

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	37	12/05/1968	Memo	From Franklin B. Lincoln, Jr. to Haldeman, re: FBI Clearance Procedures, 5 pgs.
32	37	n.d.	Form	From John D, Ehrlichman, sample form of FBI Investigation request, 1 pg.
32	37	11/14/1968	Letter	From Attorney General to J. Edgar Hoover, concerning personnel investigations to be conducted by the FBI on appointments under consideration by the Nixon administration, 2 pgs.
32	37	11/14/1968	Form	Supply order from Cory Coffee Service Plan, Inc. by Nixon HDGS, 1 pg.
32	37	n.d.	Form	Supply order from Cory Coffee Service Plan, Inc., by Nixon hdgs. 1 pg
32	37	11/25/1968	Letter	From Higby to Haldeman, concerning personnel candidates Robert H. Takeuchi and Lt. William Kelley, 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	37	11/12/1968	Memo	List of personnel candidates, 1 pg.

M E M O R A N D U M

December 5, 1968

TO: Mr. H. Robert Haldeman  
FROM: Franklin B. Lincoln, Jr.

F.B.I. CLEARANCE PROCEDURES

The following procedure is suggested in response to the questions about basic security checks for prospective White House Staff and other key administration appointments raised by your memorandum to me dated December 1, 1968:

1. A full-field FBI background investigation should be initiated immediately for each White House Staff appointment and other key Administration appointments already announced. It is most desirable to have full-field investigations completed prior to the announcement of all White House Staff and other key Administration appointments made in the future. We have been assured by the FBI that a full-field FBI investigation can be completed within two weeks from the date of the request or less if absolutely necessary.

Announced and prospective White House Staff appointees should complete standard form 86, "Security Investigation Data for Sensitive Position" as soon as

possible. A copy of this form is attached hereto. Additional copies of the form will be supplied to you. If it is not possible for the prospective White House Staff appointees to complete the form at this time, certain basic information should be furnished; namely, the candidate's full name, address, date and place of birth, place of employment, Social Security number, previous permanent addresses, a brief biography, if possible, and two or three references with addresses. It would be advisable to request that other key Administration appointees furnish the basic information described above rather than to ask them to complete a standard form 86. In the case of White House Staff appointees, it would be highly desirable to obtain a complete fingerprint card on standard form 87.

2. The standard form 86, in duplicate, standard form 87, and other basic information should be forwarded to one or more persons designated by R.N. for this purpose. A Covering memorandum similar to the attached should accompany the material. A request for an investigation will then be made to Mr. Cartha de Loach of the FBI who has been designated by Director Hoover. All security checks of any kind regarding White House Personnel will be sent directly to you marked "Personal and Confidential", with copies to no one else on your staff. It is suggested that until January 20, 1969

we maintain an alphabetical filing system with an index card control.

For your information, prior to the election full-field investigations were requested and have been completed on me and my assistant, William R. Harman. These reports were sent to the Security Division of the office of the Secretary of Defense and on the basis of such investigations, both of us have been granted Top Secret Security clearance.

3. The clearance procedure used by the CIA does not take the place of the full-field FBI investigation. All appointments to the White House Staff positions and all other Presidential appointments should be preceded by a full-field investigation where possible.

4. It is our understanding that the result of investigations conducted by the FBI will be delivered directly to us from Director Hoover without being routed via the present Administration and without copies to the present Administration. Attached hereto is the copy of the letter from Attorney General Ramsey Clark to Director Hoover dated November 14, 1968. Paragraph 6 of that letter has been modified to eliminate reference to members of the present Administration.

5. If there is not sufficient time to complete a full-field investigation prior to the announcement of a White House Staff appointment and other key Administration appointments, an FBI name check and internal Revenue Service check should be conducted at the bare minimum.

6. A name check can be completed within a few days and involves submitting to the FBI information on the prospective appointee, such as his name, date and place of birth and present address. This information is checked against the central files of the FBI which contain records pertaining to subversive and criminal matters as well as all fingerprint, arrest records of the FBI. The files also contain information furnished to them by each of the nine intelligence agencies, including the Defense Intelligence Agency, the Central Intelligence Agency, the Department of State (S.Y.), the F.B.I. (civil and criminal), Department of Defense (service records) and the House Un-American Activities Committee and the Senate Internal Security Subcommittee.

7. An Internal Revenue Service check is part of every full-field FBI investigation, so that a request for a full-field would result in an IRS check as well. IRS checks can be made independently of a full-field investigation, and if there is not sufficient time to conduct a full-field, an IRS check should be made along with the name check. An IRS check can be made before Inauguration and it would be preferable to do so. The Secretary of the Treasury has issued regulations (26CFR 301.6103(a)(f)) under the authority

of Executive Order No. 10906, as amended by Executive Order No. 10954, permitting inspection of returns by executive departments other than Treasury, upon written application to the Commissioner of Internal Revenue Service, signed by the head of the executive department.

The FBI has access to such tax information for background investigation purposes. The FBI sends its form requesting an IRS check to its contact in the Internal Revenue Service, requesting information with regard to tax returns for the past seven years. Information relating to delinquency in filing of tax returns or payment of taxes and the existence of suits pending against the individual by the government for taxes is kept in a computer data bank located in Baltimore, indexed by social security number. It is possible to obtain a response in a matter of hours. If any question is raised in response to the computer check, a further field investigation is made with the regional office of the Internal Revenue Service.

I am attaching hereto a copy of a memorandum on FBI clearance procedures that covers not only the White House Staff but all other Presidential appointments. You may find this of some additional assistance. If you have any questions with regard to this matter, please do not hesitate to contact me.

*F.B.I.*  
FBI, Jr.

Encls: (2)

( SAMPLE FORM )

Office of the President-elect  
Hotel Pierre  
Fifth Avenue & 61st Street  
New York, New York

TO:

FROM: ~~H. Robert Haldeman~~ *John D. Ehrlichman*

RE: F.B.I. INVESTIGATION

Subject's name.....  
Date & Place of Birth.....  
Present Address.....

.....has requested:  
(asking party)

- 1. Name check
- 2. I.R.S. check
- 3. Full-field investigation

Attachments:  
S.F. 86   
Biography

Remarks:.....  
Report should be delivered to:.....



November 14, 1968

Honorable J. Edgar Hoover  
Director of the Federal Bureau of Investigation

I conferred last week with Franklin Lincoln, Jr. representing President-elect Nixon regarding personnel investigations to be conducted by the Bureau on appointments under consideration by the new Administration. The following arrangements were agreed upon and will be followed:

1. Mr. Nixon will designate several people, probably no more than three, who he will authorize to make requests for personnel investigations (including name check, IRS or full-field investigation.)

2. All such requests from the incoming Administration will be made to Assistant to the Director Cartha DeLoach, or any other official you may designate for transmittal to appropriate Bureau channels.

3. Full-field investigations for the FBI will be requested only with respect to Presidential appointees requiring Senate confirmation, key members of the White House staff and the Director of the Bureau of the Budget. Should additional investigations be needed, there will be further discussions between Mr. Lincoln and me.

4. Investigations requested by the incoming Administration will be given top priority.

5. The results of such investigations on appointments to become effective on or after January 20, 1969, will be furnished solely to Mr. Nixon or an individual designated by him.

6. The results of any such investigations on individuals who will have access to classified materials prior to January 20, 1969, will be furnished both to Mr. Lincoln and the appropriate member of the present Administration.

7. To protect the integrity of the governmental process and the privacy of the individuals involved, Mr. Nixon or his designee will take steps to insure that the results of such investigations will be made available only to a carefully limited individuals who need to know.

8. Should an excessive number of investigations be requested or should other investigations of over-riding importance develop during this interim period, the matter should be brought to my attention for prompt resolution.

[signed by the Attorney General]

**SUPPLIES ORDER**

**CORY COFFEE SERVICE PLAN, INC.**

69-18 49TH AVENUE  
WOODSIDE, NEW YORK 11377  
PHONE: 361-2008 (AREA CODE 212)

Order No.

Date *1/14/68*

Terms: Net Cash

Ordered By *New on Hdgs* (COMPANY)

Ship To *Hotel P... 39th St* (ADDRESS)

Phone *ny c*

Qty.	Stock No.	Description	Unit Price	Total
	623-001	Coffee X50 (INDICATE BRAND DESIRED)		
	623-002	Coffee X50S (INDICATE BRAND DESIRED)		
<i>1</i>	623-003	Coffee X50SC <i>Mout</i> (INDICATE BRAND DESIRED)		<i>25</i>
<i>1</i>	627-016	Cream (large pkg.) <i>CM</i>		
	627-014	Sugar		
		Hot Chocolate		
		Soup		
		Cups		
	623-007	Coffee X20SC (INDICATE BRAND DESIRED)		
	627-030	Cream (small pkg.)		
Tax				
Shipping Charges				
Signed <u><i>Margaret Becker</i></u>				
Title _____				

*To be Insured*

**INSTALLATION ORDER**  
**CORY COFFEE SERVICE PLAN, INC.**  
 A SUBSIDIARY OF CORY CORPORATION

*file* *office file*

40-23 24TH STREET  
 LONG ISLAND CITY, NEW YORK 11101  
 PHONE 361-2008 (AREA CODE 212)

Order No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Terms: Net Cash

Ordered By Nixon Hqrs. *Note Bill to*  
 Ship To Hotel Pierre 37th floor *William Middendorf*  
61st + 5th Ave *400 Park Ave*  
NYC *Transition Committee*

QUANTITY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL
1	C-25	Automatic Coffee Brewer	\$325.00	PROPERTY OF CORY COFFEE SERVICE PLAN INC.
1	PS-25	Automatic Coffee Brewer <i>6586</i>	\$295.00	
		<b>Series 25 Equipment deposit*</b>	\$45.00	
			<b>TOTAL</b>	

*Relocation from  
445 Park Ave 3rd fl  
NYC*

It is agreed that we have our choice of any commercially available portion packed brand of coffee and that we will obtain all ingredients for use in the above equipment from Cory.

**INSTALLATION CANCELLABLE BY US BY WRITTEN NOTICE AT ANY TIME -  
 BY CORY ON THIRTY (30) DAYS WRITTEN NOTICE.**

**ABOVE EQUIPMENT REMAINS PROPERTY OF CORY COFFEE SERVICE PLAN, INC.**

\* Returnable only by one Free case coffee after 6 mo. service and one Free case coffee in final mo. of service.

Signed Margarie Acher  
 Title \_\_\_\_\_

The above represents the entire understanding. No oral modifications are valid.

**INSTALLATION SURVEY:**

Standard Installation  20 ft. to water — 10 ft. to electric outlet.

Special Installation  \_\_\_ ft. to water — \_\_\_ ft. to electric outlet.

Indicate Special Problems: going through wall (type) overhead or other

*Margarie Acher*

Hugh D. Battersby  
 Salesman

Approved by Br. Mgr.

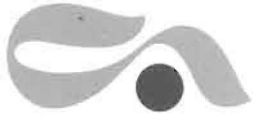
Installers estimate of additional charges \_\_\_\_\_

**Total** \_\_\_\_\_

CSP1-1

(REV. 2-15-67)

**CUSTOMER'S COPY**



Personel file.

CALIFORNIA INSTITUTE OF THE ARTS • 2404 W. 7th STREET, LOS ANGELES, CALIF. 90057 • 387-3371

November 25, 1968

Dear ~~Larry~~: *Bob*.

I am enclosing a copy of Robert H. Takeuchi's resume.

I am in the process of tracking down another copy of Lt. William Kelley's resume ( he's out to sea), and once I receive it, I'll forward it onto you.

I really appreciate the interest that both you and Bob are expressing in these candidates.

With warm regards,

William H. Marumoto  
Vice President for Planning and Development

Mr. Larry Higby  
Wyndham Hotel  
42 West 58th Street  
New York, New York

WHM:pv  
Enclosure



Completed  
to Lehman  
11/12/68

Patrick Joseph Buchanan 11/2/38 in Washington, D.C.  
editorial writer for St. Louis Globe Democrat

John Daniel Ehrlichman 3/20/25 in Tacoma, Wash.  
attorney (Seattle, Wash.)

Bryce Nathaniel Harlow 8/11/16 in Oklahoma City, Oklahoma  
Dir. of Governmental Relations for  
Proctor & Gamble

Martin Carl Anderson 8/5/36 in Lowell, Massachusetts  
Professor, Columbia Univ. Graduate School  
of Business

John Newton Mitchell 9/5/13 in Detroit, Michigan  
attorney (Nixon, Mudge, Rose, Guthrie,  
Alexander & Mitchell)

Peter Magnus Flanigan 6/21/23 in New York City  
investment banker (Dillon Reed & Co.)

Robert Hutchison Finch 10/9/25 in Tempe, Arizona  
Lt. Gov. of California

Maurice Hubert Stans 3/22/08 in Shakope, Minnesota  
President of Glore Fogan, Wm. R. Staats, Inc.

Richard Vincent Allen 1/1/36 in Collingswood, New Jersey  
Senior Staff member of the Hoover  
Institution for War, Revo-  
lution and Peace

Dwight Lee Chapin 12/2/40 in Wichita, Kansas  
account executive, J. Walter Thompson

Lawrence Bentley Mead II 6/15/45 in Pomona, California  
(go by name of Lawrence Mead Higby)  
Assistant to Manager, J. Walter Thompson

Allen Greenspan 3/6/26 in New York City  
President, Townsend, Greenspan & Co.

Raymond Kissam Price, Jr. 5/6/30 in Brooklyn, New York  
Newspaperman, N.Y. Herald Tribune