

The original documents are located in Box 29, folder “Nixon - Papers Collection and Segregation (3)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON
November 1, 1974

MEMORANDUM

TO: PHIL BUCHEN
FROM: Donald Lowitz *Donald Lowitz*
SUBJECT: Two Small Boxes Containing What Appears to be Individual MT/ST Tapes found in Room 188-1/2

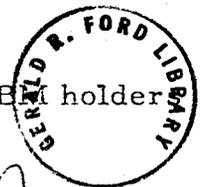
At approximately 2:45pm today, I opened one of the two, four-drawer combination locked, fireproof cabinets in my office in order to place a large box in one of the lower drawers. For the first time since I have had this file cabinet, I opened the bottom drawer and found in there two cardboard stationary boxes containing what appears to be 25 tapes, apparently of the MT/ST type, each encased in a separate IBM holder. One box was tan and had a yellow piece of paper pasted to the top with the notation, "3/22/73 - P/M/H/E/D."

The other, a smaller box was blue and had a yellow piece of paper pasted to the top with the notation: "3/21/73 - P/D/Z/H/E and also the notation PM with a line under it. There were 17 tapes in the larger tan box and 8 tapes in the blue box. Placed on top of the tan box was a note typewritten on White House notepaper that read as follows: "December 1, 1973, EXTRA COPY, Missing: Nov. 6th (not complete) Nov. 7th, Nov. 8th, Week of Nov. 30th (4 days).

These boxes of tapes were in an unopened drawer and were not discovered until the time set out in this memo. Possession of these boxes and their contents listed in Attachment A is hereby delivered to you through Stanley Sutton Shaw, Jr., whom I understand is your duly authorized representative for appropriate handling. I would appreciate your executing the receipt set out below.

RECEIPT

Received the aforementioned two boxes of tapes in plastic IBM holder bearing the descriptions set out above.



Counsel to the President
By _____

Stanley S. Shaw, Jr.

5:13 pm

1 November 74

ATTACHMENT A

BLUE BOX

<u>Date</u>	<u>Initials</u>	<u>Notation</u>
3/21/73	P-D-Z-H-E	P.1/01 P.2/02
"	"	Pg. 3 and 4
"	"	P.5/01 P.6/02
"	"	P.7/01 P.8/02
"	"	P.9/01 P.10/02
"	"	P.11/01 P.12/02
"	"	P.13/01 P.14/02
"	"	P.15/01 P.16/02 <u>End</u>

TAN BOX

3/22/73	P-M-H-E-D	P.15 and 16
"	"	Pg. 13 and 14
"	"	Ref. 01-P.11 Ref. 02-P.12
"	"	Pg. 9 and 10
"	"	Pg. 7 and 8
"	"	Pg. 5 and 6
"	"	Pg. 3 and 4
"	"	Pg. 1 and 2



Jerry A. King
Stanley S. Hill Jr.

TAN BOX (continued)

3/22/73	P-M-H-E-D	P.17 and P.18
"	"	Pg. 33 - <u>End</u>
"	"	Pg. 31 and 32
"	"	Pg. 29 and 30
"	"	Pg. 27 and 28
"	"	Pg. 25 and 26
"	"	Ref. 01-P. 23 Ref. 02-P. 24
"	"	21 and 22
"	"	P.19 and 20

Handwritten signature: Stanley S. Stein, Jr.



THE WHITE HOUSE

WASHINGTON

November 13, 1974

MEMORANDUM FOR: PHIL BUCHEN
FROM: JAY FRENCH *Bury*
SUBJECT: Collection of Presidential Papers

The collection of former President Nixon's papers has been completed with the understandable exception of small quantities of miscellaneous materials which continue to turn up from time to time.

In accordance with the Supplemental Order of Judge Charles R. Richey dated October 22, 1974, you have notified counsel for the former President in writing on three occasions of materials which were duplicated or retained in original form by White House staff members for on-going government business. Table of Contents A, in the attached folder, contains copies of these written notices and the staff memoranda upon which they were based.

In your memorandum of October 30, 1974, you have requested all staff members who served prior to August 9, 1974, to certify on a prepared form that they collected and segregated all Presidential Papers of the Nixon Administration and forwarded them to designated locations. These certificates have been received from all staff members who are still employed with one or two exceptions.



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A

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 - a. Letter dated November 11, 1974
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2. Memoranda received from staff requesting consent of Philip W. Buchen to retain duplicate or original materials for ongoing government business
 - a. James H. Falk, Associate Director Domestic Council, November 8, 1974
 - b. Office of White House Visitors, November 6, 1974
 - c. Roy L. Ash, Assistant to the President, November 6, 1974
 - d. White House Advance Office, November 6, 1974
 - e. Andre Buckles, Staff Assistant Domestic Council, November 5, 1974
 - f. F. Lynn May, Staff Assistant Domestic Council, November 5, 1974
 - g. Office of Congressional Relations, November 4, 1974
 - h. Dean Burch, Counselor to the President, November 4, 1974
 - i. Anne Armstrong, Counselor to the President, November 1, 1974
 - j. White House Security Office, November 1, 1974
 - k. Office of White House Special Files Unit, October 31, 1974
 - l. National Security Council, October 28, 1974





THE WHITE HOUSE

WASHINGTON

November 11, 1974

Dear Mr. Miller:

This letter further advises you in greater detail on the intended use of certain materials for purposes of current government business as has been reported to me by officials at the White House under whose control these particular materials still remain separate from the Presidential materials of the Nixon Administration maintained under the custody and control of the defendants in the pending cases of Nixon et al. v. Sampson et al., C.A. No. 74-1518 and C.A. No. 74-1533. These reports to me have come as a result of the Memorandum for the White House Staff dated October 24, 1974, of which you have a copy and are in addition to those covered by my letters to you of November 5 and 6, 1974.

Office of Associate Director Domestic Council,
James H. Falk: Following are files retained in this office in duplicate form and intended for use solely in connection with ongoing projects:

Chronological files for January 1973 through August 9, 1974. These files contain copies of outgoing letters to Governors, Mayors, State Legislators and County officials, as well as correspondence with Federal department and agency personnel.

Copies of materials on the Advisory Commission on Intergovernmental Relations which include recommendations of public interest groups and interoffice communications covering a period from December 1973 to August 1974.



Copies of memoranda dealing with Military Facilities to be closed and economic adjustment programs to follow closures. The papers cover the period from July 1973 to August 1974.

Sincerely yours,



Philip W. Buchen
Counsel to the President

Herbert J. Miller, Jr., Esquire
Miller, Cassidy, Larroca & Lewin
1320 19th Street, N. W.
Washington, D. C. 20036

cc: William Casselman
Larry Silberman
Tom Wolf
Jay French ✓



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THE WHITE HOUSE
WASHINGTON

November 6, 1974

Dear Mr. Miller:

This letter further advises you in greater detail on the intended use of certain materials for purposes of current government business as has been reported to me by officials at the White House under whose control these particular materials still remain separate from the Presidential materials of the Nixon Administration maintained under the custody and control of the defendants in the pending cases of Nixon et al. v. Sampson et al., C.A. No. 74-1518 and C.A. No. 74-1533. These reports to me have come as a result of the Memorandum for the White House Staff dated October 24, 1974, of which you have a copy and are in addition to those covered by my letter to you of November 5, 1974.

1. Office of Counselor to the President, Anne Armstrong:
Following are files retained in this office in duplicate form and intended for use solely in connection with ongoing projects:

Mrs. Armstrong's Speeches

New Federalism

Federal Property Council

General

Staffing/Organization

Energy Initiative

Properties

FY '75 Budget

Releases

Legacy of Parks

General

Properties

Ceremonies/Certificates

Dedication Photos

Commission on the Organization of the Government for the Conduct of Foreign Policy



Youth

Distributive Education Clubs of America (DECA)
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
Future Homemakers of America (FHA)
Office Education Association (OEA)
Vocational Industrial Clubs of America (VICA)
National Coordinating Council of Vocational Student
Organizations (NCCVSO)
CloseUp
Girl Scouts
Hugh O'Brian Youth Foundation
National Association of Student Councils
National Explorers
Uplift
White House Fellows
RNC Youth Statistics
Miscellaneous Youth Resumes
Complete set of 1974 White House Summer Intern files on
speakers, evaluations, press and resumes

Bicentennial

ARBA Advisory Council
ARBA Board of Directors
ARBA Matching Grants
American Issues Forum
Bicentennial Communities
Bicentennial Medals, Inc.
Boston Bicentennial
Cultural Activities
D. C. Bicentennial
D. C. /Philadelphia Grant Requests
Domestic Council Bicentennial Committee
Ethnic Participation
Federal Agency Participation
Federal Projects Background
Federal Regional Councils
Freedom Train
George Rogers Clark Memorial Visitors Center
Horizons on Display
International Participation
International Travel and Tourism
Legislation



(Bicentennial continued)

Metropolitan Museum (IBM Grant)
National Visitor Center
Operations and Logistics Subcommittee
Program Criteria
Philadelphia Bicentennial
Smithsonian Bicentennial
Speech Material
State Files - Miscellaneous
Status Reports
Task Force: General, Members, Meetings
Telefestival

Commission on Critical Choices for Americans
Women's Programs

Affirmative Action: Higher Education & Programs
Cabinet Statements on Women
Civil Service Commission
Commissions, Boards & Agencies
Citizen's Advisory Council on the Status of Women
Economic Problems of Women
Economic Role of Women
Equal Rights Amendment: Background Material & Correspondence
Executive Orders pertaining to Women
Executive Women in Government
Federal Women Program Coordinators
Health Facility in the White House
Health Insurance
International Women's Year: Background, Agenda, Commissions
Legislation pertaining to Women: Abortion, Child Care, Day
Care, Equal Credit, EEO, ERA, EPA, Social Security,
Title IX, Miscellaneous
Meetings: Appointees, Women's Organizations, Miscellaneous
Nixon Statements regarding Women
Office of Economic and Cultural Development
Office of Women's Programs: Duties, Establishment, Staffing
Presidential Appointees
Republican National Committee
Resource Material: Office of Education, Office of Civil Rights,
President's Task Force on Women's Rights & Responsibilities
Resumes & Biographies
Speeches: Pat Lindh, Karen Keesling



(Women's Programs continued)

Travel: Pat Lindh, Karen Keesling
Women's Issues - Miscellaneous
Women's Bureau
Women's Organizations - Major
World Population Year

Political

Briefings
1974 Elections
Campaign Practices
Election Reform
Party Reform
Messages from Mrs. Armstrong
State Files
Survey Research
Talking Points
RNC/General & Correspondence

Spanish Speaking

Hispanic Appointments
White House Hispanic Leaders Luncheon
Vice Presidential Meeting with Hispanic Leaders
San Antonio Hispanic Meeting
Federal Equal Opportunity for Hispanic Americans
White House Fellow - Spanish Surnamed
Schedule Proposals

Spanish Speaking Organizations:

American G. I. Forum
League of United Latin American Citizens
RASSA
SER
National Council of La Raza

Cabinet Committee on Opportunities for Spanish Speaking People

2. Office of Assistant to the President, Roy Ash: Following are files retained in this office in duplicate form and intended for use solely in connection with ongoing projects:

Executive Organization, Operation and Personnel -- this file contains 43 documents consisting of memos to the President and other members of the White House Staff and memos from White House Staff members to Roy Ash dealing with Presidential appointments and the restructuring of the Executive Office of the President and its operation.

Memo dated April 26, 1974, sent to all Department Heads Re:
New Administration Initiatives.

3. Office of Special Assistant to the President, William Henkel:
Following are files retained in this office in duplicate form and intended
for use solely in connection with ongoing projects:

President Nixon's Trip to China, February 21-28, 1972 Book
All advancement's personnel files prior to August 9, 1974
Mahon Library Dedication Survey, Lubbock, Texas
OMB Regional Background
Operation Choo-Choo
Possible/Proposed Trips - State Visits (Out of Town)
Possible/Proposed Trips - International

4. Office of Staff Assistant, Andre Buckles, Domestic Council:
Following are files retained in this office in duplicate form and intended
for use solely in connection with ongoing projects:

Amateur Athletics	Department of HUD
Alexandria Waterfront	Title IX
Budget D. C.	National Visitor Center
Campaign Reform	Bicentennial 1974
District of Columbia	Bicentennial 1973
EDA	Buckles Chron May, June 74
Housing and D. C.	Buckles Chron July 74
Personnel D. C.	
School Board D. C.	
Rural Housing	

5. Office of Staff Assistant, Lynn May, Domestic Council:
Following are files retained in this office in duplicate form and intended
for use solely in connection with ongoing projects:

Chronological Files (April-August 1974)
Executive Personnel System Bill (CSC)
76 Objectives (Commerce)
Copyright Laws (Commerce)
Objectives (GSA)
Performance (SBA)
DOD Urinalysis File (Drugs)
8 (a) Program (Commerce)

6. Office of White House Special Files Unit, Gertrude Brown Fry:
Following are files retained in this office in duplicate form and intended for use solely in connection with ongoing projects:

- Memorandum dated 5/23/73 for James J. Rowley from J. Fred Buzhardt, subject: Protection of and Access to Presidential Papers (White House Files).
- Memorandum dated 7/10/73 for All Agents (EOB Rooms 84/522) from Louis B. Sims re instructions covering Rooms 84 and 522.
- Memorandum dated 7/27/73 to Inspector Freeman, EPS, from Louis B. Sims, subject: Access to Rooms 84 and 522, OEOB.
- Memorandum dated 11/19/73 to Special Agents, White House Files Detail, from Louis B. Sims, subject: Protection of White House Files.
- Memorandum dated 11/30/73 to AD Kelley, Protective Intelligence, U. S. Secret Service, from Louis B. Sims, subject: Protection of White House Files.
- Receipt dated 12/11/73 for safe surrendered to J. Fred Buzhardt and Leon Jaworski by Louis B. Sims, U. S. Secret Service.
- Memorandum dated 2/13/74 for H. Stuart Knight, U. S. Secret Service, from J. Fred Buzhardt, subject: Protection of White House Files.
- Revised Memorandum dated 2/13/74 for H. Stuart Knight, U. S. Secret Service, from J. Fred Buzhardt, subject: Protection of White House Files.
- Memorandum dated 6/21/74 for H. Stuart Knight, U. S. Secret Service from Alexander M. Haig, Jr., subject: Protection of White House Files.
- Memorandum dated 8/9/74 for the Record from Gertrude Brown Fry, re: A Guide to the Material Stored in the Special Files Unit.
- Lists of box numbers for files of:
- Pat Buchanan
 - Dwight Chapin
 - Charles Colson
 - John Dean
 - John Ehrlichman
 - Joanne Gordon (Charles Colson's office)
 - H. R. Haldeman
 - Ken Khachigian
 - Egil Krogh



(Lists of box numbers continued)

Oversize Attachments - Chapin/Ehrlichman/Krogh
Hugh Sloan
Gordon Strachan
Richard Tufaro (David Young's office)
David Young

List of Special Files Boxes 300 - 469

7. Office of White House Visitors, Michael J. Farrell: Following are files retained in this office in duplicate form and intended for use solely in connection with ongoing projects:

- File - copies of correspondence dealing with future visitors (beyond August 9, 1974).
- File - copies of limited number of samples or form responses to inquiries.
- File - copies of limited background information necessary to conduct future White House events, including:
 - Easter Egg Roll
 - Arrival Ceremonies for visiting Chief of State
 - Garden Tours
 - Christmas Candlelight Tours
- File - copies of parking regulations and limited correspondence dealing with parking procedures.
- File - copies of limited correspondence concerning Combined Federal Campaign procedures.
- File - copies of information concerning Savings Bond Program.

Sincerely yours,



Philip W. Buchen
Counsel to the President

Herbert J. Miller, Jr., Esquire
Miller, Cassidy, Larroca & Lewin
1320 19th Street, N. W.
Washington, D. C. 20036

cc: William Casselman
Larry Silberman
Tom Wolf
✓ Jay French





GERALD R. FORD LIBRARY

THE WHITE HOUSE

WASHINGTON

November 5, 1974

Dear Mr. Miller:

This letter advises you in greater detail on the intended use of certain materials for purposes of current government business as has been reported to me by officials at the White House under whose control these particular materials still remain separate from the Presidential materials of the Nixon Administration maintained under the custody and control of the defendants in the pending cases of Nixon et al. v. Sampson et al., C.A.No. 74-1518 and C.A.No. 74-1533. These reports to me have come as a result of the Memorandum for the White House Staff dated October 24, 1974, of which you have a copy.

1. National Security Council materials: Due to the sensitive nature of these materials on national security matters, they are maintained in their original form under NSC control and safeguards, separate from similar materials acquired after August 9, 1974, but subject to access by authorized personnel of the Council only and for purposes of current government business only. To designate these files by index titles or to be more specific about particular files needed for this purpose is not possible, because the indices are themselves under security classifications.

2. White House Security Office materials: This office has duplicated documents from three hundred thirty (330) personnel files or related records which were made from originals in the former President's papers. The duplicated material is being used in connection with background investigations or updates of such investigations of Presidential appointees, White House employees and others, such as GSA personnel, and security card pass-holders,



that were pending on August 9, 1974, or that were commenced after that date but related to persons on whom data had been accumulated prior to August 9, 1974. All original materials have been returned to the former President's records and are either secured in Room 43, OEOB, which is protected by security devices, or within a vault located inside that room.

3. Office of Counselor to the President, Dean Burch:
Following are files retained temporarily in this office in original form and intended for use solely in connection with ongoing projects:

Regulatory - General
Civil Aeronautics Board (concerning Chairman Timm)
Corporation for Public Broadcasting (pending legislation and appointments)
Federal Energy (largely public prints of documents)
Consumer Product Safety (largely public prints of documents)
Legal Services (legislation and appointments)
Federal Property Council (Counselor Burch is a member)
Studebaker, J. H. (concerning Lear Corp. Development grant)
MIA/KIA
Judicial Appointments, Pending

4. Office of Assistant to the President (for Congressional relations) William E. Timmons: Following are files retained temporarily in this office in original form and intended for use solely in connection with ongoing projects:

Freedom of Information legislation file
Passport Office - Oath of Allegiance file
Office Procedure's file

Sincerely yours,



Philip W. Buchen
Counsel to the President

Herbert J. Miller, Jr., Esquire
Miller, Cassidy, Larroca & Lewin
1320 19th Street, N. W.
Washington, D. C. 20036

cc: William Casselman
Larry Silberman
Tom Wolf
Jay French ✓



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THE WHITE HOUSE

WASHINGTON

November 8, 1974

MEMORANDUM FOR: HONORABLE PHILIP W. BUCHEN
Counsel to the President

SUBJECT: Presidential Materials of the
Nixon Administration

In furtherance of the purpose of my previous memorandum dated November 6, 1974, there are certain matters I wish to clarify.

I discussed at some length the copies my summer intern made of incoming correspondence to me from our State Books which copies were made prior to August 9th. I have now forwarded those materials to the appropriate White House office for safekeeping with other Nixon Administration papers previously sent, including the "State Books" in their entirety.

After the August 9, 1974 Memorandum of Jerry Jones, but before your memo, my office copied some miscellaneous papers pertaining to intergovernmental relations, such as schedules of upcoming events, proposals for participation in such events, calendars, public interest group proposals and related matters. Those materials I have kept for use in the exercise of my continuing responsibilities.

Upon receipt of your memorandum of October 24th, we duplicated the following papers also necessary for the exercise of my continuing responsibilities:

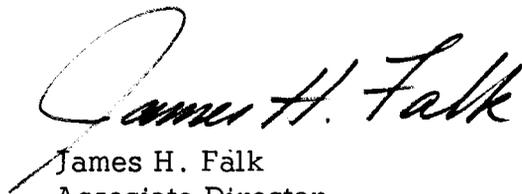
1. Chronological files for January 1973 through August 9, 1974.

These files contain copies of outgoing letters to Governors, Mayors, State Legislators and County officials, as well as correspondence with Federal department and agency personnel. The subjects

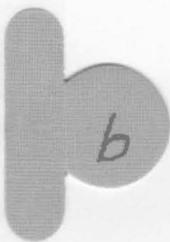


range from replies to substantive policy inquiries to less important acknowledgments. There are also copies of my personal correspondence in those files.

2. Copies of Advisory Commission on Intergovernmental Relations materials which include recommendations of the public interest groups and interoffice communications covering a period from December 1973 to August 1974. I continue to be responsible for this Commission.
3. Copies of memoranda dealing with Military Facilities to be closed and economic adjustment programs to follow closures. I continue to serve on the Economic Adjustment group and need these papers for my continuing responsibility. The papers cover the period from July 1973 to August 1974.



James H. Falk
Associate Director
Domestic Council



THE WHITE HOUSE
WASHINGTON

November 6, 1974

MEMORANDUM FOR: PHILIP W. BUCHEN
FROM: MICHAEL J. FARRELL 
SUBJECT: Presidential Papers of the
Administration of Richard Nixon

As you requested, attached is the signed memorandum certifying that I have collected and placed in storage all the designated materials which are Presidential Papers of the Administration of Richard Nixon as defined in the White House Staff Manual.

To ensure that this has been done in a manner which meets all requirements I am listing below files which have been duplicated as well as files which I understand would not fall within the category of Presidential Papers:

A. Duplicated files necessary for future reference to enable business to be continued or completed.

1. File - copies of correspondence dealing with future visitors (beyond August 9, 1974).
2. File - copies of limited number of sample or form responses to inquiries.
3. File - copies of limited background information necessary to conduct future White House events, including:
 - a. Easter Egg Roll
 - b. Arrival Ceremonies for visiting Chiefs of State
 - c. Garden Tours
 - d. Christmas Candlelight Tours



Page Two
Philip W. Buchen

4. File - copies of parking regulations and limited correspondence dealing with parking procedures.
5. File - copies of limited correspondence concerning Combined Federal Campaign procedures.
6. File - copies of information concerning Savings Bond Program.

B. Certain "Institutional" records maintained during the Nixon Administration which are not regarded as Presidential Papers for which there are also records in this office from earlier administrations - in some cases, back through President Kennedy's Administration. I have discussed this category with Jay French and Susan Yowell, Archives Office.

1. Group tour reservation work books - typed records sent to Nixon Archives.
2. Work sheets for tour reservations and daily tour figures - monthly summaries sent to Nixon Archives.
3. Permanent staff personnel records for the Executive Protective Services Officers who conduct the tours.

Attachment





THE WHITE HOUSE
WASHINGTON

November 6, 1974

MEMORANDUM FOR: PHILIP W. BUCHEN
FROM: ~~ROY L. ASH~~

Per your memo of October 24th to the White House Staff, attached is a list of Presidential Papers which have been duplicated by my office. It is necessary for me to retain copies of these for current government business.

Attachment



Roy L. Ash Presidential Papers from Dec. 1972 to August 9, 1974

One file folder titled "Executive Organization, Operation and Personnel" consisting of memos to the President and other members of the White House staff and memos from White House staff members to Roy L. Ash. These memos deal with Presidential appointments and restructuring the Executive Office of the President and its operation.

Memo dated April 26, 1974 sent to all Department Heads Re: New Administration Initiatives. (copy retained addressed to Sec. Brennan.)

There are 43 documents contained in the "Executive Organization, Operation and Personnel" file folder.

