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Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	27	01/14/1969	Other Document	White House Staff List, handwritten draft, 3 pgs.
32	27	01/09/1969	Memo	From John R. Brown III to Ken Cole and Bob Haldeman, re: Proposed Guidelines for Correspondence. 5 pgs.
32	27	01/14/1969	Other Document	List of White House Staff, 6 pgs.
32	27	n.d.	Other Document	White House Staff List, 1st draft, 8 pgs.

MEMORANDUM

January 9, 1969



TO: KEN COLE
c.c. BOB HALDEMAN

FROM: JOHN R. BROWN III *JRB*

RE: PROPOSED GUIDELINES FOR CORRESPONDENCE

As a result of our conversation on Tuesday, the proposed guidance that we give the Correspondence Section in handling the White House mail is as follows:

I. GENERAL

A) There will be designated an Assistant for Correspondence. This will be the individual to whom the Correspondence Section should look for guidance on detail, situation mail, and form letter guidance. The bulk of responses to adult mail will be drafted over his signature.

B) The Correspondence Section will be provided with lists of names and addresses of close members of the family and close personal friends of RN and PN.

C) The Correspondence Section will be provided with the names and addresses of parties involved in RN's personal and private affairs. This mail should be forwarded unopened to Rose.

D) The Correspondence Section will be provided with a list of names and locations of staff members located in the White House and the Executive Office Building.

E) The Correspondence Section should continue to process the mail in the manner set forth in the functional descriptions submitted to us by Mr. Hopkins.

F) There will be no change in the present policy of handling correspondence from prolific writers.

G) The concept of a card acknowledgment for responses to certain classes of mail will be adopted by the new administration. Facsimile signatures of RN and PN will be provided for this purpose.

II. PRESIDENTIAL MAIL

A) Official Mail (Classified Mail, Official State Department Correspondence, Official Letters from Heads of State and Foreign Embassies) will be forwarded unopened to Mr. Hopkins who will forward it to the proper staff member.

B) The disposition of mail on subjects generally handled internally will be as follows:

- | | | |
|--|---|--|
| Congressional Mail | - | Bryce Harlow |
| Invitations, Requests for Audiences,
Interviews | - | Dwight Chapin |
| Endorsements to Government Positions,
Offers of Service, Request for
Government Jobs | - | Harry Flemming |
| Requests for Special Messages | - | Assistant for Correspondence <i>Kear / Hark</i> |
| ?
• Unusual or Urgent Military Matters | - | Henry Kissinger |
| Political Comments or Suggestions | - | John Sears |
| Current Legislation | - | Bryce Harlow |
| Requests for Gifts from RN | - | Assistant for Correspondence <i>Hark</i> |
| Offers of or Requests to Perform
at the White House | - | Social Correspondence
Section |
| Decorating, Paintings, Period
Furnishings of the White House | - | Department of the
Interior |

C) There are several areas where we will require guidance as to who will handle the correspondence:

- 1) Who will handle correspondence from and concerning the Republican Party organization?
- 2) Who will handle mail from State, County and Local Officials?

Sears
Agnew

C) Continued

- 3) Which staff members will be responsible for policy letters concerning regulatory agencies?
- 4) Will there be a staff member appointed to handle correspondence concerning District of Columbia affairs or will these be forwarded directly to the Mayor of the District for handling?
- 5) Will there be a specific staff member designated to handle correspondence in the area of civil rights and community relations?
- 6) Will there be a staff member designated to handle special cases in the area of veterans affairs or will these all be referred directly to the Veterans Administration?

Ellsworth

to the Mayor

Moyrhan

V.A

D) Requests for autographs and photographs will be handled as follows:

- 1) Requests from the general public will be answered with facsimile signature.
- 2) VIP requests or any special requests will be handled by Rose. She will make the determination as to what type of response is given.
- 3) I will try to expedite the decision on and procurement of the new official photographs of RN and family in order to insure their availability on or very soon after Inauguration Day.

E) Gifts received by the First Family will be handled in the following manner:

- 1) RN and PN gifts will be processed by the Gift Unit.
- 2) In the case of any gifts received from Senators or Congressmen a memo will be forwarded to Bryce Harlow for his information.
- 3) The daughters' gifts will be forwarded to the Social Correspondence Section for processing.

F) Children's mail will be processed in accordance with the system presently employed:

- 1) The use of a Children's booklet will be adopted.
- ? 2) That portion of the children's mail that cannot be answered by the booklet, will go out over the signature of Rose in order to give it a little more personal touch.

? desi.
w/ Rose

G) The majority of the Inaugural correspondence will be answered by the cards that we adopt for this purpose. The remaining portion of the correspondence will be congratulatory messages accompanied by requests, suggestions, or comments on specific issues. This mail will fall into the following general categories and will be handled by the individual or department as indicated:

Requests for Autographs and Photographs	-	Correspondence Section
Requests for copy of Address	-	Correspondence Section
Endorsement of Persons to High Level Positions within the Administration	-	Harry Flemming
Requests for Jobs or Offer of Service	-	Harry Flemming
Spiritual Bouquets and Religious Offerings	-	Gift Unit
Political Comments and Advice	-	John Sears
Requests for Inaguration Souvenirs	-	Robert G. McCune
Subjects normally under the jurisdiction of Federal Departments or Agencies	-	Referred to Them

III. THE FIRST LADY'S MAIL

A) All mail addressed to PN will be forwarded to her Social Secretary.

B) The general mail addressed to PN will be run through the letter opener in the Mail Room prior to being forwarded to her Social Secretary.

IV. STAFF MAIL

A) All mail addressed to staff members will be forwarded unopened.

B) Prior to being forwarded the mail will be reviewed in order to remove known protective research cases.

C) Unless otherwise indicated, the staff will sign their own mail.

WHITE HOUSE STAFF

H. R. HALDEMAN

A. Butterfield

K. Cole

J. Brown

S. Bull

L. Higby

J. Wilkinson

E. Juanich

D. Stephens

J. Carroll

R.M. WOODS

M. Acker

B. HARLOW

K. BeLieu

W. Timmons

D. Grubb

L. Alexander

N. Arata

K. Bulow

E. Frayer

J. Frayer

S. Reincke

S. Studebaker

+2 sec.

J. EHRLICHMAN

H. Dent

E. Morgan

J. Sears

C. Stewart

E. Krogh

J. Hruska

S. Wilson

+2 sec.

R. ELLSWORTH

D. Hofgren

T. Whitehead

J. Lerner

+1 sec.

H. KISSINGER

L. Eagleburger

S. Dahler

+1 sec.

D. P. MOYNIHAN

S. Hess

L. S. Zartman

J. Price

R. Patricelli

M. Monroe

R. Blumenthal

C. DeMuth

M. Humphrey ?

+5 sec.

ROY ASH

Henry Loomis

+2 sec.

J. WHITAKER

Elain Williams

B. WILKINSON

1 Wr./Pr. type

J. Donfeld

+3 sec.

H. KLEIN

P. Costello

H. Thompson

V. Savell

M. White

S. Low

T. Bucheit

M. Snow

TV man

Writer

+3 steno

J. KEOGH

P. Buchanan

R. Price

W. Safire

M. Anderson

T. Huston

W. Gavin

L. Huebner

C. Bellinger

S. Cutting

E. Hasek

J. Horack

L. Meyers

P. Siemien

P. Sturdy

R. ZIEGLER

L. Warren

T. Elborne

B. Whelahan

A. Woods

M. Passman

D. CHAPIN

H. Sloan

H. Elam

H. Collie

K. Killgallon

M. Rawlins

H. FLEMMING

L. Dunn

G. Bell

W. Casselman

Civil Service man

Emelia Lenkart

1 correspondence sec.

2 file clerks

J. DAVIES

S. Scarney

P. Alcorn

D. Tennant

L. DUBRIDGE

JERRY VAN DER HEUVAL

S. BLAIR

1st draft

WHITE HOUSE STAFF LIST

HALDEMAN

Cole
Higby
Brown
Wilkinson
Bull
Carroll
Stephens
Juanich

ROY ASH

1 secretary

EHRlichMAN

Morgan
Dent
Stewart
Krogh
Sears
Hruska
Wilson

STAN BLAIR

KEOGH

Price C. Bellinger
Buchanan Linda Meyers
Safire Pat Seaman
Gavin Sturdy
Huebner Howard
Anderson

HARLOW

Timmons
Rienke
Belieu
Dale Grubb
Frayer?
Arata

HERB KLEIN

Costello
Thompson
Savalle
White
TV man.
Writer

KISSINGER

Eagleburger
Dahler

MOYNIHAN

ALLEN

CHAPIN

Sloan

Elam

Killgalen

Collie

Rawlins

WOODS

Acker

ELLSWORTH

Hofgrew
Whitehead
Lerner

S. Low

T. Buchiet

M. Snow

3 steno.

WHITAKER

Elain Williams

DAVIES

Scarney

ZIEGLER

Woods

Elborne

Whelhan

Pasman

BUD WILKINSON

Jeff Donfield

JERRY VAN DER HEUVAL

Simmons

LEE DUBRIDGE

BOB BROWN

HARRY FLEMMING

WHITE HOUSE STAFF LIST

HALDEMAN

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Brown
Wilkinson
Bull
Carroll
Stephens
Juanich

ROY ASH

1 secretary

EHRlichMAN

Morgan

Dent

Stewart

Krogh

Sears

Hruska

Wilson

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Savalle

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M. Snow

3 steno.

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Safire

Gavin

Huebner

Anderson

KISSINGER

Eagleburger

Dahler

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Elam

Killgalen

Collie

Rawlins

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Linda Meyers

Pat Seaman

Sturdy

Howard

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Timmons

Rienke

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Dale Grubb

Framer?

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BOB BROWN

HARRY FLEMMING

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M. Snow

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Pat Seaman

Sturdy

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Rienke
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Dale Grubb
Frayer?
Arata

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Hofgrew
Whitehead
Lerner

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Elain Williams

DAVIES

Scarney

ZIEGLER

Woods

Elborne

Whelhan

Pasman

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Jeff Donfield

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Stephens ✓
Juanich

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EHRlichMAN

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Krogh

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Hofgrew
Whitehead
Lerner

WHITAKER

Elain Williams

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Carroll
Stephens
Juanich

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Rienke
Belieu
Dale Grubb
Frayer?
Arata

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Hofgrew
Whitehead
Lerner

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Elain Williams

ROY ASH

1 secretary
EHRlichMAN
Morgan
Dent
Stewart
Krogh
Sears
Hruska
Wilson

HERB KLEIN

Costello
Thompson
Savalle
White
TV man.
Writer
S. Low
T. Buchiet
M. Snow
3 steno.

STAN BLAIR

KEOGH
Price
Buchanan
Safire
Gavin
Huebner
Anderson
C. Bellinger
Linda Meyers
Pat Seaman
Sturdy
Howard

KISSINGER

Eagleburger

Dahler

MOYNIHAN

ALLEN

CHAPIN

Sloan
Elam
Killgalen

Collie

Rawlins

WOODS

Acker

1/14/69

HR. Haldeman

- ~~K. Cole. & A. Butterfield.~~
- ~~L. Hagby~~
- ~~J. Brown~~
- ~~J. Wilkenson.~~
- ~~S. Bull.~~
- ~~D. Stephens~~
- ~~E. Swanwick~~
- ~~J. Carroll.~~

B. Harlow

- ~~W. Timmons.~~
- ~~K. ~~Belieu~~ Belieu~~
- ~~D. Grubb.~~
- ~~L. Alexander~~
- ~~E. Frayer~~
- ~~J. Frayer~~
- ~~N. Arata~~
- ~~S. Studebaker~~
- ~~S. ~~Reincke~~ Reincke~~
- ~~K. Bulow~~
- ~~+ 2 sec~~

R. ~~Robert~~ Ellsworth

- ~~D. Hotgrew~~
- ~~T. Whitehead~~
- ~~J. Lerner~~
- ~~+ 1 Sec.~~

J. Whitaker

~~Elain Williams.~~

J. Ehrlichman

- ~~E. Morgan~~
- ~~H. Dent~~
- ~~J. Sears.~~
- ~~C. Stewart~~
- ~~E. Kragh.~~
- ~~J. Hruska~~
- ~~S. Wilson~~
- ~~+ 2 Sec.~~

Roy Ash

~~Henry Loomis~~
~~2 Sec.~~

R. M. Woods

~~M. Acker~~

~~W. K.~~

H. Klein

P. Costello

H. Thompson

G. Sawalle

M. White

S. Low

T. Buchiet

M. Snow

TV. Man

Writer

3 Steno.

D. Chapin

H. Sloan

H. Elam

K. Killgallen

H. Collie.

M. Rawlins

J. Keogh

R. Price.

P. Buchanan

D. Saffire

W. Gavin

T. Huston

L. Huebner

M. Anderson

C. Bellinger

L. Meyers.

P. Siemiew

P. Sturdy

J. Horack

S. Cutting

E. Hasek

H. Kissinger

L. Engleburger

S. Dahler.

1. Sec.

D. P. Moynihan

S. Hess

L. S. Zartman

J. Price

Patricelli

DeMuth.

Blumington

Monroe

Humphrey

5 Sec.

~~Harry~~
H. Flemming

Lo Duon
H. Bell
W. Casselman
Civil Service Mgr.
Emelia Lentkart
1 Correspondence man.
2 file Clerks.

Ro Brown
Assist
Sec.

L. DuBridge

~~B. Wilkerson~~
B. Wilkerson
1. Wr./Pr. type.
J. Dow fold.
3 Sec.

R. Ziegler
Warren.
A. Woods.
T. Elborne.
B. Wheelahan
M. Passman

Jerry Van der Hevel

S. Blair

J. Davies
S. Scarney
P. Alcorn
D. Tennant

AT BOTTOM