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PROPOSED INSERT FOR PAGE 9 OF
General Information for White House Staff
(as part of the White House Office Handbook revision)

Legal Matters

You should consult the Office of the Counsel to the President on all matters related to the performance of your official duties, which would include:

- (a) Questions of interpretation of statutes, Executive Orders, and administrative rules and regulations.
- (b) Questions of the probable legal effect of language in draft or enrolled bills or in proposed Executive Orders.
- (c) The need or desirability of referring matters to the Department of Justice for an opinion or action.
- (d) Any requested or contemplated contact which may fall within the scope of part 12 of the Standards of Conduct involving independent regulatory agencies or procurement agencies; also any requested or contemplated contact with a member of the Judiciary in his official capacity or with an employee of the Internal Revenue Service or of any Board, Division, or Bureau of the Department of Justice in his official capacity.
- (e) Subpoenas, complaints and orders in any judicial or administrative proceedings, or requests to be a witness therein when they relate to your official duties or those of another employee of the



Federal Government, and inquiries or requests made by an attorney or by a party to any such proceeding.

(f) Requests or demands for documents other than those prepared for unrestricted distribution when a response would not be in the ordinary course of the employee's duties.

(g) Requests, before they can be granted, for Presidential endorsement or support of a nongovernmental organization or project, whether by accepting an honorary membership or sponsorship, by use of his picture or his seal, or by other means, except that such requests should be initially to the Correspondence Office.



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Legal Matters

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PB

See item (d)

PA

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And
IRS
Criminal Division
Antitrust Division
Tax & Calated Division
FBI

in his
official
capacity

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*
Legal ^{Matters} Guidance.

All distinctly legal questions and issues of legal policy should be referred to the Office of the Counsel to the President. No member of the White House Staff should seek direct advice on such matters from agencies outside the White House without the approval of the Office of the Counsel to the President.

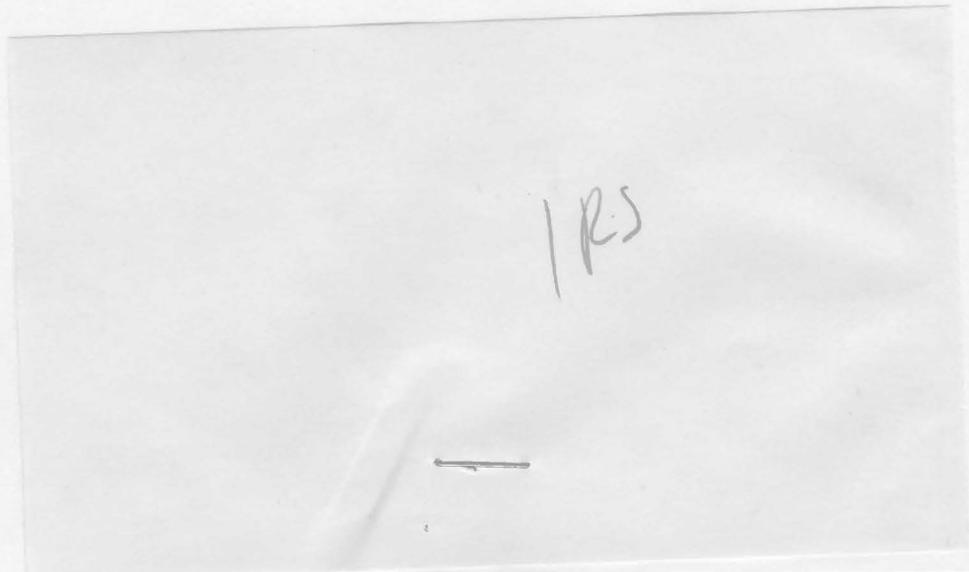
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Legal Clearance.

All communications, oral as well as written, from White House Staff members to any regulatory agency, to a procurement agency regarding a particular contract, to a litigating division of the Department of Justice or communications on a distinctly legal issue, should be cleared ^{in advance} with the Office of the Counsel to the President ~~prior to mailing~~.



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Examples of such matters
~~which would~~ include:

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W O
Handbook

Jan. 17, 1975

To: Barry Roth

From: Eva

Mr. Buchen asked if you would
please look this over.

Thanks.



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