

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	22	4/11/1972	<input type="checkbox"/>	Personal	Letter	From Higby to Mildred Layne RE: thanks for housing Mrs. Haldeman and her parents. Higby also requests that Layne make dinner reservations for the family. 1 pg.
9	22	4/11/1972	<input type="checkbox"/>	Personal	Letter	From Higby to the Los Angeles Country Club RE: Haldeman's belief that there is some mistake in the Club's records. 1 pg.
9	22	4/18/1972	<input type="checkbox"/>	Personal	Memo	From Higby to Magruder RE: a request for employment for Holley Holscher, a friend of the Higbys. 1 pg.
9	22		<input checked="" type="checkbox"/>	Personal	Other Document	Resume of Holly Hoelscher. 2 pgs.

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9	22	4/10/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Malek RE: fundraising executives of the Democratic National Committee. 1 pg.
9	22	4/26/1972	<input type="checkbox"/>	Personal	Memo	From Higby to McKee RE: getting Mrs. Haldeman and Dolores Higby to Key Biscayne. 1 pg.
9	22	4/13/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Carol Ann Renz RE: obtaining a book titled "The Election Game and How to Win It" for Haldeman. 1 pg.
9	22	4/5/1972	<input type="checkbox"/>	Personal	Memo	From Higby to General Albert Redman RE: the Haldemans' television set. 1 pg.
9	22	4/26/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: Haldeman's request for charts showing the results of the Democratic and Republican primaries. 1 pg.

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9	22	4/25/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: a review of the Celebrities Program. 1 pg.
9	22	4/17/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: a request for money to help Colson complete a project. 1 pg.
9	22	4/5/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: completing poll charts. 1 pg.
9	22	4/5/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: "the Symington situation" and Flanigan. 1 pg.
9	22	4/3/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: Haldeman's request for information on the Democratic primary in California. 1 pg.

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9	22	4/3/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: recommendations on how to relay important political information. 1 pg.

April 11, 1972

Dear Mrs. Layne:

This is just a note to thank you and Mr. Humelsine, once again, for your very kind hospitality. Mr. and Mrs. Haldeman and Mrs. Haldeman's parents, Mr. and Mrs. Joseph Horton, plan on arriving at Williamsburg sometime early Friday evening, May 5th.

If you could, they would like dinner reservations made for Christina Campbell's Tavern one night and the Kings Arms Tavern as the other. The dinner reservations should probably be for 6:30, but I will call you with exact times as we get closer to the date. In addition, Mr. Haldeman asked if it would be possible to make arrangements for breakfast at the Inn on both Saturday and Sunday.

Thank you once again for all your help.

Best wishes and hope to see you soon.

Sincerely,

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

Miss Mildred Layne
Colonial Williamsburg
Goodwin Building
Williamsburg, Virginia 23185

LH:kmt

April 11, 1972

Dear Sirs:

As Mr. Haldeman indicated to you in a note last week, "there must be some mistake".

Please look at your records and hopefully straighten this matter out.

Thank you.

Sincerely,

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

The Los Angeles Country Club
10101 Wilshire Boulevard
Los Angeles, California 90024

Enclosure

April 18, 1972

MEMORANDUM FOR: JEB MAGRUDER

FROM: L. HIGBY

Attached is a resume' of a girl, Mrs. Holley Holscher, who both Dolores and I have known for the last five years. As you can see, she has had some rather unique experience in the area of PR and particularly in the area of handling people. She would be sensational to do work for you, either at the Convention or the Nixonettes area if you can use someone in that area.

Will you please give this a look and give me a call if there might be something available. She is very interested in coming to work here.

Attachment

LH:kb

RESUME
OF
HOLLY HOELSCHER

3131 West Oak Ridge Road
Orlando, Florida 32809

PERSONAL

Birth Date: December 1, 1943
Height: 5'9"
Weight: 135 lbs.
Marital Status: Single

EDUCATION

High School diploma plus one year with an Education major at the University of Oregon, and two years of evening classes at Orange Coast College, Costa Mesa, California.

EMPLOYMENT

December 1966 - Present, Walt Disney World
Present Position: Assistant Supervisor of
Guest Relations

Present responsibilities include the direct supervision of 12 Hostesses and three Hostesses for Walt Disney World Information, arranging and scheduling tours for VIP guests and scheduling of other Guest Relations activities. The VIP Tour program hosts an average of 200 persons weekly.

For two years prior to the opening of Walt Disney World in October of 1971 I was Assistant Supervisor of Guest Relations at the Walt Disney World Preview Center, assisting in interviewing, hiring, scheduling and overall supervision of this facility which hosted over 1½ million guests. The staff consisted of 24 Hostesses and six Hosts. Additionally, I was responsible for the orientation of the several hundred employees transferred to Walt Disney World from California. Beginning in the summer of 1971, I participated in the selection, hiring, and training of the 140 Tour Guides required for the opening of Walt Disney World.

December 1966 - October 1969, Disneyland

From December 1966 to October 1969 I worked in all phases of the Guest Relations Department at Disneyland in Anaheim, California. This includes the Guided Tour Program, Tour Dispatching, VIP Hostessing, Supervision, as well as office and clerical responsibilities.

February 1965 - December 1966, American Airlines Stewardess

For 19 months I worked as a stewardess for American Airlines based in Nashville, Tenn. and Los Angeles, California.

April 1963 - February 1964, Disneyland

During this period I worked as a Tour Guide, VIP Hostess, and other general duties in the Guest Relations Department.

REFERENCES

John F. Curry, Director
Hotel Division
Walt Disney World
PO Box 401
Windermere, Florida 32786

Richard M. Quinn, Director
Marketing Division
Walt Disney World
PO Box 40
Lake Buena Vista, Florida 32830

Phil Smith, Legal Counsel
Walt Disney World
PO Box 40
Lake Buena Vista, Florida 32830

Judge William Dickson
Lake Front Road
Lake Oswego, Oregon

201
April 10, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. FRED MALEK

FROM: L. HIGBY

Whatever happened to the problem that was discovered over at the Patent Commission and Commerce regarding eligible fund raising executives of the Democratic National Committee?

I would think that we have a valid case here; we would want to be getting this out. What's the story?

LH:kmt

April 26, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: PAT MC KEE

FROM: L. HIGBY

As I indicated to you, please take care of all the details regarding getting Mrs. Haldeman and Dolores down to Key Biscayne. Mrs. Haldeman will be taking her daughter Ann and probably a friend of Ann's. Therefore, they will need four seats on the airplane. The airplane should depart here at 7:00 p.m. so the Haldemans need to be out there sufficiently ahead of time, avoiding traffic.

LH:kb

April 13, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: CAROL ANN RENZ
FROM: L. HIGBY

Please get for Mr. Haldeman the book by Neopolitan, "The Election Game and How to Win It."

Thank you.

LH:kmt

41
April 5, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GENERAL ALBERT REDMAN
FROM: L. HIGBY

When you go out to pick up Mr. Haldeman's television set, will you please make sure that you replace it with another one that can be used during the time that the one they normally have there is being fixed.

Also, apparently, the set is always being fixed by the Walker WHCA repairman and Bob asked that you consider getting some professional service or if you already have professional service, switch companies to see if they can't work on the set that is there now. All the other sets in the house work fairly well, but this one is continually having problems.

LH:kmt

451
April 26, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN
FROM: L. HIGBY

Bob asked for a weekly update on the Democratic and Republican Primaries Charts that you prepare. He apparently has lost the Republican one and would like the Democratic one updated. He says it is now four weeks old.

LH:kb

1521
April 25, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN
FROM: L. HIGBY

Let's do a review of the Celebrities Program this Friday.

LH:kb

121
April 17, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN
FROM: L. HIGBY

See me about \$20,000 you are going to have to come up with
for a special Colson project that is going to go shortly.

LH:kb

April 5, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

GORDON STRACHAN

FROM:

L. HIGBY

We obviously need to get the poll charts situation worked out. Will you please get into this and make sure we have it accomplished by the close business today, Wednesday, April 5. From now on, we will start doing this, and lets update on a monthly basis.

LH:kmt

281
April 5, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN
FROM: L. HIGBY

You were going to follow-up with Flanigan on the Symington situation, in particular. Bob just now received a call from the Vice President on this. Is there any way we can break it open?

Thank you.

LH:kmt

April 3, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

Bob indicated to me that you were going to get the names of the Democrats who will be on the Democratic ballot in the California primary to him. He hasn't received them yet, but asked that you get them to him as soon as possible.

LH:kmt

April 3, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN
FROM: L. HIGBY

I wonder if you wouldn't get better readership of what are some of your more important political documents if you would send them in, rather than attaching them as Tabs A through X, Y, Z, to the political matters memorandum. Simply do a one page summary on them and send them in one at a time, at least for the important things, such as perhaps, Dailey's Memo on the Analysis of Television Documentaries and Issue-oriented Special Programs.

LH:kmt