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MEMORANDUM

January 6, 1969

TO: BOB HALDEMAN

FROM: LARRY HIGBY

Re Cabinet swearing in ceremony. During the Kennedy and Eisenhower administrations, the Cabinets were sworn in en masse the day after the inauguration in the East Room. Advise.

Yost would like to know if he will be sworn in with Cabinet members.
MEMORANDUM

January 3, 1968

TO: H. R. HALDEMAN
FROM: L. HIGBY
RE: MAYO INAUGURATION

Reminder: Mr. Mayo requests that he be informed if the President-elect plans to swear him in formally along with other Cabinet members, or if any ceremony is planned. Apparently this has been done at times in the past.

Request that decision be made known to him as soon as possible so that his family may make appropriate plans for their stay in Washington.
MEMORANDUM

December 20, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: MISCELLANEOUS

1) Al Weisblott called yesterday. Requests recommendation from HRH for White House Fellow Program. Please advise.

2) Stan Blair talked to Don Hughes re request for plane larger than the Jet Star. Hughes will handle. Please do not get involved.

3) RMW requests list of non-career Ambassadors to be sent with memo to Bill Rogers.

4) Should LH follow through on Justin Dart's daughter for possible White House employment.

5) Phone calls to be made:
   - Len Garment
   - Don Kendall
   - Bill Rogers
   - Bob Ellsworth
MEMORANDUM

TO: Charles Stuart
FROM: Larry Higby
RE: INAUGURAL ACTIVITIES

January 7, 1969

Needless to say, Chuck, my wife and I would be most appreciative of any complimentary tickets you could make available to us for the inaugural period. This is merely a note to confirm that fact per your memo of December 27th.

LR/wc
MEMORANDUM

TO: Robert Finch
    cc D. Kinley

FROM: Larry Higby

January 7, 1969

I received a phone call the other day concerning Justin Dart's daughter with the request that I pass the following information on to you.

She would be most interested in a job in Washington, preferably in the White House. She is 25 years old, and has worked as a secretary. Her number is 832-8210, or 832-8211.

LH/wc
TO: Messrs. Bryce Harlow
    John Ehrlichman
    Robert Ellsworth
    John Whittaker
    Roy Ash
    Herb Klein
    James Keough
    Henry Kissinger
    Daniel Patrick Moynihan
    Richard Allen

FROM: Larry Higby

January 10, 1969

Attached are copies of a personnel form that must be filled out by
you and each of the members of your staff before they can be placed
on the White House payrolls. As I am sure you are aware, many on
the White House staff are actually detailed from other agencies.

This is a rather complicated and involved process. In order to
facilitate it, it is essential that the attached forms be completed
and returned to this office on or before January 14th. Should the
number of attached copies be insufficient, please Xerox additional.

Thank you for your cooperation.

LH/mc
encl.
November 29, 1968

MEMORANDUM

TO: Larry Higbie
FROM: H. R. Haldeman

Will you please check with Frank Lincoln and ask whether we have gotten the galley proof of the Brookings Institution study entitled "Agenda for the Nation". It was my understanding that this proof was to be delivered to us by November 1.

Also, please find out if additional copies are available.

If the proof has been delivered, find out where it is and ask them to get it up here unless someone needs it down in Washington.

HRH

:ew
MEMORANDUM

November 29, 1968

TO: Larry Higbie
FROM: Bob Haldeman

Will you please solve the television problem at 1202 in the following manner:

Ask them to take the RCA set back, to put the Motorola set back where it was and to set up an external antenna of some kind so that we get a decent picture. Well then be all set.

HRH

tew
MEMORANDUM

November 27, 1968

TO: JIM KEOGH
FROM: LARRY HIGBY
RE: MAGAZINES

Per our discussion last week, Jim, I am forwarding to you the names of people I feel should possibly be on the TIME and LIFE complimentary or advance delivery list.

They are as follows:

H. R. HALDEMAN
DWIGHT CHAPIN
JOHN D. EHRLICHMAN
BRYCE HARLOW
JOHN MITCHELL
ROBERT FINCH

You might also want to consider sending a copy to the President-elect for whatever value it might have.

I am sure you realize that cost is not a factor, but the gentlemen would like to receive the magazines before general release to the public if possible.

Thank you for your cooperation.
MEMORANDUM

November 23, 1968

TO:        BOB HALDEMAN
FROM:      LARRY HIGBY
RE:        ASA

With regard to your query on ASA, we found no agency containing those initials.

However, there is an agency entitled ESSA, which stands for Environmental Sciences Service Administration.

It is involved with coastal and geodetic services, and also the Weather Bureau.
MEMORANDUM

December 9, 1968

TO: EILEEN BYRNE
FROM: JOAN CARROLL

Enclosed please find American Airlines ticket no. 4:065:443 issued to Mr. L. Higby, covering a flight from Los Angeles to Anaheim.

Please see that this is credited to account no. AA Q 54991 N AA.

Thanks.
December 17, 1968

Charles E. Smith Management
Concord Village Apartments
4155 S. Four Mile Run Drive
Arlington, Virginia

ATTENTION: MRS. JEWELL

Dear Sir:

Mr. Jay Wilkinson presently is involved in the transition government in New York City and will be working for the Nixon Administration following January 20th.

Sincerely,

Larry Higby

LH:eo
TO: PRESIDENTIAL TRANSIT COMM  
LARRY HIGBY  
400 PARK AVE  
NEW YORK, NY

THE HERTZ CORPORATION  
P.O. BOX 2856  
GRAND CENTRAL STATION  
NEW YORK, NEW YORK 10017

INVOICE  
This is your original invoice  
Payment due upon receipt. Please detach this stub and return with your payment to:

THE HERTZ CORPORATION  
P.O. BOX 2856  
GRAND CENTRAL STATION  
NEW YORK, NEW YORK 10017

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Thank you for your business.

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Hertz  
BEVERLY HILLS, CALIF.  

INVOICE  
This is your original invoice  
Payment due upon receipt. Please detach this stub and return with your payment to:

THE HERTZ CORPORATION  
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Thank you for your business.
December 2, 1968

Mr. L. Higby
Office Of The President Elect
Hotel Pierre
New York, N.Y.

Dear Mr. Higby:

Thank you for taking the time to discuss the opening on Mr. Nixon's staff recently. I can only gather that the position of which we discussed has been filled.

I realize with the present administration coming to a rapid end, you must be extremely busy, as evidenced by my difficulty in reaching you by phone.

Please keep my resume and writing samples in the event a position becomes available.

Very truly yours,

John M. Capozzi

JMC/hj
December 30, 1968

Concord Village Apartments
4155 South Four Mile Run Drive
Arlington, Va. 22204

Dear Sirs:

This letter is to serve as confirmation that Mr. Stephen B. Bull, an applicant for a unit in Concord Village Apartments, is a member of the presidential transition staff, and will be employed in the White House as a White House staff assistant.

Very truly yours,

Lawrence Higby
Staff of the President-elect

LH/mc
MEMORANDUM

January 3, 1968

TO: H. R. HALDEMAN
FROM: L. HIGBY
RE: MAYO INAUGURATION

Reminder: Mr. Mayo requests that he be informed if the President-elect plans to swear him in formally along with other Cabinet members, or if any ceremony is planned. Apparently this has been done at times in the past.

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## WEEKLY EXPENSE REPORT

### NAME

Hercules Hydez

### CASH EXPENSES

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### SPECIAL INSTRUCTIONS

For Accounting Use Only:

- Balance—Last Report
- Reimbursement Due To You
- Permanent Advance
- Temporary Advances Received
- Amount of This Expense Voucher
- Balance on Hand
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**DETAILS OF TRANSPORTATION & ENTERTAINMENT**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>NO.</th>
<th>DATE</th>
<th>FROM—TO</th>
<th>METHOD USED</th>
<th>PURPOSE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>12/13</td>
<td>No. Tip for Maid service.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

**FOR ACCOUNTING USE ONLY:**

**DETAILS OF CREDIT CARDS USED:** (ATTACH RECEIPTS)

<table>
<thead>
<tr>
<th>DATE</th>
<th>CREDIT CARD NO.</th>
<th>WHERE USED</th>
<th>PURPOSE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
**WEEKLY EXPENSE REPORT**

**NAME**

**ACTIVITY NO.**

**WEEK ENDING** DEC. 19, 1962

### CASH EXPENSES

<table>
<thead>
<tr>
<th>EXPENSE ITEM</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BREAKFAST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 LUNCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 DINNER</td>
<td></td>
<td></td>
<td>14.75</td>
<td>22.58</td>
<td>10.00</td>
<td></td>
<td></td>
<td>47.33</td>
</tr>
<tr>
<td>4 HOTEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 TIPS</td>
<td></td>
<td></td>
<td>2.10</td>
<td></td>
<td>.50</td>
<td></td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>6 TAXI &amp; RENT CARS</td>
<td>8.10</td>
<td></td>
<td></td>
<td></td>
<td>3.60</td>
<td></td>
<td></td>
<td>12.10</td>
</tr>
<tr>
<td>7 TEL &amp; TEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 TRAVEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 ENTERTAIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 TOTAL CASH EXPENSES</td>
<td>8.90</td>
<td>16.75</td>
<td>.40</td>
<td>26.08</td>
<td>4.10</td>
<td>10.00</td>
<td>56.33</td>
<td></td>
</tr>
</tbody>
</table>

**DETAILS OF TRANSPORTATION & ENTERTAINMENT**

**TRANSPORTATION**

<table>
<thead>
<tr>
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<th>FROM—TO</th>
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<th>PURPOSE</th>
<th>COST</th>
</tr>
</thead>
</table>

**ENTERTAINMENT**

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF PERSON(S)</th>
<th>WHERE ENTERTAINED</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/62</td>
<td>E. RAGO A. WILKINSON</td>
<td>STR. HOSP.</td>
<td>STUDENT COUNCIL</td>
</tr>
<tr>
<td>12/13/62</td>
<td>J. CAMPBELL E. WILKINSON</td>
<td>SCH-PARK</td>
<td>YOUTH MOVEMENT</td>
</tr>
<tr>
<td>12/14/62</td>
<td>J. WILKINSON</td>
<td>AMUSEM</td>
<td>BAND SOCIETY</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

- BALANCE—LAST REPORT: +
- REIMBURSEMENT DUE YOU: +
- PERMANENT ADVANCE: +
- TEMPORARY ADVANCES RECEIVED: +
- SUB-TOTAL: -
- AMOUNT OF THIS EXPENSE VOUCHER: -
- BALANCE ON HAND: -

**DETAILS OF CREDIT CARDS USED** (ATTACH RECEIPTS)

<table>
<thead>
<tr>
<th>DATE</th>
<th>CREDIT CARD CO.</th>
<th>WHERE USED</th>
<th>PURPOSE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**FOR ACCOUNTING USE ONLY:**
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 _____6____ ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
I am blessed with a crack executive secretary whom I would like to take with me to Washington.

Her name is Sally Cutting; she is 41, has been my right arm for 13 years. Rose and Shelley have been in touch with her when dealing with me over these past three years.

Obviously, she is a highly experienced, mature businesswoman with perfect skills and, more important, a capability for research and decision that has always extended my own capabilities.

You know how hard a right arm is to find; I am most anxious to have her work with me on the White House staff.

She currently makes $188 a week. I can afford to take a financial beating, but she can't.

She would be a real asset. Can we work it out?
MEMORANDUM

TO: Ken Cole
FROM: Larry Higby

January 2, 1969

Don Hughes phoned to advise that his office will be handling the White House mess and would appreciate your coordinating all inquiries regarding this through him. One of the people in his office is working specifically on the White House mess and probably has most of the information you need.

They are planning on making a presentation to Haldeman and request that you coordinate any questions with them.

LH/mc
MEMORANDUM

DATE: December 19, 1968

TO: Steve Bull
    John Brown
    Jay Wilkinson

cc: Larry Higby

SUBJECT: Christmas Leave

As you know, for all intents and purposes the President-elect's offices in the Pierre Hotel will be virtually closed down during the period December 22 through January 5. Each of you should take as much time off as your work schedule will allow.

Please make it a point each day to check-in with the WHCA switchboard - (212) 421-3100 - and with the secretarial pool in room 1436. This will insure that you can be reached at all times and also will allow you to stay up-to-date as far as messages are concerned.

Have a happy holiday.

Kenneth R. Cole, Jr.

KRC:sd
MEMORANDUM

December 2, 1968

TO: J. H. Haldeman
FROM: Jay Wilkinson
RE: STATUS REPORT OF PROJECTS

1. Personal Files of President-Elect Nixon to Washington, D.C.

At this time, Mr. J. E. Moody, Deputy Administrator of the General Services Administration, is attempting to locate available space for the storage of these files when they are moved. He will supervise the shipment of all materials from New York City and Los Angeles. Mr. Lloyd Caston, Administrative Assistant to Daniel P. Bryant, has made an inventory of the articles in Los Angeles, and I have forwarded this to Mr. Moody. In New York City, the personal files are located at 25 South Williams Street, 450 Park Avenue, and the Pierre Hotel, which will contain the financial records to be moved there.

A decision must be made concerning when you want these articles transferred. Mr. Moody has requested approximately two to three days' advance notice prior to this shipment. Rose Woods suggests that we delay this movement until the office at 450 Park has been closed, but I wanted to receive your suggestions on this matter before acting on it. Another problem concerns the manner in which we plan to store the files in Washington once they have arrived. Mr. Moody has assured me that they will provide whatever facilities are necessary to file them in the manner we prefer.

2. Student Coalition

I have researched the paper prepared by the Student Coalition and the report published by the White House Fellows concerning recommendations to the President-Elect in his communication with younger people and have discussed both papers with individuals who helped write them. I plan to fly to Washington tomorrow to visit with Mr. Tim Wirth, a White House Fellow working at the Department of H.E.W., who will arrange other appointments on Wednesday with individuals who have been working on the White House program who have suggestions for President-Elect Nixon. Any thoughts or suggestions you have on this matter prior to my departure would be helpful.
3. **White House Student Intern Program**

During my trip to Washington on Tuesday and Wednesday, I plan to discuss this problem with the individuals mentioned above. I have held previous discussions with individuals here in New York City.

4. **Maps Concerning Real Estate in Washington, D.C.**

I have made appointments in Washington to discuss this matter with people knowledgeable in the real estate area there. Before I leave, I shall attempt to secure some maps of the Washington, D.C. area for our files.

Jay Wilkinson

JW:ee
I visited this morning with Mrs. Shirley De Lima of Homeric, Inc. who will provide us with statistical information concerning all the necessary questions that will arise when people inquire about housing. This information will be available on Monday, December 9th, and pertains primarily to houses rather than apartments. When I am in Washington tomorrow, I plan to visit with realtors to receive adequate information concerning the availability of apartments as well.

It is my recommendation that we work closely with Homeric, Inc. to refer interested individuals to Mrs. De Lima since the company is in an excellent position to advise individuals about their housing problems.

Enclosed are two brochures and a data sheet which provides basic background material about their service.
HOMERICA DATA SHEET

BASIC INFORMATION

Name __________________________ Address __________________________

Moving to __________________________ Employer's name __________________________

Future business address (PLEASE INCLUDE STREET & NUMBER): __________________________

Telephone __________________________

Is husband at new business address now? __________________________

Children's ages: Girls __________________________ Boys __________________________ Others residing with you __________________________

How well do you know your new city? __________________________

Please list here only those features which absolutely must be present in your new location:

Urban __________________________ Suburban __________________________ Semi-rural __________________________ Rural __________________________

Near schools (INDICATE PUBLIC, PAROCHIAL, PRIVATE): Pre-school __________________________ Elementary __________________________ Jr. high __________________________ High __________________________

Near place of worship: __________________________

Tennis __________________________ Water sports __________________________

Neighborhoods you want to investigate: __________________________

Maximum commuting time: By car __________________________ Train __________________________ Bus __________________________

EDUCATIONAL BACKGROUND

Medical __________________________

Hobbies __________________________

Organizations you enjoy __________________________

Other __________________________

SPECIAL FAMILY REQUIREMENTS

FINANCE SCHEDULE

Price range: __________________________

Maximum down payment ________________ Annual income __________________________

Date of first visit: Husband __________________________ Wife __________________________ Possession required by (date): __________________________

ROOM OR FACILITY

First

Second

Comment

Living

Dining

Living-Dining Area

Entrance Hall

Kitchen

Kitchen Eating Area

Study

Family Room

Porch or Patio

Bedrooms

Maids' Quarters

1st Floor Powder

Other Baths

Showers

Fireplace

Other

Architectural style preferred: __________________________

Second choice: __________________________

Kind of construction: __________________________

Second choice: __________________________

Age of house: Brand new __________________________ Resale (give maximum age): __________________________

Type of heat preferred: __________________________

Air conditioning required: __________________________

Garage: Size __________________________ Attached __________________________ Detached __________________________

Other outbuildings __________________________

Land area required: __________________________

Level of slope: __________________________

Other features you would like to have: __________________________

PHYSICAL CHARACTERISTICS REQUIRED

SOURCE

Member firm __________________________ Interviewer __________________________ Date __________________________

RETURN DATA SHEET AS INDICATED

HOMERICA, INC.

Park Ave Building, 209 Park Ave.

New York, New York 10017

303 N. Michigan Ave.

Chicago, Illinois 60611

1901 Avenue of the Stars

Los Angeles, California 90266

Box 946

New Haven, Connecticut 06504

New York phone: 212-682-1313

Chicago phone: 312-788-1313

Los Angeles phone: 213-771-1313

New Haven phone: 203-527-1313
To: H.R. Haldeman
From: Stephen Bull
Subj: Offices - Hotel Pierre

**CURRENT OCCUPANCY**

**39th Floor**
- 3901: Chapin & Secretary
- 3902-4: RN
- 3905: Haldeman, Higby
- 3906: Ehrlichman, Stuart, Legal Assistant
- 3907: Harlow, 2 Secretaries
- 3908: Rose Woods
- 3909: Finch, Kinley, Acker
- 3910: Flannigan, 2 Secretaries
- 3910 (Foyer): Scarney
- 3911: Mitchell
- Lobby: Carroll, Receptionist

**14th Floor**
- 1427-28: Ziegler and Press Staff
- 1429: Unger, *Harmon, Secretary
- 1430: Kleindienst, *Mardian, Secretary
- 1431: Ellsworth, Secretary
- 1432: Timmons, Secretary, *Harlow Assistant
- 1433: Trent, Hofgren, Secretary
- 1434: Conference Room - Secretary, 2 Recruiting Operation
  - Telephone Clerks
- 1435: Knudsen, *LaRue, Secretary
- 1436: Secretarial Pool (3 Secretaries)
- 1436 (Hall): *Receptionist/Pool Secretary

**12th Floor**
- 1231-33: Available 2 December 1968 (Monday)
- 1234: Colonel Hughes
- 1235: Wilkinson, Brown
- 1236: Bull, Cole

*Arriving during week of 2 Dec.*

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The current structure is the result of an attempt to group offices in a functional arrangement, i.e., to house those men working together in close proximity to one another.

Peter Flannigan advises that he does not anticipate a requirement of more than one additional office for the Recruiting Operation. The space assigned Col. Hughes far surpasses his requirements, according to the Colonel, and he suggested that he share an office with Wilkinson and Brown (room 1235).
To: H.R. Haldeman

November 30, 1968

The Press Office in rooms 1427 & 1428 attracts such members of the press such as Herb Kaplow, et. al., to the fourteenth floor, and specifically to the area where the Recruiting Operation is working. In all due respect to the Press, I think that this area should be generally restricted to outsiders unless an individual from the Staff extends an invitation to an individual reporter. For this reason, I recommend that Ron Ziegler and his Press Office relocate to another part of the building, away from the other Staff activities. It is doubtful that the Hotel Pierre can, and will, provide tangent rooms on a floor not currently occupied by the Nixon Staff. Therefore, we should move Ziegler to the twelfth floor, provide him the additional rooms that he requires for his operation, and use the two rooms he is vacating on fourteen for additional requirements for Recruiting and whoever else requires space. Those above mentioned members of the press who tend to gravitate to the Staff Press Office would now be away from the somewhat sensitive activities of Recruiting, and would have access only to Bull, Cole, and Wilkinson, (and Col. Hughes on the few occasions he is in N.Y.). Those three individuals, all highly competent and industrious members of Mr. Haldeman's Staff, are the least vulnerable to intrusions by the Press because they spend most of their time conscientiously laboring at their assigned tasks, and have no time for personal publicity.

With these office relocations, the 12th Floor would be as follows:

1231 - 1233 Ron Ziegler and Staff Press Office
1234 Unassigned or Ziegler, if required
1235 Wilkinson, Col. Hughes, Brown
1236 Bull, Cole

14th Floor
1427 - 20 Unassigned (Reserve for additional Recruiting and any other requirement).

These changes could be effected during the period that RN and the Staff Press people are in California.

[Signature]

J.B. Bull