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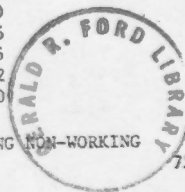
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ADMINISTRATIVELY CONFIDENTIAL

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

| OFFICE | OFFICE | HOME |
|---|--------------------------|----------|
| <u>Nixon Materials Co-ordinator</u> | Thomas P Wolf* | 456-2545 |
| (Sp. Assist. to the Admini.) | Page Boy | 395-2000 |
| Alternate Co-ordinator | Steven Garfinkel* | 343-4947 |
| Secretary | Martha M. Williams | 456-2545 |
| <u>Nixon Library Staff (GSA)</u> | Mack Teasley* | 456-2545 |
| | Terry Good* | " |
| | Susan Yowell* | " |
| | Dick McNeill | " |
| | Mary Filippini | " |
| | Jo Ann Williamson | " |
| One of the above will be carrying Page Boy W 347; call 395-2000 | | |
| <u>Administrator's Office (GSA)</u> | Arthur F. Sampson | 343-6161 |
| | Donald P. Young* | " |
| | Mary Foster | " |
| | Marilyn Gunther | " |
| | Richard L. Fanske | 343-7243 |
| <u>General Counsel's Office (GSA)</u> | Harold S. Trimmer* | 343-5481 |
| | Herman W. Barth* | 343-2155 |
| | Robert J. Yock | 343-4947 |
| | Douglas Hinds | 343-9111 |
| <u>Office of the Archivist (GSA)</u> | Dr. James Rhoads* | 963-3434 |
| | James E. O'Neill* | 963-3408 |
| | Richard A. Jacobs* | 962-3512 |
| | Jack Nesbitt | " |
| <u>White House</u> | Philip W. Buchen | 456-2632 |
| | William Casselman | 456-2293 |
| | Barry Roth | 456-2293 |
| | Jay French | 456-2845 |
| <u>Secret Service</u> | Robert Snow | 964-2671 |
| | Dennis Brosan | " |
| <u>Executive Protective Service (White House Complex)</u> | Control Center | 456-2581 |
| | Command Center | 456-4497 |
| | Access | 456-4303 |
| | Visitors Office | 456-6742 |
| <u>Staff Secretary's Office (White House)</u> | Jerry Jones | 456-2206 |
| | Dr. David Hoopes | 456-2943 |
| <u>Region 3 Fed. Prot. Service (GSA)</u> | Control Center | 755-4350 |
| | Col. Richie | 755-8780 |
| | Robert Dirks | 962-8587 |
| <u>White House - GSA - PBS</u> | Dan Spalding (Com. Mgr.) | 456-2348 |
| | Bob Costanza (OEOB Mgr.) | 456-3675 |
| <u>Attorney General's Office</u> | Irv Goldbloom | 739-3310 |
| | Jeff Axelrad | 739-3300 |
| <u>Nixon Counsel</u> | Herbert J. Miller | 293-6400 |
| | Stan Mortenson | " |
| | Thomas B. Rowe | " |
| <u>Special Prosecutor's Office</u> | Peter Kreindler | 393-2300 |
| | Richard Davis | " |
| 17th Street Entrance of OEOB | | 456-6742 |
| OEOB Mail Room (Room 45) | | 456-2636 |
| F Street Entrance of GSA | | 343-6720 |
| E Street Entrance of GSA (East Courtyard) | | 343-2516 |
| GSA Motor Pool | | 962-2216 |
| GSA Administrator's Mailroom (Room 5127) | | 343-4352 |
| GSA Region 3 FPS Control Center | | 755-4350 |

*PLEASE NOTIFY GSA REGION 3 PFS CONTROL CENTER DURING NON-WORKING HOURS IF NOT AT HOME



September 6, 1974

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

Dear Mr. Sampson:

In keeping with the tradition established by other former Presidents, it is my desire to donate to the United States, at a future date, a substantial portion of my Presidential materials which are of historical value to our Country. In donating these Presidential materials to the United States, it will be my desire that they be made available, with appropriate restrictions, for research and study.

In the interim, so that my materials may be preserved, I offer to transfer to the Administrator of General Services (the "Administrator"), for deposit, pursuant to 44 U.S.C. Section 2101, et seq., all of my Presidential historical materials as defined in 44 U.S.C. Section 2101 (hereinafter "Materials"), which are located within the metropolitan area of the District of Columbia, subject to the following:

1. The Administrator agrees to accept solely for the purpose of deposit the transfer of the Materials, and in so accepting the Materials agrees to abide by each of the terms and conditions contained herein.
2. In the event of my death prior to the expiration of the three-year time period established in paragraph 7A hereof, the terms and conditions contained herein shall be binding upon and inure to the benefit of the executor of my estate for the duration of said period.
3. I retain all legal and equitable title to the Materials, including all literary property rights.



4. The Materials shall, upon acceptance of this offer by the Administrator, be deposited temporarily in an existing facility belonging to the United States, located within the State of California near my present residence. The Materials shall remain deposited in the temporary California facility until such time as there may be established, with my approval, a permanent Presidential archival depository as provided for in 44 U.S.C. Section 2108.
5. The Administrator shall provide in such temporary depository and in any permanent Presidential archival depository reasonable office space for my personal use in accordance with 44 U.S.C. Section 2108 (f). The Materials in their entirety shall be deposited within such office space in the manner described in paragraph 6 hereof.
6. Within both the temporary and any permanent Presidential archival depository, all of the Materials shall be placed within secure storage areas to which access can be gained only by use of two keys. One key, essential for access, shall be given to me alone as custodian of the Materials. The other key may be duplicated and entrusted by you to the Archivist of the United States or to members of his staff.
7. Access to the Materials within the secure areas, with the exception of recordings of conversations in the White House and the Executive Office Building which are governed by paragraphs 8 and 9 hereof, shall be as follows:



- A. For a period of three years from the date of this instrument, I agree not to withdraw from deposit any originals of the Materials, except as provided in subparagraph B below and paragraph 10 herein. During said three-year period, I may make reproductions of any of the originals of the Materials and withdraw from deposit such reproductions for any use I may deem appropriate. Except as provided in subparagraph B below, access to the Materials shall be limited to myself, and to such persons as I may authorize from time to time in writing, the scope of such access to be set forth by me in each said written authorization. Any request for access to the Materials made to the Administrator, the Archivist of the United States or any member of their staffs shall be referred to me. After three years I shall have the right to withdraw from deposit without formality any or all of the Materials to which this paragraph applies and to retain such withdrawn Materials for any purpose or use I may deem appropriate, including but not limited to reproduction, examination, publication or display by myself or by anyone else I may approve.
- B. In the event that production of the Materials or any portion thereof is demanded by a subpoena or other order directed to any official or employee of the United States, the recipient of the subpoena or order shall immediately notify me so that I may respond thereto, as the owner and custodian of the Materials, with sole right and power of access thereto and, if appropriate, assert any privilege or defense I may have. Prior to any such production, I shall inform the United States so it may inspect the subpoenaed materials and determine whether to object to its production on grounds of national security or any other privilege.



8. The tape recordings of conversations in the White House and Executive Office Building which will be deposited pursuant to this instrument shall remain on deposit until September 1, 1979. I intend to and do hereby donate to the United States, such gift to be effective September 1, 1979, all of the tape recordings of conversations in the White House and Executive Office Building conditioned however on my continuing right of access as specified in paragraph 9 hereof and on the further condition that such tapes shall be destroyed at the time of my death or on September 1, 1984, whichever event shall first occur. Subsequent to September 1, 1979 the Administrator shall destroy such tapes as I may direct. I impose this restriction as other Presidents have before me to guard against the possibility of the tapes being used to injure, embarrass, or harass any person and properly to safeguard the interests of the United States.
9. Access to recordings of conversations in the White House and Executive Office Building within the secure areas shall be restricted as follows:
 - A. I agree not to withdraw from deposit any originals of the Materials, except as provided in subparagraph B and paragraph 10 below, and no reproductions shall be made unless there is mutual agreement. Access to the tapes shall be limited to myself, and to such persons as I may authorize from time to time in writing, the scope of such access to be set forth by me in each said written authorization. No person may listen to such tapes without my written prior approval. I reserve to myself such literary use of the information on the tapes.
 - B. In the event that production of the Materials or any portion thereof is demanded by a subpoena or other order directed to any official or employee of the United States,

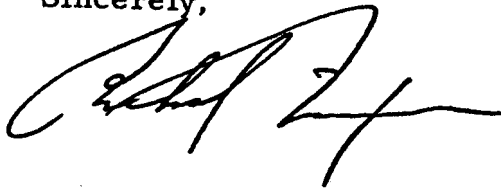


the recipient of the subpoena or order shall immediately notify me so that I may respond thereto, as the owner and custodian of the Materials, with sole right and power of access thereto and, if appropriate, assert any privilege or defense I may have. Prior to any such production, I shall inform the United States so it may inspect the subpoenaed materials and determine whether to object to its production on grounds of national security or any other privilege.

10. The Administrator shall arrange and be responsible for the reasonable protection of the Materials from loss, destruction or access by unauthorized persons, and may upon receipt of an appropriate written authorization from the Counsel to the President provide for a temporary re-deposit of certain of the Materials to a location other than the existing facility described in paragraph 4 herein, provided however that no diminution of the Administrator's responsibility to protect and secure the Materials from loss, destruction, unauthorized copying or access by unauthorized persons is affected by said temporary re-deposit.
11. From time to time as I deem appropriate, I intend to donate to the United States certain portions of the Materials deposited with the Administrator pursuant to this agreement, such donations to be accompanied by appropriate restrictions as authorized by 44 U.S.C. Section 2107. However, prior to such donation, it will be necessary to review the Materials to determine which of them should be subject to restriction, and the nature of the restrictions to be imposed. This review will require a meticulous, thorough, time-consuming analysis. If necessary to fulfill this task, I will request that you designate certain members of the Archivist's staff to assist in this review under my direction.

If you determine that the terms and conditions set forth above are acceptable for the purpose of governing the establishment and maintenance of a depository of the Materials pursuant to 44 U.S.C. Section 2101 and for accepting the irrevocable gift of recordings of conversations after the specified five year period for purposes as contained in paragraph 8 herein, please indicate your acceptance by signing the enclosed copy of this letter and returning it to me. Upon your acceptance we both shall be bound by the terms of this agreement.

Sincerely,



Accepted by:



Arthur F. Sampson
Administrator
General Services Administration

9/7/74



Ann

Friday 9/13/74

12:30 Ben Bradlee of the Washington Post called to say he's gotten himself and potentially Mr. Buchen in what could be a difficult situation. Concerning the message I gave him the other day, his interpretation was:

"The 1100 crates are not being shipped to San Clemente and will not be without Mr. Buchen's permission."

M

A reporter from the Washington Post went to GSA and got the following quote from GSA in Sampson's name:

"There are no instructions for us to hold up shipment of gifts to San Clemente or anywhere else."

That quote is on the record from GSA.



GENERAL SERVICES ADMINISTRATION

Office of General Counsel
Washington, D.C. 20405



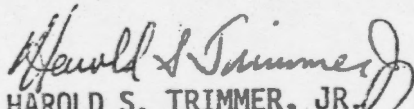
September 13, 1974

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

Dear Mr. Buchen:

As authorized by the Administrator of General Services, and pursuant to the telephone conversation of this afternoon between myself and William E. Casselman II of your staff, I am pleased to advise you that the General Services Administration will provide to you and to Mr. Miller, attorney for former President Nixon, a minimum of two business days' notice prior to removal from the Archives Building of any of the approximately 1,100 boxes containing gifts received by former President Nixon.

Additionally, the Administrator has authorized me to state that, to the extent gifts subject to the Foreign Gifts and Decorations Act of 1966 are included in the above, they will not be removed until such time as the provisions of that Act have been fully complied with.


HAROLD S. TRIMMER, JR.
General Counsel



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

WHITE HOUSE STAGING AREAS

CENTRAL FILES MATERIAL

4052 Cubic Feet on 168 shipping pallets

OEOB Rooms 430, 431, 432, 433, 435, 437, 439

Key Lock; GSA Area Manager Dan Spaulding has the only key

CENTRAL FILES MATERIAL & WHITE HOUSE STAFF OFFICE FILES

1644 Cubic Feet on 69 shipping pallets

OEOB Rooms 423, 425, 427, 428

Key Lock; GSA Area Manager Dan Spaulding has the only key

WHITE HOUSE STAFF OFFICE FILES

1580 Cubic Feet on 74 shipping pallets

OEOB Rooms 417, 419, 421, 428

Key Lock; GSA Area Manager Dan Spaulding has the only key

WHITE HOUSE STAFF OFFICE FILES

312 Cubic Feet on 13 pallets

OEOB Room 438

Key Lock; Access Restricted to Office of Presidential Papers Personnel

CENTRAL FILES "CONFIDENTIAL FILE" (Under Alarm System)

1104 Cubic Feet on 46 pallets

OEOB Rooms 434-436, 443-445

Key Lock; Access Restricted to Office of Presidential Papers Personnel

WHITE HOUSE STAFF OFFICE "SENSITIVE" FILES (Under Alarm System)

424 Cubic Feet unpalletized

OEOB Room 405

Key Lock; Access Restricted to Office of Presidential Papers Personnel



September 20, 1974

Office of Presidential Papers

WHITE HOUSE VAULT AREAS

SPECIAL FILES

1053 cubic feet

OEOB Rooms 84-84 & 522

Gertrude Brown Fry is custodian

STAFF PERSONNEL FILES

105 cubic feet

OEOB Rooms 41-43

Jane Dannenhauer is custodian

NSC NIXON PRESIDENTIAL FILE

450 cubic feet (estimate)

OEOB 205

Ed Roberts is custodian



NATIONAL ARCHIVES BUILDING

(All material in vaulted stack areas 1W2 & 2W2 unless otherwise noted)

WHITE HOUSE CENTRAL FILES AND WHITE HOUSE STAFF OFFICE FILES

5224 cubic feet (3392 cubic feet of total now on 141 pallets in "Trevor Alley" and basement storage area)

PRE-PRESIDENTIAL PAPERS OF RICHARD NIXON

1675 cubic feet

DONATED PERSONAL PAPERS AND DONATED AUDIOVISUAL MATERIAL

357 cubic feet

REPUBLICAN NATIONAL COMMITTEE NIXON MATERIALS

377.5 cubic feet (329 cubic feet on 14 pallets in "Trevor Alley" and basement storage area)

COMMITTEE TO RE-ELECT THE PRESIDENT

1466 cubic feet

STAFF, COMMISSION, COMMITTEE, ETC. FILES (NON-WHITE HOUSE)

132 cubic feet

WHITE HOUSE COMMUNICATIONS AGENCY NIXON MATERIALS

1273 cubic feet

NAVAL PHOTO CENTER AUDIOVISUAL NIXON MATERIALS

104 cubic feet

BOOKS, PUBLICATIONS, AND AUDIOVISUAL MATERIALS PURCHASED/OWNED BY U.S. GOVERNMENT

637 cubic feet (586 cubic feet on 25 pallets in "Trevor Alley" and basement storage area)

WHITE HOUSE PHOTO OFFICE NIXON MATERIAL

168 cubic feet on 8 pallets in 2W2

Combination access to stack areas 1W2 & 2W2:

Richard A. Jacobs, Deputy Assistant archivist for Presidential Libraries
Adrienne Thomas, Assistant to Deputy Archivist
Terry W. Good, Office of Presidential Libraries
Jo Ann Williamson, Office of Presidential Libraries
Richard E. McNeill, Office of Presidential Libraries
James B. Byers, Office of Presidential Libraries
Howard McNeill, Office of Presidential Libraries

Access to "Trevor's Alley" and receiving area: NARS service personnel during daytime hours, areas secured after hours.

September 20, 1974
Office of Presidential Papers



NATIONAL ARCHIVES BUILDING
(All material in vaulted stack areas 1W2, 2W2, and 19E3)

GIFTS

6,000 cubic feet (estimated)

Combination access to stack areas 1W2, 2W2, and 19E3:

Richard A. Jacobs, Deputy Assistant Archivist for Presidential Libraries
Adrienne Thomas, Assistant to Deputy Archivist
Terry W. Good, Office of Presidential Libraries
Jo Ann Williamson, Office of Presidential Libraries
Richard E. McNeill, Office of Presidential Libraries
James B. Byers, Office of Presidential Libraries
Howard McNeill, Office of Presidential Libraries

September 20, 1974
Office of Presidential Papers



SUITLAND STAGING AREAS

GOVERNMENT PUBLICATIONS
1406 cubic feet

WHITE HOUSE SUPPLY
2009 cubic feet (includes 432 cubic feet in transit from EOB)

STATE DEPARTMENT BULK MAIL
619 cubic feet

September 20, 1974
Office of Presidential Papers



| | In GSA Custody as of Sep 18 | Revised Estimate of Materials still to be received by GSA |
|---|--------------------------------|--|
| . . . WH Central Files in EOB | 6,908 | 0 |
| . . . WH Central Files in NARS | 5,517 | 0 |
| . . . WH Staff Office Files (estimated) | 2,244 | 1,025 |
| . . . WH Special Files (in vaults) | 0 | 1,600 |
| . . . Other Materials in NARS courtesy storage (e.g. CRP) | 4,613 | 0 |
| . . . Audiovisual Materials (WHCA, NARS, and NPC) | 1,987 | 205 (NPC) |
| . . . WH Photo Office (estimated) | 168 | 0 |
| . . . Government Publications at Suitland | 4,042 | 0 |
| . . . Gift Materials in NARS | | 0 |
| | <hr/> 25,379 | <hr/> 2,830 |
| | 31,379 | (with 6,000 cubic Feet of gifts) |



September 20, 1974

Dear Mr. Rhoads:

Confirming our recent conversation, in which William Casselman also participated, I set forth the following points concerning the letter agreement between former President Nixon and Administrator Arthur F. Sampson of the General Services Administration dated September 6, 1974:

- 1) A principal reason that I had recommended acceptance of this agreement as to disposition of tape recordings which are covered by paragraphs 8 and 9 was based upon my understanding of the clandestine nature of their origin. It is my belief that such recordings made of conversations engaged in by persons of whom one or more were unaware of the recordings are so offensive and contrary to their interests in personal privacy and in freedom of expression as to justify or even require treatment different from that accorded other materials covered by the agreement. The different treatment specified in the agreement, while allowing for Court-ordered disclosure to appropriate parties over a 5-year period, does preclude other access except as conducted or directed by the former President in accordance with specified safeguards involving the General Services Administration and otherwise allows, and ultimately requires, destruction of the tapes over a second 5-year period.
- 2) You correctly pointed out that this different treatment of such tape recordings results in cutting off the possibility for historians to learn the conversational contents of the tapes at some future time, even so far in the future as to make it unlikely any persons involved would then be living. You also expressed your opinion that this was a very objectionable result from your point of view and from that of other archivists and historians. I assured you that you were under no obligation to refrain from expressing this opinion freely so long as you hold it, and that I would be willing to assure anyone to that effect who inquires. Also, you may use this letter to overcome any possible



implication that your undertaking or authorizing steps to implement the agreement as written, whether in the initial 5-year period or afterwards, may constitute a retreat from the opinion you expressed.

- 3) I suggested to you that the historical and archival community may wish to consider fully, under appropriate organizational auspices, the problems posed by the surreptitious use of modern recording techniques to make a "record for history" of private conversations. The problem occurs when not all parties to the conversation have been made aware a recording is in process and also when none of the parties is aware the conversation is being recorded. We discussed generally the concerns to be addressed and their relations to problems, present and future, going far beyond those caused by only the tape recordings covered by the agreement in question. However, these are matters which you and others who may want to take up the suggestion would independently want to determine.

Thank you very much for our meeting and for your thoughtful attention to the points raised.

Sincerely yours,

Philip W. Buchen
Counsel to the President

The Honorable James B. Rhoads
Archivist of the United States
General Services Administration
8th and Pennsylvania Avenue, N.W., Room 111
Washington, D. C. 20408

bcc: William Casselman
Administrator Arthur F. Sampson'



September 20, 1974

Dear Mr. Rhoads:

Confirming our recent conversation, in which William Casselman also participated, I set forth the following points concerning the letter agreement between former President Nixon and Administrator Arthur F. Sampson of the General Services Administration dated September 6, 1974:

- 1) A principal reason that I had recommended acceptance of this agreement as to disposition of tape recordings which are covered by paragraphs 8 and 9 was based upon my understanding of the clandestine nature of their origin. It is my belief that such recordings made of conversations engaged in by persons of whom one or more were unaware of the recordings are so offensive and contrary to their interests in personal privacy and in freedom of expression as to justify or even require treatment different from that accorded other materials covered by the agreement. The different treatment specified in the agreement, while allowing for Court-ordered disclosure to appropriate parties over a 5-year period, does preclude other access except as conducted or directed by the former President in accordance with specified safeguards involving the General Services Administration and otherwise allows, and ultimately requires, destruction of the tapes over a second 5-year period.
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Thank you very much for our meeting and for your thoughtful attention to the points raised.

Sincerely yours,

Philip W. Buchen
Counsel to the President

The Honorable James B. Rhoads
Archivist of the United States
General Services Administration
8th and Pennsylvania Avenue, N.W., Room 111
Washington, D. C. 20408

bcc: William Casselman
Administrator Arthur F. Sampson



*Access
by date.*

Monday 9/23/74

12:00 Ruth Dean (a reporter with the Star-News) wanted to talk with you to verify a report that you have given an order to GSA not to ship any of the Nixon foreign gifts to the Nixons or any of the inventory records ----- which was in an article by Maxine Cheshire yesterday in the Washington Post. It indicated the White House had put an embargo on some 1100 crates. 484-4364

She would like to talk with you directly.

*referred to
Ron Hesson
(with President
but will return
about 2:15)*



Access

Wednesday 9/25/74

3:25 Mr. Casselman advises that the Comptroller General has decided the following:

1. The September 6th letter agreement with Richard Nixon was made within the authority of the GSA Administrator.

2. He upholds the validity of the nonreimbursable details to former President Nixon with the possible exception of the maid and butler.

3. Upholds the applicability of the transition act as it relates to Richard Nixon.



THE WHITE HOUSE

WASHINGTON

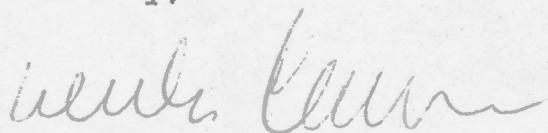
October 18, 1974

Dear Mr. Trimmer:

In accordance with the attached letter from Philip W. Buchen to Herbert J. Miller dated October 18, 1974, this is to request the assistance of a member of the staff of the Office of Presidential Papers to locate and turn over to me items No. 1 and 4, as described in the attached trial Subpoena duces tecum captioned United States v. John N. Mitchell, et al., D. D.C., Criminal No. 74-110, which was issued upon application by the United States. These items are believed to be located within the White House complex.

Your cooperation in this matter is appreciated.

Sincerely,



William E. Casselman II
Counsel to the President

Harold S. Trimmer, Jr., Esquire
General Counsel
General Services Administration
Washington, D.C. 20405



THE WHITE HOUSE
WASHINGTON

October 23, 1974

Dear Mr. Trimmer:

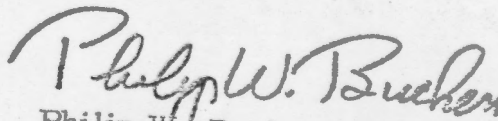
Attached is a request from Herbert J. Miller, Jr., attorney for Richard Nixon, pursuant to the Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, C.A. No. 74-1518 and C.A. No. 74-1533, seeking access to and copies of such Presidential materials of the Nixon Administration as he or his agent may request for the purpose of preparation of Mr. Nixon for potential testimony in the Watergate trial.

This is to request the assistance of employees of the General Services Administration to make available such documents within the White House complex as are currently under your custody and control, and to assist in locating the desired documents.

For the purpose of this search, I designate in the alternative William E. Casselman II, Barry N. Roth, or Jay T. French to serve as my agents.

Thank you for your assistance.

Sincerely,



Philip W. Buchen
Counsel to the President

Harold S. Trimmer, Jr., Esquire
General Counsel
General Services Administration
Washington, D. C. 20405



1320 19th St., N. W., Suite 500
Washington, D. C. 20036
October 23, 1974

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

Dear Mr. Buchen:

Pursuant to the order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, C. A. No. 74-1518, I hereby request as former President Nixon's attorney that you provide to Thomas D. Rowe, Jr., an attorney of my firm, access to and copies of such Presidential materials of the Nixon Administration as he may request. The purpose of his requests will be the preparation of Mr. Nixon for potential testimony in the Watergate trial. Copies are requested because Mr. Nixon is physically unable to conduct the review in person. Use of copies shall be fully in compliance with the order. To the extent that this is a continuing request, I will advise you when Mr. Nixon is physically able to conduct the review in person and copies are no longer required.

Sincerely yours,

Herbert J. Miller, Jr.
Attorney for Mr. Nixon

by

Thomas D. Rowe, Jr.
Thomas D. Rowe, Jr.

cc: William Casselman



GSA

THE WHITE HOUSE

WASHINGTON

October 24, 1974

MEMORANDUM FOR

Donald Rumsfeld
Jerry Jones
H. Stuart Knight
Robert Snow
David H. Martin
Earle L. Drescher

As requested by Thomas P. Wolf, Special Assistant to the Administrator, General Services Administration, I am furnishing for your information and records a copy of his letter to me of October 24, 1974.

P.W.B.

Philip W. Buchen
Counsel to the President

Attachment



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, D.C. 20408

October 24, 1974



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

Dear Mr. Buchen:

I have been appointed by the Administrator of GSA (see attached memorandum) as his representative to guarantee his and GSA's full compliance with the supplemental temporary restraining order issued by U.S. District Court Judge Charles R. Richey at 2:35 p.m. on October 22, 1974 and any substitute or supplemental temporary restraining orders that may be issued in this matter.

Within the next 48 hours I intend to prepare such written procedures as will permit the orderly performance of the requirements of the order. I will consult with your appointed agent, Mr. William Casselman, to determine that all requirements of your office are considered.

I would appreciate your notifying those members of the White House Staff who should be aware of my assignment in order to respond to requests for assistance or other services required by my responsibilities. This would include, though not be limited to, the EPS and Secret Service.

I can be reached at:

| | |
|-------------------------|------------------|
| Room 487, OEOb | 145/2545 |
| Administrator's Office, | 183/6161 or 7221 |
| GSA | |
| Home | 657-4440 |

I look forward to being of assistance to you.

Thomas P. Wolf

Thomas P. Wolf
Special Assistant to the Administrator

cc: Mr. William Casselman
Mr. Herbert J. Miller
Mr. Steven Garfinkel

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



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



October 24, 1974

MEMORANDUM TO: THOMAS P. WOLF - A
Special Assistant to the Administrator

SUBJECT: Nixon Materials

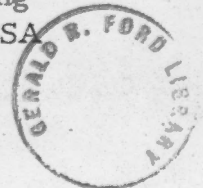
You are hereby appointed my sole representative to provide access to those materials referred to as the "Presidential Materials of the Nixon Administration" in the supplemental temporary restraining order issued by U.S. District Court Judge Charles R. Richey at 2:35 p.m. on October 22, 1974, in Nixon v. Sampson, et al.

Your responsibility covers those materials which presently are or which will come under the physical control of the General Services Administration. During the existence of this order or supplemental or substitute orders, you are responsible for assuring that prior to providing access and during access the provisions of all applicable orders are fully enforced.

In carrying out these duties you are to determine with absolute certainty, by obtaining concurrence from GSA's General Counsel or his agent (hereby identified as Messrs. T. Trimmer, H. W. Barth, and S. Garfinkel), that each requested access is in legal accordance with applicable court orders, and has been personally approved by myself. At such times when I cannot reasonably be consulted, Mr. Donald Young, Executive Assistant to the Administrator, and/or Mr. Ted Trimmer, General Counsel, will act on my behalf.

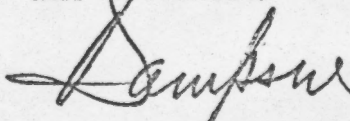
In furtherance of your duties you are:

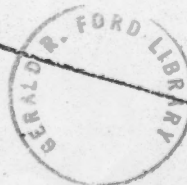
1. To take physical control of all keys to the areas being used for storage of the materials in the control of GSA in the White House complex.



2. To supervise all access to and work with the materials.
3. To prepare procedures assuring the orderly performance by GSA in accordance with applicable orders.
4. Authorized to permit members of the Nixon liaison staff (NLN) to continue to perform those duties required for purposes of current government business, which may require access to some of the areas under your control.
5. Authorized to call on all GSA personnel assigned to the White House complex to assist you in the orderly performance of your duties and/or to call on the Archivist of the United States to supply such personnel as you determine to be necessary.
6. To keep such records and logs as you consider necessary to document GSA's compliance with applicable orders.
7. To make and retain for reference and control purposes photostatic copies of all original materials or copies thereof which are obtained and removed by individuals authorized thereto by applicable orders.
8. Authorized to utilize on an individual task basis other employees of GSA to perform the duties for which you are responsible.

At any time that you are unable to act as my sole representative, Steven Garfinkel is hereby authorized to act on my behalf in accordance with the instructions and authorities contained in this document.


Arthur F. Sampson
Administrator



THE WHITE HOUSE
WASHINGTON

Evo:

Please with a single
covering memo, transmit
copies of ~~both~~ this
letter to:

Don Rumsfeld

Jerry Jones

H. Stuart Knight

Robert Snow

David H. Martin

EPS

Sec.

Servce



October 24, 1974

MEMORANDUM FOR

Donald Rumsfeld
Jerry Jones
H. Stuart Knight
Robert Snow
David H. Martin
Earle L. Drescher

As requested by Thomas P. Wolf, Special Assistant to the Administrator, General Services Administration, I am furnishing for your information and records a copy of his letter to me of October 24, 1974.

Philip W. Buchen
Counsel to the President

Attachment

PWBuchen:ed



10/25/74

4:53

Original

just
arrived

Barry

has

taken

care



THE WHITE HOUSE

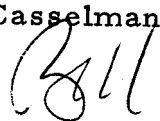
WASHINGTON

October 25, 1974

Memorandum for: Phil Buchen

From: William Casselman

Please call me if you approve of
the attached.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Office of General Counsel
Washington, D.C. 20405



OCT 25 1974

Honorable Philip W. Buchen
Counsel to the President
The White House
Washington, DC 20500


Dear Mr. Buchen:

By my letter to you of October 18, 1974, the General Services Administration notified you of its intention to comply with a request from the Honorable Henry E. Catto, Jr., Chief of Protocol, that he have delivered to him for the purpose of inspection President Nixon's Head of State Archives boxes 117 and 118(c). We suspended the delivery of these boxes upon notice that they also contained Presidential papers whose transfer in this manner was barred by the temporary restraining order issued by Judge Richey on October 21, 1974, and amended on October 22, 1974, in the case of Nixon v. Sampson, et al., Civil Action Nos. 74-1518 and 74-1533, United States District Court for the District of Columbia.

It is my understanding that Mr. Catto has now renewed his request for delivery of the two boxes of foreign gifts, with the papers removed therefrom and retained in the custody of this agency in accordance with the outstanding order. Because it is the opinion of General Services Administration that Mr. Catto's request is proper in furtherance of his responsibilities under the Foreign Gifts and Decorations Act of 1966, as amended, and that foreign Head of State gifts are not subject to the court order, this is notice that we intend to comply with his request no sooner than two business days from your receipt of this letter.

Again, I invite you to contact me if you have any questions or comments concerning this matter.

Sincerely,


HAROLD S. TRIMMER, JR.
General Counsel



access

THE WHITE HOUSE
WASHINGTON

October 25, 1974

Dear Mr. Trimmer:

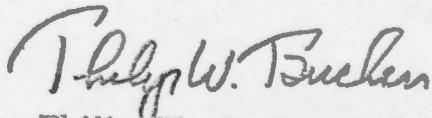
Attached is a request from Herbert J. Miller, Jr., attorney for Richard Nixon, pursuant to the Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, C.A. No. 74-1518 and C.A. No. 74-1533, seeking access to and copies of such Presidential materials of the Nixon Administration as he or his agent may request for the purpose of preparation of Mr. Nixon for potential testimony in the Watergate trial. In my opinion, this request is in compliance with the above-referenced Order.

This is to request the assistance of employees of the General Services Administration to make available such documents within the White House complex as are currently under your custody and control, and to assist in locating the desired documents.

For the purpose of this search, I designate in the alternative William E. Casselman II, Barry N. Roth, or Jay T. French to serve as my agents.

Thank you for your assistance.

Sincerely,



Philip W. Buchen
Counsel to the President

Harold S. Trimmer, Jr., Esquire
General Counsel
General Services Administration
Washington, D. C.



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

AREA CODE 202
TELEPHONE 293-6400

JOSEPH S. MCCARTHY
COURTNEY A. EVANS
OF COUNSEL

October 25, 1974

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

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

Dear Mr. Buchen:

Pursuant to the order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, C.A. No. 74-1518, I hereby request as former President Nixon's attorney that you provide to the following named attorneys of this firm access to and copies of such Presidential materials of the Nixon Administration as they may request: Herbert J. Miller, Jr., Thomas D. Rowe, Jr., and R. Stan Mortenson. These attorneys may bring with them from time to time as their agents other employees of this firm, whom they will designate in writing to your office. I request that you provide to these agents access to and copies of such Presidential materials of the Nixon Administration as an above-named attorney or attorneys accompanying them may request.

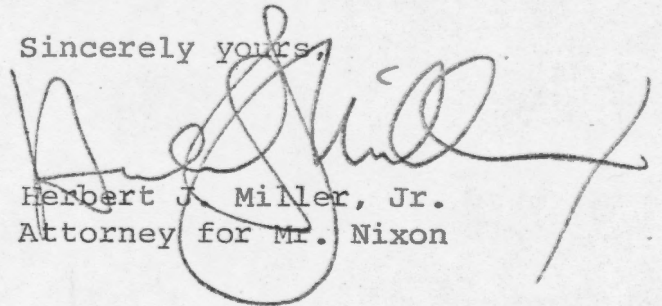
The purpose of the attorneys' requests will be the preparation of Mr. Nixon for potential testimony in the Watergate trial and/or determining whether to raise any privileges or defenses he believes he might have in opposition to production of said materials for current government business or pursuant to requests by the Special Prosecutor or to validly-issued subpoenas, discovery demand or a court order. Copies are requested because Mr. Nixon is physically unable to conduct the review in person. Use of copies shall be fully in compliance with the order. To the extent that this is a continuing request, I will advise you when Mr.



Philip W. Buchen, Esquire
October 25, 1974
Page 2

is physically able to conduct the review in person
and copies are no longer required.

Sincerely yours,

A large, stylized handwritten signature in dark ink, appearing to read 'H. Miller, Jr.', is written over the typed name and title.

Herbert J. Miller, Jr.
Attorney for Mr. Nixon

HJM/deb
cc: William E. Casselman II



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



October 25, 1974

MEMORANDUM TO:

HONORABLE PHILIP W. BUCHEN
Counsel to the President

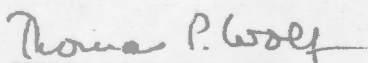
HERBERT J. MILLER, JR.
Counsel to the Former President

Pursuant to the responsibilities assigned to me by the Administrator of the General Services Administration, I have taken formal control of the sole key for access to all the Nixon Presidential materials stored in the Old Executive Office Building as of 5 p.m. October 24, 1974.

This is to inform you that at or about 10:15 a.m. on October 25, 1974, in the presence of your agents, Mr. Barry Roth and/or Mr. Jay French and Mr. Tom Rowe, I intend to enter each of the rooms controlled by this key for the sole purpose of determining the conditions of the rooms and the actual presence of the materials stored therein as reported to me.

No unopened boxes will be opened, no materials will be inspected, and no items will be removed.

This inspection is solely for the purpose of satisfying myself of the status and conditions of the materials at this time. I believe this act to be consistent with the requirements of the temporary restraining order issued by Judge Richey on October 23, 1974, which requires the parties to guarantee the integrity of the materials now under our control.


THOMAS P. WOLF

Special Assistant to the Administrator



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



October 25, 1974

Memorandum For: Inspector Freeman

From: Thomas P. Wolf, Special Assistant to the
Administrator (GSA)

Reference is made to the memo to you from Jack Nesbitt dated October 24, relating to access to the rooms containing Nixon presidential materials.

By order of the Administrator of GSA, I have exclusive control to access to these rooms. However, it was decided to give you a duplicate key for use by EPS in the case of "emergency".

It should be clearly understood that such "emergency" access refers exclusively to situations where the contents of these rooms may be subject to damage from fire, water, or similar causes. It does not include access for the purpose of inspecting or removing materials, regardless of who makes the request.

All such requests must be referred to me, or in case of my unavailability, to Mr. Garfinkel. No one else can authorize or give access.

Any use by your office of this key is to be reported to me or Mr. Garfinkel immediately by telephone and confirmed in writing.

All the above is consistent with the requirements of the temporary restraining order issued by U. S. District Court Judge Charles R. Richey at 2:35 p.m. on October 22, 1974.

cc: The Honorable Philip W. Buchen, Esq. ✓
The Honorable Arthur S. Sampson
Herbert J. Miller, Jr., Esq.
Harold S. Trimmer, Esq.
Steven Garfinkel, Esq.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



October 28, 1974

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

Herbert J. Miller, Esq.
Miller Cassidy Larroca & Lewin
1320 19th Street, N.W.
Suite 500
Washington, D.C. 20036

Dear Messrs. Buchen and Miller:

Attached hereto are the current access procedures for the Richard Nixon Presidential materials which are currently or may come under the custody of the General Services Administration. I would appreciate your cooperation in implementing them.

If you have any questions regarding any aspect of this document, please don't hesitate to call me. I can be reached at 456-2545 or through the White House Switchboard.

Sincerely,

Thomas P. Wolf
Special Assistant
to the Administrator

Enclosure
cc: Honorable Arthur F. Sampson



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



October 25, 1974

GSA Procedures for Providing Access to Richard Nixon Presidential Materials in its Custody in Accordance with the Supplemental Order Issued by Judge Richey on October 22, 1974, in the Case of Nixon v. Sampson, et. al., Civil Action Nos. 74-1518 and 74-1533, United States District Court for the District of Columbia

I. Nature of Request

The following procedures shall apply only in the following situations in which demands for access are permitted under the court order:

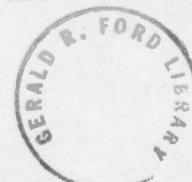
- A. Validly-issued subpoena, discovery demand or court order;
- B. Request for access by Plaintiff Richard M. Nixon or his attorney;
- C. Request for access by the Special Prosecutor;
- D. Request for access for the purposes of current government business; or
- E. Request for access by present or previous members of the White House staff for purposes relating to criminal investigations or prosecutions.

II. Coordinator

Until further notice, Thomas P. Wolf, Special Assistant to the Administrator, shall serve as Coordinator of the following procedures.

III. Steps in Handling Demands for Access

- A. All demands for access shall be directed to or transmitted to the Coordinator for implementation. Access shall be by appointment only. Therefore, in order that the prerequisites to access may be met, the Coordinator shall receive the demand for access at least 24 hours in advance. Access appointments will take place during normal working hours. In exceptional situations certified in writing by the requester, the 24 hour notice and normal working hours requirements may be waived by the Coordinator.



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405

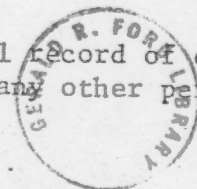


2

- B. The Coordinator shall communicate the details of the demand for access to the Administrator of General Services, Mr. Sampson, and to the General Counsel of the General Services Administration, Mr. Trimmer. There shall be no access until the Coordinator ascertains that Mr. Trimmer has determined that access is in full accord with the court order and that Mr. Sampson has personally approved it.
- C. The Coordinator shall ascertain that Mr. Buchen or his designated agent and Mr. Nixon or his attorney are aware of the details of the demand for access, and advises them of the time and meeting place of the access appointment.
- D. The Coordinator arranges for an archival employee to be present at the access appointment.
- E. At the time of the access appointment, the Coordinator shall assemble the necessary parties for access, including himself, the requester, Mr. Buchen or his agent, Mr. Nixon's attorney or his agent, and the archival employee.
- F. The Coordinator opens the room and makes the proper arrangements for deactivating any existing alarm system. Before locking the room upon leaving, the Coordinator makes the proper arrangements for reactivating any existing alarm system.
- G. The archival employee assists in the location of the requested material.
- H. Upon request and with the clearance and in the presence of the necessary parties, materials may be removed from the room and taken to a research room for examination and/or photocopying in accordance with the provisions of the court order. Upon completion of these activities, Mr. Buchen or his agent and Mr. Nixon's attorney or his agent, accompanied by the Coordinator, returns the materials to the proper storage room.
- I. Whenever possible, certified copies and not the originals of the requested materials shall be provided to comply with a subpoena or other legal demand.

IV. Documentation of Transaction

- A. The Coordinator shall maintain a chronological record of each transaction under this procedure, as well as any other permissible



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



3

entry of a room containing subject materials in the custody of GSA. The record shall contain the date of entry, the room of entry, the time of entry, the time of departure and the names of all parties entering the room, as well as noting the entry or departure time of any party who enters or leaves at a time other than that already recorded. It shall also identify each box entered in the room of entry, and each box or individual folder removed from the room of entry.

- B. The Coordinator will maintain in a secure storage room at least one copy of materials or photocopies removed by the requester. In the case of originals being removed, one certified copy of the material shall be substituted for the originals, and a second copy shall be maintained by the Coordinator in the secure storage room. The copy shall be placed in a sealed envelope(s). Attached to the envelope shall be a receipt upon which the requester states that he has received the originals or a copy of the enclosed material, and includes date and signatory blocks to indicate the time the material is returned.

V. Alternates

- A. During the absence of Thomas P. Wolf, Steven Garfinkel, Attorney-Adviser, General Services Administration, shall serve as Coordinator.
- B. During the absence of Mr. Sampson, either Mr. Donald P. Young or Mr. Trimmer shall serve as his agent.
- C. During the absence of Mr. Trimmer, either Mr. Herman W. Barth or Mr. Garfinkel shall serve as his agent in exercising his function as General Counsel.



GSA

THE WHITE HOUSE

WASHINGTON

October 29, 1974

Dear Miss Dannenhauer:

On or about September 17th a temporary EOB pass was issued to Mr. Thomas P. Wolf, Special Assistant to the Administrator of General Services Administration, at the request of this office. At that time Mr. Wolf required only occasional access to the EOB portion of the White House complex.

As the result of additional responsibilities recently assigned to Mr. Wolf by the Administrator, which responsibilities relate to the Court Order of October 23, 1974 regarding access to Richard Nixon Presidential materials, Mr. Wolf is now permanently located in room 487 of the Old Executive Office Building. This change of status requires that Mr. Wolf be issued a permanent White House pass with access to all areas of the complex.

The Technical Security Division of the Secret Service has already taken the necessary photographs, fingerprints etc. Consequently all that is required to complete this request is for you to process it through in the normal fashion.

I would appreciate your expeditious handling of this matter. Thank you for your usual cooperation.

Sincerely,

Philip W. Buchen
Philip W. Buchen

cc: Mr. Philip W. Buchen
Mr. Thomas P. Wolf



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

GSA



OCT 30 1974

MEMORANDUM TO: Thomas P. Wolf (A)
Steven Garfinkel (LR)

SUBJECT: Delegation of Authority

Pursuant to your designation of October 24, 1974, as my representative and alternate representative, respectively, in GSA's implementation of the temporary restraining order issued by Judge Richey on October 21, 1974, and supplemented on October 22, 1974, and any subsequent court orders in the case of Nixon v. Sampson, et al., you are hereby delegated the authority to certify as true copies reproductions of materials within the custody of GSA that are the subject of the above litigation, when the reproduction of said material is in accordance with the applicable court order.

Arthur F. Sampson
Administrator

cc: Honorable Phillip W. Buchen
Counsel to the President

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



Access

THE WHITE HOUSE
WASHINGTON

October 30, 1974

Dear Mr. Sampson:

Pursuant to the Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, Civil Action No. 74-1518 and Civil Action No. 74-1533, the following additional persons are hereby designated as my agents for all purposes under this Order:

Stanley Sutton Shaw, Jr.
J. Roger Edgar

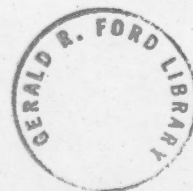
Sincerely,

/s/

Philip W. Buchen
Counsel to the President

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

cc: Thomas P. Wolf



THE WHITE HOUSE
WASHINGTON

October 31, 1974

Dear Mr. Sampson:

Mr. Thomas P. Wolf, as your duly appointed agent for purposes of the Supplemental Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, et al., C.A. No. 74-1518 and C.A. No. 74-1533, has requested permission to enter the rooms under GSA control containing the "Presidential materials of the Nixon Administration" without being accompanied by me or my agent or by an attorney for former President Richard Nixon. It is my understanding that the purpose of these unescorted entries would be strictly limited to the accessioning of newly assembled "Presidential materials" and to working materials already acquired by GSA between controlled rooms in order to achieve optimal storage.

It is my further understanding that in no event would Mr. Wolf or his archival assistants open or peruse any of the "Presidential materials." Moreover, Mr. Wolf will maintain a written record of each such entry, including the room of entry, the time of entry and departure, the names of the persons entering the rooms, and the number of the boxes of "Presidential materials" affected. In Mr. Wolf's absence, his duly appointed alternate, Mr. Steven Garfinkel, would be permitted entry under the same conditions.

(NO LONGER AUTHORIZED)

My signature of this letter constitutes approval of Mr. Wolf's request.

Sincerely,

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

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

LETTER DOES NOT PROVIDE
FOR "MAINTENANCE" AND
"SECURITY" ACCESSES.

cc: Mr. Thomas P. Wolf

THE WHITE HOUSE
WASHINGTON

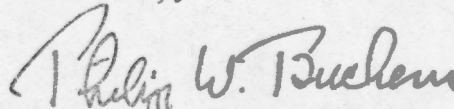
October 31, 1974

Dear Mr. Sampson:

This office is in receipt of letter requests of the Watergate Special Prosecution Force and subpoenas duces tecum which relate to materials believed to be under the care, custody and control of the General Services Administration and located within the White House complex. This is to request access to the above-referenced materials and the assistance of necessary archival personnel in locating specific items. In order to comply with the above-referenced letter requests and subpoenas for this purpose, those persons previously designated by me in writing as my agents are to continue in that capacity. In my opinion, this request is in accordance with the order of the United States District Court for the District of Columbia in Nixon, et al., v. Sampson, et al., C.A. No. 74-1518 and C.A. No. 74-1533.

The letter requests and subpoenas are available for inspection in my office by you or your agent upon request. Your assistance is appreciated.

Sincerely,



Philip W. Buchen
Counsel to the President

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



access

THE WHITE HOUSE
WASHINGTON

October 31, 1974

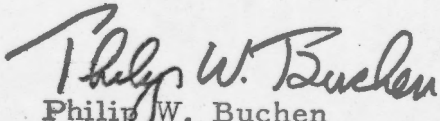
Dear Mr. Sampson:

Mr. Thomas P. Wolf, as your duly appointed agent for purposes of the Supplemental Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, et al., C.A. No. 74-1518 and C.A. No. 74-1533, has requested permission to enter the rooms under GSA control containing the "Presidential materials of the Nixon Administration" without being accompanied by me or my agent or by an attorney for former President Richard Nixon. It is my understanding that the purpose of these unescorted entries would be strictly limited to the accessioning of newly assembled "Presidential materials" and to working materials already acquired by GSA between controlled rooms in order to achieve optimal storage.

It is my further understanding that in no event would Mr. Wolf or his archival assistants open or peruse any of the "Presidential materials." Moreover, Mr. Wolf will maintain a written record of each such entry, including the room of entry, the time of entry and departure, the names of the persons entering the rooms, and the number of the boxes of "Presidential materials" affected. In Mr. Wolf's absence, his duly appointed alternate, Mr. Steven Garfinkel, would be permitted entry under the same conditions.

My signature of this letter constitutes approval of Mr. Wolf's request.

Sincerely,


Philip W. Buchen
Counsel to the President

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

cc: Mr. Thomas P. Wolf



access

THE WHITE HOUSE
WASHINGTON

November 1, 1974

Dear Mr. Sampson:

Attached is a request from Herbert J. Miller, Jr., attorney for Richard Nixon, pursuant to the Order of the United States District Court for the District of Columbia entered October 22, 1974, in Nixon v. Sampson, et. al., C.A. No. 74-1518 and C.A. No. 74-1533, seeking access to and copies of such Presidential materials of the Nixon Administration as he or his agent may request on an ongoing basis, for the purpose of preparation of Mr. Nixon for potential testimony in the Water-gate trial, and for 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. In my opinion, this request is in compliance with the above-referenced Order.

Therefore, I hereby request the assistance of employees of the General Services Administration to make available in accordance with existing access procedures such documents within the White House complex as are currently under your custody and control, and to assist in locating the desired documents.

For the purpose of these searches, I designate in the alternative William E. Casselman II, Barry N. Roth, Jay T. French, Stanley Sutton Shaw, Jr., or J. Roger Edgar to serve as my agents.

Thank you for your assistance.

Sincerely,

Philip W. Buchen
Philip W. Buchen

Counsel to the President

The Honorable Arthur F. Sampson
Administrator
General Services Administration
Washington, D. C.



Monday 11/7/77

7:15 Barry Roth advises that GSA has advised that since 1:30 p.m. on Saturday all Nixon materials turned in to either Archives or GSA are now under the sole control of Tom Wolf.



Monday 11/4/74

7:15 Barry Roth advises that GSA has advised that since 1:30 p.m. on Saturday all Nixon materials turned in to either Archives or GSA are now under the sole control of Tom Wolf.



Monday 11/4/74

7:20 Jay said you asked him not to talk to Tom Wolf about the problem that surrounds the Haig and Garment papers.

He called Wolf's office to ask what room the Haig and Garment papers are located in (((they're in Rm. 405 EOB))) and everyone was gone except Wolf, who proceeded to get into the whole problem and he couldn't stop him.





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

ADMINISTRATOR

November 5, 1974

Honorable Philip W. Buchen
Counsel to the President
The White House
Washington, DC 20500

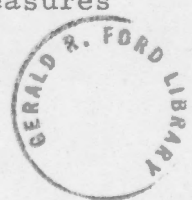
Dear Mr. Buchen:

I am pleased to inform you that we are continuing to fulfill all of the requirements of the temporary restraining order issued by Judge Richey on October 22, 1974. Because of the particular sensitivity of this issue, I have taken the view that the order must be interpreted literally and strictly enforced, and I appreciate the cooperation of the members of your staff in our efforts to comply with the terms set forth by Judge Richey.

All of the items referred to as "Nixon Presidential Materials" which have been transferred to the custody of GSA since January 20, 1969, continue to be secured under my personal supervision. The materials are located in the Executive Office Building, the Archives Building, and the Federal Records Center in Suitland, Maryland; and access is controlled by a single individual who is one of my special assistants (Tom Wolf). With the exception of provisions for emergencies, he is in sole possession of the keys and/or lock combinations to the areas where the records are stored.


There are a few items of concern which continue to require attention. One of them, of course, is your request for a plan to relocate materials from the White House and Executive Office Building. I am personally involved in this effort, and will submit a detailed plan to you no later than November 11.

We are about to undertake some processing of the materials so that we will have an accurate box-by-box inventory and more effective aids for retrieval purposes. I should like to discuss these measures and our relocation plan with you as soon as possible.




Because of the effect of the litigation and associated matters on the administration of the White House, it would be particularly beneficial if Mr. Rumsfeld could attend our meeting. Accordingly, I have sent him a copy of this letter, and have instructed Tom Wolf of my staff to work with both your and Mr. Rumsfeld's secretaries to arrange a mutually convenient time for such a meeting.

Sincerely,



ARTHUR F. SAMPSON
Administrator



cc: Honorable Donald Rumsfeld
Assistant to the President
The White House



access

Friday 11/8/74

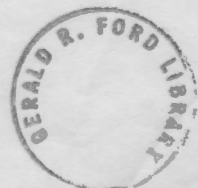
7:05 Tom Wolf has checked with Mr. Nixon's attorneys and with Barry Roth to see if anyone might need access tomorrow. They have a schedule of where Mr. Wolf will be at all times.

But he wanted to check and see if you would need him.

He is going to Princeton where his daughter is going to school -- to attend a football game -- but would be happy to change his schedule and stay here if you will need him.

We can reach him through Signal -- he's on beeper.

He has not checked with the Prosecutor's office to see if he needs him for anything.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 11, 1974

TO: Miss Jane Dannenhauer
Staff Assistant (Security)

FROM: Philip W. Buchen *T.W.B.*
Counsel to the President

SUBJECT: White House Pass for Alternate Coordinator

The Administrator of GSA has appointed Mrs. Elizabeth Karabatsos as Mr. Wolf's principal assistant and an alternate coordinator for access to the Nixon Presidential Materials.

Consequently, I would appreciate your initiating the necessary steps to have a permanent White House pass with access to all areas of the Complex issued.

I would appreciate your expeditious handling of this matter. Thank you for your usual cooperation.

cc: Thomas P. Wolf
Elizabeth Karabatsos



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



November 11, 1974

Reply to Room 487
OEOB
456-2545

MEMORANDUM

TO: Philip W. Buchen
Counsel to the President

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

SUBJECT: Appointment of Alternate Coordinator for Access to
Nixon Presidential Materials

Effective November 18, on a part-time basis, and on November 27 on a full-time basis, Mrs. Elizabeth Karabatsos will become my principal assistant and an alternate coordinator with the ability to provide access to the materials under GSA control both in the OEOB and at the National Archives building.

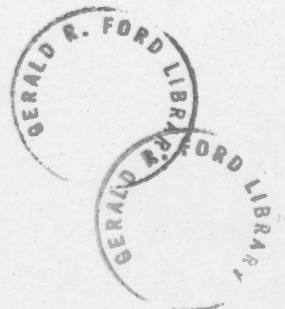
Either she or I will always be available to you and when you cannot reach me, you should talk with her.

Mrs. Karabatsos has previously been Confidential Assistant to the Assistant Administrator of GSA.

I have requested a temporary EOB pass for her, but I believe that she should have an all-areas pass as does the rest of the staff involved with the Nixon Presidential Materials.

Consequently, if this meets with your approval, I would appreciate your forwarding the attached letter to Miss Dannenhauer.

Attachment



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405

November 11, 1974



Reply to Room 487
OEOB
456-2545

MEMORANDUM

TO: Thomas P. Wolf
Coordinator of Nixon Presidential Materials

FROM: Arthur F. Sampson - A

SUBJECT: Appointment of Alternate Coordinator

Mrs. Elizabeth Karabatsos, who will become your principal assistant on November 18, 1974, is hereby authorized to become an alternate coordinator effective November 25, 1974.

Mrs. Karabatsos's responsibilities as alternate coordinator are to be performed in strict accordance with my memorandum to you, dated October 24, 1974, the access procedures dated October 25, 1974, and such amendments of the above two documents as may be issued at any time in the future.

A handwritten signature in cursive script, reading "A. F. Sampson", followed by a long horizontal line extending to the right.

cc: Mrs. Elizabeth Karabatsos



THE WHITE HOUSE
WASHINGTON

November 11, 1974

MEMORANDUM FOR: PHIL BUCHEN

FROM: JOHN O. MARSH, JR. 

Phil, if you have not had the meeting with Art Sampson on the custody and handling of the Nixon materials, do you want me to attend when you do?

*Called
Marsh &
told his
secretary
of time
of meeting.
P.*



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



November 15, 1974

Reply to Room 487
OEGB
456-2545

MEMORANDUM

TO: Distribution List

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

SUBJECT: Appointment of Mrs. Elizabeth Karabatsos as Alternate Coordinator

Effective November 18 on a part-time basis and November 25 on a full-time basis, Mrs. Elizabeth (Betty) Karabatsos will become my principal assistant and will be authorized to provide access to those areas containing Nixon Presidential Materials which are under GSA control both in the White House Complex and the National Archives Building.

Consequently, at any time when you cannot reach me to arrange for access, you should contact Betty. She will then initiate the steps outlined in the procedures of October 25, 1974, and once all the requirements of the court order of October 22, 1974, and subsequent orders which may be issued, have been met, she will provide access.

Conversely, it is essential that you respond to any telephone calls from Betty as promptly as possible. Her calls in most instances will be in connection with access requests from the parties.

Steve Garfinkel will continue to be an alternate coordinator with the ability to provide access, but he should only be contacted in emergencies...when neither Betty nor myself can be reached.

I am sure you will give the same cooperation to Betty that you have been giving to me.



The White House

TO:

WVH -

FROM: Bill Casselman

Information _____

Action:

As appropriate _____

See me _____

Prepare reply _____

Concur and return _____



*Will you please have PW3
sign this. I have already
given TSA verbal approval
to go ahead. UH 4/25*

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



November 22, 1974

MEMORANDUM

Reply to Room 487

OEOB

456-2545

TO: Philip W. Buchen
Counsel to the President

Herbert J. Miller
Counsel to Former President Nixon

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

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

The attached memo is self-explanatory.

I have discussed this previously with both of you. Also, we currently have a request to locate materials among the Central Files with which we cannot comply until we have completed the inventory. Consequently, I am asking that you waive the 72 hours notice.

Please call me at 456-2545 and then confirm by returning this letter.

Concur

P.W.B.

Date

11/25/74



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

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



November 14, 1974

Reply to Room 487
OEOB
456-2545

MEMORANDUM

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

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

SUBJECT: Completing archival description of the Nixon Materials

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

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

Approved: *Sampson* 11/22 Disapproved: _____

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

Approved: *Sampson* 11/22 Disapproved: _____

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

Approved: *Sampson* 11/22 Disapproved: _____



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

Approved: [Signature] 11/22

Disapproved: _____

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

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

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

D
11/22/74



GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



November 22, 1974

MEMORANDUM

Reply to Room 487
OEOB
456-2545

TO: Philip W. Buchen
Counsel to the President

Herbert J. Miller
Counsel to Former President Nixon

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

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

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Please call me at 456-2545 and then confirm by returning this letter.

T.W.B.
Concur

11/25/74
Date



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



November 14, 1974

Reply to Room 487
OEQB
456-2545

MEMORANDUM

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

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

SUBJECT: Completing archival description of the Nixon Materials

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Approved: *Sampson* 11/22 Disapproved: _____



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Approved: *[Signature]* 11/22

Disapproved: _____

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

*Ames, send notice to Bucher
and Miller telling them what
date you will begin. Give them
at least 72 hours notice
including Sat. & Sun.*

D
11/22/74



THE WHITE HOUSE
WASHINGTON

November 25, 1974

MEMORANDUM FOR:

ARTHUR F. SAMPSON
Administrator of General Services

In accordance with a request to my office from representatives of former President Nixon, this is to request that the approximately 69 boxes containing correspondence to Mr. Nixon postmarked after August 9, 1974, and presently within your custody be located for the purpose of turning over these letters to Miss Rose Mary Woods.

Mr. Peter Kreindler, Counsel to the Special Prosecutor, has indicated that he has no objection to this request, and in his opinion is consistent with 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., Civil Action Number 74-1518.

P.W.B.

PHILIP W. BUCHEN
Counsel to the President



THE WHITE HOUSE
WASHINGTON

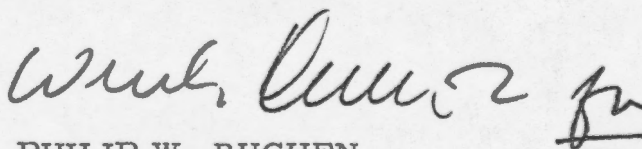
November 25, 1974

MEMORANDUM FOR

Thomas P. Wolf
GSA Coordinator

In order to permit compliance with a subpoena duces tecum issued to me in connection with the trial of United States v. Mitchell, et al., Cr. No. 74-110, D. D. C., I hereby request that Stanley S. Shaw, Jr., acting as my agent, be permitted access to and provided documents described as "All news summaries prepared by the White House for use by the President or Presidential staff from June 17, 1972 to and including July 21, 1972."

R. Stan Mortenson, attorney for former President Nixon, has advised me that he consents to the above procedure.


PHILIP W. BUCHEN
Counsel to the President

