

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
31	25	N.D.	Other Document	Staff list for Hotel Pierre. 3 pgs.
31	25	N.D.	Other Document	Staff hist. at Pierre. 2 pgs.
31	25	12/01/1968	Other Document	Wyndham Hotel residents: Nixon staff. 1 pg.
31	25	12/12/1968	Form	Pick-up Order Form for Office of the President Elect from IBM. 1 pg.
31	25	N.D.	Brochure	re: office folders from Redweld. 3 pgs.
31	25	12/04/1968	Memo	Murray Chotiner to Haldeman re: President-Elect stationery. 2 pgs with attachment.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
31	25	12/05/1968	Letter	Joe Roseuthal to Higby re: receiving portbale telephone and charger. 1 pg.
31	25	11/27/1968	Financial Records	Invoice form N.L & E.W. Kruysman incoporated manufacturers of Redweld. 1 pg.
31	25	11/21/1968	Other Document	Delivery of two IBM dictaphone machines. 1 pg.

STAFF LIST -- HOTEL PIERRE -- 39th Floor

John Mitchell

Sue Morrison, Secretary

Peter Flanigan

Marge McFadden, Secretary

Robert Finch

Marge Acker

David Kinley

Rose Mary Woods

Shelley Scarney

Bryce Harlow

Peggy Harlow

Jessie Horack

John Ehrlichman

Bud Krogh

Charles Stuart

Stephanie Wilson

Secretary No. 2

Dwight Chapin

Hugh Sloan

Kay Killgallon

H. R. Haldeman

Larry Higby

Joan Carroll

Marion Marrone, Receptionist

MEMORANDUM

December 9, 1968

TO: H. R. Haldeman
FROM: Steve Bull
RE: Occupants of 12th and 14th Floors - Hotel Pierre

Room
1427

Autotype and xerox room
2 Kelly girls
Norm Roettger

1428

Jim Gidwitz
John Lehman
Annelise Anderson
Michael Guhin

1429

Sherman Unger
Bonnie Morin (temporary secretary)

1430

Dick Kleindienst
Fred LaRue
Laura Frederick
Beatrice Landsberger (temporary)

1431

Bob Ellsworth
Jeanette Lerner

1432

Bill Timmons
Kay Burlow
Sue Reinecke (Zeigler's staff)

1433

4 Kelly girls

12/9/68

1434

Penny Pritchard (temporary)
Kathy Balsdon
Mary Froening
Carol Bassman

1435

Darrell Trent
C. C. Knudsen

1436

- Secretarial Pool
Mercedes Colon (temporary)
Elaine Williams
E. Olmo (temporary)
E. Green (temporary)

Room
*1231

Bud Krogh (until Dec. 11)

*1232

Held for:
Cong. Laird (Dec. 9 and 10)
Gov. Agnew (Dec. 11)

*1233

Dent - ~~Sears~~
S. Igram
Temporary Secretary

1234

Dr. Kissinger
Sally Dollar

1235

J. Wilkinson
Col. Hughes

1236

S. Bull
K. Cole

*After Dec. 15

1231 - Kissinger
1232 - Gen. Goodpastor
1233 - Dollar (Kissinger Secy)
Goodpastor Secretary

Staff list. at Pierre.

John Mitchell.

Sue Morrison. nee.

Peter Blumstein

Marge Mc Padden. nee.

Robert Fisch

Marge Acker

David Kinley.

Rene Woods

Shelley Scamney.

Test force want to set up
the Youth Test force.

Suggest FDM

- do we want him or
younger man

is some West Point Foreign
Aval Flood you have talked
about.

Len Harment ~~former~~ phone.

Bryce Harlow

Peggy Harlow

Jesse Horach.

John Ehrlichman

Bud ~~Fig~~ Krogh

Charles Stewart

2 See.

H.R. Haldeman

L. Hoby

Joan Carroll

Dwight Chapin

Hugh Sloan

Kay Killgallon.

Marion Marone - receipt.

WYNDHAM HOTEL RESIDENTS: NIXON STAFF

As of December 1, 1968

411	BRECK, Judy	450: Tom Evans
205	BROOMEL, Ann with Lyon & Madden	450: 2nd Floor
404	BROWN, John	450: Mail Department
511	CARROLL, Joan	Pierre: 39-Reception
310	DORN, Roberta	450: Ed Nixon (2nd & 6th)
203	EHRlichMAN, John	Pierre: 3906
509	FREDERICK, Laura	Pierre: 1432
1212	HALDEMAN, H. R.	Pierre: 3905
812	HARLOW, Peggy	Pierre: 3907
1203	HIGBY, Larry	Pierre: 3905
602	HIGGINS, Barbara	450: Murray Chotiner
702	HUGHES, Col. Don	Pierre: 3909
Penthouse 2	KLEIN, Herb	450: Press Office, 4th floor
1502	KROUGH, Ed	Pierre: 3906
205	LYON, Georgia with Broomel & Madden	450: 2nd Floor
205	MADDEN, Lynn with Lyon & Broomel	450: 2nd Floor
1606	NIXON, Ed	450: 2nd & 6th Floors
611	THOMPSON, Cassie	450: 2nd Floor-Mrs. Nixon
809	TIMMONS, Bill	Pierre: 1432
412	WILKINSON, Jay	Pierre: 1235
804	ZIEGLER, Ron	Pierre: 1428

IBM

INTERNATIONAL BUSINESS MACHINES CORPORATION

Pick-up Order Number

134123

DATE: 12/12/61
TO: Taylor
(CARRIER NAME)

1967 Turnbull Ave
Bronx NY

DELIVER
THURSDAY SOONEST

LOCATED AT:
FIRM NAME I. B. M. Corp.
ADDRESS 1967 Turnbull Ave
CITY Bronx STATE NY
FLOOR NO. _____ ROOM NO. ED
IN CHARGE _____

PICK UP: SPECIAL

FOR DELIVERY TO:
FIRM NAME Office of the President Elect
ADDRESS 410 Hotel Pierre
CITY 2 East 61 St STATE _____
FLOOR NO. #397 ROOM NO. _____
IN CHARGE Joon Connelly
SHIP VIA Taylor

RENTAL
REMARKS: Serial 8310324
Pick up return
Rental to 1967 Turnbull
#2067334

PREPARED BY: _____
IBM OFFICE # 071 CHARGE IBM _____ DIV. SALES _____ FE _____ ADMIN. _____
CUSTOMER (DP/OP)

CUSTOMER REFERENCE: _____
CUSTOMER SIGNATURE: Parrell
RECEIVED BY: _____
IBM SIGNATURE



Expanding Envelopes
Expanding File Pockets
Audit Report Covers
Mailing Envelopes
Pressboard Folders

N. L. & E. W. KRUYSMAN
Incorporated

THOMAS J. DARBY
212 AL 5-1144

145 SIXTH AVENUE
NEW YORK, N.Y. 10013

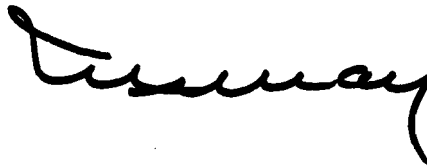
December 4, 1968

MEMORANDUM

TO: Bob Haldeman
FROM: Murray Chotiner

It is suggested that if additional "President-Elect stationery" is ordered, that dark blue ink be used instead of black. The stationery looks too funereal.

It was also my understanding that the initial "M" was to be dropped. I do not know who ordered the enclosed stationery, but perhaps your office can straighten it out.



MMC:bh
Enclosure

OFFICE OF THE PRESIDENT-ELECT
Richard M. Nixon

450 Park Avenue
New York, N.Y. 10022
(212) 661-6400



12/5/68

To, Mr. Higby,

Received 1 portable telephone
& charges.

See Rosenthal

N.L.&E.W. KRUYSMAN INCORPORATED
MANUFACTURERS OF



I 7846
INVOICE NO.

145 SIXTH AVENUE, NEW YORK, N. Y. 10013 212 AL 5-1144
D-U-N-S# 00-123-5803

EXPANDING ENVELOPES
AND FILE POCKETS
MAILING ENVELOPES
PRESSBOARD FOLDERS

SOLD TO Office of President Elect
Richard M. Nixon
450 Park Avenue
New York 10022
Att: Joan Carroll

SHIP TO ROOM NO.

REORDER NO. I 7846		CUSTOMER'S ORDER NO.			COPIES INVOICE		
QUANTITY ORDERED	QUANTITY SHIPPED	ORDERED BY	ORDER DATE	INVOICE DATE	UNIT PRICE	EXTENSION	FC
		Joan Carroll TJD	11/25/68	11/27/68			
125	125	10x15 #1 Jute Mailing Envelopes Plain, Not Printed			16	15 lot 16.15	
125	125	10x15 #1 Jute Mailing Envelopes Printed Black ink - Lower left			17	90 lot 17.90 P-9387 34.05*	
SALES TAX						1.70	
						35.75T	
				.34* 12/07/68			
				TERMS - 1% - 10 DAYS - NET 30. DISCOUNT IF PAID BY			
NET THEREAFTER							

*Give to
Bob Halderman*

November 21, 1968

Lt. Calhoun of the Secret Service delivered two IBM dictaphone machines to 810 Fifth today. He said they might need extra tapes. Also, he gave us a service number to call: 597-4600, if necessary. We should tell them these are on rental to the General Services Administration.