

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> |
|-------------------|----------------------|----------------------|----------------------|--|
| 36 | 18 | 12/18/1968 | Other Document | Haldeman handwritten notes re: Wilkinson. Bureau of Public Roads. Schedule no partison for RN for one year, light on Agnew. RN give dinner for Stans. Birthday celebration. 3 pages. |
| 36 | 18 | n.d. | Other Document | Haldeman handwritten notes re: all VIP mail to a mail handler for reply. Rose receives strictly personal scheduled. 1 page. |
| 36 | 18 | 12/17/1968 | Memo | memo from Ken Cole to Peter Flanigan re: List of Personnel interested in government positions post-inauguration, with attachments. 7 pages. |
| 36 | 18 | 12/16/1968 | Other Document | Haldeman handwritten notes re: Youth Program, Mail procedure for Rose, Nixon must see form letters over his signature. 6 pages. |
| 36 | 18 | 12/16/1968 | Other Document | Haldeman handwritten notes re: final confirmation of Nixon's signature name. Carter Burgess democrat? Did he support HHH? 2 pages. |
| 36 | 18 | 09/03/1968 | Other Document | Haldeman handwritten notes re: Staff for Admin. Clue Kendall in on Olds, and other personnel matters. 2 pages. |

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|-------------------|----------------------|----------------------|----------------------|---|
| 36 | 18 | 12/04/1968 | Other Document | Haldeman handwritten notes re: Vatican pleased if Scranton could see Pope. Set up Nixon office in E.O.B. Meriwether Post estate - wants to give to US as official res. 2 pages. |
| 36 | 18 | 12/04/1968 | Other Document | Haldeman handwritten notes re: civil Service Commission & other personnel matters. 1 page. |
| 36 | 18 | 12/03/1968 | Other Document | Haldeman handwritten notes re: Cabinet post suggestions. 1 page. |
| 36 | 18 | 12/03/1968 | Other Document | Haldeman handwritten notes re: cabinet appointments. 2 pages. |
| 36 | 18 | 12/03/1968 | Other Document | Haldeman handwritten notes re: VIP mail, Agnew assignments. 1 page. |
| 36 | 18 | 12/05/1968 | Other Document | Haldeman handwritten notes re: Shriver meeting with Nixon. Gifts to public. Mail run by John Brown. 2 pages. |
| 36 | 18 | 11/19/1968 | Other Document | Haldeman handwritten notes re: memento project. Letter on Whittier Student Body Pres. 2 pages. |

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|-------------------|----------------------|----------------------|----------------------|---|
| 36 | 18 | n.d. | Other Document | Haldeman handwritten notes on how to organize the WH. 3 pages. |
| 36 | 18 | n.d. | Other Document | Haldeman handwritten notes on cabinet assignments. 1 page. |
| 36 | 18 | 12/11/1968 | Other Document | Haldeman handwritten notes re: setting up WH staff procedures. First time VP consulted & made recommendations for cabinet posts. 2 pages. |
| 36 | 18 | 09/09/1968 | Memo | Memo from Ehrlichman to Hibgy re: list of passengers for 09/11/1968 tour. 1 page. |
| 36 | 18 | 09/05/1968 | Memo | memo from Whitaker to Higby re: Helene Drown as aide to Mrs. Nixon on tour. 1 page. |
| 36 | 18 | n.d. | Memo | Memo from Chapin to Hyde & Cole re: providing Manolo Sanchez transportation to Santa Barbara. 1 page. |
| 36 | 18 | n.d. | Report | Photocopy of list of attendees. List marked "1st meeting". 1 page. |

RN

12/58

file

~~F/Logan~~ John Hennah - Mich. State -
use in key post - State - HEW - under Sec.
wants AID

to RN Wilkinson -

RN - sched. for Sat. AM.

Ellsworth - ? find a specific role ^{elsewhere} in Govt.
define Wilkinson - role + assignment - ^{handle} VIP
coordinate all ind. agencies + comms etc.

→ give OEP to someone w/ ability in foreign policy
and also do the Ash job? stop this but
don't rush to fill it. - - real plum

Fl let Chaffee wait - give Babcock something

OK on Flemming -

re sigs - use auto pen - for mail after OK
but reduce amt of mail for RN to min
RN do fix - but damn few.

Bureau Public Roads - very imp. post.
don't put a hack in

Fl maybe Fed Highway for Babcock

Hughes wld Cushman in CIA but his career

Rogers on Sat.

need to see Ritzel - today - late 4th

B excellent job on law firm -
as was Santa Marta

Keo need to work harder on anecdotes
everyone include them

Have to tell Cab -

don't ask RN direct -
IC UN w/ Rogers

C call Stans today - TD finance

sched. no partition for RN first year
- + light on Agnes

Wilkinson - want you - White House

work out decision on Civil Service Commission

M. settle Bob thing before RN sees him

Hopkins - Pres sched ~~for~~ 2 weeks - Ambassadors etc?

Stone dinner - incl some Boyp Club

Stans/Kennedy - our finance types -
also have to add D. Rock + other bank heads
basically the Century Club
not too big - 50

Fl

Set how many will Jinks take
RN give dinner for Stans.

finance comm + major contribs

for birthday - old timers - ones - Congress 66 +
incl. Unger Ellsworth -

Lodge Seaton Hill Hilling Shaker
Allanalp

stag lunch - eve. w/ family -

is there a good sports event that nite
hockey game - or a show -

Wh. set up Specs bureau

~~RN
Staff
Meeting~~

Staff routine & procedures file

- all VIP mail to mail handler for reply
even if sent to staff people.
no mail to RN w/o answer att.
if personal, not govt., Rose shld handle
- but a reply @ to incoming
- procedure for mail - papers & papers to RN
none direct to RN - go thru app. staff
- All personal to Rose - whoever they write to
frds, rels, conts. -
none to RN til stuffed out
& w/ reply
- no requests on sched direct to RN
except strictly personal
not to keep from RN - but go in right way
w/ proper staff work.
- Staff & cabinet can always see RN
but 7. of time mgmt -
always b/w agenda for discussion
no talk about jobs or speaking engagements

MEMORANDUM



December 17, 1968

TO: Mr. Peter Flanigan
FROM: Ken Cole
RE: List of Personnel Interested in Government
Positions Post-Inauguration

Attached is a list of members of the Nixon/Agnew campaign staff who would like to be considered for positions on the White House staff or in one of the various departments or agencies.

Most of the people on the list are currently on the rolls of the Presidential Transition or Inaugural staffs. Some are not, however, and these are indicated by an asterick beside the name.

Each of the people on the list will provide a resume of resume-type form to us within the next week. I will forward them to you as soon as they are received.

K. R. C., Jr.

ew

cc: Mr. John N. Mitchell
Mr. H. R. Haldeman ✓

NEW YORK OFFICE

| <u>NAME</u> | <u>CAMPAIGN ASSIGNMENT</u> | <u>CURRENT ASSIGNMENT</u> | <u>SKILL</u> |
|----------------------------|----------------------------|--------------------------------|------------------|
| Joan Schaff | Press | Press | Typist |
| Betsy Aspinwall | Press | Press | Photo/Artist |
| Grace Funk | Press | Press | Typist |
| Lergh Infield | Press | Press | Typist |
| Susan Low | Press | Press | Typist |
| Buffy Parker | Press | Press | Photo |
| Mike Monroe | Press | Press | Press Aide |
| * Barbara Baiter | Press | — | |
| Carol Hartford | Press | Press | Typist |
| * Ralph Paladino | Press | — | Writer |
| Ann Brodwell | Mail | Mail | Admin Asst |
| Tara Donahue | Mail | Mail | Exec Sec |
| Diane Tankos | Mail | Mail | Admin Asst |
| Terry Woods (Rose neice) | Mail | (says she wants to stay in NY) | |
| Mary McCully | Mail | Mail | writer |
| Gladys Hook | Mail | Mail | Sec |
| Georgia Lyon | Mail | Mail | Admin Asst |
| Kay Edell | Mail | Mail | Sec/Admin |
| Louis Gillman | Mail | Mail | Messenger |
| Bertrude Brown | Mail | Mail | Exec Sec |
| Reberta Dorn | Mail | Mail | Admin |
| Kathy Balsdon | Volunteers | Transition-N.Y. | Admin |
| Jennifer Fitzgerald | Sherman Unger | Len Garment | Secretary |
| Shirley McClintock | Mail | Mail | Admin |
| * Uoba Whitaker | Scheduling | Transition D.C. | Admin |
| Henry Hyde | Scheduling | Transition D.C. | Admin |
| Larry Dunn | Scheduling | Transition D.C. | Admin |
| * Jeff Kimball | Scheduling | — | Lawyer |
| * Ernie Minor | Scheduling | — | Admin |
| Sally Reuskot | Press | Press | Photog |

NEW YORK OFFICE (2)

| <u>NAME</u> | <u>CAMPAIGN ASSIGNMENT</u> | <u>CURRENT ASSIGNMENT</u> | <u>SKILL</u> |
|--------------------|---|---------------------------|--------------|
| ELAINE ZESSI | MINORITIES | MINORITIES | SEC |
| * LOIS HOFFMAN | MAIL | — | SEC |
| * ALICE FLICKENGER | Scheduling | — | Exec. Sec |
| Ruth Kall | Dr Glen Olds | Dr Glen Olds | Sec |
| MARIAN MARONE | RECEPTIONIST | RECEPTIONIST | Admin |
| John Shlaas | Advertising | Len Garment | |
| Nancy Lammending | Advertising | Len Garment | |
| Dolores Kackley | Len Garment | | Sec |
| Betty Dutton | Minorities | Len Garment | Sec |
| * Jim Flournoy | Minorities | — | Admin |
| * Earl Kennedy | Minorities | — | Admin |
| Jack Cautfield | Security (should fit in U.S. Marshall set up) | | |
| Barbara Strange | Finance | Finance | Sec |
| * Lang Washburn | Finance | — | |
| * Bill Whitlock | Finance | — | |
| Eleanor Williams | Finance | Finance | Sec |
| Jack Gleason | Finance | Finance | Admin |
| Pat Dugan | Finance | Finance | Admin |
| Bill Widdendorf | Finance | Finance | Admin |
| Charlotte Lyeth | Finance | Finance | Admin |
| Debbie Munsell | Finance | Finance | Admin/Sec |
| * Millie Biganante | Finance | — | Sec |
| Arden Chambers | Finance (starts Sec) | Finance | Sec |
| Carol Duncan | Finance | Finance | Sec |
| * Anita Glover | Finance | — | Sec |
| Jennifer Loren | Finance | Finance | Sec |
| * Sue Penny | Finance | — | Clerk |
| * Ann Ramsey | Finance | — | Sec |
| Bret Riccio | Finance | Finance | Sec |

NEW YORK OFFICE

| <u>NAME</u> | <u>CAMPAIGN ASSIGNMENT</u> | <u>CURRENT ASSIGNMENT</u> | <u>SKILL</u> |
|-----------------|----------------------------|---------------------------|--------------|
| LEA MYERS | PR | | ADMIN/TYP |
| MARY BREWER | CHIEF OPERATOR | HELP FIND JOB IN N.Y. | |
| SUSAN PRONCHICK | Research | Research | Type |
| Tom Nya | Asst. NYO Mgr. | Asst NYO Mgr | Admin |
| *Ken Kachigian | Research | — | Lawyer |
| Edith Kaplan | Research | Research | Admin |
| Marie Handell | Research | Research | Admin |
| Darrell Trent | Research | | |
| Jim Bidwitz | Research | | |
| Mike Guhin | Research | | |

WASHINGTON OFFICE

| <u>NAME</u> | <u>CURRENT ASSIGNMENT</u> | <u>CURRENT ASSIGNMENT</u> | <u>SKILL</u> |
|--------------------|---------------------------|---------------------------|---------------|
| Judy Cole | Hignow Staff | Transition - D.C. | Conc. Liaison |
| Eleanor Smith | Pat Hitt Sec | Transition D.C. | Sec. |
| Gloria Fuller | Pat Hitt Sec | Transition D.C. | Sec |
| Della Hunt | Pat Hitt | Transition D.C. | Sec |
| Dorothy Sharpe | Pat Hitt | Transition D.C. | Sec |
| Bruce Bardwell | Bob Hitt | Transition D.C. | Typist |
| Debby Murray | Citizens | Transition D.C. | Typist |
| Cindy Brumbach | N.Y. Receptionist | Transition D.C. | Clerk |
| * John Bartland | Asst Office Mgr | — | Admin |
| * Mort Allin | Citizens - Youth | — | Admin |
| Mary Ann Allin | Key Issues | Key Issues | Admin/Type |
| Suzanne McCord | Citizens | Transition D.C. | Type |
| Claudia McBurney | Citizens | Transition D.C. | Type |
| * Mary Fertou | Women for PN | — | Sec |
| * Jean Hawkins | Women for PN | — | Sec/Admin |
| Linda Underwood | Tour Party | Transition D.C. | Sec |
| * Lamar Alexander | Citizens | — | Cong. Liaison |
| * Tom Cole | Key Issues | — | Cong. Liaison |
| Eve Auchincloss | Citizens | Listening Post | Admin/Type |
| Wyn Drake | Citizens | Transition | Sec |
| Barbara Butler | Citizens | Inaugural | Sec |
| Sally Inge | Citizens | Inaugural | Sec |
| * Sandra Morgan | Citizens | — | Sec |
| Nora Vander Sammen | Citizens | Inaugural | Sec |
| Edna Jones | Citizens | Inaugural | Types |
| * Nancy Couch | Citizens | Inaugural | Type |
| Sue McMackin | Citizens | Inaugural | Type |
| Sally Warner | Citizens | Inaugural | PBX |
| Marti Hill | Citizens | Inaugural | Type |

WASHINGTON OFFICE

| <u>NAME</u> | <u>CAMPAIGN ASSIGNMENT</u> | <u>CURRENT ASSIGNMENT</u> | <u>SKILL</u> |
|------------------|--------------------------------|-------------------------------|--------------|
| Cheryl Spaulding | Key Issues | Key Issues | Sec |
| Sarah Handy | Key Issues | Key Issues | Typist |

| <u>SPECIAL</u> | <u>CAMPAIGN</u> | <u>CURRENT</u> |
|----------------|---------------------|-------------------|
| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>ASSIGNMENT</u> |
| Doug Hofe | NYO Mgr. | NYO Mgr. |
| Dr Glen Olds | | |
| Marge Smith | Olds Sec | Olds sec |
| Joe Vallely | Olds Asst | Olds Asst |
| Logan Sallada | Olds Asst | Olds Asst |
| Tom Evans | Citizens | |
| Ann Volz | Mail | Mail |
| Ed Nixon | (Holdeman handling) | |
| Sara Curran | Ed Nixon Secretary | |
| Martin Pollner | Citizens | |
| James Skidmore | Citizens | |
| Bob Hitt | D.C.O Mgr. | |
| Pat Hillings | Political | |
| Dan Jackson | Political | |
| Joe Hillings | Agency Political | |

I have not talked to people on this list because each to me represents a unique situation that I believe you can handle more appropriately.

RN

file

12/16

to RN

youth program - WH?

Doris Kearns - Chapman - Campbell
writer : admin

- find out who got org crime task force report

✓ watch all task forces - ch stuff out
before release

i.e. shldnt have let Magenthan thing in

R - another batch of mail from Rose
incl. W. Buchanan
tell R - details on

Stack mail by who prepared it -
has to have substantive clearance
important thing is

Eagleburger - get the writer first

RN must see from this over his sig.

congressional + dipl. mail

Jones - see if LBT like to talk to Hendrad + Perot

he has plan for helping retired Pres. etc.

↳ - memento - see it's done - medal

↳ - KT - did they get out ltr to pub
RN dictated -

on mail - do tough stuff first

RN give dinner for NY types - ^{no political} finance types
very personal - about 50 - ? inter Kennedy

Jan 9 birthday - NY political types + Stans
big deal

Stans - re dinner - RN gives it.

RN thinks good idea

- Jan 4 - Dinkens birthday
- with ^{3rd} of 4th stop CBO - lunch
honor Kennedy, Stutz, Mayo.

Clem Stone give it.

either big load or small.

Whatever Clem feels

3/

- find out who lives in WH.
nice apt for Mando + Fina
- ch re dogs -

don't leave the collie

- Atup W.H. church services - ministers in
chairs in ballroom singers etc.

rule: Cal. invite not command perf.

also to other things RN invited to
find out which Cal offers really want to come
church - incl. outsiders see by long.

serve coffee after
1st one Feb 3rd

RN will preside -

John E - amb. Belgium - speaks French

F - who handle Folger T.D. - M do it.
rule - nobody over 70 except temp.
judges - amb - etc.

C - RN sched for Dec/Jan

U - get election returns to apt route

4

Eisenhower say no.

R - talk to Julie about car Dennis etc.

✓ - desk - bring W. Wilsons desk from Senate in V.P. office - is this it? don't want Kennedy desk in any event

✓ - list of all amb. who are political part + name of incumbent

M - tell Rogers holdup on amb. appts.

Autograph pix to all amb + apptees. sugg. message -

see how Johnson handles sigs. + auto pix

F who shld make points w/ Buuff re appt to Auto Comm & when does Stevens expire?

Phil Sharples
Frank McEllyn

- find out (Reverend Bunting) who let 25 M in 60 - great Wyeth art collection.

5/

- check W. Buchanan record -
is there really something there

CT train services - to all cars -
+ staff - for pills etc

make Boc asst to Pico for Fed/State rel.
work w/ Agnew

then OEP - search for brains

NW, so or Far West

business - foreign policy stroke

ie Adolf Schmidt

conservative bent

FL - look over business list -
for OEP + OEO

- get complete study of HAA functions

~~get~~ get RV sent re role of I.P.
what he said at press conf in Fla
also speech in June -

for EOB office -
straight chair - table

Hallow - all Cab who can shld go to
Dunkin Party, Jan 4.

12/16

confir to Bill Hopkins

file

final confirmation - RV name + official sig

Richard or Richard M

Jones will contact Perot

- is there a commission of the acts to put
H. Hartford on - not known

will check back.

Jul

FL - Input re: moving Reynolds to
Sec of Labor. ~~Wottinger~~
who from.

✓ Carter Burgen - is he demo.
did he support HHH
currently ambassador to Argentina.

✓ Burgen - Transfer P. Herber to
1968 Transition payroll.

✓ Fin & Ed policy
July & Sept.

✓ Call Don Hughes re: Aide,
John Brown - permanent in mail room.

✓ Eastern Airlines - Want to help

~~Confidential~~

file

Chu

Chu. - staff for admin. - w/ Chu.
fold M. in on this

- clue Kendall in on Olds
maybe an ambassador to Africa somewhere

problems -

Flanigan - on a commission ^{SEC} FTC a?

keep Chotiner in - WH staffx

Hallow - long relations

need places for some in research staff

have to find out what the jobs are.
use faceless people.

12/5

file

Bill Rogers Shriver would be interested
wants to know more about RN attitudes etc.

Yatsy wants Mexico

~~Milt Eisenhower - agrees at R/W with to talk to him?~~

G- full part etc re Lisa Poston

will not wait for FBI chs before announcement.

- put Chaffee in afternoon Fri - no train in AM

Easa Poston - Civil Service Comm. Chg.

12/4

file

ck
Murphy
have state
(KL)

- want to meet w/ Mrs. Blucher - Pueblo
- call Pci Valente called from Rome - Giovannette 752-1763
- Vatican would be glad if Acronter did see Pope
- Hal Clancy - Boston Ha. Trav -
- re ^{FCC} FCC case - if lose TV stn, will lose paper
- can we get FCC to hold up decision

- set up RN office in E.O.B. = as hideaway
2nd floor - corner - now Betty Fierness.

Cancel
this
w/ Moynihan

- Moynihan -
- Sammy Haldeman - Finch - Ash -

RN
PN

- can we put 2boil on PN - + Copeland TN
Kulow on trip

Tomis Roncho indoct. plan for cabinet - etc.
spend day on indoct. - w/ W.H. Staff Key people
priorities - staffing -
KL to handle press - have recs. for them.

~~Beach~~ Gen's House 5mi straight inland from beach

~~Res.~~ continual surface - no loaves

Meriveth Post estate - Natl Park Service
Sheil wants to give it to US as an official res.
Dealings excludes beach
next door to Bath Club.

~~re: Depense - who now?~~

~~Percy - handle Shriver for UN -~~

12/4

Bob Brown -

Civil Service Commission

file

Esa Paton
Sam Jackson
Sam Peice
Art Fletcher

Vivian Henderson (m) top intellectual - economics - Dem
Under Sec Commerce

Mal Humphrey
Mike Monroe

Sam Johnson of SC Johnson Co - about 40
uld be good at SBA.

12/3

File

~~call Brounneel at home~~

~~obj. was to his admirability -~~

~~get him Under Sec. to cover this.~~

C - Put Bob Anderson for a pt. ~~at 11:30~~ Mon AM
by Bill Martin tomorrow - RN call
see John McLoone next week W-Th-Fr -
he'll call C - don't call him.

~~if not Jackson for Def. - will go ahead w/ Repub.~~

Z Z re private meetings - don't get trapped
cover Dewey, Hayden, Kennedy,
-annce RN has talked w/ Warren

FL need 1st choice of businessman as alt. Sec Def
if Jackson doesn't work.
publy Packard -
for State: Dewey out -
he sugg. Brounneel
Rogers will be Under Sec.
only alt is Murphy for a yr - Rogers joined

12/3

File

① - Romney all set -

② make sure Cheffer knows Cig early advocate

③ - ck made on Skully -
further on labor side - degree in labor econ.
④ - on this -

task forces - chaired by Burns
use Burns McLoache and Gensp.
Cora + Stans

as screening group for input from t.f.s
then out to ea. cab. officer + budget dir.
Burns needs an exec. dir. -
Henry Jovinis

N meet w/ ^{chairs} ea. of task forces

task force dinner - Plaza - in Jan.
also have cabinet officers.

week long. after Xmas - work on Inaug.

Cabinet once a month

NSC weekly

Ultra
Sub Cab gyps in between

2

Fl. secr. for SBA - RV wants to see
Black is problem - Mexican letter

U. Secy of Labor - want a Dem.

Burns has talked to Cdis - They have hi opinion
on leave to Stanford -

12/3

(file)

- CBS plan for transition program.

- all VIP mail has to go to handler
even if routed thru staff people
shld go to handler for reply
have a little staff meeting

std procedure - only mail to R is w/ answer

if its personal - not govt - then R send in

C - see if Keppel could come at some time

~~Talk to Agnew -~~

~~made further check w. Washington~~

~~reading all excellent -~~

~~R & Hs shld explore~~

also M. input

Agnew need to settle Mayor of Washington

12/5

File

C - ~~see~~ McLone tonight - ~~High~~ Keyes

ck Finck re Moynihan appt.

12/6 - re. Palm Springs =

Chaffer - cut his time

Ells - taking too long for tin

have E

gradually have to see people can't argue
problem of Allott

have to work out soon at staff mtg
re all who see RV - + all mail
goes thru someone

Shriver alone w/ RV - at house - after Kissinger
Kissinger must not tell him who Sec State is.

NR chg w/ Eric Poole - shld hear Mon
Boe for OEP

(fel)

Wrong Channels input to Ed Nixon staff.

re: Apts to Julie supposed to catalogue by SS.

Now going straight to Apt. By a/c.

Package to Boss - Being shipped to
WH

If want to read back not RW but
straight to Brown.

Mail Dept. run by John Brown.

EN going on active duty to Navy.

Temp active duty for updating
knowledge per RW program. To Seattle.

Be in Washington 10th h

Back on 16th or 20th.

11/19/68

~~Hughes Aide -~~

Navy enlisted men called yeomen

~~Bull~~

Memento Project discussed on Friday

~~L. Donald~~

~~E. J. Saenz~~

~~Dick Allen - Get him to check & rate Allen's Johnson~~

~~Auth. to papers
Age & how regard.~~

~~Jack Bean - Auth to Czech.~~

~~" Put together list of top 10 career men in state dept explain on young men.~~

~~Ehr - ^{or Harlan} Trice re: had vote base we must have 5,000 invig. fix.~~

~~Agnew allocation separate~~

~~Phillips~~

~~Vote Analysis - if any out where?~~

Ehr - if possible Semy Kage a
week at one of the ball
done through Beebe.

~~Call
Fleming and
Set
Muranoto.~~

letter on Whittier St. Body Pres.
from Ehr.
Pull job out too.

~~Waldron - When Park pulled out
on Nat RN chr train.
Col. that ran at that time
implied leaving for other than
wiper section~~

Pat B. - Budan has Parkinson file.
- Xerox of all these cols.

~~Waldron~~ San Diego Union week before election.
Death notice of Parkinson wife.

file

Morning & Cleaners. 1st
Security for 12th floor.
from re. Scratch Book.

Problem - how to handle inputs & outputs
of the President.

Mail. - How to Turn people off.

h - Staff Meeting
Another Secretary

h - Only require

2 good secretaries compose letters & do
responses.

General job straight to Fleing.
only special respon.

Cole - System to check inputs & outputs
Now doing Staff.

Women do all letters.

Cole & Higley work

~~10:00~~ ~~Lehman.~~

~~Projects Kay Killgallon.~~

~~Pete Flanigan.~~

(Bell)

Brown
Cole Bell.

Detailed Brief of Civil Service Set Up.

Brown
Hoff.

How to Set up and Administer the Whitehouse.

Cole.

~~Secretarial Pool.~~

Wilkinson.

Youth Program.

~~Brown~~

~~Mail Problem.~~

Wilkinson.

Nixon Move.

Cole

How Whitehouse Operates.

Whelkapping

White house Speeches Bureau.

Bull

Travel & Phone Cards. When phone

Bull

Moving Expense.

Wilkinson.

White house Intern Program.

Brown

VIP mail for RN.

Aid o Secretary

Transition Material What should we be doing now.

~~Salary Expenses for Wash.~~

(job)

2:00 ~~12:00~~ Cole, Bull, Brun
Wilbur

9:00
next folky day.

Heldem Regente Hladam

May

June

July

October

September → Finance & Ed Poling
Board Mtg.

All Tapes back clean.
Chad file letter already gone.

Secure 12th floor.

← see Brown.

H - Cabinet Meeting ^{file}

- Blount - P.M.G.
- Hickie - Interior.
- Hardin - Agriculture
- Romney - HUD. Management ability to fuel.
Volunteer Mobilization.
- Volpe - Transportation
- Finch - H.E.W.
- Schultz - Labor
- Stans - Commerce.
- Daniel Kennedy - Treasurer -
International Monetary Policy.
- John Mitchell - Attorney General.
- Mel Laird - Defense
-

RN
12/11

File 1232

- Sandoval - SBA

- staff mtg -

re how to report thru right people
not direct to RN

Do take no initiative in field w/o clearing

1:00 BP Sef - write brief memo on how handle
tonite - brief on each one -

Rose - personal note Mike Dagan
warmest regards -
Can't see anyone - etc

✓ - first time a VP consulted & made recs.
re Cabinet

✓ - added Brownell to trip tonite
Brownell calling Lindsey, Dewey, Clay

^{10:30}
Dugas - DC Comm - coming up today

anne. Boc - Agnew here at same time

2

Moyas - et al concerned re
Shriver - hold wait til
Hampus Mark Felt are programmed

Order of intro -
Tricia comby -
any other besides 12 -

C-330 Shoreham - RN with
on D 321 office

- Hampton for W.H. staff

M - announce receipt. Major Washington

file

September 9, 1968

TO: Larry Higby
FROM: John Ehrlichman
CC: Ken Cole

We have the following additional passengers
for the September 11th tour:

~~Helene Drown~~
✓ Bill Gavin (R & W)
✓ Bebe Rebozo
✓ Senator Morton

MEMORANDUM

SEPTEMBER 5, 1968

TO: LARRY HIGBY
CC: KEN COLE

FROM: JOHN WHITAKER

*until further
Notice L.*

I am showing Helene Drown as a staff member -- aide to Mrs. Nixon --
from now on the tour.

A large, stylized handwritten signature in cursive script, likely belonging to John Whitaker, is written across the lower half of the page.

MEMORANDUM

file

TO: HENRY HYDE
KEN COLE

FROM: DWIGHT CHAPIN

Please make reservations for Manolo Sanchez to fly from New York to Santa Barbara on Friday, September 13th. Bill Codus or the Advance Man in Santa Barbara should be advised of Manolo's arrival time and arrange for him to be taken to the house RN will use. In addition, Manolo should be provided with an automobile for his use.

Please advise Chapin of Manolo's departure time as soon as it is determined.

Many thanks,

Love
not by
on Bebe by
me - sell mi
your Court.
C.

Minutes

1ST Meeting

Solarium

John Mitchell

John Haldeman

Bob Ellsworth

Neil Kinnick

Peter Flanagan

Les Herment 1534

Frank Stephens 48 1632

Mark Allen

Murray Stone

Ed Klein - Sect 12

Pat P. Pitt

Lab. Office

15th floor

John & Jean

Charles & Deborah

Bob Woods

Blanton

Holton

Callaway

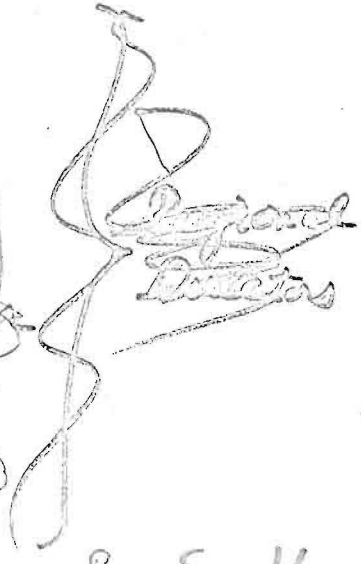
Root

min - Mac thege

Nickel

Johnson

min - LaRoc



?
+
~~Solarium~~
~~Langley~~
~~Central~~
~~City~~

R Sen. Hruska - will appear

R John O'Neil
R Sen. Hiram Ford - will appear at