

The original documents are located in Box 29, folder “Nixon - Papers Collection and Segregation (1)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

October 30, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

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

Most of you have already turned over Nixon Administration materials to the Office of Presidential Papers in accordance with Jerry Jones' Memo of August 9, 1974. I am now requesting that you make a final review of the files and other materials in your custody to insure that all Nixon materials have been turned over. As I indicated in my Memorandum for the White House Staff of October 24, 1974, I am also requesting that each member of the staff who served prior to August 9, 1974, certify on the attached form that all Nixon Administration materials in his/her custody have been turned over to the appropriate offices.

Any further questions regarding this matter should be referred to the Office of Presidential Papers (Extension 2545).

Thank you.



THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR: Philip W. Buchen
Room 106, EOB

I hereby certify that in accordance with the instructions contained in the Memorandum of August 9, 1974, to the White House Staff from Jerry H. Jones, that I have collected and segregated all materials which are designated Presidential Papers of the Administration of Richard Nixon, as defined in the White House Staff Manual (pp. 31-32), and forwarded these materials to the appropriate offices (Office of Presidential Papers, White House Central Files, Special Files or other location specified by the White House Counsel).

Signature

Name (typed)

Date



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THE WHITE HOUSE

WASHINGTON

October 24, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Court Order Regarding Presidential
Materials of the Nixon Administration

Attached is a copy of a Supplemental Order of the United States District Court for the District of Columbia, by Judge Charles R. Richey, issued October 22, 1974. The Defendants are: Arthur E. Sampson, Administrator of the General Services Administration; Philip W. Buchen, Counsel to the President; and H. Stuart Knight, Director of the Secret Service.

Please note:

- 1) The order enjoins "the Defendants, their superiors, agents, and assigns" against certain acts.
- 2) The order applies to "the materials, including documents, tapes and other papers, known as the 'Presidential materials of the Nixon Administration' that are presently in the custody and control of the Defendants."
- 3) The order enjoins the persons affected "from disclosing, transferring, disposing or otherwise making known to any person, be he/she private citizen or public official, the materials." The order does not prohibit use of the papers for court, prosecutorial or grand jury matters, or for purposes of current government business.

Although the order by its terms does not apply to all members of the White House staff, all White House staff personnel are expected to act as if they were bound by it. Similarly, all materials and papers prepared during the Administration of President Nixon should be regarded as actually or potentially subject to the order.



Attached also is a copy of an August 9, 1974, memorandum from Jerry H. Jones on the subject of collecting and segregating "papers of the White House Office at the time of President Nixon's resignation as well as those enroute at the time and intended for him."

Based on the August 9, 1974, memorandum and the printed attachment to it, and in accordance with Judge Richey's order, I have notified counsel to Mr. Nixon and hereby give my consent that:

(i) The remaining papers in the files of the White House Office which have not yet been segregated and placed in storage may be used to complete implementing the August 9, 1974, memorandum.

(ii) Papers necessary for purposes of current government business shall be used for such purposes if practicable in the form of duplicated files as provided in the memorandum, and a listing of any files so duplicated shall be supplied to me.

Implementation of the August 9 memorandum shall be completed by November 1, 1974, except that no papers will be prepared, as provided in that memorandum, "for shipment." To this end, each member of the White House staff subject to the August 9 memorandum shall certify in writing to this office, by November 1, that the collection and segregation called for have been completed, and that the materials have been stored within the White House complex as designated by the Office of Presidential Papers.

John Nesbitt, supervisory archivist of the Office of Presidential Papers (Extension 2545) and his staff will be calling on you and will be available for assistance.

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

Enclosures





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COPY

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

RICHARD M. NIXON	:
Plaintiff	:
v.	: C.A. No. 74-1518
ARTHUR F. SAMPSON, et al.,	:
Defendants	:
and	:
THE REPORTERS COMMITTEE FOR FREEDOM OF THE PRESS, et al.,	:
Plaintiffs	:
v.	: C.A. No. 74-1533
ARTHUR F. SAMPSON, et al.,	:
Defendants	:

SUPPLEMENTAL ORDER

Upon consideration of the Temporary Restraining Order issued yesterday, dated October 21, 1974 at 4:20 p.m., and upon consideration of the parties' requests for certain modifications thereof, and it appearing that the parties consent to said modifications and that the same are consistent with the ends of justice, and it appearing that the aforesaid Order as well as this Supplemental Order are necessary to preserve the status quo in the above-entitled litigation, it is by the Court this 22nd day of October, 1974,

ORDERED, that the Court's Order of October 21, 1974, be and the same is hereby amended and supplemented as follows:

ORDERED, that the Motions for a Temporary Restraining Order be, and the same are hereby granted in part and denied in part; and it is



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FURTHER ORDERED, that the Defendants, their superiors, agents and assigns are, subject to the conditions hereinafter described in the balance of this Order, hereby enjoined from disclosing, transferring, disposing or otherwise making known to any person, be he/she private citizen or public official, the materials, including documents, tapes and other papers, known as the "Presidential materials of the Nixon Administration", that are presently in the custody and control of the Defendants; and it is

FURTHER ORDERED, that the Defendants are hereby enjoined from effectuating the terms and conditions of the "Agreement" entered into by Richard M. Nixon and Arthur F. Sampson, on or about September 6, 1974, and it is

FURTHER ORDERED, that the injunction shall not serve as a bar to the production of said materials pursuant to a validly-issued subpoena, discovery demand, or court order in any civil or criminal case, either outstanding or while this injunction is extant; or to the production of said materials in regard to the ongoing Watergate criminal trial before United States District Judge John Sirica; or to the production of said material pursuant to requests by the Special Prosecutor, or to a validly issued subpoena by a Grand Jury; or to the use of said materials, with prior notification to counsel for Plaintiff Richard M. Nixon and with the consent of Defendant Philip W. Buchen, for purposes of current government business, and it is

FURTHER ORDERED, that Plaintiff Richard M. Nixon, or his attorney, shall be afforded access to said materials under current access procedures established by Defendants for the sole purposes of preparing to testify in the Watergate trial and determining whether to raise any privileges or defenses he believes he might have in opposition to production of said materials for current government business or pursuant to requests by the Special Prosecutor or to validly-issued subpoenas, discovery demand or a court order, and if Plaintiff Richard M. Nixon shall be unable to physically do so, the government Defendants shall provide copies of said materials for such use, but he shall not disclose or divulge the contents thereof except in regard to his testimony or in response to validly-issued subpoenas, and said copies shall be returned promptly to the Defendants when such purposes have been served; and it is



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FURTHER ORDERED, that any person either now or previously a member of the White House staff shall be afforded access under current access procedures established by Defendants, with or without his/her attorney present, to said materials which comprise or comprised his/her files while a member of the White House staff, and be allowed to take notes regarding the same, but not to make copies thereof, all the above solely for any purposes relating to criminal investigations or prosecutions; and it is

FURTHER ORDERED, that any search conducted for purposes of producing or using said materials as provided in this Order shall be conducted jointly by Defendant Philip W. Buchen, or his agent, and counsel for Plaintiff Richard M. Nixon, or his agent, and said persons shall take such steps as are necessary to assure that the search for and copying of said materials will in no way destroy or affect the original character of any of the materials, including tapes, documents or other papers referred to herein; and it is

FURTHER ORDERED, that the Plaintiffs shall not be required to post any bond; and it is

FURTHER ORDERED, that this injunction shall be effective for ten (10) days and shall be renewed upon proper application of the parties.

/s/ CHARLES R. RICHEY
Charles R. Richey
United States District Judge

United States District Court
for the District of Columbia
A TRUE COPY

JAMES F. DAVEY, CLERK,

By /s/ ESTHER E. CREIDEN
October 22, 1974
Time 2:35 p.m.



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THE WHITE HOUSE

WASHINGTON

August 9, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF:

By custom and tradition, the files of the White House Office belong to the President in whose Administration they are accumulated. It has been the invariable practice, at the end of an Administration, for the outgoing President or his estate to authorize the depository or disposition to be made of such files.

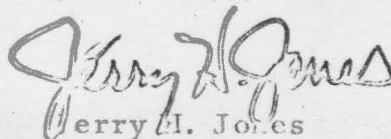
President Taft in his book "Our Chief Magistrate and his Powers," made the following reference to this practice:

"The retiring President takes with him all the correspondence, original and copies, which he carried on during his Administration. . . ."

In the interest of continuing this practice, it has been directed that, so long as President Nixon's files remain in the White House Office, there is to be no intermingling of the files of the two Administrations. This applies of course both to the Central Files and the files in the offices of the various members of the staff.

Papers of the White House Office at the time of President Nixon's resignation as well as those enroute at that time and intended for him shall be considered as belonging to the Nixon Administration files. Of course, some Nixon Administration files may be needed for future reference. These files should be duplicated and placed with all other papers accumulated after noon today which constitute a new set of files for President Ford.

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


Jerry H. Jones

Special Assistant to the President

WHITE HOUSE OFFICE PAPERS

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

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

The security classification of each document prepared in the White House is determined by the individual staff member writing it in accordance with Executive Order 10501—or other applicable Executive Orders. He is responsible for insuring that the classification assigned to his work reflects the sensitivity of the material concerned, and also for making certain that this classification is not excessively restrictive.

White House Office Papers: Filing with Central Files

1. *It is requested that the maximum possible use be made of Central Files, and the procedures listed below be followed.* This will aid in the faster and more complete retrieval of current information, eliminate unnecessary duplication of files, prevent excessive xeroxing, and maximize preservation of White House papers.

2. *Each staff member shall maintain his personal files separate from any working files he may keep on official business and clearly designate them as such.* Personal files include correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders

of newspapers or magazine clippings; and copies of records of a personnel nature relating to a person's employment or service. Personal files should not include any copies, drafts or working papers that relate to official business or any documents or records, whether or not adopted, made or received in the course of official business.

3. *Each staff office shall forward regularly to Central Files three copies of all outgoing official business consisting of correspondence and memoranda. One copy of all other outgoing related materials should also be filed.*

4. *Each staff office shall forward regularly to Central Files any incoming official business from sources other than White House staff offices after action, if any, has been taken.* Each staff office, if it so desires, may keep a copy of such incoming official business for its own working files.

5. *Each staff office shall forward regularly to Central Files any originals of incoming official business from other White House staff offices after action, if any, has been taken and if such originals were not intended to be returned to the sender.* If desired, a copy may be kept for the staff's working files.

6. *Each staff office shall forward to Central Files at such times as it determines to be appropriate all working files of official business which are inactive and no longer needed.* These files will be stored by office as well as listed by subject matter. They will, of course, always be available for later reference.

7. *Each staff office at its own discretion may segregate any materials that it believes to be particularly sensitive and which should not be filed by subject matter.* Such sensitive materials should be forwarded to the Staff Secretary on the same basis as outlined in paragraphs 3 through 6 in an envelope marked SENSITIVE RECORDS FOR STORAGE with the office or individual from which they are sent marked on the outside and (as appropriate) a list of inventory in general terms attached. This list of inventory should also be sent to Central Files so that notations can be made in subject files that certain material is missing from the file. These materials will be filed in locked containers and will only be made available to the in-



dividual or office from whom they were received.

8. *No defense material classified under Executive Order No. 10501 with a classification of TOP SECRET or Restricted Data under the Atomic Energy Act of 1954 should be forwarded to Central Files. All such material should be forwarded to the Staff Secretary for storage.*

9. *No exceptions to the above shall be made without the express consent of the Counsel to the President. Additional advice on the operation of Central Files may be obtained from Frank Matthews, Chief of Central Files (Ext. 2240).*

White House Office Papers: Disposition of Papers Upon Leaving Staff

1. *Upon termination of employment with the staff, each staff member will turn over his entire files to Central Files with the exception of any personal files he might have maintained.*

2. *Personal files include: correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders of newspaper or magazine clippings; and copies of records of a personal nature relating to a person's employment or service. Personal files should not include any copies, drafts, or working papers that relate to official business; or any documents or records, whether or not adopted, made or received in the course of official business. The White House Office of Presidential Papers, staffed by representatives of the National Archives, is available to assist staff members in the determination of what are personal files. Any question in this regard should be resolved with their assistance by contacting John Nesbitt, supervisory archivist of the Office of Presidential Papers (Ext. 2545).*

3. *A staff member, upon termination of employment, may at his discretion make copies for his personal use of a carefully chosen selection of the following types of documents within his files:*

(A) *Documents which embody original intellectual thought contributed by the staff member, such as research work and draftsmanship of speeches and legislation.*

(B) *Documents which might be needed in future related work by the individual.*

4. *No staff members shall make copies as permitted in paragraph three of any documents which contain defense material classified as CONFIDENTIAL, SECRET OR TOP SECRET under Executive Order No. 10501, Restricted Data under the Atomic Energy Act of 1954, or information supplied to the government under statutes which make the disclosure of such information a crime.*

5. *Each staff member who decides to make copies of such documents described in paragraph three shall leave a list of all such documents copied with Central Files. This will enable retrieval of a document in the event that all other copies of it and the original should be later lost.*

6. *The discretionary authority granted in paragraph three is expected to be exercised sparingly and not abused. All White House Office papers, including copies thereof, are the personal property of the President and should be respected as such. Any copies retained by a staff member should be stored in a secure manner and maintained confidentially.*

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





THE WHITE HOUSE

WASHINGTON

October 31, 1974

MEMORANDUM FOR:

LAURENCE H. SILBERMAN
Deputy Attorney General

SUBJECT:

Creation Authority of offices in the
Executive Office of the President

Executive Office of the President

Attached at Tab A are various Executive Orders, memoranda and legislation for creation authority of offices within the Executive Office of the President:

Executive Order 8248, The White House Office
Executive Order 10938, President's Foreign Intelligence Advisory Board
Executive Order 11075, Special Representative for Trade Negotiations
Executive Order 11106, Office of Special Representative for Trade Negotiations
Executive Order 11599, Special Action Office for Drug Abuse Prevention
Executive Order 11724, Federal Property Council
Executive Order 11748, Federal Energy Office
Executive Order 11803, Clemency Board
Executive Order 11808, President's Economic Policy Board
Executive Order 11814, Energy Resources Council
15 U.S. Code 1023, Council of Economic Advisers
31 U.S. Code 14, Bureau of the Budget
50 U.S. Code 402, National Security Council
Public Law 88-452, Office of Economic Opportunity
Public Law 91-190, Council on Environmental Quality
Public Law 92-255, Special Action Office for Drug Abuse Prevention
Public Law 93-387, Council on Wage and Price Stability
Reorganization Plan No. 1 of 1970, Office of Telecommunications Policy
Reorganization Plan No. 2 of 1970, Office of Management and Budget
Memorandum, January 18, 1971, Council on International Economic Policy

Offices Not Part of Executive Office of the President

Tab B includes materials on several committees and a council that are not considered part of the Executive Office of the President:

Public Law 91-181, Cabinet Committee on Opportunities for Spanish-Speaking People
Remarks of Press Secretary, December 1, 1972, Council on Economic Policy
Announcement, March 6, 1973, East-West Trade Policy Committee
Executive Order 11789, East-West Trade Policy Committee

Records Received

A very general review of papers which have been deposited with White House Central Files, White House Special Files Unit or the Office of Presidential Papers, indicates that papers and records have been deposited by the following:

The White House Office

Council on Economic Advisers (former members only; not staff)
Cabinet Committee on Opportunities for Spanish-Speaking People (from Robert H. Finch only)
Council on Economic Policy (from George H. Brown, Bennett Dam and Ron Brooks)
Council on International Economic Policy
Domestic Council
Federal Energy Office
Federal Property Council
National Security Council
Office of Economic Opportunity (from Donald Rumsfeld; staff papers to Archives Records Group)
Office of Management and Budget (from former Directors; staff papers to Records Group at Archives)

National Archives Records Groups

The following send their records to the National Archives, where institutional materials are maintained:

Office of Management and Budget, RG-51
Office of the Special Representative for Trade Negotiations, RG-364
Office of Economic Opportunity, RG-381
Central Intelligence Agency, RG-263



No Records Received

There is no evidence that any materials have been received from any of the following:

Special Action Office for Drug Abuse Prevention
President's Foreign Intelligence Advisory Board (records have
remained in PFIAB vault since Eisenhower's Administration)
Energy Resources Council (new)
Clemency Board (new)
East-West Trade Policy Committee
Council on Environmental Quality
Council on Wage and Price Stability (new)
Office of Telecommunications Policy

I hope the above information will be helpful.

Thank you.

JERRY H. JONES
Special Assistant to the President

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UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: November 1, 1974 *National Archives and Records Service*
REPLY TO: M. Mack Teasley, Office of Presidential Papers
ATTN OF: Washington, DC 20408
SUBJECT: Collection of Nixon Administration Materials
TO: Jay French

Attached (TAB A) is a list of 186 individual staff members and offices who were contacted by the Office of Presidential Papers in regard to implementation of the Jerry Jones' Memorandum for the White House Staff of August 9, 1974. In some instances the contacts were made through secretaries or administrative officers.

To date, with the exception of the offices listed on TAB B, all of these offices have reported that they have completed implementation of the August 9 Memorandum and have no Nixon Administration materials remaining in their custody.

In addition we have received files from Dwight Chapin (from Central Files), Leonard Garment, and Alexander Haig which include personal papers/memorabilia which will require review and separation at some future date.

Acker, Marjorie P., President's Office

Adams, Lawrence E., White House Communications Agency

Ainsworth, Wilburn E., Jr., Congressional Liaison

Allin, Lyndon K., Media Analysis and Speechwriting

Anderson, Adm. George, PFIAB

Armstrong, Anne, Counsellor-Women and Special

Arroyo, Nicholas E., Patronage-Presidential Appointments

Ash, Roy, OMB

Atkins, Oliver F. , Photo Office

Bakshian, Aram, Jr., Research and Messages

Baroody, William J., Jr., Special Interest Groups

Barrett, Major Robert, Military Aide's Office

Berg-Hansen, Judy E., Correspondence, Presidential Special

Brennan, Col. John, Military Aide's Office

Buchanan, Patrick J., Media Analysis and Speechwriting

Buchanan, Shelley Scarney, Appointments

Buckles, Andre, Domestic Council



Buikema, Sally I., Appointments

Bull, Stephen B., Appointments

Burch, Dean, Counsellor-Political

Buzhardt, J. Fred, Counsel

Byers, Wheaton B., PFIAB

Calhoun, John C., Special Interest Groups

Carlson, John G., Press Office

Cavaney, Byron M., Jr., Advance Office

Cavanaugh, James H., Domestic Council

Chapman, Dudley H., Counsel

Chester, John J., Special Counsel, Watergate

Clawson, Kenneth W., Press Office

Clink, Karen Ann, Staff Secretary

Clower, W. Dewey, Domestic Council

Cole, Kenneth Jr., Domestic Council

Conger, Clement, Curator's Office

Constanzo, Nancy Lee, Special Counsel-Watergate

Coyne, John R., Research and Messages



Crotty, Robert J., Special Counsel Watergate

Dale, Lewis I., Patronage-Presidential Appointments

Dannenhauer, Jane M., Counsel

DeCair, Thomas P., Press Office

Eisinger, Jean, Presidential Documents

Elliott, Ronald L., Correspondence, Presidential Special

Eves, Jeffrey P., Special Interest Groups

Falk, James H., Domestic Council

Falkiewicz, Andrew T., Press Office

Farrell, Michael J., Visitor's Office

Fee, John Curtis, Patronage, Presidential Appointments

Fenton, Mary Alice, Correspondence

Fitzgerald, Maurice D., PFIAB

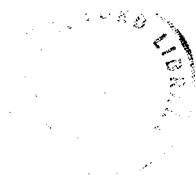
Flanigan, Peter M., CIEP

Ford, Vincent T., Patronage, Presidential Appointments

Fox, Sanford L., Social Entertainment

Friedersdorff, Max, Congressional Liaison

Fry, Gertrude B., Staff Secretary



Gannon, Franklin R., Press Office

Garment, Leonard, Minorities and the Arts

Garrish, Theodore J., Special Counsel-Watergate

Genader, Robert J., Visitor's Office

Gergen, David R., Research and Messages

Golden, Col. William L., Military Aide's Office

Gulley, Warren J., Military Aide's Office

Guthrie, John S., Appearance and Scheduling

Gutteridge, Larry, Special Counsel, Watergate

Haig, Gen. Alexander M., Chief of Staff

Hasek, Eliska A., Research and Messages

Hauser, Richard A., Counsel

Hendricks, Warren K., Jr., Domestic Council

Henkel, William, Advance Office

Herschenshon, S. Bruce, Press Office

Higby, Lawrence M., OMB

Higgins, Anne E., Correspondence, Presidential Special

Holland, James R., Press Office

Holmes, James H., Correspondence, Presidential Special

Hooper, Mary E., Press Release Office

Hoopes, David C., Staff Secretary

Howard, Malcolm J., Special Counsel, Watergate

Hullin, Tod R., Domestic Council

Hyatt, Clara F., Correspondence

Jackson, Ronald, Military Aide's Office-White House Mess

Jones, Jerry H., Staff Secretary

Jones, Sidney L. Counsellor-Economic

Jones, Thomas M., Records Office

Joulwan, George A., Chief of Staff

Keesling, Karen R., Counsellor, Women & Special

Khachigian, Kenneth L., Research and Messages

King, Gwendolyn B., First Lady's Staff

Kingsley, Daniel T., Patronage, Presidential Appointments

Kissinger, Henry A., NSC

Knauer, Virginia H., Consumer Affairs

Knudsen, Robert L., Photo Office



Koch, Noel C., Research and Messages

Korologos, Tom, Congressional Relations

Lanmon, Maurice, Counsel

Lawson, Gen, Richard L., Military Aide

Lebedev, Gregori, Patronage, Presidential Appointments

Leinbaugh, Harold P., Press Office

Letendre, Andre, Patronage, Presidential Appointments

Leukhardt, Amelia, Patronage

Lichenstein, Charles, Counsellor-Political

Linder, Robert D., Chief Executive Clerk

Lindh, Patricia S., Counsellor, Women & Special

Loen, Vernon C., Congressional Liaison

Lukstat, Richard H., Counsellor-Anne Armstrong

McCahill, John A., Special Counsel-Watergate

McLaughlin, John, Press Office

Marrs, Theodore, Special Interest Groups

Matson, Patricia J., First Lady's Staff

Matthews, William F., Central Files



May, Lynn, Domestic Council

Moellering, John H., Counsellor - Women & Special

Monkman, Betty, Curator's Office

Moore, Powell A., Congressional Liaison

Moore, Richard A., Special Counsel

Morgan, Ann M., Research & Messages

Murphy, Jerome G., Special Counsel - Watergate

Naval Photo Unit

Needham, Pam, Domestic Counsel

Nidecker, John E., Congressional Liaison

Nolan, Elizabeth, Corresp.-Presidential-Special

O'Donnell, Patrick, Congressional Liaison

O'Donnell, Terrence, Appearance & Schedule Requests

Olmer, Lionel H., PFIAB

Parker, David N., Appearance & Schedule Requests

Parmenter, Allen, Patronage-Pres. Appts.

Patterson, Bradley H., Jr., Domestic Council & Min. & the Arts

Popeo, Daniel J., Special Counsel-Watergate

Porter, Susan Anne, First Lady's Staff

Powell, Pamela A., Counsellor- Women & Special

Price, Raymond K., Speech Writing

Prochnow, James R., Special Counsel-Watergate

Raoul-Duval, Michael, Domestic Counsel

Rathchford, John, Chief Executive Clerk

Rodgers, Donald F., Special Interest Groups

Rosenberger, Eric H., Advance

Ross, Norm, Domestic Council

Rush, Kenneth, Counsellor-Economic

St. Clair, James D., Special Counsel-Watergate

Samuels, Michael A., Counsellor- Economic

Sawyer, L. Diane, Press Office

Schleede, Glenn, Domestic Council

Schleicher, Jane F., Presidential Record Book Section

Schulhof, Samuel A., Patronage-Pres. Appts.

Scott, Stanley S., Special Interest Groups

Scouter, Rex W., Usher's Office



Semerad, Roger, Domestic Council

9.

Scowcroft, Gen. Brent, Natl. Security Council

Shaw, Robert G., Patronage-Pres. Appts.

Shepard, Geoffrey C., Domestic Council

Simms, Louis, Secret Service

Sims, John, Military Aide's Ofc. WH Drivers

Slight, Fred, Counsellor-Women & Special

Smith, Gregory N., Special Counsel-Watergate

Smith, Loren A., Special Counsel-Watergate

Smith, Nola, Patronage

Smyth, David D., Patronage-Pres. Appts.

Smith, Helen McCain, First Lady's Staff

Snyder, Alvin, Press Office

Spalding, Daniel, GSA

Speaks, Larry M., Press Office

Staudt, Jean A., Special Counsel-Watergate

Stein, Benjamin J., Research & Messages

Stein, Herbert, Council of Economic Advisers

Sterlacci, Michael A., Special Counsel-Watergate



Sullivan, Eugene R., Special Counsel-Watergate

Tansey, James J., Special Counsel-Watergate

Timmons, William E., Congressional Liaison

Todd, LDCR T. Stephen, Military Aide's Ofc.

Valis, Wayne H., Special Interest Groups

Vander Heuvel, Cindy, Girl's Office

Vickerman, John C., Patronage-Pres. Appts.

Waldron, Agnes M., Research & Messages

Wanning, Henry F., III, Counsellor-Economic

Wardell, Chas. W.B., II, Chief of Staff

Warren, Gerald L., Press Office

Webster, Donald A., Special Interest Groups

Wheat, David I., Counsellor-Women & Special

Whelihan, J. Bruce, Press Office

White House Photo Lab

White House Telephone Office

Wicklein, Marjorie, Gift Unit

Williams, George P., Counsel



Wimer, David J., Patronage-Pres. Appts.

Winchester, Lucy A., First Lady's Staff

Woods, Rose Mary, President's Office

Yates, Nellie L., Appts.

Ziegler, Ronald L., Press Office

Zook, Ray M., Travel Office



B



Bull, Stephen B.---has copy of President's Weekly Abstract in
San Clemente, CA

Brennan, John, Col.,--has small quantity of files relating to
San Clemente in San Clemente (as per Bill Gulley).

Burch, Dean, --has requested through Counsel's office to retain
specified files for limited time (Lichenstein

✓Raoul-Duval, Michael--final pick-up of Nixon papers scheduled
for 4:00 p.m. November 1, 1974

✓Falk, James--final pick-up of Nixon papers scheduled for 4:00 p.m.,
November 1, 1974 (Includes a few files of Dewey Clower)

Fry, Gertrude B.--has requested through Counsel's office to retain
certain files--Special Files also remain in her
custody.

National Security Council--Jeanne Davis has made arrangements with
Counsel's office re: NSC files

Timmons, William E.-has requested through Counsel's office to retain
specified files ~~for~~ limited time

Woods, Rose Mary--has made arrangements with Counsel's Office

Patterson, Bradley--has requested through Counsel's office to retain
certain files for limited time.

Dannenhauer, Jane--has made arrangements with Counsel's Office

Sheppard, Geoffrey ---has made arrangements with Counsel's Office

✓Henkel, William--final shipment of Nixon papers scheduled for 4:00 p.m.
November 1, 1974



7



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 25, 1974

MEMORANDUM FOR:

PHILIP BUCHEN

FROM:

Office of Presidential Papers

Attached are brief reports on contacts made by this staff today in reference to your Memorandum of October 24. We will continue to keep you updated or notify you of any problems.

Thank you.

books, artifacts are left plus her own
 personal files = original letters
 do; Jay while memo 12:30
 call 11/29 to R.D. 528
 964544
 Gerger - won't comply
 Rose W. - 429 - pers only?
 all Nixon papers have gone to office → 4290 - left is
 NSC - memo here

NIXON PAPERS STATUS REPORT

356 89777*)
 Simon

Certification statement will be ready for all

Mem for continuing matters

Staff Member Roy Ash, Assistant to the President

Bunch 2 weeks - list of files -

*(Sun)

Cahill - Brennan - Zeigler

Timmons Memo. exp - material -

They have two feet of Nixon materials that will be turned over as soon as possible (before November 1st). They are copying items necessary for continuing operations and are about one-half completed.

- Harg -

- Dowling -



Archivist M. Teasley

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member _____

Dean Burch

Charles Lichenstein assured me that he would convey to Mr. Burch the requirements of Judge Richey's order. He indicated that Mr. Burch may ask for an extension of approximately two weeks. The quantity of material is approximately 8-10 boxes.

*intermingle Ford/Nixon matters
will turn in most boxes - keep 3-4 of Nixon/Ford
on going materials - will send memo - of files
to be retained, ^{Donaghy} will not make copies as required
since in 2 weeks after Nov 1 mission ends -*



Terry W. Good

Archivist Terry W. Good

Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Thomas P. DeCair/Staff Assistant, Press Office

Mr. DeCair assures me that all of his Nixon Administration papers are in the Press Office Files already turned over to our office. He has been through everything "with a fine tooth comb" again and has found nothing else.



Archivist Mary Filippini

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Andrew T. Falkiewicz/Deputy Press Secretary, Press Office

Mr. Falkiewicz assures me that to his knowledge he has no remaining Nixon Administration papers. His secretary will scan the office once again to be sure. I have arranged to return on Tuesday, October 29 to pick-up anything she may have found.



Archivist Mary Filippini

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Warren K. Hendricks, Jr., Aid to Ken Cole

Mr. Hendricks will be reviewing his files this weekend for Nixon materials and they will be boxed and forwarded to the Office of Presidential Papers before November 1st. He does not have much in the way of papers as most of the materials were left in James Falk's files upon Mr. Hendricks' move to the West Wing in May 1974.



Archivist _____

Date _____

NIXON PAPERS STATUS REPORT

Staff Member Franklin R. Gannon Special Assistant to the President
(Press Office)

Mr. Gannon is still in California with no return date as yet.
I spoke with Jana Hruska, his secretary, and she is going to
to start working on his files today and have them ready for
us by Friday of next week.



Archivist Frank Williamson

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Jerry Jones, Special Assistant to the President

As per Dianna Gwinn all of the Nixon Administration materials in the office of the Staff Secretary/Jerry Jones have been sent to Trudy Fry. The last shipment was delivered Thursday, September 24. He is ready to certify that all has been transferred.



Archivist S. Yowell

Date October 24, 1974

NIXON PAPERS STATUS REPORT

Staff Member David C. Hoopes, Special Assistant to the President

10/25/74 All of Dr. Hoopes Nixon Administration materials have been sent to Trudy Fry. (The last shipment went this week.) Dr. Hoopes has a xerox copy of one file which he will retain for continuity of government.



Archivist S. Yowell

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member William E. Timmons/Assistant for Legislative Affairs

Mr. Timmons is submitting a memo to Mr. Buchen.



Archivist S. Yowell

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Charles Wardell,

Mr. Wardell has only one folder (approx 2 in.) which he considers to be his personal file. He is willing to allow ~~anyone~~ to review this for Presidential material prior to his departure from the staff--probably in the next few weeks. He will be back in touch on Tuesday to comply with any certification procedures.



Archivist S. Yowell

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Kenneth Rush (CEP) et.al./Counsellor for Economic Affairs
(Contact: Glenn Stafford, Executive Staff Secretary (CIEP))

Jo Ann and I talked with Glenn Stafford concerning the CIEP files and the files of Kenneth Rush (CEP) and his staff. White House Central Files and our office have received all of their Nixon Administration papers (in multiple copy). He absolutely assures us that neither Rush and group nor the CIEP have any remaining Nixon papers.

- * Mr. Stafford, as Executive Staff Secretary (CIEP), will take the responsibility for signing-off for CIEP and Kenneth Rush (CEP) and his staff.



Archivist Mary Filippini

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member James Cavanaugh

I was unable to talk with Mr. Cavanaugh due to his tight schedule today. I did have an extended discussion with his secretary, Rosemary Rogers, who, at the conclusion of the conversation, assured me that she would fully brief Mr. Cavanaugh on the requirements of Judge Richey's order. Rosemary estimated the quantity of files remaining in Mr. Cavanaugh's custody at approximately twelve boxes, all basically subject files. She did not know when he might be able to transfer his files nor whether he might want to ask for an extension of the deadline.



Terry W. Good
Archivist Terry W. Good


Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member James Falk

Mr. Falk assured me that he will have his files boxed and inventoried prior to November 1. Most are boxed now. Dewey Clower's files are interfiled with Mr. Falk's.




Archivist Terry W. Good

Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Lynn May

Mr. May confirmed through his secretary, Marilyn Meuller, that the remaining files in his custody, amounting to approximately six boxes, will be transferred to us by Wednesday, October 30, 1974.



Terry W. Good
Archivist Terry W. Good

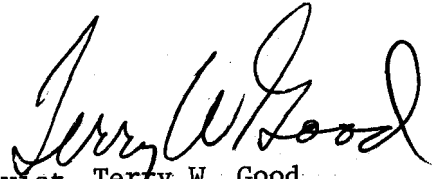
Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Glenn Schleede

Mr. Schleede, in view of the court order and its deadline of November¹, will ask his secretaries to box and prepare a folder inventory of all his material by Tuesday morning, October 29.




Archivist Terry W. Good

Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Lyndon K. ("Mort") Allin Special Assistant to the President
(Media Analysis & Speech Writer)

Mort Allin is in Russia, but I spoke with Pat Strunk about his records. Pat has approximately 6 boxes in room 125 to be picked up. Pat is now working in room 19 (extension 2852) and should be contacted before we pick up the boxes.

Phil Warden has a set of 1974 news summaries in room 129 and is ready to ship them whenever we can get some boxes to him.

After these two pick-ups, Mort Allin's office will be completed.



Archivist John W. Williamson

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Roland L. Elliott (Special Assistant to the Pres.
(Correspondence)

Mr. Elliott has 2 boxes of Nixon material in his office and some computer listings of addresses in Mary Fenton's office which can be picked up any time next week.



Archivist John Williamson

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Sanford L. Fox/Social Entertainment Office

I have arranged to pick-up the remaining Social Office files on Wednesday, October 30. This consists of the "Social Name File" and the "Worship Service File." The estimated quantity of the material is approx. 12 FRC boxes.



Archivist Mary Filippini

Date Oct. 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member David R. Gergen Special Assistant to the Pres. (Research & Messages)

Mr. Gergen is presently on loan to the Treasury Department and had not seen the October 24 memo. I read parts of the memo to him over the phone and he assured me he would try to come in this weekend and clean up his files.

I dropped a copy of the memo off with Ann Morgan and she will give it to Mr. Gergen. We looked at Mr. Gergen's office and estimate there are approximately 60 boxes of material to be turned in. Ann Morgan also has two folders in her office to be picked up next week.

Both Mr. Gergen and Ann Morgan assured me they would be able to meet the November 1 deadline.



Archivist J. Ann Williamson

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Alexander M. Haig, Jr.

As per Chuck Wardell, all of Gen. Haig's files have been turned in. The President's Weekly Abstract was also turned in on October 25. (This had been located in the office of Mr. Rumsfeld.)

Archivist S. Yowell

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member William A. Henkel Special Assistant to the Pres. (Advance
Office)

Mr. Henkel has 2 file drawers of personnel files which he will go through and xerox the copies he needs for use in his office. These are the personnel files which he and Loie Gaunt had agreed should remain in his office for 90 days. Mr. Henkel says he will have his files ready by November 1 and this will complete his office.



Archivist James Williamson

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Virginia H. Knauer/Special Assistant, Consumer Affairs
(Contact: Frank Marvin/Consumer Affairs Office, HEW)

Frank Marvin has ready for shipment about 45 FRC boxes of Virginia Knauer's papers. These are located in Room 3334 of the HEW Building (North). We are arranging for NARS to pick-up the 45 boxes at HEW and deliver them to the OEOB on Wednesday or Thursday, October 30 or 31.

This material is everything Knauer generated in her capacity as Special Assistant to the President.



Archivist Mary Filippini

Date October 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Michael Roaul-Duval

Mr. Roaul-Duval intends to box all of the remaining files in his custody this weekend.




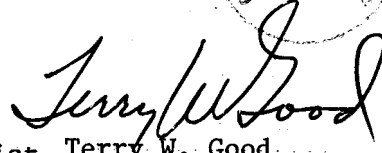
Terry W. Good
Archivist Terry W. Good

Date Oct 25, 1974

NIXON PAPERS STATUS REPORT

Staff Member Andre Buckles

Mr. Buckles confirmed through his secretary, Helen Distelhorst, that the remaining files in his custody, amounting to approximately four boxes, will be ready to transfer to us probably by Wednesday, October 30 and certainly by Friday, November 1. He still has some files to photocopy.



Archivist Terry W. Good

Date Oct 25, 1974



✓ ready to sign

October 17, 1974

WE HAVE RECEIVED NO PAPERS FROM THE FOLLOWING PERSONS:

before Nov 1
Ash, Roy, Assistant to the President
Files must first be reviewed and xeroxed.

before Nov 1
Burch, Dean, Counsellor
Mr. Burch and Charles Lichenstein have not begun to review their files and indicate that they will not be able to until mid-November, after the elections.

✓ DeCair, Thomas, Staff Assistant, Press Office
Reports no files as all his papers went to the Press Office files or Central Files.

✓ Falkiewicz, Andrew T., Deputy Press Secretary
Asserts that he has no files as all his material went to either the Press Office files or Central Files.

before Nov 1
Hendricks, Warren, Jr., Aid to Ken Cole
He has filed with Central Files and has only "personal materials" on hand.

before Nov 1
Gannon, Franklin R., Special Assistant
Mr. Gannon's secretary will not begin to pack Nixon Papers until Mr. Gannon returns from California and reviews the material.

✓ Higby, Lawrence M., Deputy Assistant
Mr. Higby asserts that he has no papers from his White House tenure.

B ✓ Jones, Jerry H., Special Assistant and David C. Hoopes, Special Assistant
The Office of the Staff Secretary indicates that it will need to use staff files for an indefinite time for continuing White House operation. They have shipped no files to Presidential Papers but use Special Files on a continuing basis.

A Joulwan, George, Staff Assistant
Have received no papers to date.

Kissinger, Henry, Assistant and Brent Scowcroft, Deputy Assistant
Presidential papers in the NSC vault may not be moved to another location until a vault is available and has been certified by CIA and AEC. We have received no papers from Secretary Kissinger's or General Scowcroft's West Wing offices.

Timmons, William E., Assistant to the President for Legislative Affairs
Timmons' office indicates a continuing need for files and has been unable to project a time limit on turning over Nixon papers. This includes the Nixon papers in the office of Powell Moore, Deputy Special Assistant.



✓ Wardell, Charles II, Staff Assistant
Have received no papers to date.

Woods, Rose Mary, Executive Assistant
Miss Wood's office (including Marje Acker) is packing their own materials for the Nixon papers.

Council of Economic Policy (CEP)

We have received three boxes of materials from Kenneth Rush. No papers have been received from Sidney Jones, Henry Wanning (returned to State Department), Michael Samuels (returned to State Department) and Glen Stafford, the Executive Secretary of CEP, who has control over CEP files. ✓ *who signs*

C. B. Wood Domestic Council

? We have received no files from the following Domestic Council staff: James Cavanaugh, James Falk, Lynn May and Glenn Schleede. These staff members indicate a continuing need for their office files and have not begun or have not completed xeroxing projects.





✓ ready to sign
before Nov 1

October 17, 1974

WE HAVE RECEIVED PARTIAL SHIPMENT OF NIXON PAPERS FROM THE FOLLOWING:

✓ Allin, Lyndon K. "Mort", Special Assistant

✓ Have received approximately 480 boxes to date. Mr. Allin's office reports that he may have some additional material to forward after he returns to the United States in about three months. His successor is retaining one xerox copy of 1974 News Summaries for continuing reference.

Brennan, John, Col. Marine Aide to the President

Col. Brennan's papers were included in those files received from the Military Aide's Office, with the exception of working files relating to San Clemente that are in his possession in California.

Buchanan, Patrick J., Special Consultant

he sent material
Rose Woods
The majority of the Nixon papers have been sent. A small quantity, including background books for Presidential press conferences, is awaiting final disposition. Mr. Buchanan indicates these papers are going to Rose Woods.

✓ Elliott, Roland, Staff Assistant

✓ Special volunteers are still responding to Nixon mail. They will probably complete this within the next several weeks. Anne Higgins is supervising this task. ✓

✓ Fox, Sanford, Administrative Office, Chief of the Social Entertainment Office

✓ He will transfer his "Social Name File" to us in mid-November when it is no longer needed for transition purposes.

Gergen, David R., Special Assistant

✓ We have received 21 boxes of press clippings from Mr. Gergen. We should be receiving an additional 65-90 FRC boxes of office files and clipping material, including approximately 40 boxes (packed by archives staff and held by Gergen in his office) which have been held for review since August 13th.

Haig, Alexander M., Jr., Assistant and Chief of Staff

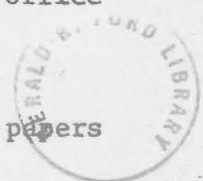
7
The Office of Presidential Papers is presently reviewing General Haig's papers. General Haig still has a copy of the President's Daily Diary Abstract that must be returned.

before Nov
before Nov
Henkel, William A., Jr., Special Assistant to the President, Advance Office

✓ We received 76.5 cubic feet of papers in August. He has signed an agreement to turn over the remaining portion of the Advance Office files no later than November 30, 1974.

Knauer, Virginia, Special Assistant

✓ They have about 30 cartons of consumer complaints and staff papers to send, but have not had time to prepare the materials.



Now! Price, Raymond K., Special Consultant

This office has received 1 cubic foot of material from Mr. Price. Approximately 6 feet of material remains to be sent. Margaret Foote (Price's secretary) is reviewing the material for original Nixon handwriting, which is being sent to Rose Woods. Mr. Price is reviewing papers and making notes for future use by President Nixon. This process will probably take until the end of October.

Now! Domestic Council

We have received some Nixon papers from the following staff members, but they are holding portions for xeroxing and/or continuing work: Andre Buckles, Dewey Clower, and Michael Raoul-Duval.



Tuesday 11/5/74

10:52 Marilyn in Lynn May's office called to say
someone had been checking on their compliance
with Mr. Buchen's memos of 10/24 and 10/30;
Lynn May and Mr. Buckles had not received either
one of the memos.

6437

I checked with Bob Linder's office; talked with
Mr. Ratchford. He indicates 12 copies were given
to Warren Hendriks, who was to have a meeting and
give out the material to the staff.

Called Marilyn and she will call Hendriks.

Indicated had been checking to see where their material was.



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Thursday 11/14/74

12:00 Shall we send this on to Jay?

Yes, after making Xerox copy.
P.

has been
done

Called Buchanan &
he will call Jay 11/19/74



155 Ocean Lane Drive
Apartment 614
Key Biscayne, Florida 33149

Dear Mr. Buchen:

Since I have been out of the office, on something of a terminal leave since October 15, I did not receive the memorandum of October 24, mentioned in the memo relating to the "Nixon Papers." But here is the situation on the files.

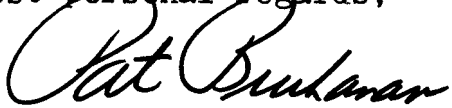
A) All of my files, including some of my personal communications, speech drafts, and political memoranda, from 1971 and 1972, have been held in the basement of the EOB since mid-1973. If the White House has not shifted them, I imagine they are still there.

B) The process of segregating out and sending to "Central Files" the other Presidential Papers was completed in August and September, before I left.

C) However, I do have still possession of the "Briefing Books" for former President Nixon's press conferences, which I have had in my custody since 1969. These are the books I wrote to brief the President, before press conferences, that were subsequently, at the President's direction, returned to me. In September of this year, after I was asked to move them out of the News Summary shop, where they had been kept, I had them transferred to my office and then took them home where they are now under lock and key. I think there are six or seven cartons of these, which are the property of the ex-President.

If there is any question, please give me a call here in Key Biscayne where Shelley and I have been for a month. The number is (305) 361-2850. We expect to be back in Washington sometime the middle of next week.

Best personal regards,


Patrick J. Buchanan

Mr. Philip W. Buchen
The White House
Washington, D.C.



Thursday 11/21/74

3:00 Barbara Ripley in Mr. Rumsfeld's office at EOB (Rm. 188-1/2) said she was cleaning out the office and found some large flow charts. Two are charts on some of the Nixon tapes and disposition of them. There is one large chart on the telephone system in the residence, the Oval office and Nixon's EOB office. (They were charts done by the Secret Service.)

2647

Wants to know whether she should throw them into the trash, give them to the Secret Service or bring them here to you.

*I assume this has
been handled by Barry
J.*



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 30, 1974

FOR: PHILIP W. BUCHEN
FROM: JAY FRENCH *JF*
SUBJECT: COLLECTION OF PRESIDENTIAL PAPERS

On Friday, December thirteenth, Dean Burch's office turned in all original files which we have previously reported to Jack Miller, were being retained for current business. Bill Timmons turned in his original files quite a while ago. Therefore, NSC is the only remaining office with custody of the original Nixon presidential materials.

I drafted the accompanying letter to Miller believing you might wish to formerly up-date our records and his.

Enclosure



THE WHITE HOUSE

WASHINGTON

December 30, 1974

Dear Mr. Miller:

By my letter of November 5, 1974, you were notified that certain White House offices retained original Presidential materials from the Nixon Administration for the purpose of current government business.

The original materials that were kept by the Office of Counselor to the President, Dean Burch, and Office of Assistant to the President, William Timmons, have now been collected and are under the custody and control of the defendants in the pending case of Nixon et al. v. Sampson et al., C. A. No. 74-1518.

Sincerely,



Philip W. Buchen
Counsel to the President

Herbert J. Miller, Jr., Esquire
Miller, Cassidy, Larroca & Lewin
1320 19th Street, N.W.
Washington, D. C. 20036

cc: William Casselman
Larry Silberman
Tom Wolf
Jay French

