<table>
<thead>
<tr>
<th>Box Number</th>
<th>Folder Number</th>
<th>Document Date</th>
<th>Document Type</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>11</td>
<td>12/19/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Peter Flanigan. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/19/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Pat Buchanan. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/19/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Jim Keogh. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/19/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Peter Flanigan. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/19/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to John Whitaker. 1 pg.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/18/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to John Ehrlichman. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/18/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Henry Looms. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/18/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Peter Flanigan. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/18/1968</td>
<td>Memo</td>
<td>Memo from Larry Higby to Bob Haldeman. RE: Staff Vacations. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/17/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Don Hughes. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/17/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Henry Kissenger and Bill Rogers. 4 pgs including attachment.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Jay Wilkinson. RE: Nixon Artifacts. 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from H.R. Haldeman to Dr. H. Kissenger. 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Pat Dugan. 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Pat Dugan and Bill Middendorf. RE: R. Ziegler. 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from Larry Higby to Bob Haldeman. RE: Top Pay of Super High Level Secretaries in Senate and Congress. 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Jay Wilkinson. RE: Nixon Artifacts. 1 pg.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Higby. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Dwight Chapin. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Robert Finch. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Bryce Hollow, Robert Ellsworth, etc. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>11</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Bob Haldeman to Pete Flanigan. 1 pg.</td>
</tr>
</tbody>
</table>
For Dec 19 Staffing

- Halderman
- Halvor
- Ehrichman
- Kesia
- Magrath phone
- Ellsworth phone
- Keogh
- Klein
- Whitaker phone
- Brown phone
- Ziega
- Chapin
- Mander Reunio
- Cole
- Hijy
- Wilkinson
- Brown
- Bell
- Timmons
- (Halvor, senator)

BELLEW, KENNETH
203/768-0380
Wm. 303-783-7411
Marj Brown
MEMORANDUM

December 19, 1968

TO: PETER FLANIGAN
FROM: BOB HALDEMAN

RN suggested that a good spot for Governor Babcock might be the post of Federal Highway Administrator in the Department of Transportation.

He feels that we should wait a bit on settling anything for Chaffe but that we should try to line up something for Babcock.

HRH
MEMORANDUM

December 19, 1968

TO:        PAT BUCHANAN
FROM:      BOB HALDEMAN

RN said to tell you that the speech suggestions for the law firm dinner were excellent as were your thoughts for the Cardinal McIntyre dinner in Los Angeles.

In both cases they were exactly the kind of thing he wants, and he said to tell you you did a great job.

HRH

Copy to:
Jim Keogh
MEMORANDUM

December 19, 1968

TO: JIM KEOGH
FROM: BOB HALDEMAN

As was the case during the campaign, RN wants you to continue to emphasize the importance of anecdotes, historical references, etc., to be worked in to material that has developed for him for speeches. He wants you to keep riding on everybody on this subject whenever they are doing his material.

HRH
December 19, 1968

TO: PETER FLANIGAN
FROM: BOB HALDEMAN

RN is very much interested in the possibility of using John Hanna, President of Michigan State, in a key post in the Administration.

Apparently Hanna is retiring and RN is extremely impressed with him and thinks he would be very valuable. He had in mind the possibility of Under Secretary at State or H.E.W.

Hanna apparently is particularly interested in A.I.D. and this also would be a consideration.

I think this one should be given a high priority.

HRH
MEMORANDUM

December 19, 1968

TO: JOHN WHITAKER  
FROM: BOB HALDEMAN

One area of responsibility that you should plan to take on is that of setting up and operating a system for assigning Cabinet and sub-Cabinet members to very important speaking engagements which the President is unable to accept.

You and Chapin should work out a routine whereby he automatically refers to you those invitations that are turned down by RN but that should be considered for a Cabinet replacement speaker.

HRH

Copy to: Dwight Chapin
December 18, 1968

TO: JOHN EHRlichMAN
FROM: BOB HALDEMAN

Can you have a very quick check made on Wiley Buchanan's record on a completely confidential basis.

As you probably know, it has been my understanding from Jim Golden that there is a specific problem here. You might want to check Golden on this and see if it has been verified and whether there really is something.
MEMORANDUM

December 18, 1968

TO: HENRY LOOMIS
FROM: BOB HALDEMAN

Some of the Task Force reports are starting to come in, many of them addressed to Mr. Nixon from the Chairman of the Task Force.

In order to be sure these are handled properly, I would suggest that all Task Force reports should go directly to you or Paul McCracken for final review and for programming with Ehrlichman regarding the presentation of the final report to the President-elect.

HRH

Copy to:
John Ehrlichman
December 18, 1968

TO: PETER FLANIGAN
FROM: BOB HALDEMAN

RN is interested in appointing Huntington Hartford to an appropriate commission on the arts. He does not want to appoint him to Roger Stevens' post as Chairman of the National Foundation on the Arts and the Humanities.

Could someone in your search apparatus give us a list of the various commissions and advisory councils on the arts which might be appropriate for a Hartford appointment and also the availability of a vacancy thereon.

HRH
MEMORANDUM

December 18, 1968

TO: BOB BROWN
FROM: BOB HALDEMAN

Thank you for your memorandum regarding Sam Johnson. We will, of course, put him on the list for consideration.

HRH
MEMORANDUM

TO: Bob Haldeman
FROM: Bob Brown

December 17, 1968

RE: Potential appointment of Samuel C. Johnson,
Chairman and President - Johnson Wax, to a
study group or task force

Sam Johnson is deeply interested in getting involved with the
incoming administration. He has told me that he could not
serve on a full time basis before October 1969. However, he
would like to serve on a study group or task force involving
urban affairs, international relations or student unrest. He
was a significant contributor to the Nixon campaign.

cc J. Erlichman
December 18, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: STAFF VACATIONS

The following are proposed vacations for your staff in light of your memo. Ken Cole or myself will act as duty officer for you during the entire vacation period, and our location will be known to the signal board at all times.

COLE
Duty Officer: 22nd - 25th
In and out of office throughout vacation.

HIGBY
Duty officer: 26th - 2nd
Skiing 21st through 25th; in and out of office after that.

BULL
In and out of office throughout vacation

WILKINSON
Out of office for entire vacation.

BROWN
Gone 24th, 25th, 26th.

STEPHENS
Gone 22nd-25th; 30th-2nd (returning from Providence on the 2nd)

J. CARROLL
Gone 21st through 1st.

M. MARRONE
Gone 21st through 29th.
MEMORANDUM

December 17, 1968

TO: DON HUGHES
FROM: BOB HALDEMAN

After his meeting with the President last night, RN concluded that a Jet Star should be permanently assigned to Vice President Agnew, that it should permanently carry the Vice President's seal, and be known to the world as his airplane.

Per the President-Elect's request I have so notified Governor Agnew and I assume you will do the necessary to bring this about.

HRH
MEMORANDUM

December 17, 1968

TO:    HENRY KISSINGER
       BILL ROGERS

FROM:  BOB HALDEMAN

RN asked Pat Buchanan to check out a Foreign Service Officer by the name of Bob Blake in whom RN had some interest.

Buchanan's rough report is attached and I am sending it to you since RN may want further consideration of this man for a particular post, either in State or the National Security staff.

HRH

Encl:
Buchanan's memo of Dec 10, 1968
MEMO TO HAIDEMAN

From Buchanan

December 10, 1968

(FOREIGN SERVICE OFFICER FROM WHITTIER)

Got that report on Bob Blake. Had Kent Crane check with a wide range of sources within State and Blake comes off quite well. "Smelling like a rose."

He has an excellent reputation, for being aggressive and fast-moving. Very effective both with foreigners and with others in the service. Considered tough by some of the professionals.

He is divorced, and remarried to some girl who is quite close to the Kennedy women. He also has social connections with the Kennedys.

He was handpicked by Shriver, after his Congo tour, to be DCM at Paris, which is quite a job. This would confirm the reports about connections with the Kennedys.

His previous record is good at State, and good experience including a stint at Moscow.

(Anyhow, relay to RN that this report seems to challenge our earlier readings about Blake being a "lightweight." I know RN liked the guy, and he will be interested to know his peers think of him, at least some of them, first-rate.)

Buchanan
Dear Bob,

I would like to say initially what a pleasure it was to meet you at last and how much I appreciate your taking the time from your crush of appointments to chat with me.

Pursuant to our meeting, I thought at some length about what data would be of the most value to you..... the results are enclosed. I trust it will be of assistance.

After you have perused the enclosures, I hope you will appreciate their sensitivity. In most cases there were few if any copies made and I am the only one who could be responsible. I would, therefore, be most grateful if you would take appropriate protective steps and destroy the documents when you have finished with them.

Again, I would like to say that I am at your disposal here in Washington pending your arrival. In any event, I look forward to serving in the new administration and seeing you again in the near future.

Best personal regards,

Hudson B. Drake
MEMORANDUM

December 17, 1968

TO: PAT DUGAN
cc: BILL MIDDENDORF
FROM: BOB HALDEMAN
RE: R. ZIEGLER: Authorisation to Approve Expenditures

This is to confirm that Ronald Ziegler is now Head of his Department, and has been authorised to sign all expenditures incurred by his department.

Copy to:
Ron Ziegler
MEMORANDUM

December 17, 1968

TO: JAY WILKINSON

FROM: BOB HALDEMAN

RE: NIXON ARTIFACTS

I have been informed by John Ehrlichman that Don Nixon's wife has a lot of Nixon artifacts that you may wish to include in your movement of Nixon mementoes to Washington.

Suggest you check this out, if appropriate.
MEMORANDUM

TO: Dr. H. Kissinger
FROM: H. R. Haldeman  December 17, 1968

I enclose letter from M. R. Bolin, together with a copy of his paper "The Obsolescence of War".

Unfortunately there is no address, but it occurs to me that perhaps you may have heard of him and will be able to get in touch with him should you be interested.

ERH/ac
encl.
MEMORANDUM

CONFIDENTIAL

December 17, 1968

TO: PAT DUGAN

FROM: BOB HALDEMAN

This is to confirm that Dr. Kissinger is to go on the pay
roll at $41,400 (plus hotel expenses) effective December 2.

Jim Keogh is to go on the pay roll at $28,000 effective
December 1.

HRH
MEMORANDUM

December 17, 1968

TO: PAT DUGAN
cc: BILL MIDDENDORF
FROM: BOB HALDEMAN
RE: R. ZIEGLER: Authorisation to Approve Expenditures

This is to confirm that Ronald Ziegler is now Head of his Department, and has been authorised to sign all expenditures incurred by his department.
MEMORANDUM

December 17, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: TOP PAY OF SUPER HIGH-LEVEL SECRETARIES IN SENATE AND CONGRESS

Talked to Bill Timmons. He says top pay in Congress is $12,000; top pay anyone can receive in a Congressional office is $23,500, and only one person can be at this level.

Talked to Bill Stover re Senate. Two women in Senate currently are making $27,000; normal high for top executive secretary is between $13,000 and $15,000. Breakdown on Senate office is as follows:

- $27,064 - Only one allowed at this level.
- 25,870 - Two allowed at this level.
- 24,676 - Only one allowed at this level.
- 20,099 - Only one allowed at this level.
- 19,701 - Top allowed for all others.
MEMORANDUM

December 17, 1968

TO: JAY WILKINSON
FROM: BOB HALDEMAN
RE: NIXON ARTIFACTS

I have been informed by John Ehrlichman that Don Nixon's wife has a lot of Nixon artifacts that you may wish to include in your movement of Nixon mementoes to Washington.

Suggest you check this out, if appropriate.
MEMORANDUM

December 16, 1968

TO: HIGBY
FROM: BOB HALDEMAN

As a follow-up please be sure to get the final election returns state by state, the actual certified results typed up in neat form quickly showing both the total popular vote and the percentage.
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 _____3____ ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.
MEMORANDUM

December 16, 1968

TO: DWIGHT CHAPIN

FROM: BOB HALDEMAN

RN has committed to Harlow that he will be a secret surprise guest at Senator Dirksen's birthday party at the Dirksen home in Virginia on the evening of January 4th.

RN has talked with Finch and perhaps others about setting up a big birthday party on January 9th for him in New York.

He has also discussed with Finch and perhaps others, having a dinner for the New York financial community to present Secretary-designate Kennedy.

You should be aware of all of these to work in to future schedule plans.
MEMORANDUM

December 16, 1968

TO: ROBERT FINCH
FROM: BOB HALDEMAN

As you may know, Jay Wilkinson is working with us in the general area of youth programs and follow-up on some of RN's campaign commitments in this regard. He has also been checking out the White House Fellows' program and taking on other general assignments.

With the possibility of his father coming into the White House, it now becomes necessary for Jay to be transferred to another agency, and it occurs to me that he might be an ideal man for a staff assistant to you or as a director or coordinator of youth projects with H.E.W. If you don't already know him, I suggest you talk with Jay at your earliest opportunity and hopefully we should work out a plan for reassigning him to H.E.W. right away.
MEMORANDUM

December 16, 1968

TO: BRYCE HARLOW
    ROBERT ELLSWORTH
    JOHN EHRLICHMAN
    HERB KLEIN

    JIM KEOGH
    HENRY KISSINGER
    PAT MOYNIHAN
    DWIGHT CHAPIN
    RON ZIEGLER

FROM: BOB HALDEMAN

For planning purposes, may I please have by first thing Wednesday morning a run down from you on the composition of your present staff by name, title, assignment, present salary, and recommended salary when we move to the White House.

Will you then also please list any planned staff additions that you intend to make prior to January 20th. And third, your estimation as to future staff needs after January 20th based on your best estimate at the present time.

In the two additional sections mentioned above, please also indicate title, assignment, and proposed salary.

As you know, it is going to be necessary to put a number of the staff people on agency or department pay roll and have them detailed to the White House, and we need to get this process under way so that it will become immediately operational on the 20th.

Please don't make any staff or salary commitments until we have had a chance to review the above material.
MEMORANDUM

December 16, 1968

TO: PETE FLANIGAN
FROM: BOB HALDEMAN

A reminder that RN is still looking for an evaluation report on the telephone campaign effort.