

Richard Nixon Presidential Library
White House Special Files Collection
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32	20	11/26/1968	Memo	HRH telephone messages 11/26. 2 pgs.
32	20	11/26/1968	Memo	HRH telephone calls 11/26. 3 pgs.
32	20	12/10/1968	Memo	HRH telephone calls 12/10. 1 pg.
32	20	11/15/1968	Memo	Items due Los Angeles office. 3 pgs.
32	20	01/13/1969	Memo	Memo from Bob Haldeman to Jay Wilkinson. 1 pg.
32	20	01/09/1969	Memo	Memo to Bob Haldeman from Larry Higby. RE: Misc. Details concerned with the move. 1 pg.

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32	20	01/10/1969	Memo	Memo from Bob Haldeman to Harry Fleming. 1 pg.
32	20	01/10/1969	Letter	Letter from Lawrence Higby to Charles Rotchford. 1 pg.
32	20	01/10/1969	Letter	Letter from Lawrence Higby to William Hopkins. 1 pg.
32	20	01/10/1969	Memo	Memo from Larry Higby to H.R. Haldeman. RE: Allen Warner. 1 pg.
32	20	01/10/1969	Memo	Memo from Larry Higby to Jay Wilkinson. RE: Movement of Haldeman's New York office goods. 1 pg.
32	20	01/10/1969	Memo	Memo from Larry Higby to Chuck Stewart. RE: Inaugural address. 1 pg.
32	20	n.d.	Memo	To Ken Cole. White House Staff List. 1 pg.

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32	20	01/07/1969	Memo	Memo from Larry Higby to David Kinley. 5 pgs.
32	20	12/18/1968	Memo	Memo from Larry Eagleburger to Larry Higby. Subject: Possible letter writers. 1 pg.

p. m. ED NIXON requests apointment
re himself and his department

_____ DICK HOWARD -- HRH has phone call pending

HRH TELEPHONE CALLS - TUESDAY, NOVEMBER 26th - Afternoon

- a. m. Chapin talked to LH
Does Ellsworth still need to see RN?
- 12:45 p. m. MR. WRIGHT OF CHICAGO called again.
Did not want to leave word because he is moving about.
- 12:50 p. m. ~~HENRY HILBERT~~ ^{HUBBARD} of NEWSWEEK HA 1-1234, x. 252
leave message with Linda McGrew
RE request for 1/2 hour appointment with HRH
today or tomorrow
- 1:00 p. m. JACQUES ELLIOTT
Chairman of the Board, Ogilvie & Mather
RE request for appointment with RN for ex-Gov. Maas
of Puerto Rico
Referred to Chapin by JC
- 1:55 p. m. MR. POLGAR for DR. ROBERT PRITCHARD
a Negro pianist and director of the Pan American Assoc.
headquartered in D. C.
RE: appointment with HRH
Mr. Polgar can be reached in NYC 427-8137
~~LH talked to him~~ WILL CALL
- 2:30 p. m. RON ZIEGLER HRH talked to him
- 2:30 p. m. JOHN EHRLICHMAN Signal 484
Please call
- 2:50 p. m. DR. HENRY KISSINGER's Secretary called
Will arrive at LaGuardia at 9:26 a. m. Wed., Nov. 27th, NE. 505
Will expect driver at N. E. ticket counter unless he hears
to the contrary.
He will make his own arrangements for returning.
(have notified American to cancel)

HRH TELEPHONE MESSAGES

TUESDAY, NOVEMBER 26, 1968

RE MONDAY'S CALLS

MURRAY CHOTINER: Handled by LH as follows:

- 1) All recommendations re Inaugural Parade to be forwarded unanswered to Bob McCune
- 2) Re requests from Government Agencies. Told he should develop a form letter to answer all requests stating that no one has as yet been designated to deal with that particular agency, but when someone has been designated the correspondence will be forwarded to that person for action.

DICK ALLEN

Re Ray King (see Tuesday)

BOB SMITH Detroit 313/962-8900

Wanted to arrange appointment for a Peter Spender
Referred to JE by LH

PETER FLANIGAN

PF phoned Chapin re RN appointment, subject: PF
Chapin requests guidance

FRANK LINDSAY--- ITEK (2:30 p. m. appointment)

Bringing with him PHILIP ARRIDA and MR. MAY
(Will be at Union League Club for lunch)

9:30 a. m. MR. SEYMOUR MU 6-7000

Personal call--to talk to HRH only

12:20 p. m. Second call, talked to LH. Result to be learned.

9:55 a. m. MR. deGRAFF D. C. 202/347-9437

Following up on letter written at suggestion of Don Brewer
and Charlie McWhorter. In Science Engineering business.
RE: Military R&D
Referred to Martin Anderson per LH

10:00 a. m. MR WRIGHT from CHICAGO

Will call back after lunch. Did not wish to leave word, or
talk to LH

HRH Telephone Messages -- Tuesday, November 26th -- Page 2

10:30 a. m. : MR. BARTLETT JWT in D. C. (op. 16) Bus. : 202/296-6450
 Personal call Res. : 703/OL 6-0814
 At home after 7:00 p. m.

10:30 a. m. : (approx.) DICK ALLEN called again
 RE John King affair, request 58 secs. with HRH
 message from LH

12:00 noon: MR. KLEIN
 GSA Regional Administrator
 RE Payroll
 LH talked to him, result not known.

12:00 noon: JOHN EHRLICHMAN
 LH talked to him, result not known.

12:25 p. m. : LEWIS BANKS of Fortune Magazine 556-3675
 Personal call for HRH

HRH TELEPHONE CALLS -- TUES., DEC. 10, 1968 -- late afternoon -2-

4:55 p.m. LEN GARMENT'S SECRETARY

Len will try to be here for the 1:00 p.m. meeting
tomorrow.



J. WALTER THOMPSON COMPANY
 6505 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90048

November 15, 1968

10-AR-18

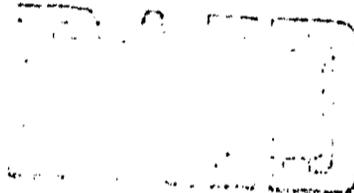
11-19-68 17.85

ITEM DUE LOS ANGELES OFFICE

Check #C-6852 - ECONOMY OFFICE SUPPLY CO.

Larry Higby - Deluxe Pentel Pens	\$ 12.72
H. Levenhagen - Recordplate Forms	<u>.85</u>
	13.57

cc: J. McElveen



Higby - May 11-19-68

JWT

1-6-69

JWT

MPSON COMPANY
LOS ANGELES, CALIFORNIA 90048

array -
Acctg. says the
12 ⁷² is still
owing

er 15, 1968

AR-18

11-19-68 19.85

m.

Y OFFICE SUPPLY CO.

figby - Deluxe Pentel Pens \$ 12.72

anhagen - Recordplate Forms .85

13.57

MARGE FULTON

figby - array

CUSTOMER'S RECORD COPY OF PERSONAL MONEY ORDER DRAWN ON
FIRST NATIONAL CITY BANK
NEW YORK

1-8 MO
210
0224399

PAYEE

NEGOTIABLE January 14, 1969
Economic Office Supply Co.

12 AND 7 P CT

**SAVE
THIS
RECORD**

The Remitter should sign, in ink, his or her name and address on the Money Order after filling in a date and the name of the payee. Purchaser agrees that no request for refund or to stop payment or otherwise will be made to this Bank with respect to the said Money Order unless this customer's RECORD is submitted therewith.

3-9-68
2-4-68
450 Park Ave, N.Y., N.Y.
PLEASE COMPLETE AND SIGN FNCB MONEY ORDER PROMPTLY

MEMORANDUM

January 13, 1969

TO: JAY WILKINSON

FROM: BOB HALDEMAN

I would like you to be in charge of the Richard Nixon Irish Setter birthday present. Attached is a telegram from one possible source. I understand there have been others. Please check around and find out what offers have been made, and do a little quick investigation as to which might be the best source and give me a recommendation.

We would like to get the dog for RN as soon as possible and it should be at least six months, preferably about nine months, properly house trained, and other basic training. He does not want a hunter. He wants a dog that will be a companion dog so it should not have been trained to hunt. Please follow up on this as quickly as you can. If you have any questions, let me know.

HRH

cc:

Larry Higby ←

MEMORANDUM

File

TO: Bob Haldeman January 9, 1969
FROM: Larry Higby
RE: Miscellaneous details concerned with the move.

Below are several small items that I discussed with various people in Washington that we should probably give some consideration to before moving.

1) TV sets

As you are aware, there are now more than 100 color TV sets in various offices. These will be removed the week-end of the 20th. However, there is probably some valid need for certain people to have TV's. If you concur, I'll draw up a preliminary list and we can move forward.

2) Bill Hopkins requested that you secure a good signature of RNs for use on White House correspondence. As soon as this signature is obtained, I suggest we forward it to John Brown and let him work out appropriate details.

3) You are to discuss with the President-elect who he wishes to designate as Presidential appointments and we are to forward that list with names and states as they wish to appear on their commissions to Bill Hopkins.

4) I'll coordinate the gathering of all personnel material per Hopkin's request and forward same to him so that appropriate arrangements for payroll can be made. Memo regarding this has gone out to all heads of areas.

5) Do you want the set of TV sets removed from RNs bedroom?

6) I assume you'll want distaphones installed in your office and two locations in the Oval Office, in the small office and by RN's bed in the mansion. If so, I'll inform GSA.

7) Regarding possible space for Agnew in the EOB, I suggest I contact Stan Blair, advise him of our plans, and ask him what arrangements he would like to make for the Governor, if any, in the EOB office. Along with that I believe he should be advised of the situation existing in terms of moving on the 20th, in case he wants to make any arrangements for appropriate desk space in the Governor's office in the White House.

8) Many of the BOB offices located on the first floor of the Executive Office Building will be moved. You should talk to Mayo about our plans concerning the first floor, and advise him of the fact that we will be moving several offices. We now have GSA finding alternate space for these offices, and will advise Mayo of where these locations are.

LH/mc

MEMORANDUM

TO: Harry Fleming

FROM: Larry Higby

January 10, 1969

GSA has requested that we inform them of what of our office space in FOB #7 will be vacated. Several of the people in offices we have there will be sent down to the Executive Office Building so space will be available.

Could you please forward this information to me so I can appropriate arrangements with GSA?

LH/mc

January 10, 1969

Mr. Charles Rotchford
Government Service Administration
The White House
Washington, D.C.

Dear Charles:

Thank you for all your help while we were in Washington. You made my job a hundred-times easier. I look forward to working with you during the coming years.

Sincerely,

Lawrence Higby

LH/mc

January 10, 1969

Mr. William Hopkins
Personnel
The White House
Washington, D.C.

Dear Bill:

Thank you for all your help while we were in
Washington. You made my job a hundred times easier.
I look forward to working with you during the coming
years.

Sincerely,

Lawrence Higby

LH/mc

MEMORANDUM

TO: H. R. Haldeman

FROM: Larry Higby

RE: Allen Warner

January 10, 1969

Allen Warner worked with the New Yorkers for Nixon group during the last campaign. He worked as a volunteer. His title was Assistant Director of Special Events.

In speaking with the Director of Special Events I learned the following. He is a very hard worker; there every night and every week-end. He is between 26 and 28 years old. Works very well with other people. The Director said further that he couldn't say enough nice things about Allen and thought he should be considered for a position. He would do an excellent job.

He said he believed Allen was interested in the area of transportation administration and would like to work with Volpe. Apparently he has already sent a resume to Volpe, but has received no response.

In speaking with Rita Hauser who coordinated the New Yorkers for Nixon, she mentioned the fact that the Special Events area was one of the stronger areas of her organization.

Recommendation: I suggest I contact Allen Warner and secure from him more detail on his intentions and interest and if it is transportation forward a resume on him together with an appropriate covering letter from you to Volpe for consideration.

LH/mc

MEMORANDUM

TO: Jay Wilkinson

January 10, 1969

FROM: Larry Higby

RE: Movement of Haldeman's New York office goods

As we discussed the other day, Haldeman maintains an office at his residence at the Wyndham Hotel. Would you please provide him with four or five moving boxes the first part of next week so that he can pack up that office material. On the 18th when you have the GSA truck load up here have them swing by the Wyndham Hotel and pick up whatever materials he has there and transport them on down with the rest of that gear to the White House.

Thank you for your cooperation.

LH/mc

MEMORANDUM

TO: Chuck Stuart

FROM: Larry Higby

RE: Inaugural Activities

January 10, 1969

Haldeman requests that you provide Jay Wilkinson and his wife with complimentary tickets to the Inaugural Ball. Apparently because of Jay's position during the campaign. This is not standard practice but he sweated longer than most of us and will be with us during the next eight years. It only seems appropriate.

Also, per our discussion of the other day will you please phone McCune's aide and place me on the staff list at the Hilton during the inaugural period. I can assure you I'll be working. Primarily I will be down there to oversee the moving-in that will take place during that period.

Also, to confirm ticket needs that Haldeman has regarding events under your immediate responsibility. He'll need 12 tickets for the Gala and 10 tickets for both the concert and the Ball; two of the tickets in each of those groups can be charged, but the remainder of them should be complimentary.

Thanks for your cooperation.

LH/mc

TO KEN COLE - WHITE HOUSE STAFF LIST

Haldeman
Cole
Higby
Brown
Wilkenson
Bull
Stephens
Jurch
Harlow
Harlow
Timmons
Rienke
Whitaker
Belieu
Ellsworth
Hofegren
Whitehead
Ehrlichman
Lerner
Keogh
Morgan
Stewart
Dent
Sears
Klein
Costello
Roy Ash
Stan Blair
Krogh
Buchanan
Price
Safire
Gavin
Huebner
Kissinger
Eagleburger
Moynihan
Allen
Mayo
Martin Anderson
Chapin
Sloan
Elam
Woods
Acker
Scarney
Davies

Brown
Flomming.
Ziglan
Woods
Whelan.
Pasma.

MEMORANDUM

TO: David Kinley

FROM: Larry Higby

January 7, 1969

Dear Dave:

Here's a resume of a fellow I knew at UCLA who is quite a leader and is sincerely interested in the problem areas he mentions.

While I do not know exactly where, I am sure he could make a contribution to some part of the HEW operations, not necessarily in Washington either but somewhere.

I would appreciate any thoughts or consideration you might be able to give this. I probably sound like one of the thousand letters I know you are receiving daily, but I am sure this guy could be of help.

Sincerely,

LH/mc
encl.

AW
Copy of *let* & resume sent to *DK*

UNIVERSITY OF CALIFORNIA, LOS ANGELES

BERKELEY · DAVIS · IRVINE · LOS ANGELES · RIVERSIDE · SAN DIEGO · SAN FRANCISCO



SANTA BARBARA · SANTA CRUZ

478-9711
272-8911
EXT. 3755

STUDENT ACTIVITIES OFFICE
KERCKHOFF HALL 312
LOS ANGELES, CALIFORNIA 90024

December 26, 1968

Mr. L. Higby
450 Park Avenue
New York, N.Y.

Re: Resume - Allan Wiesblott

Dear Sir:

Enclosed you will find a brief resume of my scholastic and professional activities, to date.

As a young man it is impossible to implant my energy and concern on the two dimensional world of paper and print. I have grown up in Central Los Angeles and attended school with a cultural breakdown which was approximately 60% Black, 20% Oriental, and 20% Caucasian. I attended a University while many of my friends did not. In most cases it was unlikely that the situation was thus because of my being "a better man."

My concern for both my generation and minority groups and their desire to seek a valid place in our society stretches far beyond a mere academic query. I, along with many professors, sociologists and politicians, have researched the problems now plaguing the American society. However, research, in and of itself, cannot bring about the sensitivity of solving America's "Gordion Knot" societal complexities. I believe I have that sensitivity.

Please note the enclosed list of gentlemen from whom you may seek personal and professional references.

If you have any questions, you may contact me at the above address.

Sincerely,

A handwritten signature in cursive script that reads 'Allan Wiesblott'.

Allan Wiesblott
Assistant Dean of Students

AW:ms
Enclosures

RESUME

College Activities

General representation on Student Legislative Council
Vice President of Blue Key (Men's Honor Society)
President of Men's Spirit Organization
Cal Club (25 students chosen by President Kerr to aid
in administrative affairs)
Project India (15 students chosen to represent the
U.S. on 3 month's stay in India on
programs sponsored by the State Department)
Chosen Outstanding Senior

Scholarships

Zeta Beta Tau - twice chosen
Interfraternity Council Scholarship
William Ackerman Scholarship
Nominee for Woodrow Wilson Scholarship
Nominee for Rhodes Scholarship
Valedictorian, UCLA 1966-67

Papers

Report on India for University Publication
Student Poetry Prize
Columnist on Daily Bruin
Assistant Editor Campus Humor Magazine
Have a book in process on Black/White relations in the
U.S. from slavery to present

Professional Activities

Supervisor for The Neighborhood Youth Corps- Poverty Program -
Venice, California
Elementary School Teacher, Venice, California
Presently Assistant Dean of Students - UCLA - (working with
and establishing programs for Black Student Union,
Students for Democratic Society, The Resistance,
troubleshooter, et al)

Programs Organized and Established

Community Sensitivity Program in Central Los Angeles
"Freeing-Up" (counter group for Black Student Union,
SDS, The Resistance, Thomas Jefferson Club,
Fraternities, Sororities, and Dormitories)
Seminar between police and militant campus organizations
Writer's workshop for elementary school children of
minority groups
On-campus Colloquium Topics of the Time
Establishment of Administrative Program for all University
affiliated programs for minority groups and
underprivileged areas. . .

REFERENCES

Dr. Charles E. Young
University of California, Los Angeles
408 Hilgard Avenue
Los Angeles, California 90024

Dr. Franklin Murphy, Chairman of the Board
The Times Mirror Company
Times Mirror Square
Los Angeles, California

Dr. B.H. Atkinson, Dean of Students
University of California, Los Angeles
408 Hilgard Avenue
Los Angeles, California 90024

Dr. John McManmon
Department of English
State University College
Geneseo, New York

Mr. Robert Finch
Secretary of Health, Education and Welfare
White House
Washington, D.C.

Mr. Henry Greenberg
201 North Bristol Circle
Los Angeles, California 90025

Mr. Robert Haldeman
Special Advisor to the President
White House
Washington, D.C.

December 18, 1968

MEMORANDUM FOR LARRY HIGBY

From:  Larry S. Eagleburger

Subject: Possible Letter-writers

As I told you on the telephone, Merriam is not interested in the job. However, he gave me the names of two other people who are interested and might be worth looking at (he is sending me their resumes). I know neither of them. They are:

-- Peter Gall. Presently Senator Kuchel's press man. He's 32 years old, a graduate of Princeton and a former reporter for the Wall Street Journal. Merriam tells me he writes very well.

-- Bruce Barr. He's 33, and now works for the Senate Republican Policy Committee.

In addition to the above, State is now putting together a list of Foreign Service Officers for me. I'll look them over and send up my recommendations in a day or two.

If the two names above are out of the question let me know, otherwise I'll look over the resumes and give you a recommendation on them as well.