

The original documents are located in Box 31, folder “Nixon - Papers Government Officials Memoranda (1)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON

May 5, 1973

MEMORANDUM FOR JAMES J. ROWLEY
FROM: LEONARD GARMENT *LG*
SUBJECT: Protection of White House Files

This memorandum states the procedures to be followed with respect to protection of the files of H. R. Haldeman, John D. Ehrlichman and John W. Dean, III, by Secret Service guards.

1. The files of H. R. Haldeman are located in Room 522. The persons who have access to those files are listed on the attached memorandum (Tab A).
2. Additional files of H. R. Haldeman and files of John Dean and John Ehrlichman are located in Room 84. Access to those files may be given to the persons on the attached memorandum (Tab B).
3. Access to Room 522 or to the specified files in Room 84 by the persons listed on the attached memorandum should be checked with Bruce Kehrli. In addition, a log of requests shall be maintained for Room 522 and for the specified files in Room 84. It will include the date, time of entry, time of exit, whether any xeroxing was done and the name of the individual admitted.
4. Examination of files in Room 522, or the specified files in Room 84, shall be done in the presence of the guard. This will not however involve any identification or examination by the guard of the particular files examined.
5. A xerox machine is present in Room 522. However, a guard will have to accompany anyone who takes material from Room 84.



for purposes of xeroxing. It is the responsibility of the guard to assure that all material taken for purposes of xeroxing be returned to Room 84.

6. With the exception of the temporary removal of material from Room 84 for xeroxing, no material is to be removed from either Room 522 or Room 84.

Attachments.



THE WHITE HOUSE

WASHINGTON

ROOM 522 ACCESS PROCEDURE

The following people are allowed access to room 522:

H. R. Haldeman
Larry Higby
Terry O'Donnell
Bruce Kehrli
John Ehrlichman
Tod Hullin
Jana Hruska

George Collins

*per Bruce Kehrli
5-7-73*

Before anyone is allowed access, however, the agent on duty should contact Bruce Kehrli for clearance.

All material currently stored in room 522 must remain there. No files are to be taken out of the room, however, if copies are needed a Xerox machine has been provided.



THE WHITE HOUSE

WASHINGTON

ROOM 84

The following applies to requests for the files of H. R. Haldeman, John Dean and John Ehrlichman only.

The following people are allowed access to the H. R. Haldeman files:

H. R. Haldeman
Larry Higby

Terry O'Donnell
Bruce Kehrli

The following people are allowed access to the John Dean files:

John Dean
Fred Fielding

Darlene Moulds
Joe Adams

Bruce Kehrli

The following people are allowed access to the John Ehrlichman files:

John Ehrlichman
Tod Hullin

Jana Hruska
Bruce Kehrli

Before anyone looks into the files mentioned above, the request should be checked with Bruce Kehrli.

The agent on duty should keep a log of requests for these particular files only. No files shall be removed from the area, however, copies are to be made if needed and one agent should accompany the individual making the copies to make sure the file remains intact.

Bruce A. Kehrli

Bruce A. Kehrli
Special Assistant
to the President



May 3, 1973

PROTECTION OF WHITE HOUSE FILES

The following procedure was adopted after consultation among the Department of Justice, the FBI and White House counsel:

1. All files of H. R. Haldeman, John D. Ehrlichman and John W. Dean, III, have been removed from their offices and placed in two secure locations in the Old EOB.
2. At each location where such files are now maintained an FBI agent is present at all times during working hours to supervise access. At all other times the locations are physically secure and no access is permitted.
3. The files may be examined in the secure locations, or reproduced, in the presence of an FBI agent. They may not, however, be removed from the secure locations.
4. If it becomes necessary to remove a particular file from its secure location for any reason, a satisfactory method for safeguarding the file will be agreed upon by the FBI and White House counsel on an ad hoc basis.



May 3, 1973

PROTECTION OF WHITE HOUSE FILES

The following procedure was adopted after consultation among the Department of Justice, the FBI and White House counsel:

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4. If it becomes necessary to remove a particular file from its secure location for any reason, a satisfactory method for safeguarding the file will be agreed upon by the FBI and White House counsel on an ad hoc basis.



Nixon, et al. v. Sampson, et al.
C. A. 74-1518 and C. A. 74-1533

Copies of memoranda and letters between
Executive departments and officials in files of
Philip W. Buchen, Counsel to the President



THE WHITE HOUSE



FROM
THE WHITE HOUSE
WASHINGTON, D.C.

*Not to bring to Justice
(all privileged or
irrelevant to deposition)*

Nixon, et al. v. Sampson, et al.
C. A. 74-1518 and C. A. 74-1533

Letters and memoranda between
Executive departments and officials
in files of Philip W. Buchen, Counsel
to the President (mostly ~~Special~~
~~Prosecutor~~ and all pre-September 7, 1974)



THE WHITE HOUSE

WASHINGTON

May 14, 1973

MEMORANDUM FOR JAMES J. ROWLEY
FROM: LEONARD GARMENT *LG*
SUBJECT: Protection of White House Files

This memorandum will amend my previous memorandum of May 5, 1973 with respect to the above matter.

1. In addition to the persons previously listed as having access to various files, there should be added the names of General Alexander Haig and J. Fred Buzhardt. They should have access to any and all of the files previously designated.
2. In addition to the files previously designated, the files of the persons listed below should be kept on a limited access basis, available only to General Haig and Mr. Buzhardt. Access may also be granted to the individuals listed below to examine their own files. However, this should be cleared with my office in each instance before access is permitted.

Charles Colson
Egil Krogh
Dwight Chapin
Jeb Stuart Magruder
Gordon Strachan
John J. Caufield



WHITE HOUSE

WASHINGTON

23 May 1973

MEMORANDUM FOR: JAMES J. ROWLEY

FROM: J. FRED BUZHARDT *J.F.B.*

SUBJECT: Protection of and Access to Presidential
Papers (White House Files)

This memorandum supersedes all previous directions with respect to the protection of the files of John J. Caulfield, Dwight Chapin, Charles Colson, John W. Dean, III, John D. Ehrlichman, H. R. Haldeman, Egil Krogh, Jeb Stuart Magruder, Gordon Strachan and David Young which files are located in Room 522 and Room 84 of the Executive Office Building by Secret Service guards.

1. Until further notice, access to the subject files are to be granted only to the above named individuals and the access of each of these individuals is limited to his own files.
2. None of the persons granted access shall be permitted to make copies of the documents examined nor shall they be permitted to make notes from the documents.
3. Access to Room 522 or to the specified files in Room 84 by the persons listed on the attached memorandum should be checked with Bruce Kehrli. In addition, a log of requests shall be maintained for Room 522 and for the specified files in Room 84. It will include the date, time of entry, time of exit, and the name of the individual admitted.
4. Examination of files in Room 522, or the specified files in Room 84, shall be done in the presence of the guard. This will not however involve any identification or examination by the guard of the particular files examined.

cc: Gen. Haig
Mr. Kehrli



THE WHITE HOUSE
WASHINGTON

May 30, 1973

MEMORANDUM FOR JAMES J. ROWLEY

FROM: J. FRED BUZHARDT *JFB*

Effective today there are to be added to the files in Room 84 of the Executive Office Building the files of Patrick J. Buchanan and Kenneth L. Khachigian. These files are to be maintained, and access permitted to them, under the rules set forth in my memorandum to you dated 23 May 1973.

cc: Bruce Kehrli

RECEIVED
MAY 30 12 58 PM '73
TECHNICAL SECURITY
DIVISION



THE WHITE HOUSE

WASHINGTON

ROOM 522

Please add George Collins to the
list of people authorized to enter
Room 522.

Bruce A. Kehrli

Bruce A. Kehrli
Special Assistant
to the President



THE WHITE HOUSE

WASHINGTON

4 June 1973

MEMORANDUM FOR: JAMES J. ROWLEY

FROM: J. FRED BUZHARDT *JFB*

SUBJECT: Access to Files Under Protection of
Secret Service

This is to advise that I am to have access to the files of John Dean in Room 84 for the purpose of inventory and segregating strictly personal papers of Mr. Dean.

Further supplementing my memorandum of 23 May 1973, would you have the Secret Service please insure that ^{any} materials added to the files which are presently in storage, that such additions are separately identified and the date of addition to the files be made a matter of record.



THE WHITE HOUSE

WASHINGTON

June 22, 1973

MEMORANDUM FOR JAMES J. ROWLEY
FROM: J. FRED BUZHARDT
SUBJECT: Protection of White House Files

I am advised that the files from the office of Larry Higby are stored in Room 522 of the Executive Office Building, and he is not on the access list for files from his office. Please add Mr. Higby to the list of persons authorized access to the files from his own office. Mr. Higby's access is subject to the terms and conditions in force for all persons on the access list for files in Rooms 84 and 522.

A few weeks ago, some five cartons of files from the office of Patrick Buchanan were placed in Room 84 by mistake. These five cartons contain working files and should be released to Mr. Buchanan for return to his office.



THE WHITE HOUSE

WASHINGTON

29 June 1973

MEMORANDUM FOR JAMES J. ROWLEY
FROM: J. FRED BUZHARDT *JFB*
SUBJECT: Protection of White House Files

Reference is made to paragraph 2 of my memorandum to you on June 22, 1973, in which I advised that a few weeks ago some five cartons of files from the office of Mr. Patrick Buchanan were placed in Room 84 by mistake and that these five cartons contained ~~are~~ working files and should be released to Mr. Buchanan for return to his office. Pursuant to further discussion of the matter with Assistant Secretary of Treasury, William Simon, please permit Mr. Buchanan's secretary to make copies of his files beginning tomorrow to substitute for the files now located in Room 84.

Carol Currence



THE WHITE HOUSE
WASHINGTON

Date 7/6/73

TO: LOU SIMS
FROM: BRUCE KEHRLI *BK*

Per your request.



- 1 Ehrlichman
- 2 Dean -- room 84
- 3 Haldeman
- 4 Haldeman
- 5 Haldeman
- 6 Haldeman
- 7 Haldeman
- 8 Haldeman
- 9 Haldeman
- 10 Haldeman
- 11 Haldeman
- 12 Haldeman
- 13 Haldeman
- 14 Haldeman
- 15 Dean -- room 84
- 16 Dean -- room 84
- 17 Dean -- room 84
- 18 Dean -- room 84
- 19 Dean -- room 84
- 20 Strachan *Haldeman*
- 21 Strachan *Haldeman*
- 22 Higby *Haldeman*
- 23 Haldeman
- 24 Strachan *Haldeman*
- 25 Strachan *Haldeman*
- 26 Strachan *Haldeman*
- 27 Strachan *Haldeman*

7/11/73 - additions per Kehlik
[Signature]



- 28 Higby *Haldeman*
- 29 Higby *Haldeman*
- 30 Higby *Haldeman*
- 31 Higby

THE WHITE HOUSE
WASHINGTON

25 July 1973

ml

MEMORANDUM FOR: JAMES J. ROWLEY
FROM: J. FRED BUZHARDT *Feb*
SUBJECT: Protection of White House Files

This is to advise that I am to have access to the files formerly lodged in the office of Gordon Strachan now in Room 522 for the purposes of inventory and review.

7/25/73 - Mr Buzhardt advised he is reviewing & inventoring at request of Gordon Strachan.

7/25/73 - DD Boyce advised. He rec'd approval from Sec Simon & stud call giving authorization.

hml



THE WHITE HOUSE

WASHINGTON

15 August 1973

MEMORANDUM FOR: JAMES J. ROWLEY
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

The President's decision to voluntarily make available certain files from those located in Room 84 and Room 522 which are currently under special protection of the Secret Service makes it necessary for certain of those files to be copied and, in some instances, the original removed and replaced by copies and, in other instances, only the copies forwarded. In addition, suits pending in the Department of Justice make it necessary for file searches to be conducted in some of the subject files. Accordingly, in the future, Mr. Douglas Parker, of my staff, Mrs. Nancy Smilko, Miss Patricia McKee and Miss Jana Hruska are to have access to the files in Room 84 and Room 522 as I shall from time to time designate and each time I will designate the specific files to which such persons shall have access.

All copying of files will be performed in the room in which the file is located and either the original reinserted in the file or copies thereof will be replaced in the file with a notation to that effect. During any of the aforementioned work with these files, the Secret Service agent should be present for verification purposes.



THE WHITE HOUSE

WASHINGTON

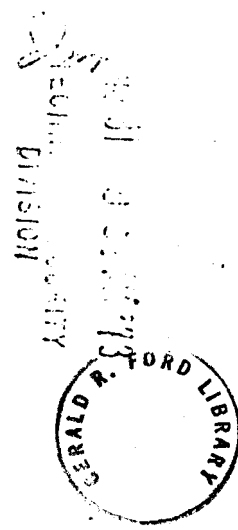
31 August 1973

MEMORANDUM FOR: JAMES J. ROWLEY

FROM: J. FRED BUZHARDT *JB*

SUBJECT: Protection of White House Files

Miss Patricia A. Presock is authorized one-time access to Room 522 and the files formerly in the office of Mr. Larry Higby for the purpose of making and removing one copy of a law school application by Mr. Higby.



THE WHITE HOUSE
WASHINGTON

31 August 1973

MEMORANDUM FOR: JAMES J. ROWLEY
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

Miss Patricia A. Presock is authorized one-time access to Room 522 and the files formerly in the office of Mr. Larry Higby for the purpose of making and removing one copy of a law school application by Mr. Higby.



THE WHITE HOUSE

WASHINGTON

14 November 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JB*

Pursuant to my memorandum of August 15, 1973, Mr. Douglas M. Parker, of my staff, should be admitted to Room 84 for the purpose of examining files of Charles Colson and to Room 522 for the purpose of examining files of Gordon Strachan. This permission is for 14 November and 15 November 1973.



THE WHITE HOUSE

WASHINGTON

15 November 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JB*

/ Pursuant to my memorandum of August 15, 1973, Miss Jana Hruska should be admitted to Room 84 for the purpose of examining files of John Ehrlichman. This permission is for 15 November 1973.



THE WHITE HOUSE
WASHINGTON

16 November 1973

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JFB*
SUBJECT: Files of John Ehrlichman

Pursuant to my memorandum of August 15, Jana Hruska is to be permitted access to the files of John Ehrlichman for review and copying. This permission is for today only.

If copying equipment is not present in Room 84, documents may be removed, in the presence of a Secret Service Agent, and copied, in the presence of the agent at the nearest convenient location.



THE WHITE HOUSE
WASHINGTON

10 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JPB*

This is to authorize Mr. Richard Hauser, of my staff, access to the files formerly kept by Messrs. Colson, Ehrlichman, Young and Krogh, which are stored in Room 84. Mr. Hauser will be assigned by me to assist in the search for documents requested by the Special Prosecutor and will be authorized to make copies as required and to remove originals as required to comply with requests of the Special Prosecutor.



THE WHITE HOUSE
WASHINGTON

12 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JFB*

This is to confirm the authority of Mr. Lawrence Higby to enter Room 522 of the EOB on December 15 and 16, 1973, to conduct file searches and of Mr. Lawrence Higby and Miss Diana Gwin to have access to Room 522 on December 19, 1973, to conduct file searches.

DEC 12 1 38 PM '73
RECORDS DIVISION

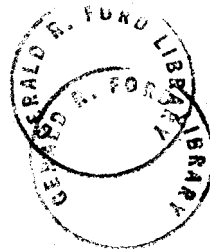


THE WHITE HOUSE
WASHINGTON
12 December 1973

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JB*

Egil Krogh is authorized, pursuant to the request of Judge Gesell and the Office of the Special Prosecutor, to have access to the Presidential files maintained by David Young in Room 84, EOB, beginning at 2:00 p.m. December 12, 1973, for purposes of review only.

RECEIVED
SECURITY
DEC 12 1 30 PM '73
TECHNICAL
DIVISION



THE WHITE HOUSE

WASHINGTON

12 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JFB*

Mr. Robert T. Andrews, of my staff, is to be authorized access to Room 84 and the files of David Young for the purpose of conducting a file search to obtain documents for delivery to the Special Prosecutor.



THE WHITE HOUSE
WASHINGTON

27 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JB*

Miss Jana Hruska is to be authorized access to Room 84 and the files formerly maintained by John Ehrlichman for the purpose of conducting a file search.



THE WHITE HOUSE

WASHINGTON

27 December 1973

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *gfb*

Mr. Robert T. Andrews, of my staff, and Miss Christine A. Klima are to be authorized access to Room 84 and the files of John Dean and John Ehrlichman for the purpose of conducting a file search to obtain documents for delivery to the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

11 January 1974

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JB*

Mr. Jonathan Rose is to be authorized access to Room 84, this date, to inspect certain pre-designated files related to the Presidential Library.



THE WHITE HOUSE

WASHINGTON

23 January 1974

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JB*

This is to confirm my instructions to permit access for the removal from the files in Room 84, EOB, material relating to the Nixon Foundation from the safes of John Dean. Information relative to these files was recorded in the logs upon removal.

This is to confirm in writing the authority for Mr. Jonathan Rose to review certain files retrieved from Central Files which had been deposited in Central Files by Mr. John Ehrlichman.



THE WHITE HOUSE

WASHINGTON

February 13, 1974

MEMORANDUM FOR: H. STUART KNIGHT

FROM: J. FRED BUZHARDT *JFB*

SUBJECT: Protection of White House Files

This to confirm the authority for me to remove a full volume report from the files formerly maintained by David Young stored in Room 84, Said full volume report being entitled: "Special Reports to the President from David Young."

*of Volumes Removed 4/28/74 as
approved by Mr. E. Schmults - Treasury.*

Ch



THE WHITE HOUSE

WASHINGTON

February 13, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *jetB*
SUBJECT: Protection of White House Files

This is to confirm authority for Mr. Lawrence Higby and Mr. Cecil Emerson to enter Room 522 to conduct a search of the Haldeman files on February 12, 1974, and to copy certain documents to be provided to the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

February 13, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

This is to confirm authority for Mr. Lawrence Higby to enter Room 522 to conduct a search of the Haldeman files on January 29, 1974, and to copy certain documents to be provided to the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

February 13, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

This is to authorize Mr. James St. Clair and Mr. Cecil Emerson to accompany me in a search of a portion of the files formerly maintained by Mr. John Ehrlichman and to remove, if found, certain documents from those files and a copy inserted for each original removed in order that the originals may be provided to the Federal Bureau of Investigation pursuant to a request from the Special Prosecutor. *James Hoff - JB* *4/11/74*

This is also to advise that I will remove from the files of Mr. John Dean a file entitled: "~~Executive Clemency~~" which said file is unrelated to any matters under investigation by the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

February 13, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JFB*
SUBJECT: Protection of White House Files

This is to authorize Mr. James St. Clair and Mr. Cecil Emerson to accompany me in a search of a portion of the files formerly maintained by Mr. John Ehrlichman and to remove, if found, certain documents from those files and a copy inserted for each original removed in order that the originals may be provided to the Federal Bureau of Investigation pursuant to a request from the Special Prosecutor.

This is also to advise that I will remove from the files of Mr. John Dean a file entitled: "Executive Clemency" which said file is unrelated to any matters under investigation by the Special Prosecutor.

2/13/74 - Removal of "James Hoffa" file from John Dean's files in Rm 84 cleared through Mr Ed Schmitt on this date.

*2/14/74 - Upon actual removal of file it was labelled "James Hoffa" instead of Executive Clemency. This was also cleared through Mr Ed Schmitt. *encl* 2/14/74*



THE WHITE HOUSE

WASHINGTON

April 10, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

This will confirm my oral authorization for Larry Higby and Diana Gwinn to have access to the records in Room 522, EOB, on March 25, 1974, for the purpose of making document searches for documents requested by the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

April 10, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JFB*
SUBJECT: Protection of White House Files

This is to authorize Mr. James St. Clair to have access to the records in Room 522 for the purpose of conducting document searches for documents requested by the Special Prosecutor.

Mr. Larry Higby is also authorized access to Room 522 for the purpose of assisting Mr. St. Clair in his document searches.



THE WHITE HOUSE
WASHINGTON

May 23, 1974

MEMORANDUM FOR: H. Stuart Knight
FROM : J. Fred Buzhardt *JFB*
SUBJECT : Protection of White House Files

This is to confirm authority for Diana Gwinn to have access to records in Room 522, OEOB, on April 25, 1974, for making document searches for documents requested by the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

June 4, 1974

MEMORANDUM FOR: H. STUART KNIGHT
FROM: J. FRED BUZHARDT *JB*
SUBJECT: Protection of White House Files

This is to authorize Geoffrey Shepard to have access to designated files in Room 84 formerly maintained by Mr. Ehrlichman for purposes of selecting material for possible submission to the U.S. District Court in case of United States v. Ehrlichman, et al.



15 June 1974

TO: DEPUTY DIRECTOR BOGGS

U S SECRET SERVICE

FROM: DIRECTOR KNIGHT

AT 9:15 AM YOUR TIME ON SATURDAY 6-15-74 I WAS HANDED FOLLOWING
FROM GENERAL HAIG:

"QUOTE

THIS IS TO AUTHORIZE MESSRS JAMES ST. CLAIR AND
GEOFFREY C. SHEPARD OF THE WHITE HOUSE STAFF
ACCESS TO THE FILES FORMERLY KEPT BY MESSRS
COLSON, EHRLICHMAN, YOUNG, AND KROGH WHICH ARE
STORED IN ROOM 84. THESE GENTLEMEN WILL SEARCH
FOR DOCUMENTS REQUESTED AND ARE AUTHORIZED TO
MAKE COPIES AS REQUIRED AND TO REMOVE ORIGINALS
AS REQUIRED TO COMPLY WITH THE COURT REQUEST.
CLOSE QUOTE"

I WILL RETAIN ORIGINAL OF MEMORANDUM.

KNIGHT



FLASH

32

THE WHITE HOUSE
WASHINGTON

June 15, 1974
Jedda, Saudi Arabia

MEMORANDUM FOR : H. STUART KNIGHT
DIRECTOR, USSS

Qootz FROM : GEN. ALEXANDER M. HAIG, JR. *(10)*

This is to authorize Messrs James St. Clair and Geoffrey C. Shepard of the White House Staff access to the files formerly kept by Messrs Colson, Ehrlichman, Young, and Krogh which are stored in Room 84. These gentlemen will search for documents requested and are authorized to make copies as required and to remove originals as required to comply with the Court request.

CW Goto



THE WHITE HOUSE

WASHINGTON

June 21, 1974

MEMORANDUM FOR:

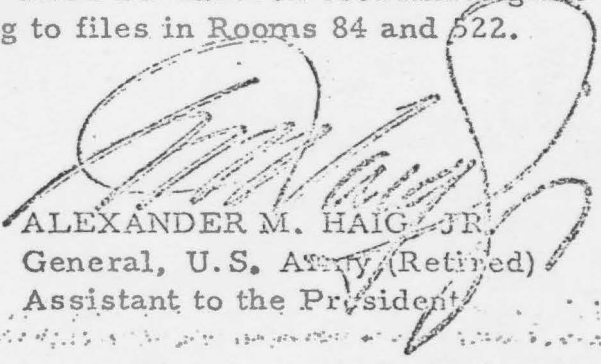
THE HONORABLE H. STUART KNIGHT
Director
United States Secret Service

SUBJECT:

Protection of White House Files

Effective this date, all requests for entry into Rooms 84 and 522 in OEOP, for purpose of reviewing files should be cleared through Mr. Geoffrey C. Shepard. Mr. Shepard will document each clearance by memorandum to Director Knight, where a standing authorization by memorandum does not already exist.

The procedures set forth in memorandums of J. Fred Buzhardt commencing May 23, 1973, are still in effect, except for Mr. Shepard replacing Mr. J. Fred Buzhardt in coordinating the approval of requests pertaining to files in Rooms 84 and 522.


ALEXANDER M. HAIG, JR.
General, U.S. Army (Retired)
Assistant to the President

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SECURITY DIVISION
GERALD R. FORD LIBRARY

THE WHITE HOUSE
WASHINGTON

June 21, 1974

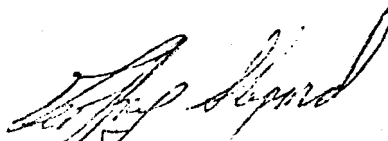
MEMORANDUM FOR: H. Stuart Knight
Director, U.S. Secret Service

FROM : Geoffrey Shepherd
Associate Director, Domestic Council

SUBJECT : Protection of White House Files

Per memorandum of General Haig dated 6/21/74, this is to confirm authorization for Mr. John Ehrlichman to review his files in Room 84 on June 21, 1974.

This also confirms authorization for Mr. Ehrlichman to review his own files in Room 84 on June 13, 1974.


Geoffrey Shepherd



THE WHITE HOUSE
WASHINGTON

June 21, 1974

MEMORANDUM FOR: H. Stuart Knight
Director, U.S. Secret Service

FROM : J. Fred Buzhardt
Counsel to the President *JFB/ly/SPW*

SUBJECT : Protection of White House Files

This is to confirm authorization for Ms. Jane Thomas to assist Mr. Geoffrey Shepherd in copying certain files in Room 84 on June 5, 1974.

J. Fred Buzhardt



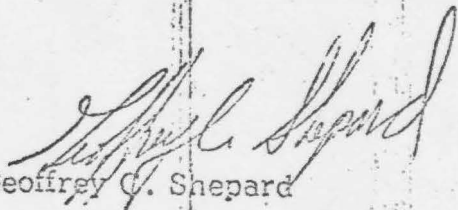
THE WHITE HOUSE
WASHINGTON

July 9, 1974

MEMORANDUM FOR: THE HONORABLE H. STUART KNIGHT
Director
United States Secret Service

SUBJECT: Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the afternoon of Tuesday, July 9, 1974.


Geoffrey C. Shepard



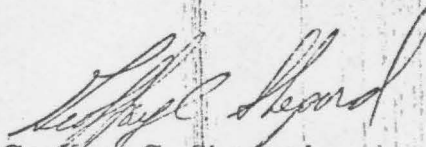
THE WHITE HOUSE
WASHINGTON

July 10, 1974

MEMORANDUM FOR: THE HONORABLE H. STAURT KNIGHT
Director
United States Secret Service

SUBJECT: Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the afternoon of Wednesday, July 10, 1974.


Geoffrey C. Shepard



THE WHITE HOUSE

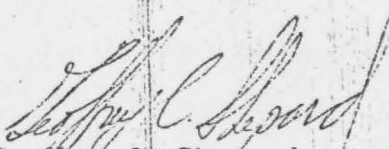
WASHINGTON

July 11, 1974

MEMORANDUM FOR: HONORABLE H. STAURT KNIGHT
Director
United States Secret Service

SUBJECT: Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm authorization for Mr. Robert Haldeman to review his files in Room 522 on the morning of Thursday, July 11, 1974.


Geoffrey C. Shepard



THE WHITE HOUSE
WASHINGTON

August 1, 1974

MEMORANDUM FOR: H. STUART KNIGHT
DIRECTOR OF SECRET SERVICE

FROM: GEOFFREY SHEPARD *JS.*

SUBJECT: Access to Files

This is to authorize Mr. George Williams to have access to the files of Mr. H. R. Haldeman in Room 522 of the Executive Office Building for the purpose of searching for documents subpoenaed by the Special Prosecutor.



THE WHITE HOUSE

WASHINGTON

August 6, 1974

MEMORANDUM FOR:

H. STUART KNIGHT
DIRECTOR OF SECRET SERVICE

FROM:

GEOFFREY SHEPARD *JS*

SUBJECT:

Access to Files

This is to authorize Mr. George Williams to have access to the files of Mr. John Dean in Room 84 and Room 522 of the Executive Office Building for the purpose of searching for documents subpoenaed by the Special Prosecutor.

RECEIVED
DIVISION
AUG 13 1974



THE WHITE HOUSE
WASHINGTON

August 8, 1974

MEMORANDUM FOR: HONORABLE H. STAURT KNIGHT
Director
United States Secret Service

SUBJECT: Protection of White House Files

Per memorandum of General Haig dated June 21, 1974, this is to confirm that H. R. Haldeman had received permission to review his files in Room 522 on the days of July 10 and and July 12. Materials of a personal nature were removed by Mr. Haldeman with permission of Special Counsel. Receipts were prepared and signed by Mr. Haldeman .


Geoffrey C. Shepard



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.

Gerry H. Jones
Gerry 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 represents the collective thinking of many members of the staff as to how best 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

August 13, 1974

MEMORANDUM FOR: H. STEWART KNIGHT
FROM: GEOFF SHEPARD

This will confirm the authority of Sally McCarthy to make copies of those files of Pat Buchanans now located in room 84 of the OEOB, on Wednesday, August 14, 1974.



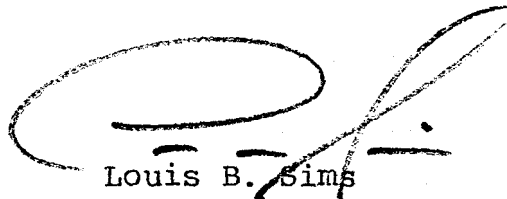


DEPARTMENT OF THE TREASURY
UNITED STATES SECRET SERVICE

August 16, 1974

MEMORANDUM FOR: Mr. William Casselman
FROM : Louis B. Sims, Special Agent in Charge
Technical Security Division
SUBJECT : Memoranda - Protection of White House Files

Attached are copies of memoranda from White House Staff
setting policy and procedures in this matter, per your
request.


Louis B. Sims

Attachments



THE WHITE HOUSE
WASHINGTON

August 23, 1974

MEMORANDUM FOR

H. S. Knight
Director, United States Secret Service

Per memorandum of Philip W. Buchen dated August 23, 1974,
this is to confirm authorization for Mr. H. R. Haldeman
to review his files in Room 522 on the afternoon of Friday,
August 23, 1974.



William E. Casselman II

cc: Philip W. Buchen

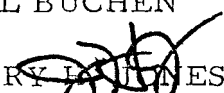


THE WHITE HOUSE

WASHINGTON

August 23, 1974

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: PHIL BUCHEN
FROM: JERRY ~~BUCHEN~~ 

The President asked that the attached paper be returned to you.



THE WHITE HOUSE

WASHINGTON

DRAFT 8/22/74

DRAFT OF PROPOSED LETTER FOR PRESIDENT
TO SEND THE ATTORNEY GENERAL

By this letter, I am requesting a legal opinion from you concerning the papers and other historical materials of or relating to former President Richard M. Nixon which are presently located in the Executive Office Building or in the White House or which have been furnished to the United States District Court for the District of Columbia pursuant to a subpoena duces tecum issued to former President Nixon originally made returnable on May 2, 1974.

The subjects of the requested opinion should include all those types of papers and other historical materials which the Administrator of General Services could accept for deposit pursuant to the Presidential Libraries Act (44 U.S.C. 2101 et seq.). Certain of the items involved, namely former President Nixon's personal notes and personal dictation belts or cassettes not heretofore transcribed, are related to the subpoena mentioned above. They are still located in the Executive Office Building but are ready for shipment to former President Nixon at San Clemente, California, where he needs to use them for the time-consuming task of completing his compliance with such subpoena as directed by the United States Supreme Court on July 24, 1974, in accordance with procedures



prescribed by the District Court Judge in the pending case of U.S. v. Mitchell, et al., which is presently set for trial as early as September 9, 1974. Such items and other items to be covered by the requested opinion are also needed by former President Nixon for other purposes related to such pending case wherein former President Nixon has been subpoenaed by one of the defendants to become a witness. Further reasons may exist or could occur which make it necessary for the former President to be able readily to review the contents of various papers and materials.

The questions which I request you to deal with in your opinion are:

- 1) What interests and rights does former President Nixon have in and to the papers and materials mentioned?
- 2) What responsibilities, if any, do persons on my staff with actual control of the papers and materials presently located in the Executive Office Building or in the White House have to the extent that any or all of such papers and materials are or become subject to subpoenas, requests court orders, or/by parties to court actions, by members of the Congress, or by others for inspection, discovery, or disclosure?

I ask that you please expedite the rendering of your opinion because of the need for prompt answers to these questions.

