

**The original documents are located in Box 42, folder “Personnel - White House Wolf, Thomas” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.**

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

Thursday 5/27/76

11:10 Tom Wolf asked if he could come over and see you this afternoon on a personal matter.

(The attached memo came in from Barry -- that is probably what he wants to discuss.)

Tom Wolf met w/ Mr. Buchen  
at 11:30 on Monday  
5/31



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 01496

REASON FOR WITHDRAWAL . . . . Donor restriction  
TYPE OF MATERIAL . . . . . Notes  
CREATOR'S NAME . . . . . Wolf, Tom  
RECEIVER'S NAME . . . . . Buchen, Philip  
DESCRIPTION . . . . . Personal matter. ca. 15 pages  
CREATION DATE . . . . . 12/01/1975  
  
COLLECTION/SERIES/FOLDER ID . 001900453  
COLLECTION TITLE . . . . . Philip W. Buchen Files  
BOX NUMBER . . . . . 42  
FOLDER TITLE . . . . . Personnel - White House: Wolf, Thomas  
  
DATE WITHDRAWN . . . . . 08/25/1988  
WITHDRAWING ARCHIVIST . . . . LET

*Wolf, Thomas*

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

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



V

GENERAL SERVICES ADMINISTRATION ROUTING SLIP											
TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1. Philip W. Buchen											
2. Counsel to the President The White House											
3.											
4.											
5.											
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> ALLOTMENT SYMBOL  <input type="checkbox"/> APPROVAL  <input type="checkbox"/> AS REQUESTED  <input type="checkbox"/> CONCURRENCE  <input type="checkbox"/> CORRECTION  <input type="checkbox"/> FILING  <input type="checkbox"/> FULL REPORT  <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE  <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF </div> <div style="width: 33%;"> <input type="checkbox"/> HANDLE DIRECT  <input type="checkbox"/> IMMEDIATE ACTION  <input type="checkbox"/> INITIALS  <input type="checkbox"/> NECESSARY ACTION  <input type="checkbox"/> NOTE AND RETURN  <input type="checkbox"/> PER OUR CONVERSATION  <input type="checkbox"/> PER TELEPHONE CONVERSATION </div> <div style="width: 33%;"> <input type="checkbox"/> READ AND DESTROY  <input type="checkbox"/> RECOMMENDATION  <input type="checkbox"/> SEE ME  <input type="checkbox"/> SIGNATURE  <input type="checkbox"/> YOUR COMMENT  <input checked="" type="checkbox"/> YOUR INFORMATION  <input type="checkbox"/> </div> </div>											
REMARKS  <p style="text-align: center;">Due to numerous personnel changes, we have updated the summary sheet of access authority. This authority covers access to the areas only, not access to the materials, which is covered in individual authorization documents.</p>											
FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE Thomas P. Wolf Director, Office of Presidential Materials					CORR. SYMBOL		BUILDING, ROOM, ETC.				
					AX						
					TELEPHONE		DATE				
							12/1/75				



## ACCESS AUTHORITY

<u>Names</u>	<u>Rooms</u>				
	<u>403</u> (Work Area)	<u>485</u> (Xerox)	<u>522</u>	<u>84</u>	<u>Areas Under GSA</u> <u>Control</u>
Thomas P. Wolf (GSA)	x	x	x	x	x
Mary M. Filippini (GSA)	x	x	x	x	x
Richard A. Jacobs (NARS)	x	x	x	x	x
Joan Howard (NARS)	x	x	x	x	x
David Horrocks (NARS)	x	x	x	x	x
Richard McNeill (NARS)	x	x	x	x	x
Sam Lewis (NARS)	x	x	x	x	x
Melvin Menegaux (NARS)	x	x	x	x	x
Martha Williams (GSA)	x	x			x
Angela Forrest (GSA)		x			
Philip W. Buchen (White House)	x	x	x	x	x
Barry Roth (White House)	x	x	x	x	x
Herbert J. Miller (Nixon)	x	x	x	x	x
R. Stan Mortenson (Nixon)	x	x	x	x	x
Raymond Larocca (Nixon)	x	x	x	x	x
Trudy Fry (White House)	x			x	
Hazel Fulton (White House)	x			x	
FPS Officers (GSA)	x	x			x
EPS (Secret Service)			x	x	

CONDITIONS:

1. At least two individuals listed above must be present for every access.
2. Access to Rooms 403, 84 and 522 require the presence of Thomas P. Wolf and/or Mary Filippini and/or Joan Howard and/or Richard McNeill.
3. Access to Rooms 84 and 522 require the presence of one or more EPS/SS officers.
4. Access to Room 84 requires the presence of either Trudy Fry or Hazel Fulton.

cc: P.W. Buchen  
H.S. Knight  
J. Eckerd  
Post in Rms. 403 & 485  
File

bc: T.P. Wolf  
M.M. Filippini

TPWolf (AX)  
4/2/75  
Rev. 12/1/75



THE WHITE HOUSE

WASHINGTON

December 2, 1975

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: PHIL BUCHEN

FROM: BARRY ROTH *BR*

SUBJECT: Internal Transfer Within GSA of  
the Office of Presidential Materials

Following up on our conversation yesterday concerning the internal GSA transfer of the Office of Presidential Materials to the National Archives, I spoke with Irwin Goldbloom. It is his feeling that this transfer would be positively perceived in the context of the removal of political considerations from the handling of these papers, without altering the role you currently exercise in controlling their release. Congressman Brademas has recently expressed some concern over this political factor and is considering holding hearings on GSA's revised regulations. Thus, a transfer could have positive effects. To the extent someone might criticize this transfer as a change in the status quo, Irwin believes that such charges would be unsubstantiated, but in any event could be minimized by waiting until the Three-Judge District Court has ruled before announcing this transfer.

GSA does not require an immediate decision on this proposal. However, I have advised Jack Eckerd's office that you may wish to discuss this matter with him. Incidentally, this does not mean that Tom Wolf would automatically discontinue his present responsibilities.

ADMINISTRATIVELY CONFIDENTIAL



THE WHITE HOUSE

WASHINGTON

December 2, 1975

MEMORANDUM FOR:

PHILIP W. BUCHEN

FROM:

JAMES E. CONNOR

SUBJECT:

Thomas P. Wolf

I have read your memorandum of December 2 and Mr. Wolf's attachment of December 1 appealing my request that his WHS pass be exchanged for an EOB pass.

I still feel it would be appropriate to have him exchange his pass and request, therefore, that he deliver his WHS pass to the Technical Services Division of the Secret Service and pick up an EOB pass. By a copy of this memorandum, I am alerting Jane Dannenhauer to make such arrangements with TSD.

Thank you.

cc: Jane Dannenhauer



THE WHITE HOUSE  
WASHINGTON

January 7, 1976

EYES ONLY

MEMORANDUM FOR:

THOMAS WOLF

FROM:

PHILIP BUCHEN

P.W.B.

In followup to our meeting, this is to request that you now turn in your White House pass to the Secret Service in Room 23 who will provide you with a permanent EOB pass. In addition, as part of the effort to limit the persons possessing White House passes to those whose duties require regular access to the East and West Wings, will you please direct any other White House passholders on your staff to turn their passes into the Secret Service for replacement EOB passes.

Thank you for your assistance.



*Wolf, Tom*

Tuesday 6/1/76

2:20 Tom Wolf called to say you had indicated you would make a phone call today.

He realizes how busy you are.

But indicates he has an appointment with Jack Eckerd tomorrow morning (Wednesday 6/2) at 9 o'clock --- so it would be greatly appreciated if you could call him before that meeting.

2:30 Mr. Buchen  
talked to Dr. Rhoads

