

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>
9	12	10/13/1971	<input type="checkbox"/>	White House Staff	Memo	From Higby to Bachman asking for pipe cleaners. 1 pg.
9	12	10/13/1971	<input type="checkbox"/>	White House Staff	Memo	From Higby to Bachman RE: scheduling a dentist appointment and notification of absence on days when Bachman does not attend work. 1 pg.
9	12	10/7/1971	<input type="checkbox"/>	Personal	Memo	From Higby to Bachman RE: obtaining the soundtrack to "The Hired Hand." 1 pg.
9	12	9/29/1971	<input type="checkbox"/>	White House Staff	Memo	From Higby to Bachman RE: asking Bachman to remind him of various tasks at work. 1 pg.

<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>
9	12	10/12/1971	<input type="checkbox"/>	Domestic Policy	Memo	From Higby to "Follow-Up" RE: making sure Magruder assigns Strachan to the group that Magruder is forming, as well as Malek's "study of the Colson shot." 1 pg.
9	12	10/8/1971	<input type="checkbox"/>	Domestic Policy	Memo	From Higby to "Folllow-Up" reminding him to use Malek "to look into the celebrity situation." 1 pg.
9	12	10/7/1971	<input type="checkbox"/>	White House Staff	Memo	From Higby to "Follow-Up" RE: Berta's situation with the State Department. 1 pg.
9	12	10/5/1971	<input type="checkbox"/>	White House Staff	Memo	From Higby to "Follow-Up" RE: an upcoming "Tito Dinner." 1 pg.
9	12	10/27/1971	<input type="checkbox"/>	Personal	Letter	From Higby to Richard Henderson RE: tickets obtained for Haldeman to attend the Royal Lipizzan Show which need to be resold due to a scheduling update. 1 pg.

<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>
9	12	10/21/1971	<input type="checkbox"/>	Personal	Memo	From Higby to Haldeman RE: information for Haldeman's upcoming trip to Florida. 1 pg.
9	12	10/15/1971	<input type="checkbox"/>	Personal	Memo	From Higby to Haldeman RE: Berta's effort to obtain a visa. 2 pgs.

PPA
October 13, 1971 ✓

MEMORANDUM FOR: KATHY BACHMAN

FROM: L. HIGBY

Please get me some pipe cleaners.

LH:kb

October 13, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: KATHY BACHMAN
FROM: L. HIGBY

My next appointment at the dentist should be November 11
at 8:00 a.m.

Also, whenever you are planning on not coming in for the
day, please give me a call wather than Bruce Kehrlil and
Pat McKee.

Thank you.

LH:kb

October 7, 1971

MEMORANDUM FOR: KATHY
FROM: LARRY

Pat has been trying to find me the sound track album to the movie "The Hired Hand" or at least an album done by the group who provides the musical background in that movie. Maybe you know somewhere where it could be picked up, if Pat hasn't found it yet.

LH:kb

202
September 29, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: KATHY BACHMAN
FROM: L. HIGBY

Will you keep about a dozen shapened pencils on the mug on my desk?

Please follow-up in making sure that I bring in my Secret Service identification folder.

Make sure I get a copy of Jenifer's birth certificate and also a copy of my marriage liscense.

October 12, 1971

MEMORANDUM FOR: FOLLOW-UP
FROM: L. HIGBY

Follow-up with Jeb Magruder making sure we put Strachan on the strategy group that Magruder is forming.

Also, follow-up with Malek in making sure that he does a study of the Colson shot.

102
October 8, 1971

MEMORANDUM FOR:

FOLLOW-UP

FROM:

L. HIGBY

Follow-up on Malek. He is to look into the celebrity situation and try to find someone here.

LH:kb

October 7, 1971

MEMORANDUM FOR: FOLLOW-UP

FROM: L. HIGBY

Follow-up on Monday on Berta and her situation with the State Department.

LH:kb

October 5, 1971

MEMORANDUM FOR: FOLLOW-UP
FROM: L. HIGBY

Once we have determined that Mrs. Haldeman, Sr., is coming back here, we should make arrangements to make sure she is included in the Tito Dinner.

The Haldeman's would also go to this dinner, but will eat downstairs, unless it became obvious that there would be room at the table without creating a major stir.

Please keep this in mind.

LH:kb

082
October 27, 1971

Dear Mr. Henderson:

Attached are the five tickets that you so graciously arranged for Mr. Haldeman to purchase for the Royal Lipizzan Show on October 29.

Unfortunately the schedule has changed and he will have to accompany the President to Key Biscayne that weekend. Since the seats were so hard to obtain, would you please try to resell them to another interested party? Mr. Ballengee of your staff said that they probably could be resold.

Thank you again.

Sincerely,

Lawrence M. Higby
Administrative Assistant
to H. R. Haldeman

Mr. Richard Henderson
Manager
Washington Coliseum
3rd and M St., N. E.
Washington, D. C.

Attachments

October 21, 1971

MEMORANDUM FOR H. R. HALDEMAN

FROM : L. HIGBY

Some information on Florida that you might like to have and pass on to Mrs. Haldeman:

1. Foust reports that it has been raining quite a bit down there and that the weather is very muggy. He suggests that you take rain gear and very light clothing.

2. The plane will depart at 5:30 from Andrews AFB. The Tail No. is 815.

We have arranged for a car to be at your house at 4:15 to pick everyone up and transport them to Andrews.

3. Dinner will be served on board the plane.

4. Upon arrival cars will be waiting to take us to the hotel.

Reminder:

The concert on Saturday Evening is Black Tie.

LH:pm

October 15, 1971

MEMORANDUM FOR : MRS. H. R. HALDEMAN
FROM : L. HIGBY
SUBJECT : Berta's Immigrant Visa

I have listed below the instructions Berta must follow in order to obtain her visa.

1. Berta must fill out the attached application for a social security card. She should do this immediately.
2. She should complete Form DSL-869. To do this she must:

(a) Obtain her birth certificate

(b) Obtain a passport. She can do this by going to the Mexican Embassy here in Washington and talking with Mr. Rafael Reyes Spindola. He is located at the Mexican Embassy and his number is 234-6000, Ext. 36. I have talked to him and he is expecting Berta to come in to apply for a passport. He will be happy to help her with any other questions she has.

In addition to bringing her birth certificate, she should bring four pictures plus some other credential proving who she is.

(c) She needs to get police certificate from every place that she lived since she was 16. You will note the special instruction with regard to the California police certificate. In order to get a certificate from California she must go to the United States Immigration Service here in Washington and get finger printed. She should mail a copy of her finger prints plus \$3.10 as a money order payable to the California Dept. of Justice. This should be mailed to Chief, Criminal Identification and Investigation, P.O. Box 1859, Sacramento, California.

(d) The rest of the instructions on Form DSL-869 are fairly obvious. In addition, she should complete Form FS-497A and read all the material attached.

I'm sorry for the delay in this whole project. As soon as she has completed these materials and requirements, she should forward everything to me and I, in turn, will make sure that the State Dept. handles this in an expeditious manner.

LH:pm