

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>
32	21	01/06/1969	Memo	Memo from Larry Higby to Bob Haldeman. 1 pg.
32	21	01/03/1968	Memo	Memo from L. Higby to H.R. Haldeman. RE: Mayo Inauguration. 1 pg.
32	21	12/20/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Misc. 1 pg.
32	21	01/07/1969	Memo	Memo from Larry Higby to Charles Stuart. RE: Inaugural Activities. 1 pg.
32	21	01/07/1969	Memo	Memo from Larry Higby to Robert Finch. 1 pg.
32	21	01/10/1969	Memo	Memo from Larry Higby to people list. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	21	11/29/1968	Memo	Memo from H.R. Haldeman to Larry Higbie. 1 pg.
32	21	11/29/1968	Memo	Memo from Bob Haldeman to Larry Higbie. 1 pg.
32	21	11/27/1968	Memo	Memo from Larry Higby to Jim Keogh. RE: Magazines. 1 pg.
32	21	11/23/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: ASA. 1 pg.
32	21	12/09/1968	Memo	Memo from Joan Carroll to Eileen Bryne. 1 pg.
32	21	12/17/1968	Letter	Letter from Larry Higby to Charles Smith Management ATTN: Mrs. Jewell. 1 pg.
32	21	12/07/1968	Financial Records	Presidential Transit Comm. Invoice. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	21	12/02/1968	Letter	Letter from John Capozzi to L. Higby. 1 pg.
32	21	12/30/1968	Letter	Letter from Lawrence Higby to Concord Village Apartments. 1 pg.
32	21	01/03/1968	Memo	Memo from Larry Higby to H.R. Haldeman. RE: Mayo Inauguration. 1 pg.
32	21	12/18/1968	Financial Records	Weekly expense report 12/1. 1 pg.
32	21	12/18/1968	Financial Records	Weekly expense report 12/8. 1 pg.
32	21	12/14/1968	Financial Records	Weekly expense report 12/14. 1 pg.
32	21	n.d.	Other Document	Item removed from folder.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	21	12/13/1968	Memo	Safire to Haldeman Re: Secretary. 1 pg.
32	21	01/02/1969	Memo	Larry Higby to Ken Cole, 1pg.
32	21	12/19/1968	Memo	Kenneth R. Cole, Jr. to Steve Bull, John Brown, Jay Wilkinson, and Larry Higby, Re: Christmas Leave. 1 pg.
32	21	12/02/1968	Memo	Jay Wilkinson to J.H. Haldeman, Re: Status Report of Projects. 2 pgs.
32	21	12/03/1968	Memo	Jay Wilkinson to Bob Haldeman, Re: Concerning Information on Housing in Washington D.C.. 1 pg, attached: 1 brochure, 1 data sheet (not scanned)
32	21	11/30/1968	Memo	From Stephen Bull to H.R. Haldeman, Re: Offices- Hotel Pierre. 2 pgs.

MEMORANDUM

January 6, 1969

TO: BOB HALDEMAN

FROM: LARRY HIGBY

Re Cabinet swearing in ceremony. During the Kennedy and Eisenhower administrations, the Cabinets were sworn in en masse the day after the inauguration in the East Room. Advise.

Yost would like to know if he will be sworn in with Cabinet members.

MEMORANDUM

fil

January 3, 1968

TO: H. R. HALDEMAN
FROM: L. HIGBY ✓
RE: MAYO INAUGURATION

Reminder: Mr. Mayo requests that he be informed if the President-elect plans to swear him in formally along with other Cabinet members, or if any ceremony is planned. Apparently this has been done at times in the past.

he does

Request that decision be made known to him as soon as possible so that his family may make appropriate plans for their stay in Washington.

*have not get set plans
for cabinet swearing.*

MEMORANDUM

file

December 20, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: MISCELLANEOUS

1) Al Weisblott called yesterday. Requests recommendation from HRH for White House Fellow Program. Please advise. *NO I cant rec anyone*

2) Stan Blair talked to Don Hughes re request for plane larger than the Jet Star. Hughes will handle. Please do not get involved.

3) RMW requests list of non-career Ambassadors to be sent with memo to Bill Rogers. *OK - give it to her*

4) Should LH follow through on Justin Dart's daughter for possible White House employment. *you w/ Finch file*

5) Phone calls to be made:

~~Len Garment~~
~~Don Kendall~~
~~Bill Rogers~~
~~Bob Ellsworth~~

MEMORANDUM

TO: Charles Stuart
FROM: Larry Higby
RE: INAUGURAL ACTIVITIES

January 7, 1969

Needless to say, Chuck, my wife and I would be most appreciative of any complimentary tickets you could make available to us for the inaugural period. This is merely a note to confirm that fact per your memo of December 27th.

LH/mc

MEMORANDUM

TO: Robert Finch
cc D. Kinley

FROM: Larry Higby

January 7, 1969

I received a phone call the other day concerning Justin Dart's daughter with the request that I pass the following information on to you.

She would be most interested in a job in Washington, preferably in the White House. She is 25 years old, and has worked as a secretary. Her number is 832-8210, or 832-8211.

LH/mc

FULFILL
Ed

MEMORANDUM

TO: Messrs. Bryce Harlow
John Ehrlichman
Robert Ellsworth
John Whittaker
Roy Ash
Herb Klein
James Keogh
Henry Kissinger
Daniel Patrick Moynihan
Richard Allen

Dwight Chapin
John Davies
Ron Ziegler
Robert Brown
Harry Fleming

Misses Rose Woods
Gerry van der Heuvel

FROM: Larry Higby

January 10, 1969

Attached are copies of a personnel form that must be filled out by you and each of the members of your staff before they can be placed on the White House payrolls. As I am sure you are aware, many on the White House staff are actually detailed from other agencies. This is a rather complicated and involved process. In order to facilitate it, it is essential that the attached forms be completed and returned to this office on or before January 14th. Should the number of attached copies be insufficient, please Xerox additional.

Thank you for your cooperation.

LH/mc
encl.

November 29, 1968

MEMORANDUM

TO: Larry Higbie

FROM: H. R. Haldeman

Will you please check with Frank Lincoln and ask whether we have gotten the galley proof of the Brookings Institution study entitled "Agenda for the Nation" . It was my understanding that this proof was to be delivered to us by November 1.

Also, please find out if additional copies are available.

If the proof has been delivered, find out where it is and ask them to get it up here unless someone needs it down in Washington.

HRH

:ew

MEMORANDUM

November 29, 1968

TO: Larry Higbie

FROM: Bob Haldeman

Will you please solve the television problem
at 1202 in the following manner:

Ask them to take the RCA set back, to put
the Motorola set back where it was and to set up an external
antenna of some kind so that we get a decent picture. Well
then be all set.

HRH

ew

M E M O R A N D U M

November 27, 1968

TO: JIM KEOGH
FROM: LARRY HIGBY
RE: MAGAZINES

Per our discussion last week, Jim, I am forwarding to you the names of people I feel should possibly be on the TIME and LIFE complimentary or advance delivery list.

They are as follows:

H. R. HALDEMAN
DWIGHT CHAPIN
JOHN D. EHRLICHMAN
BRYCE HARLOW
JOHN MITCHELL
ROBERT FINCH

You might also want to consider sending a copy to the President-elect for whatever value it might have.

I am sure you realize that cost is not a factor, but the gentlemen would like to receive the magazines before general release to the public if possible.

Thank you for your cooperation.

MEMORANDUM

November 23, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: ASA

With regard to your query on ASA, we found no agency containing those initials.

However, there is an agency entitled ESSA, which stands for Environmental Sciences Service Administration.

It is involved with coastal and geodetic services, and also the Weather Bureau.

MEMORANDUM

December 9, 1968

TO: EILEEN BYRNE

FROM: JOAN CARROLL

Enclosed please find American Airlines ticket no. 4:065:443 issued to Mr. L. Higby, covering a flight from Los Angeles to Anaheim.

Please see that this is credited to account no. AA Q 54991 N AA.

Thanks.

December 17, 1968

Charles E. Smith Management
Concord Village Apartments
4155 S. Four Mile Run Drive
Arlington, Virginia

ATTENTION: MRS. JEWELL

Dear Sir:

Mr. Jay Wilkinson presently is involved in the transition government in New York City and will be working for the Nixon Administration following January 20th.

Sincerely,

Larry Higby

LH:eo

The Hertz Corporation
P.O. BOX 2856
GRAND CENTRAL STATION
NEW YORK, NEW YORK 10017

1104 Original Invoice No. 1621877

CAR CHECKED IN AT	(CITY)	(STATE)	NO.
Palmdale Springs 1118-61			
TIME IN	12:30 DEC 7 1948		
TIME OUT	12:45 PM 12 48		

TO: PRESIDENTIAL TRANSIT COMM
LARRY HIGBY
400 PARK AVE
NEW YORK N Y

CAR LIC. NO.	XUR 017	STAGE	2	DAYS	13	26.00
CAR MAKE	SAUBER	BODY STYLE		HRS.	@	
MILEAGE IN	1724	WKS.	65			
MILEAGE OUT	1724					
MILES DRIVEN	200	MILES @	13			26.00
MILEAGE DETERMINED BY READING FACTORY-INSTALLED ODOMETER	600	SUBTOTAL				5200

CAR TO BE CHECKED IN AT (CITY/STATE)	LOC. NO.	VEHICLE NO.	CAR WILL BE RETURNED BY	DEPOSIT	SUBTOTAL
Palmdale Springs		107714	12:45 PM 12 48	\$10.00	41.60
CAR RENTED AT (CITY/STATE)	AREA & LOCATION NO.				
BEVERLY HILLS, CALIF.	110413				
I HAVE READ THE TERMS & CONDITIONS ON PAGE 1 (OTHER SIDE) AND PAGE 2 OF THIS RENTAL AGREEMENT AND AGREE THERETO.			COLLISION DAMAGE WAIVER (CDW) ACCEPTS: <input checked="" type="checkbox"/> DECLINES: <input type="checkbox"/>		SERVICE CHARGE PER DAY
X <i>William H. Higby</i>			BY HIS INITIAL Customer accepts or declines CDW at rate shown in adjoining column. (MAXIMUM FIVE (5) TIMES DAILY FEE FOR EACH FULL WEEK)		\$1.50 PER DAY 300
Thank you for your business.					SUBTOTAL 4460
					TAX REIMBURSEMENT 268
					TOTAL CHARGES 4728

OK H.R. Holdeme

BASIC CHARGE ONE DAY PLUS MILEAGE

KEEP TOP PORTION FOR YOUR RECORD

CASH REFUND	GAS-OIL REPAIRS	\$	NET DUE	4728
	DEPOSIT	\$		

SHOW INVOICE NO. ON ALL CORRESPONDENCE.

INVOICE

1104 ORIGINAL INVOICE No. 1621877

THIS IS YOUR ORIGINAL INVOICE
PAYMENT DUE UPON RECEIPT. PLEASE DETACH
THIS STUB AND RETURN WITH YOUR PAYMENT TO:

BEVERLY HILLS



THE HERTZ CORPORATION
P.O. BOX 2856
GRAND CENTRAL STATION
NEW YORK, NEW YORK 10017

POSTED TO DRB	NET DUE	4728
129		
PAID BY (✓)	CASH	CHECK
		CHARGE
R/A COMPUTED BY (LAST NAME)	<i>H. H. H.</i>	

CUSTOMER IS LIABLE FOR ALL PARKING & TRAFFIC VIOLATIONS.

JOHN M. CAPOZZI
40 ORCHARD AVENUE
RYE, NEW YORK 10580

December 2, 1968

Mr. L. Higby
Office Of The President Elect
Hotel Pierre
New York, N.Y.

Dear Mr. Higby:

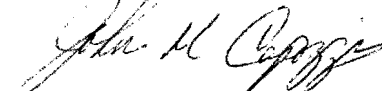
Thank you for taking the time to discuss
the opening on Mr. Nixon's staff recently.

I can only gather that the position of
which we discussed has been filled.

I realize with the present administration
coming to a rapid end, you must be extremely
busy, as evidenced by my difficulty in reaching
you by phone.

Please keep my resume and writing samples
in the event a position becomes available.

Very truly yours,



John M. Capozzi

JMC/hj

December 30, 1968

Concord Village Apartments
4155 South Four Mile Run Drive
Arlington, Va. 22204

Dear Sirs:

This letter is to serve as confirmation that Mr. Stephen B. Bull, an applicant for a unit in Concord Village Apartments, is a member of the presidential transition staff, and will be employed in the White House as a White House staff assistant.

Very truly yours,

Lawrence Higby
Staff of the President-elect

LH/mc

MEMORANDUM

January 3, 1968

TO: H. R. HALDEMAN
FROM: L. HIGBY
RE: MAYO INAUGURATION

Reminder: Mr. Mayo requests that he be informed if the President-elect plans to swear him in formally along with other Cabinet members, or if any ceremony is planned. Apparently this has been done at times in the past.

Request that decision be made known to him as soon as possible so that his family may make appropriate plans for their stay in Washington.

WEEKLY EXPENSE REPORT

to P. H. ... 1219 - 2nd copy 12/18

NAME Lawrence Higby

WEEK ENDING
CASH EXPENSES

ACTIVITY
NO.
APPROVED BY
[Signature]

EXPENSE ITEM	SUNDAY 12/1/68	MONDAY 12/2/68	TUESDAY 12/3/68	WEDNESDAY 12/4/68	THURSDAY 12/5/68	FRIDAY 12/6/68	SATURDAY 12/7/68	TOTALS
1 BREAKFAST	5.00	4.00	4.50	3.00	5.00	4.50	5.00	31.50
2 LUNCH	5.00	4.50	5.00	4.50			4.00	24.00
3 DINNER	30.00	15.00	22.00	10.00	10.00		20.00	107.00
4 HOTEL								
5 TIPS								
6 TAXI & RENT CARS	5.00	4.50			10.00			19.50
7								
8 TEL & TEL								
9								
*10 TRANSPORTATION								
11								
*12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES	45.00	29.00	31.50	17.50	25.00	4.50	29.00	\$181.50

*DETAILS OF TRANSPORTATION & ENTERTAINMENT

(10) TRANSPORTATION	DATE	FROM--TO	METHOD USED	PURPOSE	COST

(12) ENTERTAINMENT	DATE	NAME OF PERSON(S)	WHERE ENTERTAINED	PURPOSE

(18) YOUR CASH POSITION:		SPECIAL INSTRUCTIONS
BALANCE--LAST REPORT	+	
REIMBURSEMENT DUE YOU	+	
PERMANENT ADVANCE		
TEMPORARY ADVANCES RECEIVED	+	
SUB-TOTAL		
AMOUNT OF THIS EXPENSE VOUCHER	-	
BALANCE ON HAND		

FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

to P. Nguyen 12/18

TRAVEL EXPENSE REPORT

NAME Lawrence Ngoy

APPROVED
ANA

WEEK ENDING:

ACTIVITY NO.

CASH EXPENSES

EXPENSE ITEM	SUNDAY 12/8/68	MONDAY 12/9/68	TUESDAY 12/10/68	WEDNESDAY 12/11/68	THURSDAY 12/12/68	FRIDAY 12/13/68	SATURDAY 12/14/68	TOTALS
1 BREAKFAST	4.00	4.50	3.50	5.00 2.50	5.00	1.50	2.00	25.50
2 LUNCH*	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35.00
3 DINNER	10.00	12.00	25.00	10.00	12.00	14.00	20.00	103.00
4 HOTEL								
5 TIPS						20.00		20.00
6 TAXI & RENT CARS		5.00		10.00		10.00		25.00
7								
8 TEL & TEL								
9								
*10 TRANSPORTATION								
11								
*12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES ▶	19.00	26.50	33.50	25.00 20.00	22.00	50.50	27.00	\$ 203.50

*DETAILS OF TRANSPORTATION & ENTERTAINMENT

(10) TRANSPORTATION	DATE	FROM—TO	METHOD USED	PURPOSE	COST
(12) ENTERTAINMENT	DATE	NAME OF PERSON(S)	WHERE ENTERTAINED	PURPOSE	
5	131	Mo. Tip for Maid service.			

(16) YOUR CASH POSITION:

BALANCE—LAST REPORT
 REIMBURSEMENT DUE YOU
 PERMANENT ADVANCE
 TEMPORARY ADVANCES RECEIVED
 SUB-TOTAL
 AMOUNT OF THIS EXPENSE VOUCHER
 BALANCE ON HAND

+
+
+
-

SPECIAL INSTRUCTIONS

FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

WEEKLY EXPENSE REPORT

JAY WILKINSON

NAME

ACTIVITY

NO.

[Signature]
APPROVED

WEEK ENDING DEC. 14, 1968

CASH EXPENSES

EXPENSE ITEM	SUNDAY 12/8/68	MONDAY 12/9/68	TUESDAY 12/10/68	WEDNESDAY 12/11/68	THURSDAY 12/12/68	FRIDAY 12/13/68	SATURDAY 12/14/68	TOTALS
1 BREAKFAST								
2 LUNCH								
3 DINNER			14.75		22.58		10.00	47.33
4 HOTEL								
5 TIPS	.80		2.10		3.50	.50		6.90
6 TAXI & RENT CARS	8.10			.40		3.60		12.10
7								
8 TEL & TEL								
9								
10 TRANSPORTATION								
11								
12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES	8.90		16.85	.40	26.08	4.10	10.00	66.33

*DETAILS OF TRANSPORTATION & ENTERTAINMENT

(10) TRANSPORTATION	DATE	FROM—TO	METHOD USED	PURPOSE	COST
(12) ENTERTAINMENT	DATE	NAME OF PERSON(S)	WHERE ENTERTAINED	PURPOSE	
	12/10/68	E. ROOBYAN, J. WILKINSON	ST. MORITZ	STUDENT DISCUSSION	
	12/12/68	J. CAMPBELL, E. HULWITZ	SEA-FRONT OF ALBANY	YOUTH MOVEMENT	
	12/14/68	J. WILKINSON		PITON SOCIETY DINNER	

(16) YOUR CASH POSITION:		SPECIAL INSTRUCTIONS
BALANCE—LAST REPORT	+	
REIMBURSEMENT DUE YOU	+	
PERMANENT ADVANCE		
TEMPORARY ADVANCES RECEIVED	+	
SUB-TOTAL		
AMOUNT OF THIS EXPENSE VOUCHER	-	
BALANCE ON HAND		
		FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 6 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.



Haldeman from Safire (cc: Higby)

Re: Secretary

December 13, 1968.

I am blessed with a crack executive secretary whom I would like to take with me to Washington.

Her name is Sally Cutting; she is 41, has been my right arm for 13 years. Rose and Shelley have been in touch with her when dealing with me over these past three years.

Obviously, she is a highly experienced, mature businesswoman with perfect skills and, more important, a capability for research and decision that has always extended my own capabilities.

You know how hard a right arm is to find; I am most anxious to have her work with me on the White House staff.

She currently makes \$188 a week. I can afford to take a financial beating, but she can't.

She would be a real asset. Can we work it out?

MEMORANDUM

TO: Ken Cole

FROM: Larry Higby

January 2, 1969

Don Hughes phoned to advise that his office will be handling the White House mess and would appreciate your coordinating all inquiries regarding this through him. One of the people in his office is working specifically on the White House mess and probably has most of the information you need.

They are planning on making a presentation to Haldeman and request that you coordinate any questions with them.

LH/mc

MEMORANDUM

fel.

DATE: December 19, 1968

TO: Steve Bull
John Brown
Jay Wilkinson

cc: Larry Higby ✓

SUBJECT: Christmas Leave

As you know, for all intents and purposes the President-elect's offices in the Pierre Hotel will be virtually closed down during the period December 22 through January 5. Each of you should take as much time off as your work schedule will allow.

Please make it a point each day to check-in with the WHCA switchboard - (212) 421-3100 - and with the secretarial pool in room 1436. This will insure that you can be reached at all times and also will allow you to stay up-to-date as far as messages are concerned.

Have a happy holiday.

Kenneth R. Cole, Jr.

KRC:sd

MEMORANDUM

December 2, 1968

TO: J. H. Haldeman

FROM: Jay Wilkinson

RE: STATUS REPORT OF PROJECTS

1. Personal Files of President-Elect Nixon to Washington, D.C.

At this time, Mr. J. E. Moody, Deputy Administrator of the General Services Administration, is attempting to locate available space for the storage of these files when they are moved. He will supervise the shipment of all materials from New York City and Los Angeles. Mr. Lloyd Caston, Administrative Assistant to Daniel P. Bryant, has made an inventory of the articles in Los Angeles, and I have forwarded this to Mr. Moody. In New York City, the personal files are located at 25 South Williams Street, 450 Park Avenue and the Pierre Hotel, which will contain the financial records to be moved there.

A decision must be made concerning when you want these articles transferred. Mr. Moody has requested approximately two to three days' advance notice prior to this shipment. Rose Woods suggests that we delay this movement until the office at 450 Park has been closed, but I wanted to receive your suggestions on this matter before acting on it. Another problem concerns the manner in which we plan to store the files in Washington once they have arrived. Mr. Moody has assured me that they will provide whatever facilities are necessary to file them in the manner we prefer.

2. Student Coalition

I have researched the paper prepared by the Student Coalition and the report published by the White House Fellows concerning recommendations to the President-Elect in his communication with younger people and have discussed both papers with individuals who helped write them. I plan to fly to Washington tomorrow to visit with Mr. Tim Wirth, a White House Fellow working at the Department of H.E.W., who will arrange other appointments on Wednesday with individuals who have been working on the White House program who have suggestions for President-Elect Nixon. Any thoughts or suggestions you have on this matter prior to my departure would be helpful.

R. H. Haldeman
Page 2
December 2, 1968

3. White House ~~Student~~ Intern Program

During my trip to Washington on Tuesday and Wednesday, I plan to discuss this problem with the individuals mentioned above. I have held previous discussions with individuals here in New York City.

4. Maps Concerning Real Estate in Washington, D.C.

I have made appointments in Washington to discuss this matter with people knowledgeable in the real estate area there. Before I leave, I shall attempt to secure some maps of the Washington, D. C. area for our files.

..

Jay Wilkinson

JW:eo

December 3, 1968

TO: ~~Bob~~ Haldeman
FROM: Jay Wilkinson
RE: Concerning Information on Housing in Washington, D.C.

I visited this morning with Mrs. Shirley De Lima of Homeric, Inc. who will provide us with statistical information concerning all the necessary questions that will arise when people inquire about housing. This information will be available on Monday, December 9th, and pertains primarily to houses rather than apartments. When I am in Washington tomorrow, I plan to visit with realtors to receive adequate information concerning the availability of apartments as well.

It is my recommendation that we work closely with Homeric, Inc. to refer interested individuals to Mrs. De Lima since the company is in an excellent position to advise individuals about their housing problems.

Enclosed are two brochures and a data sheet which provides basic background material about their service.

JW:eg
Enclosure

HOMERICA DATA SHEET

BASIC INFORMATION

Name _____ Address _____

Moving to _____ Employer's name _____

Future business address (PLEASE INCLUDE STREET & NUMBER) _____ Telephone _____

Is husband at new business address now? _____

Children's ages: Girls _____ Boys _____ Others residing with you _____

How well do you know your new city? _____

ESSENTIAL FACTORS

Please list here only those features which *absolutely must be present* in your new location _____

LOCATIONS PREFERRED

Urban _____ Suburban _____ Semi-rural _____ Rural _____

Near schools (INDICATE PUBLIC, PAROCIAL, OR PRIVATE) Pre-school _____ Elementary _____ Jr. high _____ High _____

Near place of worship _____ Golf _____ Tennis _____ Water sports _____

Neighborhoods you want to investigate _____

Maximum commuting time _____ By car _____ Train _____ Bus _____

SPECIAL FAMILY REQUIREMENTS

Educational _____

Medical _____

Hobbies _____

Organizations you enjoy _____

Other _____

FINANCE Price range _____ Maximum down payment _____ Annual income _____

SCHEDULE Date of first visit: Husband _____ Wife _____ Possession required by (date) _____

PHYSICAL CHARACTERISTICS REQUIRED

ROOM OR FACILITY	FLOOR		COMMENT
	1st	2nd	
Living			Architectural style preferred _____
Dining			Second choice _____
Living-Dining Area			Kind of construction _____
Entrance Hall			Second choice _____
Kitchen			Age of house: Brand new _____
Kitchen Eating Area			Resale (give maximum age) _____
Study			Type of heat preferred _____
Family Room			Air conditioning required? _____
Porch or Patio			Garage: Size _____ Attached _____ Detached _____
Bedrooms			Other outbuildings _____
Maid's Quarters			Land area required _____
1st Floor Powder			Level or sloping _____
Other Baths			Other features you would like to have _____
Showers			_____
Fireplace			_____
Other			_____

SOURCE Member firm _____ Interviewer _____ Date _____

RETURN DATA SHEET AS INDICATED

HOMERICA, INC.

Pan Am Building, 200 Park Ave. New York, New York 10017	<input type="checkbox"/>	New York phone: 212-661-5111
500 N. Michigan Ave. Chicago, Illinois 60611	<input type="checkbox"/>	Chicago phone: 812-727-5111
1901 Avenue Of The Stars Los Angeles, California 90067	<input type="checkbox"/>	Los Angeles phone: 213-777-5111
Box 846 New Canaan, Connecticut 06840	<input type="checkbox"/>	New Canaan phone: 203-523-5111

©1962 HOMERICA, INC.

November 30, 1968

To: H.R. Haldeman

From: Stephen Bull

Subj: Offices - Hotel Pierre

CURRENT OCCUPANCY

39th Floor

3901 Chapin & Secretary
3902-4 RN
3905 Haldeman, Higby
3906 Ehrlichman, Stuart, Legal Assistant
3907 Harlow, 2 Secretaries
3908 Rose Woods
3909 Finch, Kinley, Acker
3910 Flannigan, 2 Secretaries
3910 (Foyer) Scarney
3911 Mitchell
Lobby Carroll, Receptionist

14th Floor

1427-28 Ziegler and Press Staff
1429 Unger, *Harmon, Secretary
1430 Kleindienst, *Mardian, Secretary
1431 Ellsworth, Secretary
1432 Timmons, Secretary, *Harlow Assistant
1433 Trent, Hofgren, Secretary
1434 Conference Room - Secretary, 2 Recruiting Operation
Telephone Clerks
1435 Knudsen, *LaRue, Secretary
1436 Secretarial Pool (3 Secretaries)
1436 (Hall) *Receptionist/Pool Secretary

12th Floor

1231-33 Available 2 December 1968 (Monday)
1234 Colonel Hughes
1235 Wilkinson, Brown
1236 Bull, Cole

*Arriving during week of 2 Dec.

The current structure is the result of an attempt to group offices in a functional arrangement, i.e., to house those men working together in close proximity to one another.

Peter Flannigan advises that he does not anticipate a requirement of more than one additional office for the Recruiting Operation. The space assigned Col. Hughes far surpasses his requirements, according to the Colonel, and he suggested that he share an office with Wilkinson and Brown (room 1235).

To: H.R. Haldeman

November 30, 1968

The Press Office in rooms 1427 & 1428 attracts such members of the press such as Herb Kaplow, et. al., to the fourteenth floor, and specifically to the area where the Recruiting Operation is working. In all due respect to the Press, I think that this area should be generally restricted to outsiders unless an individual from the Staff extends an invitation to an individual reporter. For this reason, I recommend that Ron Ziegler and his Press Office relocate to another part of the building, away from the other Staff activities. It is doubtful that the Hotel Pierre can, and will, provide tangent rooms on a floor not currently occupied by the Nixon Staff. Therefore, we should move Ziegler to the twelfth floor, provide him the additional rooms that he requires for his operation, and use the two rooms he is vacating on fourteen for additional requirements for Recruiting and whoever else requires space. Those above mentioned members of the press who tend to gravitate to the Staff Press Office would now be away from the somewhat sensitive activities of Recruiting, and would have access only to Bull, Cole, and Wilkinson, (and Col. Hughes on the few occasions he is in N.Y.). Those three individuals, all highly competent and industrious members of Mr. Haldeman's Staff, are the least vulnerable to intrusions by the Press because they spend most of their time conscientiously laboring at their assigned tasks, and have no time for personal publicity.

With these office relocations, the 12th Floor would be as follows:

1231 - 1233	Ron Ziegler and Staff Press Office
1234	Unassigned or Ziegler, if required
1235	Wilkinson, Col. Hughes, Brown
1236	Bull, Cole

14th Floor

1427 - 28	Unassigned (Reserve for additional Recruiting and any other requirement).
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These changes could be effected during the period that RN and the Staff Press people are in California.


S.B. Bull