

The original documents are located in Box 42, folder “Personnel - White House Woods, Rose Mary (2)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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Handles Nixon Interests in Transition *Wash. Post* ***Miss Woods Back at White House*** ^{11/23/74}

By Jules Witcover

Washington Post Staff Writer

Rose Mary Woods, President Nixon's personal secretary and a major figure in the Nixon

him in Congress under the transition and former President's laws are voted.

Also working in the EOB, the White House said, is Mar-

but could be reached only by leaving a message.

Miss Woods, secretary to Nixon since his days as a U.S. senator in 1951, testified in the

February 3, 1975

MEMORANDUM

TO: Thomas Wolf
FROM: Rose Mary Woods
RE: Corrections on List F

Rose Mary

As per our conversation, most of the items that are listed as "gold" or "silver" are not even gold or silver plated but are campaign materials which are very inexpensive.

Page 15 - Box 9W

4th item - gold-colored
5th item - gold-colored

Page 16 - Box 16W

Item c -- gold-colored
Item g -- silver-colored
Item o -- gold-colored

Page 17 - Box 18W

2nd item -- golf tees (not gold tees) (believe they are wooden or maybe plastic)

Page 18 - Box 22-W

8th item - bronze (not gold) medals
13th item - gold-colored
14th item - silver-colored



Page 22 - Box 25W

2nd item - Audio tape (7" reel) (This was given to RmW by Earl Mazo and believe his name is written on the box -- it is a speech (tape of a speech) that was made by then attorney Nixon in Chicago in 1967 shortly after the death of both of my parents and of his mother. Dinner was in honor of my brother Joe.)

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



February 3, 1975

Reply to Room 487
OEOB
456-2545

MEMORANDUM TO: Irvin Goldbloom
Deputy Assistant Attorney General
Civil Division

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

SUBJECT: Inventory of Personal Materials of Rosemary Woods

Miss Woods has now had an opportunity to review the inventory of her personal materials, known as List F, which the archivists prepared. She has found some errors and her comments thereon are attached herewith.

Would you be good enough to correct your list or add Miss Woods' memorandum as an appendix so that there will be no misunderstanding at a future date.

Thank you for your cooperation in this matter.

Attachment

cc: P.W. Enchen
R.M. Woods



THE WHITE HOUSE
WASHINGTON

*Woods,
Rose Mary*

February 5, 1975

MEMORANDUM TO: JACK MARSH

FROM: RUSS ROURKE *R*

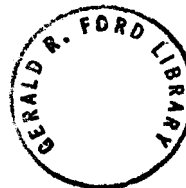
SUBJECT: CONVERSATION WITH ROSE WOODS
CONCERNING THE PROPOSED UTILIZATION
BY THE CIA COMMISSION OF THE TOP
TWO FLOORS OF 716 JACKSON PLACE

Miss Woods would be agreeable to this proposal (actually I presented it to her as the anticipated plan not subject to her approval or disapproval) if she is permitted to secure the removal from the EOB to Jackson Place of her "personal materials and papers". Tom Wolf (GSA) advised that these items must be left in 175 1/2 "until released by the courts and Phil Buchen". Miss Woods counters that "her name never appeared, to her knowledge, on any court order concerning her materials", and she should, therefore, be permitted to remove them.

In the event the transfer of the aforementioned materials is not permitted, she advised that she would have her attorneys act both to secure their transfer and to block the proposed utilization of the top two floors of Jackson Place by the CIA Commission.

*Miss Woods advises that there exists a detailed inventory of all of her materials and documents prepared by GSA, and that "that inventory should certainly serve as the basis for permitting the removal of the items in question at Jackson Place".

cc: Phil Buchen ✓
Bill Casselman



OFFICE OF THE VICE PRESIDENT
WASHINGTON

February 4, 1975

MEMORANDUM FOR: Jerry Jones
FROM: Frank R. Pagnotta
SUBJECT: 716 Jackson Place



As a follow-up of my telephone conversation with Dave Hoopes, it is requested that the second and third floor space of 716 Jackson Place be made available to the CIA Commission. The Commission presently occupies 712 Jackson Place, but that space is inadequate to house the Commission's staff; hence the urgent need for additional space in order for the Commission to function and carry out its assigned mission.

Mr. Peter Wallison, Legal Counsel to the Vice President, and Mr. Philip Buchen, Counsel to the President, have discussed the above needs and Mr. Buchen has, in effect, approved our use of the space and informed Mr. Wallison that we may proceed.

A certain amount of work must be completed for security reasons before the space can be utilized. Time is of the essence; therefore the needed security work, etc., must be implemented immediately.

In view of the above, it would be appreciated if you would advise us at the earliest possible time of the availability of this requested space.

cc: Mr. Philip Buchen
Mr. Peter Wallison



*no need room
nor first floor*

1 best room on 1st floor

*Wants to have both together
will occupy both*

THE WHITE HOUSE
WASHINGTON

February 5, 1975

MEMO FOR JACK MARSH

Before we go to DR with this request for the top two floors of 716 Jackson Place, it would probably be well for you to discuss it with Rose Mary Woods, since we're trying to get her over there as soon as possible.

Can she do without the two two floors for the next few weeks--i.e., until April 4 when the CIA Commission completes its work?

If so, we'll proceed to seal off the two top floors, which are accessible from the 712 Jackson Place facility.

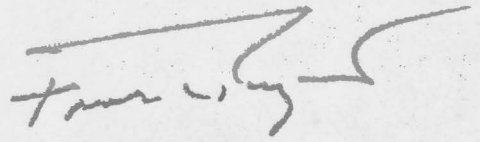

DAVE HOOPES



OFFICE OF THE VICE PRESIDENT
WASHINGTON

February 4, 1975

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cc: Mr. Philip Buchen ✓
Mr. Peter Wallison



February 7, 1975

MEMORANDUM FOR:

THE PRESIDENT

FROM:

PHILIP W. BUCHEN

The attached letter to you from Miss Rose Mary Woods and the enclosures have been reviewed by me.

Even though Miss Woods characterizes all items as her own personal papers, no independent person has actually checked the contents of the files to verify this claim on her part. As a consequence, a release of these materials to her imposes a risk on us of violating existing court orders pertaining to Presidential papers or we may be charged with thwarting the interest of the Special Prosecutor in items of hers relevant to the investigations.

I am working on an expeditious way to solve these problems and expect to have solutions within 24 hours.

I will keep you informed as to developments.

Attachments

PBuchen:sk 2/7/75

February 7, 1975

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THE PRESIDENT

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PBuchen:sk 2/7/75



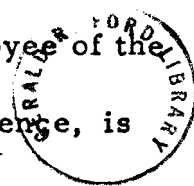
For the purposes of this Part 105-63, the following terms have the meanings ascribed to them in this §105-63.104.

(a) Presidential historical materials. The term "Presidential historical materials" (also referred to as "historical materials" and "materials"), shall mean all papers, correspondence, documents, pamphlets, books, photographs, films, motion pictures, sound and video recordings, machine readable media, plats, maps, models, pictures, works of art, and other objects or materials made or received by former President Richard M. Nixon or by members of his staff in connection with his constitutional duties and political activities as President and retained or appropriate for retention as evidence of or information about these duties and activities. Excluded from this definition are documentary materials of any type that are determined to be the official records of an agency of the Government; private or personal materials; stocks of publications, processed documents, and stationery; and extra copies of documents produced only for convenience of reference, when they are clearly so identified.

(b) Private or personal materials. The term "private or personal materials" shall mean those papers and other documentary or commemorative materials in any physical form ^{OR} relating to a person's family ~~and~~ other non-public activities which have no connection with his constitutional duties and political activities.

(c) Abuses of governmental power. [Reserved]

(d) Archivist. The term "archivist" shall mean an employee of the General Services Administration who, by education and experience, is specially trained in archival science.



FEB 7, 1975 (afternoon)

(e) Agency. The term "agency" shall mean any executive department, military department, independent regulatory or non-regulatory agency, Government corporation, Government-controlled corporation, or other establishment in the Executive Branch of the Government, including the Executive Office of the President. For purposes of §105-63.302 only, the term "agency" shall also include the White House Office.

(f) Administrator. The term "Administrator" shall mean the Administrator of General Services.



February 6, 1975

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SUBPART 105-63.4 - ACCESS BY THE PUBLIC

§105-63.400 Scope of subpart.

This subpart sets forth policies and procedures concerning public access to the Presidential historical materials of Richard M. Nixon.

§105-63.401 Processing period.

(a) Upon the effective date of the regulations in this subpart or the vacation of court orders preventing the implementation of them, whichever is later (hereinafter the "effective date"), the Administrator will commence the initial archival processing of the Presidential historical materials. As soon thereafter as is possible, the Administrator will open for public access all of the Presidential historical materials in the Administrator's custody and control which are not restricted pursuant to §105-63.402, or are not subject to outstanding claims or petitions seeking such restriction. The Administrator will open for public access each integral file segment of the materials upon completion of initial archival processing on that segment. Insofar as practicable, the Administrator will give priority in such initial archival processing to materials relating to "abuses of governmental power" as defined in §105-63.104(c). All such initial archival processing shall be completed and all segments of the unrestricted materials shall have been opened for public access no later than three years from the effective date.

(b) During this processing period, archivists will shelve the boxes of documents in order, survey and establish general controls over the documents,



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arrange or rearrange materials, rebox the documents and affix labels, produce finding aids such as folder title lists, cross indices, and subject guides, transcribe tape recordings, and review the material, page by page, to segregate items that require restriction.

§105-63.401-1 Rights and privileges; right to a fair trial.

(a) Within 90 calendar days from the effective date, persons claiming the need to protect any party's opportunity to assert a legal or constitutional right or privilege which would prevent or otherwise limit access to certain materials shall notify the Administrator in writing of the claimed right or privilege and the specific materials to which it relates. After consultation with appropriate Federal agencies, the Administrator will notify the claimant of his decision regarding public access to the pertinent materials, and, if that decision is adverse to the claim, the claimant shall have fifteen calendar days from receipt of such notice to seek injunctive relief from the prospective opening to the public of the pertinent materials.

(b) Within 90 calendar days from the effective date, officers of a Federal, State, or local court and other persons who believe that public access to certain materials may jeopardize an individual's right to a fair and impartial trial should petition the Administrator, setting forth the relevant circumstances that warrant withholding specified materials. After consultation with appropriate Federal agencies, the Administrator will notify the petitioner of his decision regarding public access to the pertinent materials, and, if that



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decision is adverse to the petition, the petitioner shall have fifteen calendar days from receipt of such notice to seek injunctive relief from the prospective opening to the public of the pertinent materials.

(c) In his discretion, the Administrator may consider claims and petitions described in paragraphs (a) and (b), above, after the expiration of 90 calendar days from the effective date.



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§105-63.401-2 Segregation and review; Archival Review Board.

(a) During the processing period described in §105-63.401, the Administrator will assign archivists to segregate private and personal materials as defined in §105-63.104(b). The archivists shall have sole responsibility for the initial review and determination of personal and private materials.

(b) During the processing period described in §105-63.401, the Administrator will assign archivists to segregate materials not related to abuses of power, as defined in §105-63.104(c), and which do not have general historical significance. The archivists shall have sole responsibility for the initial review and determination of those materials which are not related to abuses of power, and which do not have general historical significance.

(c) In the event the archivists are unable to make a determination required in paragraph (a) or (b), above, the archivists shall submit the materials on issue to an Archival Review Board for determination. The Review Board shall consist of a supervisory archivist designated by the Archivist of the United States, an attorney designated by the General Counsel of the General Services Administration, and a third member designated by the Administrator.

(d) At any time during the processing period described in §105-63.401, Richard M. Nixon, his agents or heirs, may petition the Administrator with respect to any determination made under paragraphs (a) or (b), above, by the archivists or the Archival Review Board which he believes to be in error. After consultation with the Department of Justice, the Administrator will notify Mr. Nixon of his final determination, and Mr. Nixon shall have fifteen calendar days from the receipt of such notice to seek injunctive relief.



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(e) At such time as the materials described in paragraphs (a) and (b), above, are segregated, the Administrator will transfer sole custody and use of the materials to former President Richard M. Nixon, or his heirs.

(f) Upon the transfer to Richard M. Nixon or his heirs of the materials described in paragraph (b), above, they shall no longer be deemed Presidential historical materials as defined in §105-63.104(a).

§105-63.402 Restrictions.

§105-63.402-1 Materials related to abuses of governmental power.

The Administrator will restrict access to the materials determined during the processing period to relate to "abuses of governmental power" as defined in §105-63.104(c), under the following circumstances:

(a) The Administrator, in accordance with §105-63.401-1, is in the process of reviewing or has determined the validity of a claim by any person of the need to protect a party's opportunity to assert a legal or constitutional right or privilege.

(b) The Administrator, in accordance with §105-63.401-1, is in the process of reviewing or has determined the validity of a petition by any person of the need to protect a party's right to a fair and impartial trial.

(c) The release of the materials would violate a Federal statute.

(d) The release of the materials would disclose or compromise national security classified information. However, the Administrator may waive this restriction when:



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- (1) The requester is engaged in a historical research project; and
- (2) the requester has a security clearance equivalent to the highest degree of national security classification that may be applicable to any of the materials examined; and
- (3) the Administrator has determined that the heads of agencies having subject matter interest in the material do not object to the granting of access to the materials; and
- (4) the requester has signed a statement satisfactory to the Administrator and to the heads of agencies having subject matter interest in the material, which declares that the requester will not publish, disclose, or otherwise compromise the classified material examined and that the requester has been made aware of Federal criminal statutes which prohibit the compromise or disclosure of this information.

(e) The Administrator may restrict access to portions of the materials when the release of those portions would tend to embarrass, damage, or harass living persons, and the deletion of those portions will not distort, and is not essential to an understanding of, the substantive content of the materials.

§105-63.402-2 Materials of general historical significance unrelated to "abuses of governmental power."

In addition to each of the restrictions listed in §105-63.402-1, the Administrator may restrict access to materials determined during the



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processing period to be of general historical significance but not related to "abuses of governmental power," as defined in §105-63.104(c), when the release of the material:

(a) Would disclose or compromise trade secrets and commercial or financial information obtained from a person and privileged or confidential;
or

(b) would constitute a clearly unwarranted invasion of personal privacy;
or

(c) would disclose or compromise investigatory materials compiled for law enforcement purposes.

§105-63.402-3 Review of restrictions.

The Administrator periodically will review materials placed under restriction by this §105-63.402 and make available for public access those materials which because of the passage of time or other circumstances no longer require restriction.

§105-63.402-4 Deletion of restricted portions.

The Administrator will provide a requester any reasonably segregable portion of otherwise restricted materials after the deletion of the portions which are restricted under this §105-63.402.

§105-63.402-5 Requests for declassification.

Challenges to the classification and requests for the declassification



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of national security classified materials will be governed by the provisions of §105-61.104.

§105-63.403 Depository.

The Presidential historical materials will be on deposit at the Washington National Records Center, 4205 Suitland Road, Suitland, MD. Mailing address: General Services Administration, Washington National Records Center, Washington, DC 20409.

§105-63.404 Hours of use.

The depository described in §105-63.403 will be open for public research 8:00 a.m. to 4:30 p.m., Monday through Friday.

§105-63.405 Availability of materials.

(a) The Presidential historical materials will be available for research at the depository described in §105-63.403.

(b)(1) Requesters are encouraged to write in advance to determine whether the materials in which they have an interest are open for public access and whether the volume is sufficient to warrant a personal visit.

(2) The Administrator will furnish copies of requested documentary materials in response to written requests only when these materials are reasonably and specifically described, and after the payment of fees as prescribed in the schedule set out in Subpart 105-61.52.



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(3) To the extent that a sufficient demand exists and resources are available, the Administrator may transfer copies of segments of the Presidential historical materials, including tape recordings, to the regional archives listed in §105-61.5101-7.

§105-63.405-1 Application procedures.

(a) Applicants shall apply in person at the depository described in §105-63.403, and shall furnish, on a form provided for the purpose, information necessary for registration.

(b) A researcher identification card will be issued to each person whose application is approved.

(c) Researchers under the age of 16 years must be accompanied by an adult researcher, who agrees, in writing, to be present when the materials are used and to be responsible for compliance with the requirements of this part.

§105-63.405-2 Research room rules.

(a) Registration. Researchers shall register each day when they enter a research room and shall furnish the information specified on the registration form.

(b) Request form. Researchers shall complete and submit a "Reference Request Form," for each request for Presidential historical materials.



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(c) Researcher's responsibility for records. The research room attendant may limit the quantity of materials to be delivered at one time to a researcher. When requested by the attendant, researchers shall acknowledge receipt of materials by signature. A researcher is responsible for all materials delivered to him until he returns them. When a researcher has completed his use of materials, he shall return them to the attendant. When requested by the attendant, a researcher shall return materials 10 minutes before closing time. Before leaving the research room for any purpose, a researcher shall notify the attendant and shall place all materials in their proper containers.

(d) Prevention of damage to materials. The researcher shall exercise all possible care to prevent damage to materials. Materials shall not be used at a desk where there is a container of liquid or where a fountain pen is in use. Researchers shall not lean on, write on, fold, trace, fasten with paper clips or rubber bands, or handle materials in any way likely to cause damage. The use of materials of exceptional value or in fragile condition shall be subject to any conditions specified by the research room attendant.

(e) Removal or mutilation of materials. Researchers shall not mutilate archival materials nor remove them from a research room. When so requested, researchers shall check parcels and luggage before entering a research room, and upon leaving, a researcher, if so requested, shall present for examination any briefcase, notebook, package, envelope, book, or other article that could contain materials.



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(f) Conduct. Researchers are subject to the provisions of Subpart 101-19.3, Conduct on Federal Property. Eating in a research room is prohibited. Smoking is prohibited except in designated smoking areas. Loud talking and other activities likely to disturb other researchers are also prohibited. Persons desiring to use typewriters, sound recording devices, or photocopying equipment must obtain permission from, and shall work in areas designated by the research room attendant.

(g) Keeping materials in order. A researcher must keep unbound materials in the order in which they are delivered to him. Materials appearing to be in disorder should not be rearranged by a researcher, but should be referred to the research room attendant. A researcher may not remove materials from more than one container at a time without the permission of the attendant.

§105-63.406 Availability of tape recordings.

(a) Since the original tape recordings may contain information which is restricted in accordance with §105-63.402, the Administrator will review the tapes and delete restricted portions from reference copies.

(b) To insure the preservation of original tape recordings, the Administrator will produce duplicate masters, with enhanced sound qualities, for public and official reference use. The original tape recordings shall not be available for public access.



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(c) No researcher may reproduce sound recordings of the reference copies.

§105-63.407 Copying services.

(a) Reproduction. The copying of materials normally will be done by personnel of General Services Administration with equipment belonging to GSA. With the permission of the Administrator or his designated agent, a researcher may use his own copying equipment. Permission will be based on the determination that such use will not harm the materials or disrupt reference activities. Equipment will be used under the supervision of personnel of GSA.

(b) Authentication. The Administrator and his designated agents may authenticate and attest copies of records when necessary for the purposes of the research and at a fee prescribed in the schedule set forth in Subpart 105-61.52.

(c) Fees. The fees for reproduction of the Presidential historical materials are prescribed in the schedule set forth in Subpart 105-61.52.

§105-63.408 Amendment of regulations.

The Administrator may amend these regulations only after the proposed amendments have been placed before the Congress for 90 legislative days.



Jan 30 - Miller bowed out

Feb. 3 - RMW got complete list

Feb



THE WHITE HOUSE
WASHINGTON

February 7, 1975

MEMORANDUM FOR:

THE PRESIDENT

FROM:

PHILIP W. BUCHEN

T.W.B

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I am working on an expeditious way to solve these problems and expect to have solutions within 24 hours.

I will keep you informed as to developments.

Attachments



THE WHITE HOUSE

WASHINGTON

February 7, 1975

Dear Don:

You have very graciously told me to feel free to call if I had a problem. I have hesitated to do so before now because of your heavy work load, but I urgently need your assistance now.

I would greatly appreciate your reading the attached letter I have written to the President and then request that he issue an order today releasing my personal materials or instruct his Counsel to do so.

This has been a ridiculous run-around since I was never involved in this suit concerning the Presidential papers and the lists clearly show that none of my material is "presidential" material.

Sincerely,



Rose Mary Woods
Executive Assistant to
former President Nixon



The Honorable Donald Rumsfeld
Assistant to the President
The White House
Washington, D. C.

THE WHITE HOUSE

WASHINGTON

February 7, 1975

Dear Mr. President:

Apparently you are the only one who can order the release to me of my personal papers which are now stored in Room 175-1/2. I accordingly ask that you issue such an order today. I attach a list of the materials being held in Room 175-1/2 which has been verified by Mr. Wolf and archivists on his staff. There can be no question but that these are my personal papers.

In addition to the items listed on the attached exhibit I have also been advised that I am not to remove without an order from someone - apparently you - my own personal Christmas card list which dates back years before I ever came to the White House. This list has also been verified by the archivists as well as the materials in Room 175-1/2.

Most respectfully I ask that you issue such an order today so that this material can be removed today as I leave the White House.

Sincerely,



Rose Mary Woods
Executive Assistant to
former President Nixon

The President
The White House
Washington, D. C.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Phil Buchen

February 7, 1975

MEMORANDUM FOR PHIL BUCHEN

I discussed the Rose Wood problem with the President. He agreed the way you and I talked.

I had another urgent call from Rose Woods. I called her back. She said she is leaving for California tonight and will be back Tuesday morning on the Red Eye. She said that she would be delighted to have you sit down and go over anything that you have any question on and resolve any remaining issue so that we can close the book on it.

I told her that you were thinking very positively -- that you understand how difficult it is and she, also of course, understands how difficult it is in view of the fact that you are the defendant in the suit. That she is not involved in it and if you do something with her belongings, you've got a problem. So she is cooperative and friendly. I think you will be able to get it sorted through but do try to do it Tuesday morning.

Thanks so much.

DONALD RUMSFELD

