

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	24	5/16/1972	<input type="checkbox"/>	Personal	Letter	From Higby to Judy Myers RE: thanks for hosting a recent lobster feed. 1 pg.
9	24	5/8/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to McKee RE: whether Haldeman can or cannot obtain theater tickets on various days. 1 pg.
9	24	5/8/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to McKee RE: whether Haldeman can or cannot obtain theater tickets on various days. 1 pg.
9	24	5/1/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Clark MacGregor RE: compromising with supportive Democrats. 1 pg.

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9	24	5/16/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Parker RE: a question from Mitchell. 1 pg.
9	24	4/18/1972	<input type="checkbox"/>	White House Staff	Memo	Copy of a memo from Higby to Parker reading only "Please handle." However, notes written by multiple parties have been added to the previously-blank parts of the document. 1 pg.
9	24	3/27/1972	<input type="checkbox"/>	Personal	Letter	From Kenneth A. Roe to John Mitchell RE: personal happenings in Roe's life. 1 pg.
9	24	5/18/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby for "The Record" RE: hotel arrangements at Key Biscayne. 1 pg.
9	24	3/29/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: a summary of recent political events to be written for Haldeman. 1 pg.

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9	24	5/19/1972	<input type="checkbox"/>	Campaign	Memo	Copy of a memo from Higby to Strachan RE: a recent meeting between Haldeman and Parker. Handwritten notes on original added by unknown. 2 pgs.
9	24	5/19/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: Andre Letendre. 1 pg.
9	24	5/15/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: obtaining Chapin's State Sheets for RN's master schedule. 1 pg.
9	24	5/15/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: following up on celebrity support for RN and obtaining Haldeman's absentee ballot. 1 pg.
9	24	5/13/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: obtaining a contribution for RN's campaign from Mrs. Eugene Rietzke. 1 pg.

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9	24	5/11/2972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Strachan RE: creating Talking Papers for Haldeman to take to his meetings with Ehrlichman. 1 pg.
9	24	5/10/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: sending favorable polling data to RN and his family. 1 pg.
9	24	5/9/1972	<input type="checkbox"/>	Personal	Memo	From Higby to Strachan RE: obtaining a box at the John F. Kennedy Center for an auction. 1 pg.
9	24	5/2/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: a report on celebrity support for RN. 1 pg.
9	24	5/1/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: pressure on the Gallup organization from R.W. Apple and Tom Weicker and the White House's response. 1 pg.

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9	24	5/1/1972	<input type="checkbox"/>	Campaign	Memo	From Higby to Strachan RE: tracing support for Wallace. 1 pg.
9	24	5/19/1972	<input type="checkbox"/>	White House Staff	Memo	From Higby to Timmons RE: arrangements at the Key Biscayne Hotel. 1 pg.

May 16, 1972

Dear Judy:

Dolores and I want to thank you very much for the sensational job you did as hostess for our lobster feed last Sunday. I know that it is a lot of work for the individual who has it at her house and you and Geof both did a sensational job.

Thanks again.

Best wishes,

Sincerely,

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

Mrs. Geoffrey Myers  
5809 Namakagan Road  
Bethesda, Maryland 20016

LH:kmt

May 8, 1972

MEMORANDUM FOR :       PAT McKEE  
FROM :                   L. HIGBY

Make sure you check first thing in the morning as to whether or not Haldeman can get theater tickets for Wednesday (four tickets that is, for the box) or, if not for Wednesday, for Tuesday. At any rate, the theater tickets for Monday for Richard II need to be cancelled. Haldeman will not be able to go to the Monday night performance. There will be no Monday night meeting this week.

LH:pm

THE WHITE HOUSE

WASHINGTON

May 8, 1972

MEMORANDUM FOR : PAT McKEE

FROM : L. HIGBY *L*

Make sure you check first thing in the morning as to whether or not Haldeman can get theater tickets for Wednesday (four tickets that is, for the box) or, if not for Wednesday, for Tuesday. At any rate, the theater tickets for Monday for Richard II need to be cancelled. Haldeman will not be able to go to the Monday night performance. There will be no Monday night meeting this week.

225  
DETERMINED TO BE AN  
ADMINISTRATIVE MARKING  
E.O. 12065, Section 6-102  
By B. Joyce NARS, Date 3-26-82

May 1, 1972

CONFIDENTIAL/EYES ONLY

MEMORANDUM FOR: MR. CLARK MacGREGOR  
FROM: L. HIGBY

Bob asked me to pass on to you the fact that the word should be passed to the sixty-six Democrats, or at least the fifty-eight who voted with us in the Democratic caucus that the President will not take pictures with their challengers or do anything to promote the Republican who is opposing them in the Fall election.

LH:kb

May 16, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DAVID N. PARKER  
FROM: L. HIGBY

Mr. Mitchell has queried us again with regard to the attached. A copy of this was sent to your office with a request regarding the status -- would you please look into it.

Please let me know what's happened here by May 18, 1972.

Thank you.

LH:kmt

~~Check for leads of file~~

THE WHITE HOUSE  
WASHINGTON  
Date: 4/18/72 <sup>H7u</sup> <sup>4/23</sup> <sup>(4/27)</sup>

To: Dave Parker -  
From: L. Higby

Please handle -

L. Higby

D - CHECK AGAIN

~~ES~~

4/28 - Copy sent to Mary Rawline to see what she could find out.

5/8 - I can't find out anything about this because the letter makes no reference to what is being requested.

Do we have a copy of THE ATTACHMENT  
He describes in THE ATTACHED LETTER?

Let's TAKE A LEAD AT IT.

Bruce - The reason I can't find out anything on this is due to the fact I don't have the attachment (it was 40 pages and an oversight that a copy ~~wasn't~~ ~~was~~ we didn't notice that the letter had no reference to the attachment - most letters do).

KENNETH ANDREW ROE

March 27, 1972

Mr. John Mitchell  
The Watergate East  
Washington, D. C. 20037

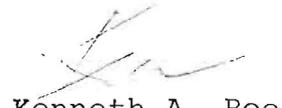
Dear John:

You, dad, and I have worked together on more than one occasion. I am sure you remember our early association started in connection with financing of the generating station in Memphis. All of us have appreciated the fine job you have done as Attorney General, and we like the perky spark your wife has provided the Administration's image.

I had hoped to hand this letter and its enclosures to you at the Women's National Republican Club Luncheon March 11th in New York, but the occasion did not present itself. (My wife Hazel, three of our sons, and I were there and enjoyed your speech.)

Hazel is busy, as usual, with the affairs of the Greenwich Republican Club; and I look forward to supporting your work on the local level this year.

With best regards,

  
Kenneth A. Roe

Enclosures

P.S. I am sure you will be sorry to know that dad passed away late last summer.

03C  
May 18, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: THE RECORD  
FROM: L. HIGBY  
SUBJECT: Key Biscayne at the Convention

Messrs. Haldeman and Higby should be in the front villa; the other villa we are not sure who will be using it. Gordon Strachan should be in the villa immediately behind the front villa. We should also have one secretary down there. There is a need for four or five bedrooms for the Haldeman's at a hotel in Miami Beach. We will also keep the chopper available to Key Biscayne. There should be no families at Key Biscayne. We should check to see if Mr. Chapin wants a villa down there to use as an advance ville. Also, Mr. Mulcahey should have a very nice waterfront villa should he want one. There should also be a villa for Rose and Marge and two villas in our back pockets to use for meeting places, etc.

LH:kmt

Eub

May 29, 1972

MEMORANDUM FOR : GORDON STRACHAN

FROM : L. HIGBY

You should plan on doing a political summary to bring Bob up to date on what's been happening politically during the past couple of weeks.

LH:pm

May 19, 1972

MEMORANDUM FOR:

~~SECRET~~  
~~NOFORN DISSEM~~

FROM:

LARRY HIGBY

SUBJECT:

Meeting with Dave Parker - FYI

In Bob's meeting with Dave Parker he also mentioned to him that he should work on the political master schedule. Dave said that this would be done before we go so we are in good shape there.

FYI  
This will include a post-Russia schedule, etc. We should plan on sending a courier to Iran or Kiev. Bruce should probably call me on this and see how things are stacking up as the week goes along.

FYI  
For the record, general plans call for moving out in the country during the week of June 12, ending up at California sometime around the end of June. Alternatives also should be considered for July and August, taking a hiatus in California during the Democratic Convention.

Other aspects of the Parker meeting have already been covered.

FYI  
When we get back on June 1, we need to be ready to go all out and all schedules should be set with the President and Vice President First Families. Post Convention timing with the campaign kick-off also needs to be considered. The Convention is over the 23rd. Labor

Day is September 4th and we need to take some public shots somewhere in there. The logistics of the campaign kick-off thing should be in today prior to our departure.

*High Party*

One other area that Parker was told to get into was the celebrities, and need to work the tie-in here. He was saying that we could put together a great package of celebrities for the over-50 crowd. Art Linkletter, John Wayne and a few other people who could go around to conventions as sort of a road show and give a brief speech on the President and various aspects of his policy, i. e. , Wayne talking about the international situation, Linkletter talking about the domestic situation. You know, each one of them performing a bit. This is an interesting concept that Parker should explore but you should do it in conjunction with him.

May 19, 1972

MEMORANDUM FOR:

GORDON STRACHAN

FROM:

LARRY HIGBY 

I have talked to Magruder but have been totally unsuccessful in getting back to him regarding the Andre Letendre situation.

Will you please talk to Jeb? He is to be transferred on the Committee payroll since he will be doing all political work. Bruce says this is already under way but I would appreciate your checking out the situation.

May 15, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:                   GORDON STRACHAN  
FROM:                                L. HIGBY

Will you please get together the State Sheets that Dwight Chapin was supposed to be putting together in conjunction with Teeter, et al. This is a result of the original request for a master scheduling strategy for the President between now and the election, based on the polling data, etc. Chapin has been meeting with Teeter and Magruder, as I understand it, for the purpose of finishing this situation up. Dave Parker was going to be in touch with you on it, but lets get the thing drawn together and closed prior to the time we go to Russia.

Please submit your report on this project by Friday, May 19th.

LH:kmt

May 15, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:           GORDON STRACHAN  
FROM:                       L. HIGBY

Make sure that you follow-up on getting Mr. Haldeman's absentee ballot situation squared away. Also, will you please find out for Mr. Haldeman whether or not George Peppard is on our celebrities team. He is an actor. Also, make sure that Sue Carroll, Alan Ladd's wife, is signed up on our celebrities team.

Thank you.

LH:kmt

May 13, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN  
FROM: L. HIGBY

Please have Hugh Sloan contact directly Mrs. Eugene Rietzke, 7301 Georgetown Pike, McLean, Virginia 22101. Her number is EL 6-3808. She wants to contribute to the President and be thanked. She'll probably contribute about \$1,000.

This is a woman who is continually going around saying she is a big booster, when in fact, she is not. However, due to the fact that she is so public, and talks so much, it would be far easier for you to simply make an appointment, go over, see her, get the contribution, and thank her in person for doing it. Bob wants this handled this way, with Sloan seeing her directly. No middleman or anything else. Will you please make sure Hugh understands this is the way this should be done, and let me know when it has been completed.

Thank you.

LH:kb

May 11, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

Now that Haldeman is locked into the Ehrlichman Monday/Thursday political meetings, we should make sure there is a Talking Paper prepared for him for each one of these meetings that raises, or gives him the opportunity to raise those subjects regarding the Campaign operation that need to be settled.

Will you please take this on as an assignment. Make sure that we have the Talking Paper by Wednesday at noon to review and that he has it in his Wednesday evening material each time.

Also, Magruder was supposed to be sending over to me a letter or memorandum of understanding on how the surrogate program was to work. Would you please make sure we get this from Magruder before the week is out.

Thank you.

LH:kb

May 10, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

As part of our operation, we should make sure that we always send the favorable poll information to the First Family. Will you please make sure this is done?

Thank you.

LH:kb

May 9, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

Will you please get a box at the John F. Kennedy Center sometime after May 20th for a Sunday matinee, maybe May 28th. There is another auction we have to give tickets to. Do it for the least desirable performance during that period. Let Jo know, or have Pat let Jo know what the plan is on this once we have the tickets.

LH:kb

May 2, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

You indicated to me that we were going to have a celebrities report or that you were going to put together your notes on the celebrities meeting -- whatever happened here?

LH:kb

382  
May 1, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN

FROM: L. HIGBY

The fact that you reported that Gallup has been under extreme pressure not to conduct its Chappaquiddick anniversary poll this year and that R. W. Apple and Tom Weicker have been pushing this, should cause us to do something to hit them. Perhaps the best way to handle this would be some anonymous letters to Apple and Weicker with copies to the editors of the TIMES. It might be good for them to know that others are aware of their activities and also, of course, we can play on the angle here of biased journalism, etc., by this and the public's right to know all.

LH:kb

May 1, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: GORDON STRACHAN  
FROM: L. HIGBY  
SUBJECT: Wallace Vote

Bob asked that you put together a summary of the Wallace vote situation on a state by state basis so we can trace at what point in time Wallace loses the option of running as a third party candidate on the ballot in each state. He would like you to update this on the same basis you update the Democratic and Republican primary sheets.

Obviously, in many states the decision will be being contested in the courts. Those states should indicate the date that the state actually closes out and whether or not the opportunity is being contested.

LH:kb

EPG  
May 19, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BILL TIMMONS

FROM: L. HIGBY

I have talked to Chuck Bremicker at the Key Biscayne Hotel concerning the arrangements to be made with regard to the Key Biscayne Hotel and the Presidential Party.

What I have made arrangements for is the rental of twelve, three bedroom villas, plus ten rooms, plus two one-bedroom villas. This would seem to satisfy our requirements right now, since almost everyone will be in Miami Beach. As things get specific, I'll be back in touch with you.

I have told Bremicker he can go ahead and sell the rest of the hotel to the press or anyone else for that matter, and Haldeman is aware of this.

LH:kb