

Richard Nixon Presidential Library
 Contested Materials Collection
 Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>No Date</u>	<u>Subject</u>	<u>Document Type</u>	<u>Document Description</u>
10	24	3/20/1973	<input type="checkbox"/>	White House Staff	Letter	From Don Higby to William Sullivan RE: potentially obtaining a job within the U.S. Postal Service. 1 pg.
10	24		<input checked="" type="checkbox"/>	Personal	Other Document	Biographical data on Higby, focusing on his education and time in the White House. Handwritten notes added by Higby and unknown. 1 pg.
10	24		<input checked="" type="checkbox"/>	Personal	Other Document	Higby's resume. 3 pgs.
10	24		<input checked="" type="checkbox"/>	Personal	Other Document	Higby's resume. Handwritten annotations added by Higby. 3 pgs.

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10	24	5/16/1973	<input type="checkbox"/>	Personal	Letter	From Higby to Franklin D. Murphy RE: a letter of recommendation for Georgetown La Center. Attached is information on Higby's academic and professional background. 4 pgs.
10	24	5/23/1973	<input type="checkbox"/>	White House Staff	Memo	From Higby to Haig RE: RN's meeting with Bush and Dole. 2 pgs.
10	24	5/23/1973	<input type="checkbox"/>	White House Staff	Memo	From Higby to Haig RE: RN's meeting with Bush and Dole. Handwritten notes added by Higby. 2 pgs.
10	24	5/16/1973	<input type="checkbox"/>	Personal	Letter	From Higby to Thomas Wilson RE: a recent meeting between the two. 1 pg.
10	24	5/16/1973	<input type="checkbox"/>	Personal	Letter	From Higby to Thomas Markey thanking him for a recent introduction to Wilson. 1 pg.

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10	24	5/10/1973	<input type="checkbox"/>	Personal	Memo	From Higby to O'Donnell RE: Haldeman's decision to purchase a Sunfish. 1 pg.
10	24	3/27/1973	<input type="checkbox"/>	Personal	Letter	From David C. Williams to Don Higby RE: protocol for hiring new Postal Service employees. 1 pg.

744
March 20, 1973

Dear Mr. Sullivan:

I would like to take this opportunity of expressing to you my interest and desire of making a future in the postal service and moving ahead in the service.

My choices of positions and areas preferred are as follows:

1. Postmaster -- Dana Point, Laguna Beach, San Clemente, Seal Beach, Coronado, Imperial Beach, LaJolla, Newporter Beach or any other beach area of similar size in Southern California.. Dana Point would be my first choice if possible.
2. Agricultural Inspector in any Southern California district or Northern California if nothing is available in Southern California.

Any consideration on your behalf regarding the above, or any similar position, would be deeply appreciated.

Respectfully,

Don Higby

William Sullivan
Regional Director
U. S. Postal Service
San Francisco, California 94106

BIOGRAPHICAL DATA - Lawrence M. Higby

Since February, 1973, Lawrence M. Higby has been serving as Deputy Assistant to the President. Prior to that Mr. Higby ~~has~~ served as an Administrative Assistant to Mr. H. R. Haldeman since January, 1969.

Adm. UCRPA activities

Mr. Higby was born in Pomona, California on June 15, 1945. He earned his B.A. degree from the University of California at Los Angeles in 1967. He worked as an Executive Assistant in the Los Angeles office of J. Walter Thompson from 1967-68. In June 1968, he joined the Nixon for President campaign and later served on the Nixon transition committee as a staff assistant.

Mr. Higby is married to the former Dolores Bramblett. They have one daughter and reside in Maryland.

*From Jan 1969 - to Feb 1973 Special Admin Assist
Higby worked on the Project in Org of WH Staff
removed, found to be a member, removed
him*

LAWRENCE M. HIGBY

ADDRESS: 5002 Brookeway Drive
Bethesda, Maryland 20016

PHONE: 456-2316 (office)
229-0680 (home)

DATE AND
PLACE OF BIRTH: June 15, 1945
Pomona, California

FAMILY: Married Dolores V. Bramblett
One daughter, Jennifer Laura (2 yrs.)

EDUCATIONAL BACKGROUND:

9/60 - 6/63 Ganesha High School
Pomona, California
Class Standing: top 1% (10th out of 500)

6/63 - 6/67 University of California at Los Angeles
Los Angeles, California
BS Political Science
Minor - Psychology
Class Standing: top 25%

9/67 - 6/68 University of California at Los Angeles
Graduate School of Business
Los Angeles, California
One year completed of 2 year MBA Program.
Class Standing: top 25%

SCHOLASTIC HONORS:

Graduated as Outstanding Senior of Class of 1967 - UCLA.
Member of Blue Key - Senior Men's Honor Fraternity. Cal Club -
Organization composed of outstanding students in scholastics
and extra curricular activities for all University of Cal Campuses.
Member, Lower Division of Men's Honor Fraternity.

OFFICES HELD:

Vice President, UCLA Student Body.

General Representative, Student Legislative Council.
Involved in sending out student listening posts throughout campus. Represented the University at several conferences.

Co-Chairman of 1966 Colloquium on Education, the first ever held at UCLA.

Participated in faculty/student conferences on various educational programs at Arrow Head Center, including institution of the pass/fail grading system.

Member on Executive Board of Alumni Association.

Member Sigma Nu Fraternity.

BUSINESS EXPERIENCE:

2/73 - Present Deputy Assistant to the President
The White House
Washington, D.C.

Responsible as Mr. Haldeman's deputy
for operation and coordination of all
offices that reported to Mr. Haldeman.

1/69 - 2/73 Administrative Assistant to H. R. Haldeman
The White House
Washington, D.C.

Mr. Haldeman was an Assistant to the President and during this time period I worked on numerous projects including the organization of the White House Staff, personnel, traveled to China, Russia, Europe and almost every trip the President has taken since 1968. I was generally responsible for office operation and coordination of all offices reporting to Mr. Haldeman.

6/68 - 12/68

Aide to Chief of Staff
Committee to Elect Richard Nixon

Responsible for administration
on a daily basis for all areas
that reported to the Chief of Staff,
i.e. speech writing, schedule,
political affairs etc. Traveled with
the candidate during entire campaign.

9/67 - 6/68

Executive Assistant, Jr. Walter Thompson Co.
Los Angeles, California.

Worked closely with the Chief Executive
and Manager in developing new business
opportunities as well as handling basic
administrative assignments and special
projects.

6/66 - 9/67

Director of Summer Intern Program
Auto Club of Southern California
Los Angeles, California

Summer Position.

6/63 - 6/66

Ride Operator
Disneyland
Anaheim, California

Summer Position.

LAWRENCE M. HIGBY

ADDRESS: 5002 Brookeway Drive
Bethesda, Maryland 20016

PHONE: 456-2316 (Office)
229-0680 (Home)

DATE AND PLACE
OF BIRTH: June 15, 1945
Pomona, California

Family:

Married Dolores (Vinson) (Ballet)

EDUCATIONAL BACKGROUND:

1 daughter Jennifer Laura Zyan

9/60 - 6/63 Ganesha High School
Pomona, California
Class Standing: top 1%
10th out of 500

6/63 - 6/67 University of California
at Los Angeles
Los Angeles, California
BS Political Science
Minor - Psychology
Class Standing: top 25%

9/67 - 6/68 University of California
at Los Angeles - Graduate School
of Business *1 year completed of 2 year MBA program*
Los Angeles, California
~~Upper 5%~~ *Top 25%*
Class Standing

SCHOLASTIC HONORS:

Graduated as Outstanding Senior of Class of 67' - UCLA.
Member of Blue Key - Senior Men's Honor Fraternity.
Cal Club - Organization composed of outstanding students in
scholastics and extra cirricular activities for all University
of Cal Campuses. Member, Lower Division Men's Honor Fraternity.

OFFICES HELD:

Vice President, UCLA Student Body, General Representative Student Legislative Council. Involved in sending out student listening posts throughout campus. Represented the University at several conferences.

Co-Chairman with Bob Michaels of 1966 Colloquium on Education, the first ever held at UCLA.

Participated in faculty/student conferences on various educational programs at Arrow Head Center, including institution of the pass/fail system.

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Heavily involved in the parking controversy at UCLA as well as the question of tuition.

Member on Executive Board of Alumni *Association* Program and Awards Ceremony at Century Plaza Hotel.

Member Sigma Nu Fraternity.

BUSINESS EXPERIENCE:

2/73 - Present Deputy Assistant to the President
The White House
Washington, D.C.

Duties?

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The White House
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Mr. Haldeman was an Assistant to the President and during ~~these years~~ I ~~have~~ worked on numerous projects including the organization of the White House Staff, personnel, traveled to China Russia, Europe and almost every trip the President has taken since 1968. Responsible for office operation and coordination of all offices reporting to Mr. Haldeman.

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Los Angeles, California.

Worked closely with Chief Executive and
Manager in developing new business opportunities
as well as handling basic administrative
assignments and special projects.

6/66 - 9/67

Director of Summer ^{Intern} Charter Program
Auto Club of Southern California

LA call
Summer Position.

6/63 - 6/66

Ride Operator
Disneyland
Anaheim, California

Summer Position.

May 15, 1973

Dear Dr. Murphy:

Attached is the basic document that Georgetown Law Center would like you to use with regard to completing your recommendation on my application.

I want you to know how much I appreciate your consideration in handling this matter and hope that it is not too much of an imposition upon your time.

I hope to see you some day soon so that I can thank you in person, but in the meantime best wishes to you and Judy.

Sincerely,

Lawrence M. Higby
Deputy Assistant
to the President

Dr. Franklin D. Murphy
Times Mirror Company
Times Mirror Square
Los Angeles, California 90053

PERTINENT BACKGROUND INFORMATION

ACTIVITIES & OFFICES HELD WHILE AT UCLA:

Vice President, UCLA Student Body, General Representative, Student Legislative Council. Involved in establishing student listening posts throughout campus. Represented the University at several conferences.

Co-Chairman of 1966 Colloquium on Education, the first ever held at UCLA.

Participated in faculty/student conferences on various educational programs at Arrowhead Center, including institution of the pass/fail grading system.

Heavily involved in the parking controversy at UCLA as well as the question of tuition.

Member Blue Key National Senior Men's Honor Fraternity. Graduated as an Outstanding Senior in 1967. Student Legislative Council Representative to Alumni Association. Member on Executive Board of Alumni Program and Awards Ceremony at Century Plaza Hotel.

Member Lower Division Men's Honorary.

Member Sigma Nu Fraternity.

Participated in Uni-Camp and Cal Club and special seminar on Government by Vice Chancellor Charles Young.

Admitted to UCLA Graduate School of Business and completed one year before joining Richard Nixon's campaign in 1968.

OTHER ACTIVITIES:

In 1969 started as a Staff Assistant at the White House, later served as Bob Haldeman's Administrative Assistant and am currently a Deputy Assistant to the President, (a Commissioned Officer of the Government.)

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Participated in Uni-Camp and Cal Club and special seminar on Government by Vice Chancellor Charles Young.

Admitted to UCLA Graduate School of Business and completed one year before joining Richard Nixon's campaign in 1968.

Started as a Staff Assistant at the White House, later served as Bob Haldeman's Administrative Assistant and am currently a Deputy Assistant to the President (a Commissioned Officer of the Government.)

May 23, 1973

MEMORANDUM FOR:

GENERAL HAIG

FROM:

L. HIGBY

SUBJECT:

George Bush/
Bob Dole Meeting.

The last time the President met with George Bush and other party officials, he made it clear to Bob that in future political meetings like this it would be necessary for Haldeman to sit in, not just Bill Timmons, since in a sense he is an interested party.

You are obviously aware that there is a meeting today at 3:00 p.m. between Bush, Dole and the President with Bill Timmons sitting in. It would probably be most appropriate for you to sit in on this meeting.

There are two issues that have been totally overlooked in Timmons' briefing paper that will probably be raised by Bush:

1. The complete possession immediately of the Data Bank by the RNC.

The Data Bank is from the 1972 election. This is a problem that you and I need to spend a few minutes on sometime before any final decision is reached. Briefly you should be aware that there is in existence a substantial data bank of all the key states that breaks down by mailing address, ethnic characteristics, income etc., most of the people in the key states.

This is a very valuable piece of information for any political candidate because he can use it to do extensive mailing and political canvassing work. Many people feel that the data bank was one of the primary reasons for our success in very tough states against McGovern. Before the President turns this over wholesale to the RNC some other arrangements should be considered. If it is turned over to the RNC it in effect becomes public property and becomes available for any and all candidates. If the President hold on to it simply for a little while to figure out what he want to do, he loses nothing.

2. Bush will probably raise the assumption by the RNC of all the funds currently being held by the Committee for the Re-election of the President. This, for a number of reasons would not be appropriate at this time. First, there are substantial legal fees that the Committee for the Re-election of the President may have to assume and additional debts that are not now cleared up. For the President to give all this money immediately to George Bush when it was not donated to the RNC but specifically for the re-election of Richard Nixon would be inappropriate.

Don't misunderstand me, I think that at an appropriate time we may want to turn over both the money and the data bank to the RNC but the President, as you I am sure will agree, should not be stamped into any decisions. I think you may want to talk to him briefly about these subjects prior to his meeting and at least consider attending the meeting itself.

THE WHITE HOUSE

WASHINGTON

May 23, 1973

MEMORANDUM FOR:

GENERAL HAIG

FROM:

L. HIGBY

SUBJECT:

George Bush/Bob Dole
Meeting.

The last time the President met with George Bush and a couple of other party officials, he made it clear to Bob that in *future* political meetings like this it was necessary for Haldeman to sit in, not just Bill Timmons, since in a sense as I am sure you are aware, he is an interested party.

You are obviously aware that there is a meeting today at 3:00 pm between Bush and Dole and the President that Bill Timmons is also sitting in on. It would probably be most appropriate for you to sit in on this meeting ~~too~~ or someone else who has the President's interest completely in mind and no particular stake in 1976.

There are two issues that have been totally overlooked in the Timmons' briefing paper that will probably be raised by Bush.

L. T.
~~One~~, the complete possession immediately of the Data Bank by the RNC. The Data Bank is from the 1972 election. This is a problem that you and I probably need to spend a few minutes on sometime before any final decision is reached on it, but briefly you should be aware that there is in existence a substantial data bank of all the key states in the United States that breaks down by mailing address, ethnic character, income etc.. most of the people in the key states. This is a very valuable piece of information for any political candidate because he can use it to do extensive mailing work and political canvassing work. Many people feel that it was one of the primary reasons for our success in very tough states against McGovern. Before the President turns this over wholesale to the RNC some other arrangements should be considered. If it is turned over to the RNC it in effect becomes public property and becomes available for any and all candidates. If the President holds on to it simply for a little while to figure out what he wants to do, he loses nothing ~~except immediately giving something away to Bush and can play an appropriate role in the 1974 campaign.~~

The data bank

2. ~~The other issue~~ that Bush will probably raise is the assumption by the RNC of all the funds currently being held by the Committee to Re-elect the President. This, for a number of reasons I am sure you are aware of, would not be appropriate at this time. First of all, there are substantial legal fees that the RNC may have to assume and additional debts that are not now necessarily cleared up. For the President to give all this money immediately to George Bush when it wasn't donated to the RNC but specifically for the re-election of Richard Nixon would be appropriate.

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CREP

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meeting it self.

May 16, 1973

Dear Mr. Wilson:

I want to thank you for taking the time to come over to see me last Monday. It was a privilege to talk to you and I will be very appreciative for any assistance you can offer.

If you have any other questions concerning my background or anything else, please don't hesitate to call.

Again, my thanks.

Sincerely,

Lawrence M. Higby
Deputy Assistant
to the President

Thomas Wilson, Esquire
1225 Connecticut Avenue, N.W.
Suite 500
Washington, D.C. 20036

88
May 16, 1973

Dear Tom:

I want to thank you very much for taking the time to bring Mr. Wilson over here and introduce me to him. I hope this whole thing works out and if it does, it will be in no small way because of your assistance.

Best wishes,

Sincerely,

Lawrence M. Higby
Deputy Assistant
to the President

Thomas Markey, Esquire
5606 Cromwell Drive
Bethesda, Maryland 20016

293
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Los Angeles, California 90053

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1225 Connecticut Avenue, N.W.
Suite 500
Washington, D.C. 20036

top

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Best wishes,

Sincerely,

Lawrence M. Higby
Deputy Assistant
to the President

Thomas Markey, Esquire
5606 Cromwell Drive
Bethesda, Maryland 20016

SEP
May 10, 1973

MEMORANDUM FOR:

TERRY O'DONNELL

FROM:

L. HIGBY

SUBJECT:

Purchase of a Sunfish

Bob has decided that he does want to purchase a Sunfish and would like you to proceed with the details. He wants the one with a white hull, a white deck with red stripes and a red and white sail. The extra equipment he would like to have include a jam cleat, which he wants to have installed before the boat is delivered; a cockpit cover; a paddle; and some sail-set pliers.

84p

U

March 27, 1973

Dear Mr. Higby:

Thank you for your letter of March 20, 1973 indicating your interest in Postmaster positions in the Southern California area. Postal regulations give first consideration to the employees of the office with the vacancy in the Postmaster position. When it is necessary to find candidates from other offices, management selects three highly qualified employees to compete for the position.

Employees may indicate their interest in being considered for Postmaster positions in offices other than their own by filing PS Form 991 with their District Manager. Attached are some blank forms and a sample. This form should be sent to the following address:

District Manager
U. S. Postal Service
P. O. Box 91018
Los Angeles, California 90009

ATTENTION: Support
Representative

The Postal Service does not employ Agricultural Inspectors. We suggest you check with the State of California about the availability of these positions. We appreciate your interest in the Postmaster selection program.

Sincerely,

David C. Williams
Executive Secretary
Western Regional
Management Selection Board

Mr. Don Higby
112 West Coast Highway
Newport Beach, California