make this inspection at a time ten (10) days subsequent to the date shown on this letter which is convenient for both you and Mr. Nixon's attorneys or your agents, unless you waive your right to be present, in writing.

I would appreciate your prompt response to this request.

Sincerely yours,

Thomas P. Wolf
Acting Director
Office of Presidential Materials

Attachment

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



The following people are getting copies of this letter.

cc: Herbert F. Miller
Irwin Goldbloom
Robert Hertzstein
William Dobrovir
Henry S. Ruth, Jr., Esq.



6 SA

THE WHITE HOUSE

WASHINGTON

August 5, 1975

MEMORANDUM FOR

Thomas P. Wolf
Acting Director
Office of Presidential Materials
General Services Administration

Referencing your letter to me of August 1, 1975, concerning the request of Mr. Leonard Garment for the return of materials which are either clearly personal or which predate January 20, 1969, I have no objection to your returning the requested materials to Mr. Garment, provided the other parties in Nixon v. Sampson, et al. do not object to this request. For your information, Mr. Garment joined the White House staff on June 16, 1969, as Special Consultant to the President. Thus, the personal chron file he describes in his letter would appear to fall outside the scope of the Court Order. I recommend that you raise this point with the Department of Justice.

I hereby waive my right to be present during the search for these materials.

P.W.B.

Philip W. Buchen
Counsel to the President

cc: Eleanor Connors



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



August 1, 1975

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

Dear Mr. Buchen:

We have received the attached request from Mr. Leonard Garment, a former member of the White House Staff, for materials which he indicates are personal and/or pre-date January 20, 1969. Such items are not subject to the court orders issued by Judge Richey on October 21 and 22, 1974, or covered by the Presidential Recordings and Materials Preservation Act (P.L. 93-526).

Consequently, subject to approval by you and Mr. Nixon's attorneys, we propose to inspect two sets of boxes labeled #5 and #6, currently in our custody, to determine whether these materials are in fact in our possession. If we do locate them and determine that they pre-date January 20, 1969, we propose to return them to Mr. Garment.

We plan to make this inspection at a time ten (10) days subsequent to the date shown on this letter which is convenient for both you and Mr. Nixon's attorneys or your agents, unless you waive your right to be present, in writing.

I would appreciate your prompt response to this request.

Sincerely yours,

Thomas P. Wolf
Acting Director
Office of Presidential Materials

Attachment



The following people are getting copies of this letter.

cc: Herbert F. Miller
Irwin Goldbloom
Robert Hertzstein
William Dobrovir
Henry S. Ruth, Jr., Esq.



375 PARK AVENUE
NEW YORK, N. Y. 10022

RECEIVED
CSA

JUL 31 3 45 PM '75

July 30, 1975

Mr. Thomas P. Wolf
Special Assistant to the Administrator
for Presidential Materials
General Services Administration
Room 487, Executive Office Building
Washington, D. C.

Dear Mr. Wolf:

I hereby request that the material listed below be released from the official custody under which it is now being held by the General Services Administration. This material was intermingled with my official files at the time I left the White House in December 1974, but is, in fact, personal rather than official in nature. In addition, most of this material predates my service in the White House, and accordingly should not be considered to fall in the category of "Presidential Papers" or "Nixon Administration Material." For the record, I served in the White House from June 1969 through December 31, 1974.

1. Litigation files - Hill v. Time (These are files on the litigation on the subject case handled by the firm of Mudge, Rose, Guthrie & Alexander of which I was a partner and all predate 1969).
2. Files on my personal residence at 20 Willow Place, Brooklyn Heights, New York (These are files which include material on the construction of the residence, papers on leasing arrangements, etc.)
3. File on my personal residence at Green Spring Road, Virginia. (This file contains material relating to the leasing to me of the property at Green Spring Road, Virginia, during my tenure in Washington and although dated 1969 and later, there is no material in the file relating to my official duties at the White House.)
4. January to May 1969 Chronological Files. (This file is my chronological record for this period and relates to personal and firm business; again it predates my date of appointment to the White House.)



375 PARK AVENUE
NEW YORK, N. Y. 10022

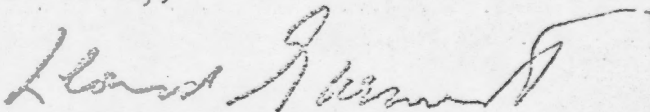
July 30, 1975

- 2 -

5. 1968 Campaign Files (These files contain miscellaneous material on the 1968 Presidential Campaign of Richard M. Nixon.)

I very much appreciate your assistance and cooperation in this matter. Please let me know if there is any further information you need to accommodate this request. You may contact me directly in New York or through Miss Eleanor Connors in Washington. Miss Connors can be reached at 456-6697.

Sincerely,



Leonard Garment



Acas

Thursday 8/28/75

10:40 Jack Ready of Secret Service had a call from Tom Wolf saying they have a project going and will need access to the files tomorrow at 9:30 a.m. In the past, Jack has merely called Bill Casselman or Barry Roth to verify that it's O.K. He called Barry this morning, who advised that he has phased out of that area more or less.

964-8514 or
8515

Would like to know that you have authorized this. Yes. ☐ No ☐

If there's any paperwork on it, he'd appreciate a copy -- for instance, letter from the Special Prosecutor, or something of that sort.

((Mr. Ready said this was in accordance with an authorization dated February 19, which is Mr. Buchen's authorization to Director Knight.))



Access

THE WHITE HOUSE

WASHINGTON

August 29, 1975

MEMORANDUM FOR: THOMAS P. WOLF

FROM: PHILIP BUCHEN *P.W.B.*

SUBJECT: Access to Nixon Presidential Materials
under GSA Custody for Archival Purposes

In response to your memorandum of August 26 on the above subject, I hereby authorize the project to be undertaken by Joan Howard except that, in connection with the proposed search for three missing boxes of WHCA audio tapes, you should consult further with Stan Mortenson, Counsel for former President Nixon, to work out methods of procedure satisfactory to him.

cc: Stan Mortenson



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



August 26, 1975

MEMORANDUM TO: Philip W. Buchen
Counsel to the President

FROM: Thomas P. Wolf *Tom Wolf*
Director, Office of Presidential Materials

SUBJECT: Access to Nixon Presidential Materials under
GSA Custody for Archival Purposes

The attached memo from Joan Howard, senior archivist of the Nixon Library staff, is self-explanatory.

I have discussed this memo with Stan Mortenson, Counsel for former President Nixon, who informed me that with the exception of the search for the three missing boxes of WHCA audio tapes, he has no problem with our proceeding with this project. Once we determine the amount and exact location of the non-presidential materials referred to in paragraph 1, we would move them to an area not containing other Presidential materials under the authority of your letter of October 31, 1974, which permits us to move materials for the purpose of space efficiencies.

If we find that the White House photographic collection requires preservation work, we will request permission in writing prior to proceeding.

Your acknowledgement of this memo and approval to proceed will be appreciated. I assume you will send a copy of it to Mr. Nixon's counsel.

Attachment



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, DC 20408



AUG 25 4 21 PM '75

DATE: August 21, 1975

REPLY TO
ATTN OF: Joan Lee Howard

SUBJECT: Survey of non-Presidential Historical Materials on 2W2

In order to determine accurately the amount and condition of the non-Presidential Historical Materials presently located in 2W2 of the National Archives Building, I would like permission to enter 2W2. From statistics compiled earlier there appears to be approximately 157 cubic feet of personal papers, which are not Presidential Historical Materials and could be processed by the NLN staff. I would like to survey these papers to see what space on 1W2 we would need to allocate for them. Once we determine the amount and exact location of the non-Presidential materials, I will make arrangements to move these materials to 1W2.

Dick McNeill needs to enter 2W2 to place some Presidential Historical Materials he has located on 1W2 with the other Presidential Historical Materials. The materials he has found are approximately 2 inches of cartoons from Wanda Phalens, Executive Office of Communications.

Dick McNeill would like to check to see if three missing boxes of WHCA audio tapes are located in 2W2. I would like to have Dick examine the White House Photographic Collection to see if there are any preservation problems. If there are problems, it may be necessary for Dick to return and initiate a preservation program for these photographs and films.



THE WHITE HOUSE
WASHINGTON

For
Mr B's
file



THE WHITE HOUSE

WASHINGTON

August 29, 1975

*Work
file*

MEMORANDUM FOR: THOMAS P. WOLF
FROM: PHILIP BUCHEN *T.W.B.*
SUBJECT: Access to Nixon Presidential Materials
under GSA Custody for Archival Purposes

In response to your memorandum of August 26 on the above subject, I hereby authorize the project to be undertaken by Joan Howard except that, in connection with the proposed search for three missing boxes of WHCA audio tapes, you should consult further with Stan Mortenson, Counsel for former President Nixon, to work out methods of procedure satisfactory to him.

cc: Stan Mortenson



THOMAS P. WOLF

August 26, 1975

PWB:

I'm not sure if the attached is even required under the existing court orders, but I'd rather be safe. Stan Mortenson has no problem with this.


TPW



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



August 26, 1975

MEMORANDUM TO: Philip W. Buchen
Counsel to the President

FROM: Thomas P. Wolf *Tom Wolf*
Director, Office of Presidential Materials

SUBJECT: Access to Nixon Presidential Materials under
GSA Custody for Archival Purposes

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Attachment



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, DC 20408



DATE: August 21, 1975

REPLY TO
ATTN OF: Joan Lee Howard

SUBJECT: Survey of non-Presidential Historical Materials on 2W2

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