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THE WHITE HOUSE

WASHINGTON

October 15, 1974

MEMORANDUM FOR THE PRESIDENT

FROM: DONALD RUMSFELD

I believe that it is imperative to initiate immediate actions in certain areas in an effort to systematize the handling of certain matters. A number of these have been discussed with Counsel for the President or his office. I recommend your approval of these actions and their implementation.

1. Security Clearances

Present policy and compliance on initial and updated FBI and National Security clearances should be reviewed and revised if necessary, and appropriate action initiated on all White House staff personnel, and individuals in a consulting status.

Approve

DRF

Disapprove

2. Personnel Inquiries with Special Prosecutor

I am advised by Counsel to the President that one aspect of ongoing negotiations between White House Counsel and the Special Prosecutor is the role of the Special Prosecutor in personnel clearance procedures. This role should be maximized and implemented as soon as practicable.

Approve

DRF

Disapprove

3. Conflicts of Interest

All White House staff, and consultants, should promptly be made aware and brought into compliance with existing conflict requirements. In addition, review of the existing conflict requirements and standards should be undertaken to determine their adequacy and they should be revised as necessary. I understand that Counsel to the President has already started on such a review of practice and requirements.

Approve MR⁹ Disapprove _____

4. Contacts with Regulatory Agencies

White House liaison with regulatory agencies should be the official responsibility of Counsel to the President. As a general rule, no White House staff member should contact any regulatory agency, the Internal Revenue Service, or the litigating arms of the Department of Justice, and then only through the Counsel to the President. Counsel should take responsibility for assuring that any contact he makes is fully consistent with both the law and the highest standards of proper conduct. In certain instances the development of policy or legislation legitimately may require contact with regulatory agencies by the Domestic Counsel, Assistant to the President for Economic matters, etc. Precise policy and rules on any such contacts should be promptly developed and communicated to all White House staff.

Approve MR⁹ Disapprove _____

5. National Security Laws

All White House personnel should be promptly and formally made aware or reminded of criminal liabilities governing the handling of national security materials.

Approve MR⁹ Disapprove _____

6. Equipment in White House Offices

In light of office changes, new people arriving, etc., such actions as are necessary should be taken to obtain assurance

that all White House and OEOB offices occupied by White House staff are secure and contain only regular telephone and dictating equipment, radio and television sets.

Approve MP Disapprove _____

7. White House Financial Accounts

An audit should be made of all White House accounts through August 8. Audit and financial control systems, and White House procurement should be reviewed and changes implemented as needed.

Approve MP Disapprove _____

8. Perquisites

A review of perquisite policy and its administration should be made and revised if necessary. This will include such things as use of cars, mess privileges, etc.

Approve MP Disapprove _____

cc: Philip Buchen
Counsel to the President