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Summary of telegrams received for the bi-weekly period ending 9 Aug. 1974.

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	13,542
Secretariat	149
First Lady	76
The President and First Lady	73
Mrs. Julie Eisenhower	24
Mrs. Tricia Cox	3
Grand Total:	13,867

Breakdown, by subjects, of 13,542 telegrams received by the President follows:

NOTE: All traffic this report for President Nixon, cut off at noon on Aug 9, 1974

[illegible]

Summary of telegrams received for the bi-weekly period ending August 23, 1974

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	14394
Secretariat	285
First Lady	13
The President and First Lady	41

Grand Total: 14,733

Breakdown, by subjects, of 14,394 telegrams received by the President follows:

SUBJECT	NO.	SUBJECT		NO.
Requests for photos, messages appointments, Invitations and P. es.	33	Southeast Asia U.S. Policy	Pro Con Com	
Personal Problems and requests for aid.	21	Nomination of Rockefeller For Vice President	PRO CON	183 539
Endorsements and comments on Appointments.	26	Choice of Vice President Nominees	COMM	7074
Critical Comments.	45	Immunity for President Nixon	PRO CON	173 187
Support.	2138	Gasoline Tax Increase	CON	89
Foreign.	78	Situation in Cyprus	COMM	884
Protests, complaints and requests for investigations (miscellaneous)	2	Big Pine Dam H. R. 15155	CON	24
P.I.D.	11	Education Bill H. R. 69	COMM	42
r, strikes, etc. (misc.)		Veterans Benefits Bill H. R. 12628	PRO	104
Comments on Civil Rights.		President Fords Speech to Congress 8/12/74	PRO	585
Comments on Foreign Policy.	17	President Fords Speech to Congress 8/12/74	CON COMM	6 32
Miscellaneous expressions of concern about the economy.	114	Tapes to President Nixon	COMM	20
		Intercede Behalf Ukrainian Historian Valentyn Moroz	PRO	206
Miscellaneous.	711	Amnesty for Deserts/ Draftdodgers	PRO CON	316 585
		President Fords Speech to VFW 8/19/74	PRO CON COMM	76 48 10
		Revolving Fund Bill S. 3331	PRO	15
Telegramms Sent to Someone Other n Mrs. Reta Shay	342			

Correspondence Section Work Report for Two Week Period Ending: 8/23/74

Mail on hand at beginning of reporting period:

0

Disposition of mail as follows:

For Mr. Elliott's signature:

Automatically typed letters	609	50 %	6,273
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Manually typed letters:

Drafts and Series	599	50 %	8,615
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Total 1,208 (14,888)

For the President's signature

719 (10,292)

	Manual	Auto.	No. Lines
Children	0	0	0
Adult	15	704	10,292

For the President's signature (Staff Offices)

114

For the President's signature (offset)

0

Referral forms

0

Envelopes and labels for mailing cards, booklets, photos, etc.

6,674

Total disposition of mail

8,715

Mail on hand at end of reporting period:

In Analysis and Reply Unit

Adult	1,539
Children	1,615

In Stenographic and Typing Unit

For letter reply:

Presidentials	221
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Non-Presidentials	301
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For booklet/card/offset/photo reply (labels/envelopes to be typed)

391

In Review Unit

485

Total mail on hand at end of reporting period

4,552

Work done for White House Staff Offices:

Manhours in other offices	641.5
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Manhours in Correspondence Section	540.5
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Manhours in Correspondence Section on O'Donnell invitations (drafting, manual and robo typing, reviewing)

31*

Manhours in Correspondence Section on Gergen messages (drafting, manual and robo typing, reviewing)

5.5*

Manhours in Correspondence Section on Haig mail (drafting, manual and robo typing, reviewing)

119*

Total manhours of work done for staff offices

1,182

*These figures are included under "Manhours in Correspondence Section".

Following is a report of the volume of mail going out to each of the Departments and Agencies for the two weeks ending August 23, 1974.

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
ACTION	3	1	4	4
ADMINISTRATIVE OFFICE OF THE U. S. COURTS				
AGENCY FOR INTERNATIONAL DEVELOPMENT				
AMERICAN NATIONAL RED CROSS				
AMERICAN REVOLUTION BICENTENNIAL COMMISSION	3	2	5	5
APPALACHIAN REGIONAL COMMISSION	3		3	3
ARCHITECT OF THE CAPITOL	2		2	2
ATOMIC ENERGY COMMISSION	4		4	4
CABINET COMM.ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE				
CENTRAL INTELLIGENCE AGENCY				
CIVIL AERONAUTICS BOARD				
CIVIL RIGHTS COMMISSION				
CIVIL SERVICE COMMISSION	22	2	24	24
COMMISSIONERS OF D. C.	3		3	3
COST OF LIVING COUNCIL				
COUNCIL OF ECONOMIC ADVISERS	6		6	6
DEPARTMENT OF AGRICULTURE	98	15	113	113
DEPARTMENT OF COMMERCE	29	4	33	33
DEPARTMENT OF DEFENSE				
DEPARTMENT OF THE ARMY				
DEPARTMENT OF THE NAVY				
DEPARTMENT OF THE AIR FORCE				
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE	359	25	384	384
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	66	6	72	72
DEPARTMENT OF THE INTERIOR	52	6	58	58
DEPARTMENT OF JUSTICE	270	43	313	313
DEPARTMENT OF LABOR	78	12	90	90
DEPARTMENT OF STATE	*3,536	2,352	5,888	5,888
DEPARTMENT OF TRANSPORTATION	36	13	49	49
DEPARTMENT OF THE TREASURY	244	30	274	274
ENVIRONMENTAL PROTECTION AGENCY	30	2	32	32
ENVIRONMENTAL QUALITY COUNCIL		1	1	1
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION				
FEDERAL COMMUNICATIONS COMMISSION	5	2	7	7

* 1,013 - State - re Turkey/Cyprus

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
FEDERAL DEPOSIT INSURANCE CORPORATION				
FEDERAL ENERGY OFFICE	84	4	88	88
FEDERAL HOME LOAN BANK BOARD		1	1	1
FEDERAL MEDIATION & CONCILIATION SERVICE		1	1	1
FEDERAL POWER COMMISSION	5		5	5
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)	3	2	5	5
FEDERAL TRADE COMMISSION	4	1	5	5
GENERAL ACCOUNTING OFFICE				
GENERAL SERVICES ADMINISTRATION	6		6	6
GOVERNMENT PRINTING OFFICE	10		10	10
INTERSTATE COMMERCE COMM.	2		2	2
LIBRARY OF CONGRESS	1		1	1
MILITARY ASSISTANT TO THE PRESIDENT	361	33	394	394
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	5		5	5
NATIONAL ARCHIVES AND RECORDS SERVICE				
NATIONAL COUNCIL ON THE ARTS	8		8	8
NATIONAL LABOR RELATIONS BOARD	8		8	8
NATIONAL MEDIATION BOARD				
NATIONAL RAILROAD PASSENGER CORPORATION				
NATIONAL SCIENCE FOUNDATION	1		1	1
NATIONAL SECURITY COUNCIL	1		1	1
OFFICE OF CONSUMER AFFAIRS				
OFFICE OF ECONOMIC OPPORTUN.	7	1	8	8
OFFICE OF MANAGEMENT AND BUDGET	14	8	22	22
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS	7		7	7
PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAP.				
PRESIDENT'S COMMITTEE ON PRESIDENTIAL SCHOLARS				
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	9	2	11	11
RAILROAD RETIREMENT BOARD	1		1	1
REPUBLICAN NATIONAL COMM.	2		2	2
SECURITIES & EXCHANGE COMMISSION	2	2	4	4
SMALL BUSINESS ADMIN.	10	1	11	11
SMITHSONIAN INSTITUTION	1		1	1
SPECIAL ACTION OFFICE FOR DRUG ABUSE PREVENTION				
SPECIAL TRADE NEGOTIATOR	3		3	3
TENNESSEE VALLEY AUTHORITY				

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
TRANSLATION BUREAU	371		371	371
U. S. INFORMATION AGENCY	1		1	1
U. S. POSTAL SERVICE	36		36	36
U. S. SECRET SERVICE	2		2	2
U. S. TARIFF COMMISSION				
VETERANS ADMINISTRATION	143	50	193	193
VICE PRESIDENT				
WATER RESOURCES COUNCIL				
WHITE HOUSE HISTORICAL ASSOCIATION				
	5,957	2,622	8,579	8,579

MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending August 23, 1974.

PRESIDENTIAL SIGNATURE MAIL: LETTERS TELEGRAMS

TOTAL 451 388 63

CUMULATED 451 388 63

PRESIDENTIAL AUTOGRAPHS: PHOTOGRAPHS CARDS MISCEL. ITEMS
BOOKS, COVERS,
ETC.

TOTAL

(NOTHING RECEIVED AS OF AUGUST 23rd.)

CUMULATED

MAIL REFERRED TO THE DEPARTMENTS: LETTERS & CARDS TELEGRAMS

TOTAL 8,579 5,957 2,622

CUMULATED 8,579 5,957 2,622

William F. Matthews
William F. Matthews
Chief of Files

THE FOLLOWING IS A RECORD OF THE MAIL RECEIVED IN THE
MAIL ROOM THE PERIOD ENDING

AUGUST 23, 1974

BREAKDOWN OF MAIL	BI-WEEKLY TOTALS	LETTERS	POSTCARDS
PRESIDENTIAL UNPROCESSED PREVIOUSLY CARRIED FORWARD		0	0
TOTAL PRESIDENTIAL RECEIVED THIS PERIOD		92,155 *	0
PRESIDENTIAL PROCESSED THIS PERIOD		55,166	0
PRESIDENTIAL UNPROCESSED THIS PERIOD		36,989	0
TOTAL SECRETARIAT AND EXECUTIVE OFFICE MAIL	26,827		
TOTAL PRESIDENT AND FIRST LADY	4,593		
RECD. TWO WEEK PERIOD ENDING: 8-23-74	123,575		
RECD. TWO WEEK PERIOD ENDING: 8-24-73	94,323		
RECD. TWO WEEK PERIOD ENDING: 8-22-72	58,861		
RECD. TWO WEEK PERIOD ENDING: 8-24-71	77,043		
RECD. TWO WEEK PERIOD ENDING: 8-26-70	74,356		

* INCLUDES 14,394 TELEGRAMS

PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING AUGUST 23, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
GENERAL SUPPORT		1,016		
CONGRATULATIONS		10,034		
PRESIDENT'S SPEECH AT SWEARING IN CEREMONY 8-9-74	PRO CON COMMENT	1,986 15 11		
PRESIDENT'S ADDRESS TO CONGRESS 8-12-74	PRO CON COMMENT	1,959 56 235		
PRESIDENT'S SPEECH, VFW, CHICAGO, ILLINOIS 8-19-74 (AMNESTY)	PRO CON COMMENT	767 1,451 10		
IMMUNITY FOR MR. NIXON	PRO CON COMMENT	1,346 1,166 26		
NOMINATION OF NELSON ROCKEFELLER AS VICE PRESIDENT	PRO CON COMMENT	358 862 1		
ENDORSEMENTS FOR VICE PRESIDENT		15,042		
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		738		

*FOOTNOTES (Cumulative totals)

AUGUST 23, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
PROPOSED INCREASE IN GASOLINE TAX PRO CON COMMENT		3 116 0		
URGES NLRB TO EXPEDITE ACTION AGAINST GENERAL DYNAMICS, SAN DIEGO, CALIF.		285 (FORM)		
PRO: HR 12628 - INCREASE IN VETERANS EDUCATION BENEFITS		203		
CURRENT LEGISLATION		317		
ECONOMY/INFLATION		642		
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		481		
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		891		
CRITICAL COMMENTS		251		
NEW AND REGULAR SECRET SERVICE CASES		272		

*FOOTNOTES (Cumulative totals)

AUGUST 23, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
CHILDREN'S MAIL		3,827		
U. S. AID TO CYPRUS PRO CON COMMENT	STATE	3,461(a) 35 52		
PRO: INTERCEDE IN BEHALF OF VALENTYN MOROZ	STATE	522(b)		
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		6,729	0	
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		55,166	0	

(a) INCLUDES 1,525 FORM LETTERS
AND 274 PETITIONS

(b) INCLUDES 197 FORM LETTERS

*FOOTNOTES (Cumulative totals)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 26, 1974

*Enter
In-Office Files*

MEMORANDUM FOR MR. ELLIOTT:

Following is a report for Presidential Signature mail dispatched and referred to the Departments and Agencies:

Presidential Signature Mail	<u>YEAR</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>	<u>TOTAL</u>
	1969	37,036	3,627	40,663
	1970	45,505	2,374	47,879
	1971	36,869	865	37,734
	1972	72,165	2,580	74,745
	1973	53,880	1,292	55,172
(August 9th.)	1974	23,311	447	23,758

Referral Mail	<u>YEAR</u>	<u>LETTERS AND TELEGRAMS</u>
	1969 ⁹	975,710
	1970	1,273,718
	1971	973,850
	1972	723,843
	1973	614,854
(August 9th.)	1974	184,986

William F. Matthews
William F. Matthews
Chief, Central Files

CC: Mr. Linder

Summary of telegrams received for the bi-weekly period ending Sept. 6, 1974

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	2563
Secretariat	96
First Lady	18
The President and First Lady	2

Grand Total: 2679

Breakdown, by subjects, of 2563 telegrams received by the President follows:

SUBJECT	NO.	SUBJECT		NO.
Requests for photos, messages appointments, Invitations and ies.	28	Southeast Asia U.S. Policy	Pro Con Comm	
Personal Problems and requests for aid.	27	Amnesty for Draftdodgers/ Deserters	Pro Con Comm	298 742 40
Endorsements and comments on Appointments.	16	Increased Gasoline Tax	Con	31
Critical Comments.	17	Nomination of Rockefeller for Vice President	Pro Con	11 36
Support.	42	Situation in Cyprus	Comm	94
Foreign.	10	Veterans Benefits Bill H R 12628	Pro	28
Protests, complaints and requests for investigations (miscellaneous)	2	Immunity for Richard Nixon	Pro Con	39 196
P. I. D.	5	Legalized Abortion	Comm	9
or, strikes, etc. (misc.)	2	Intercede Behalf of Ukrainian Historian Valentyn Moroz	Pro	2
Comments on Civil Rights.		Big Pine Dam H R 15155	Con	7
Comments on Foreign Policy.	9	Juvenile Justice and Delinquency Act	Pro	94
Miscellaneous expressions of concern about the economy.	161	President Fords First Press Conference 8/28/74	Pro Con Comm	15 1 8
		Appropriation \$850,000 Transitional Cost for Former President Nixon	Con	126
Miscellaneous.	467			
Telegrams sent to someone other than Mrs. Reta Shay	73			

Correspondence Section Work Report for Two Week Period Ending: 9/6/74

Mail on hand at beginning of reporting period: 4,552

Disposition of mail as follows:

For Mr. Elliott's signature:

Automatically typed letters 2,154 75 % 24,260

Manually typed letters:

Drafts and Series 719 25 % 8,246

Total 2,873 (32,506)

For the President's signature

4,672 (94,025)

Manual Auto. No. Lines

Children 19 0 253

Adult 223 4,430 93,772

For the President's signature (Staff Offices) 70

For the President's signature (offset) 0

Referral forms 0

Envelopes and labels for mailing cards, booklets, photos, etc. 1,474*

Total disposition of mail 9,089

Mail on hand at end of reporting period:

In Analysis and Reply Unit

Adult 4,333

Children 802

In Stenographic and Typing Unit

For letter reply:

Presidentials 10,590

Non-Presidentials 562

For booklet/card/offset/photo reply (labels/envelopes to be typed) 5,143

In Review Unit 959

Total mail on hand at end of reporting period 22,389

*This figure does not include approx. 1,800 pieces of PK-1 mail sent to Volunteers for handling

Work done for White House Staff Offices:

Manhours in other offices 530

Manhours in Correspondence Section 547

Manhours in Correspondence Section on O'Donnell invitations (drafting, manual and robo typing, reviewing) 56**

Manhours in Correspondence Section on Gergen messages (drafting, manual and robo typing, reviewing) 28**

Manhours in Correspondence Section on Haig mail (drafting, manual and robo typing, reviewing) 80**

Total manhours of work done for staff offices 1,077

**These figures are included under "Manhours in Correspondence Section".

THE FOLLOWING IS A RECORD OF THE MAIL RECEIVED IN THE
MAIL ROOM THE PERIOD ENDING

SEPTEMBER 6, 1974

BREAKDOWN OF MAIL	BI-WEEKLY TOTALS	LETTERS	POSTCARDS
PRESIDENTIAL UNPROCESSED PREVIOUSLY CARRIED FORWARD		36,989	0
TOTAL PRESIDENTIAL RECEIVED THIS PERIOD		63,594 *	0
PRESIDENTIAL PROCESSED THIS PERIOD		46,722	0
PRESIDENTIAL UNPROCESSED THIS PERIOD		53,861	0
TOTAL SECRETARIAT AND EXECUTIVE OFFICE MAIL		21,601	
TOTAL PRESIDENT AND FIRST LADY		2,368	
RECD. TWO WEEK PERIOD ENDING: 9-6-74	87,563		
RECD. TWO WEEK PERIOD ENDING: 9-7-73	67,034		
RECD. TWO WEEK PERIOD ENDING: 9-5-72	77,755		
RECD. TWO WEEK PERIOD ENDING: 9-7-71	73,810		
RECD. TWO WEEK PERIOD ENDING: 9-9-70	51,391		

* INCLUDES 2,563 TELEGRAMS

PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING SEPTEMBER 6, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
GENERAL SUPPORT		1,159		
CONGRATULATIONS		5,000		15,034
PRESIDENT'S SPEECH AT SWEARING IN CEREMONY 8-9-74	PRO CON COMMENT	499 3 3		2,485 18 14
PRESIDENT'S ADDRESS TO CONGRESS 8-12-74	PRO CON COMMENT	1,819 65 201		3,778 121 436
PRESIDENT'S FIRST PRESS CONFERENCE 8-28-74 (DOES IT INCLUDE AMNESTY AND IMMUNITY ISSUES)	PRO CON COMMENT	88 131 26		
AMNESTY FOR DRAFT EVADERS/DESERTERS *	PRO CON COMMENT	1,762 2,853 185		2,529 4,304 195
IMMUNITY FOR MR. NIXON **	PRO CON COMMENT	1,225 1,551 31		2,571 2,717 57
NOMINATION OF NELSON ROCKEFELLER AS VICE PRESIDENT	PRO CON COMMENT	278 873 3		636 1,735 4
ENDORSEMENTS FOR VICE PRESIDENT		4,418		

* INCLUDES COMMENTS IN PRESIDENT'S
8/19 SPEECH, VFW, CHICAGO, ILL.
AND PRESS CONFERENCE 8/28/74

** INCLUDES COMMENTS IN PRESIDENT'S
PRESS CONFERENCE OF 8/28/74

*FOOTNOTES (Cumulative totals)

SEPTEMBER 6, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		609		
PROPOSED INCREASE IN GASOLINE TAX	PRO CON COMMENT	57 679 9		
PRO: HR 12628 - INCREASE IN VETERANS EDUCATION BENEFITS		315		
CURRENT LEGISLATION		452		
ECONOMY/INFLATION		1,493		
ECONOMIC SUMMIT MEETING	PRO CON COMMENT	49 4 185		
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		1,668		
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		1,023		
CRITICAL COMMENTS		196		

*FOOTNOTES (Cumulative totals)

SEPTEMBER 6, 1974

SUBJECT		DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
NEW AND REGULAR SECRET SERVICE CASES			263		
CHILDREN'S MAIL			1,954		
NIXON TRANSITION EXPENSES AND ALLOWANCES	PRO CON COMMENT	GSA	2 535 0		
PRESIDENT'S PROPOSAL TO POSTPONE FEDERAL PAY RAISE	PRO CON COMMENT	OMB	22 103 0		
U. S. AID TO CYPRUS	PRO CON COMMENT	STATE	5,442(a) 11 19		
URGE CUT-OFF OF U. S. AID TO TURKEY (BECAUSE OF CYPRUS INVASION)		STATE	1,292 (FORM)		
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN			8,167	0	
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD			46,722	0	

(a) INCLUDES 4,349 FORM LETTERS
AND 56 PETITIONS

*FOOTNOTES (Cumulative totals)

~~TH~~ RE

Summary of telegrams received for the bi-weekly period ending Sept 20, 1974

John P. Dreylinger
Telegraph Office

Addressee:	No.
The President	37662
Secretariat	158
First Lady	49
The President and First Lady	3
Miss Susan E. Ford	1

Grand Total: 37873

Breakdown, by subjects, of 37662 telegrams received by the President follows:

SUBJECT	NO.	SUBJECT		NO.
Requests for photos, messages and appointments, Invitations and 1 es.	46	Southeast Asia U.S. Policy	Pro Con Com	
Personal Problems and requests for aid.	29	Amnesty Draftdodgers/Deserters Before Decision on 9/16/74	PRO CON COMM	416 223 216
Endorsements and comments on Appointments.	8	Immunity for Richard Nixon	PRO CON	3 1
Critical Comments.	391	Situation in Cyprus	COMM	18
Support.	151	Veterans Benefits Bill HR 12628	PRO	6
Foreign.	13	Juvenile Justice and Delinquency Act	PRO	2
Protests, complaints and requests for investigations (miscellaneous)	2	Legalized Abortion	COMM	23
P.I.D.	9	Appropriation \$850,000 Transitional Cost for Former PResident Nixon	CON	20
or, strikes, etc. (misc.)	1	Nomination of Rockefeller for Vice President	CON	1
Comments on Civil Rights.		Pan Am Subsidy	COMM	43
Comments on Foreign Policy.	15	Pardon for President Nixon	PRO CON COMM	6710 24153 1268
Miscellaneous expressions of concern about the economy.	106	Additional Watergate Pardons	PRO CON COMM	168 1504 442
		Presidents Amnesty Decision For Draftdodgers/Deserters	PRO CON COMM	155 332 86
Miscellaneous.	639	Intercede Behalf Ukrainian Historian Valentyn Moroz	COMM	32
Telegrams Sent To Someone Other Than Mrs. Reta Shay	84	President Fords Newsconference 9/16/74	PRO CON COMM	179 236 10
		President Fords Speech at the United Nations 9/18/74	PRO COMM	3 2

Correspondence Section Work Report for Two Week Period Ending: 9/20/74

Mail on hand at beginning of reporting period:

22,389

Disposition of mail as follows:

For Mr. Elliott's signature:

Automatically typed letters

2,543 73 % 27,673

Manually typed letters:

Drafts and Series

960 27 % 10,783

Total 3,503 (38,456)

For the President's signature

3,668 (60,089)

	<u>Manual</u>	<u>Auto.</u>	<u>No. Lines</u>
Children	<u>96</u>	<u>25</u>	<u>1,557</u>
Adult	<u>231</u>	<u>3,316</u>	<u>58,532</u>

For the President's signature (Staff Offices)

182

For the President's signature (offset)

0

Referral forms

0

Envelopes and labels for mailing cards, booklets, photos, etc.

7,083

Total disposition of mail

14,436

Mail on hand at end of reporting period:

In Analysis and Reply Unit

Adult 2,091

Children 2,437

In Stenographic and Typing Unit

For letter reply:

Presidentials

226

Non-Presidentials

109

For booklet/card/offset/photo reply (labels/envelopes to be typed)

594

In Review Unit

343

Total mail on hand at end of reporting period

5,800

Work done for White House Staff Offices:

Manhours in other offices

335

Manhours in Correspondence Section

642.5

Manhours in Correspondence Section on O'Donnell invitations (drafting, manual and robo typing, reviewing)

57*

Manhours in Correspondence Section on Gergen messages (drafting, manual and robo typing, reviewing)

24*

Manhours in Correspondence Section on Haig mail (drafting, manual and robo typing, reviewing)

74*

Total manhours of work done for staff offices

977.5

*These figures are included under "Manhours in Correspondence Section".

MEMORANDUM FOR MR. ROLAND L. ELLIOTT:

Following is a report of Presidential signature mail dispatched and Referral Mail to the Departments for the two weeks ending September 20, 1974.

<u>PRESIDENTIAL SIGNATURE MAIL:</u>	<u>LETTERS</u>	<u>TELEGRAMS</u>	
<u>TOTAL</u>	5,956	5,860	96
<u>CUMULATED</u>	8,156	7,900	256

<u>PRESIDENTIAL AUTOGRAPHS:</u>	<u>PHOTOGRAPHS</u>	<u>CARDS</u>	<u>MISCEL. ITEMS</u> <u>BOOKS, COVERS,</u> <u>ETC.</u>
<u>TOTAL</u>	136	132	4
<u>CUMULATED</u>	139	135	4

<u>MAIL REFERRED TO THE DEPARTMENTS:</u>	<u>LETTERS & CARDS</u>	<u>TELEGRAMS</u>	
<u>TOTAL</u>	11,594	10,607	987
<u>CUMULATED</u>	35,034	28,570	6,464

William F. Matthews
William F. Matthews
Chief of Files

Following is a report of the volume of mail going out to each of the Departments and Agencies for the two weeks ending September 20, 1974.

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
ACTION	2		2	9
ADMINISTRATIVE OFFICE OF THE U. S. COURTS				
AGENCY FOR INTERNATIONAL DEVELOPMENT				
AMERICAN NATIONAL RED CROSS	1		1	1
AMERICAN REVOLUTION BICENTENNIAL COMMISSION	15	1	16	41
APPALACHIAN REGIONAL COMMISSION				4
ARCHITECT OF THE CAPITOL	5		5	10
ATOMIC ENERGY COMMISSION	8		8	17
CABINET COMM.ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE	1		1	2
CENTRAL INTELLIGENCE AGENCY				
CIVIL AERONAUTICS BOARD	4		4	14
CIVIL RIGHTS COMMISSION				
CIVIL SERVICE COMMISSION	33	3	36	102
COMMISSIONERS OF D. C.	21		21	30
COST OF LIVING COUNCIL	4		4	4
COUNCIL OF ECONOMIC ADVISERS	5		5	16
DEPARTMENT OF AGRICULTURE	115	34	149	523
DEPARTMENT OF COMMERCE	54	2	56	154
DEPARTMENT OF DEFENSE				
DEPARTMENT OF THE ARMY	SEE: MILITARY ASST. TO THE PRESIDENT			
DEPARTMENT OF THE NAVY				
DEPARTMENT OF THE AIR FORCE				
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE	437	31	468	1,641
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	101	16	117	345
DEPARTMENT OF THE INTERIOR	101	22	123	309
DEPARTMENT OF JUSTICE	429	77	506	1,178
DEPARTMENT OF LABOR	147	24	171	457
DEPARTMENT OF STATE	*7,352	524	7,876	23,497
DEPARTMENT OF TRANSPORTATION	92	113	205	365
DEPARTMENT OF THE TREASURY	223	23	246	810
ENVIRONMENTAL PROTECTION AGENCY	62	1	63	159
ENVIRONMENTAL QUALITY COUNCIL	3		3	7
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	7		7	11
FEDERAL COMMUNICATIONS COMMISSION	16	4	20	34

* 3,800 - STATE (CYPRUS - TURKEY)

DEPARTMENTS	LETTERS	TELEGRAMS	TOTAL	CUMULATIVE
FEDERAL DEPOSIT INSURANCE CORPORATION	1		1	3
FEDERAL ENERGY OFFICE	169	8	177	630
FEDERAL HOME LOAN BANK BOARD	1		1	2
FEDERAL MEDIATION & CONCILIATION SERVICE	1	1	2	5
FEDERAL POWER COMMISSION	8	1	9	29
FEDERAL RESERVE SYSTEM (BOARD OF GOVERNORS)		1	1	14
FEDERAL TRADE COMMISSION	6		6	22
GENERAL ACCOUNTING OFFICE	2		2	3
GENERAL SERVICES ADMINISTRATION	220	40	260	491
GOVERNMENT PRINTING OFFICE	12		12	32
INTERSTATE COMMERCE COMM.	1		1	6
LIBRARY OF CONGRESS	2		2	5
MILITARY ASSISTANT TO THE PRESIDENT	177	1	178	1,089
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	4		4	21
NATIONAL ARCHIVES AND RECORDS SERVICE	1		1	1
NATIONAL COUNCIL ON THE ARTS	4		4	18
NATIONAL LABOR RELATIONS BOARD	7	1	8	32
NATIONAL MEDIATION BOARD	1	1	2	2
NATIONAL RAILROAD PASSENGER CORPORATION	1		1	2
NATIONAL SCIENCE FOUNDATION	7		7	10
NATIONAL SECURITY COUNCIL	1		1	10
OFFICE OF CONSUMER AFFAIRS				1
OFFICE OF ECONOMIC OPPORTUN.	11	2	13	41
OFFICE OF MANAGEMENT AND BUDGET	148	32	180	639
PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS	3		3	19
PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAP.				
PRESIDENT'S COMMITTEE ON PRESIDENTIAL SCHOLARS				2
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS & SPORTS	31		31	62
RAILROAD RETIREMENT BOARD	5		5	10
REPUBLICAN NATIONAL COMM.	10		10	14
SECURITIES & EXCHANGE COMMISSION	4		4	16
SMALL BUSINESS ADMIN.	23	5	28	73
SMITHSONIAN INSTITUTION	1		1	4
SPECIAL ACTION OFFICE FOR DRUG ABUSE PREVENTION				2
SPECIAL TRADE NEGOTIATOR	4		4	11
TENNESSEE VALLEY AUTHORITY		1	1	1

[illegible]

THE FOLLOWING IS A RECORD OF THE MAIL RECEIVED IN THE
MAIL ROOM THE PERIOD ENDING

SEPTEMBER 20, 1974

BREAKDOWN OF MAIL	BI-WEEKLY TOTALS	LETTERS	POSTCARDS
PRESIDENTIAL UNPROCESSED PREVIOUSLY CARRIED FORWARD		53,861	0
TOTAL PRESIDENTIAL RECEIVED THIS PERIOD		295,237 *	0
PRESIDENTIAL PROCESSED THIS PERIOD		116,376	0
PRESIDENTIAL UNPROCESSED THIS PERIOD		232,722	0
TOTAL SECRETARIAT AND EXECUTIVE OFFICE MAIL	23,770		
TOTAL PRESIDENT AND FIRST LADY	3,858		
RECD. TWO WEEK PERIOD ENDING: 9-20-74	322,865		
RECD. TWO WEEK PERIOD ENDING: 9-21-73	54,494		
RECD. TWO WEEK PERIOD ENDING: 9-19-72	81,335		
RECD. TWO WEEK PERIOD ENDING: 9-21-71	99,298		
RECD. TWO WEEK PERIOD ENDING: 9-22-70	88,028		

* INCLUDES 37,662 TELEGRAMS

PRESIDENTIAL MAIL: 2 WEEK PERIOD

ENDING SEPTEMBER 20, 1974

SUBJECT		DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
GENERAL SUPPORT			602		
CONGRATULATIONS			816		15,850
PRESIDENT'S ADDRESS TO CONGRESS 8-12-74	PRO CON COMMENT		165 6 8		3,943 127 444
AMNESTY FOR DRAFT EVADERS/DESERTERS	PRO CON COMMENT		1,727 2,415 151		4,256 6,719 346
PRESIDENT'S AMNESTY PROCLAMATION 9-16-74	PRO * CON ** CON COMMENT		49 502 198 10		
IMMUNITY FOR MR. NIXON	PRO CON COMMENT		179 228 14		2,750 2,945 71
PRESIDENTIAL PARDON FOR MR. NIXON	PRO CON COMMENT		18,350 63,328 2,158		
PRESIDENTIAL PARDON FOR WATERGATE DEFENDANTS	PRO CON COMMENT		436 2,486 11		
PRESIDENT'S PRESS CONFERENCE 9-16-74	PRO CON COMMENT		302 231 34		

* OPPOSES ANY AMNESTY

** WANT UNCONDITIONAL AMNESTY

*FOOTNOTES (Cumulative totals)

SEPTEMBER 20, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
PRESIDENT'S REMARKS TO U.N. GENERAL ASSEMBLY 9-18-74	PRO CON COMMENT	15 19 3		
NOMINATION OF NELSON ROCKEFELLER AS VICE PRESIDENT	PRO CON COMMENT	29 361 2		665 2,096 6
ENDORSEMENTS FOR VICE PRESIDENT		344		
REQUESTS FOR JOBS/ OFFERS OF SERVICES/ ENDORSEMENTS		368		
PROPOSED INCREASE IN GASOLINE TAX	PRO CON COMMENT	5 97 2		
PRO: HR 12628 - INCREASE IN VETERANS EDUCATION BENEFITS		157(a)		
CURRENT LEGISLATION		254		
ECONOMY/INFLATION		1,030		
ECONOMIC SUMMIT MEETING	PRO CON COMMENT	39 0 588		

(a) INCLUDES 26 FORM LETTERS AND 70 PETITIONS

*FOOTNOTES (Cumulative totals)

SEPTEMBER 20, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
REQUESTS FOR BIRTHDAY/ ANNIVERSARY MESSAGES		964		
REQUESTS FOR AUTOGRAPHS/ PHOTOGRAPHS		427		
CRITICAL COMMENTS		186		
NEW AND REGULAR SECRET SERVICE CASES		155		
CHILDREN'S MAIL		4,062		
NIXON TRANSITION EXPENSES AND ALLOWANCES PRO CON COMMENT	GSA	1 218 0		
PRESIDENT'S PROPOSAL TO POSTPONE FEDERAL PAY RAISE PRO CON COMMENT	OMB	21 346(a) 3		
U. S. AID TO CYPRUS PRO CON COMMENT	STATE	4,647(b) 25 26		

- (a) INCLUDES 235 FORM LETTERS
 (b) INCLUDES 4,172 FORM LETTERS
 AND 93 PETITIONS

*FOOTNOTES (Cumulative totals)

SEPTEMBER 20, 1974

SUBJECT	DIRECTED TO	LETTERS	POSTCARDS	CUMULATIVE TOTAL*
MISCELLANEOUS PRESIDENTIAL NOT INCLUDED IN ABOVE BREAKDOWN		7,576	0	
TOTAL PRESIDENTIAL MAIL PROCESSED THIS PERIOD		116,376	0	

*FOOTNOTES (Cumulative totals)