

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>
36	17	12/14/1968	Other Document	Haldeman Handwritten notes re: personnel issues, no stag dinners, personnel in press office. 3 pages.
36	17	n.d.	Other Document	Haldeman Handwritten notes re: fix phone in bedroom, interview for security. 2 pages
36	17	12/11/1968	Other Document	Haldeman Handwritten notes re: add Ells Jim re current condition in Europe after Kissinger, how to pronounce Shultz. 1 page.
36	17	12/12/1968	Report	Schedule for meeting Thursday, 12/12/1968 announcing Nixon Cabinet. 2 pages.
36	17	12/08/1968	Other Document	Haldeman Handwritten notes re: CBS transition program, plans for FL, New Year's in CA - Rose Bowl, plans for Jan. 9th. 1 page.
36	17	n.d.	Other Document	Haldeman handwritten notes re: Staff issues and providing information. 1 page.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
36	17	n.d.	Other Document	Haldeman handwritten notes re: no record of a letter in Rose's office, Arthur Burns to read Califano document, Ziegler to approve bills. 1 page.
36	17	n.d.	Other Document	Haldeman handwritten notes re: set up of white house staff, including functions of personnel, indicating 90% of work handled by "Secretariat" which consisted of 8 men, with support handling calls, travel, correspondence. 6 pages.
36	17	n.d.	Other Document	Haldeman handwritten notes including schedule and shorthand notes written in pencil at the bottom (RMW?). 1 page.
36	17	n.d.	Other Document	Haldeman handwritten notes re: meeting with Mayor Beverly Briley, President, League of Cities, W now regarding all cabinet problem, and get W office in NY. 1 page.
36	17	n.d.	Other Document	Haldeman handwritten note re: check H - Lindsey guy, fellow named May with regard to personnel. 1 page.
36	17	n.d.	Other Document	Haldeman handwritten notes re: Wiley Buchanan, John Brown to Washington, move materials to washington, submit security list to Stewart and Lincoln, assign Cole & Higby as staff and cabinet secretary. 1 page.
36	17	n.d.	Other Document	Haldeman handwritten notes re: election reform, Eagleberger, Anderson - RN statement role of V.P. 1 page.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
36	17	n.d.	Report	Official Returns - 1968. Humphrey 31,267,734 (42.7) Nixon 31,773,222 (43.4) Wallace 9,907,578 (13.5). 2 pages
36	17	n.d.	Other Document	Haldeman handwritten document re: momento, Hichle-Fleming meeing, Gayin needs \$10,000 to do the job. Has Jr. college offer. Bell, make offer \$12,000. Lee Heubner, Pres. Of Ripon staff asst, \$15,000. 1 page.
36	17	12/16/1968	Memo	Memo from Haldeman to staff re: key White House Staff mandatory meeting 12/19/1968, and plan time off 12/22/1968-01/05/1968, including secretaries, with attachment, 2 pages.
36	17	12/13/1968	Other Document	Haldeman handwritten note re: get well wire to Stuegel, Nixon attending Sulzburger funeral, note to Ethel Kennedy on birth of youngest daughter, LBJ suggests Agnew take over Jt Armed Forces home. 3 pages.
36	17	12/19/1968	Report	Haldeman handwritten agenda for 12/19/1968 staff meeting. WH Staff role to serve the office & the man, not do the work of the govt. always move things thru the WH to depts, procedural and office details. 8 pages
36	17	12/19/1968	Other Document	Haldeman handwritten notes for Nixon meeting re: Shultz, Urban Affairs Council, Burns, Whitaker on Cabinet member preparation, task force report on Taxation. 2 pages.
36	17	12/19/1968	Other Document	Haldeman handwritten notes re: Brown to route only mail that goes to Rose to her. Personnel picks, need list to be invited to WH. 1 page.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
36	17	12/19/1968	Other Document	Haldeman handwritten notes re: M.E.- May; Ag-Blair. Office of intergovernmental relations. 1 page.

RN

12/14

File

W/E remove Unger from personnel area  
absolutely not in W. House staff

M/E Ellsworth - great concern - get out of White House  
can't see Black Cap - Commerce

R Hofgren? -

Stansfeld & Ellis Stans in chg of N.A. B. - put Ellsworth in there

Staff & Cab

Staff  
proced.

always can see RN -

but q. of time mgmt.

brief agenda for discussion always -

no talk about jobs - speaking engagements etc.

R Bob King - press man or long man in a Cab. Dept.  
does he want to come in

R/E M. Hill - hard line - no place in Admin  
is he in inaugural comm?

MA John Eisenhower - on list -

Ambassador to somewhere - Int. Am.

E program task forces

program Cab Office next week -  
Sid Weinberg appt.

Sched plan once a week - have an old fid like Joe Nichols  
for a half-hour

2

✓ don't want stag dinners

EL  
JN  
Staus dinner - ? - Geo Champion - etc. <sup>John</sup> Burns  
run by M. for jobs before sees RN  
get what he's promised.

H - take control of sched. - take that responsibility

R re T. - don't give an inch -  
RN decided - you have an office -

DC get EOB office -

L - final returns - certified - state by state - 8th

Hughes Hughes - work out plan for Mancoske + Fina

Hughes will use jet star for PN.

L find out what top guys in Senate get  
give R more

R Mary Jane McAuffrey -

Re - personnel in Press Office

✓ Rogers to UN at 4:30 ~ 5:00 Tues -

3

✓ Ray Moley should be brought in  
sched. mtg. sit down w/ Fetal re who shld RN see

✓ FL get a spot for Dave Smith

FDM Dept. - Advisory Council - apptd by Pres.  
for each Dept.  
study all that now exists -

Open - can we shift box out of OEP

✓ - have M in w/ Romney Tues.

✓ FL telephone report - scientific analysis.

~~Fri phone in  
Bedroom. 758  
7468~~

~~Mem.  
Nick Thimisch~~

~~LT 1-1000  
Rm. 911~~

~~Interview.~~

~~Unsub  
Memo~~

~~Concerning the individual who does security.  
Super security type fellow.~~

~~Check Hughes re: Wyndham. Douglas Stamm.~~

~~Check  
John.~~

~~Ehr. to Hughes.  
Chief to 2nd floor.~~

~~Chief to  
1203.~~

~~From  
Hughes.~~

~~Jusnich - Hawaiian, Chief Warrant Officer  
in Army.~~

~~David Kennedy - 312  
828-2345~~

~~Must know on consistent basis  
whereabouts of all cabinet &  
key staff~~

~~Bob Deveny - Rep. State Chair  
for Alaska.~~

~~At Mr. Porton~~

~~Cabinet People.~~

~~Ellsworth or Brown or Hilly~~

~~Correct titles for Cole, Hilly, etc.~~

~~Flannigan also wants info on PaBridge.~~

~~Mail for Cabinet. To Specific Dept.~~

~~How to effect the move.~~

~~Call Middendorf re:~~

~~Moving Cost estimate.~~

~~Cabinet Officer.~~

~~Bunny~~

~~Holdeman Screening~~

~~but to Murphy of under Sec~~

RN  
12/11

(File)

Clifford  
did Hander grow up on a farm? YES

E - add Ells I'm re current condition Empire  
after Kissinger

how pronounce Shultz D 211

Shooltz

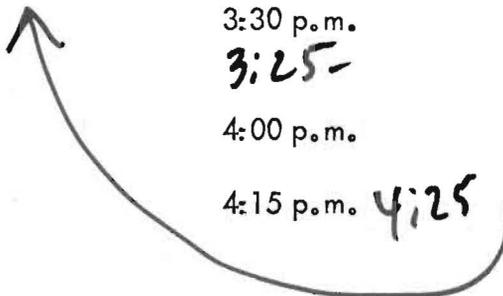
JRH  
per file

212  
421-3100

THURSDAY, DECEMBER 12, 1968

- 8:00-8:30 a.m. Breakfast served - Tudor Room
- 9:10 8:30-9:10 a.m. Adjourn to Board Room for briefings  
RN REMARKS
- 9:40 - 10:00 9:10-9:30 a.m. Roy Ash *President Litton Industries*  
*transition -*  
Making the Executive Branch Effective
- 10:00 - 10:25 9:30-9:45 a.m. *Br. R. P. Mayo* *Director - Bureau of the Budget*  
Budget-Making and Immediate Budget Issues Facing the Administration
- 10:25 - 10:00-10:45 a.m. Bryce Harlow *Asst. Pres -*  
Congressional Relations and Legislative Prospects  
Q&A
- 11:00-11:40 a.m. John Ehrlichman *Counsel - Pres*  
Senatorial Confirmation, Conflict of Interest  
Q&A
- 12:00-12:30 Lunch
- 12:30 p.m. Henry Loomis *Exec. Director - Task Forces*  
"The Career Civil Servant"
- 1:15 p.m. ~~1:15~~ 1:30 - 2:25 Dr. Henry Kissinger *Asst to Pres - Natl Sec. Affairs*  
National Security Briefing  
Q&A
- 2:00 p.m. 2:25 2:00 p.m. Robert Ellsworth - *Asst Pres*
- 2:35 - 2:55 2:35-2:55 Dr. Paul McCracken *Chairman - Council Ec. Advisors*  
National Economy Briefing
- 2:45 p.m. 2:55 - 3:25 Dr. Lee DuBridge - *Science Advisor to Pres.*  
Science Briefing
- 3:30 p.m. 3:25- Herb Klein *Dir. Comm. - Executive Branch*  
Press Relations and Public Information
- 4:00 p.m. Break
- 4:15 p.m. 4:25 John Mitchell/John Ehrlichman *Atty Genl - Dir. - Transition*  
Personnel Recruitment, Staffing Policies, Transition Procedure

Greenspan's  
warning  
re  
employment



Check in with White House board.

continued ...

THURSDAY, DECEMBER 12, 1968 - 2

~~4:35~~ p.m.  
5:00

Dr. Daniel Moynihan *Ceset to Pres for Urban Affairs*  
The Urban Challenge

5:00 p.m.

RN - Closing remarks

5:10 p.m.

Adjournment  
President-elect and Mrs. Nixon to White House

5:45 p.m.

Reception for Johnson Cabinet members, Vice President-elect  
Agnew and Mrs. Agnew and Nixon Cabinet and wives  
Diplomat Room - Shoreham Hotel

\* \* \*

12/8

File

To RU

-? Boil on PN + Copeland on TN

- CBS transition program OK?

- plans for Fla - dates -

New Years in Calif - Rose Bowl

plan for Jan 9<sup>th</sup>

- get Volpe's report on ethnics on staff

- Sefire set

- what for Mr. Anderson S.A. - gen'l.

- Stans will be here Mon if you want to see him

Keogh - SA. - editor

fel  
Kear watch here re: Total personal  
problem

hired  
FBI wants list that did for  
S.S.

list of who on WH staff as of now.  
copy to hincdw. & to Stewart

Find out what check on forms  
who been done.

Colo - do thinking, Bull running around etc.

Ba - Hold until H figures out  
what to do w Hopkins.

Change letter

file

H -

~~No record of letter in either  
Rose's office or John Brown's  
mail operation~~

~~Kevin .776 1832~~

~~Arthur Burns.~~

~~Talked to Bryce~~

~~Thought he should read Califano document~~

~~Delmonico 8/5~~

~~Don Ziegler to Approve Bills~~

~~Don Nixon's wife has many ~~files~~  
Hateful  
Hanna Nixon stuff +  
family~~

1. How set up H staff.

2 yeomen  $\longrightarrow$  Memos  $\longrightarrow$   
assistant for Action.

Phone need.  $\leftarrow$  VIP Staff.  
Yeoman  
Typing need.  $\leftarrow$  Personal to Yeoman.  
Std to pool  
Correspondence Need.  $\leftarrow$  VIP to Col or Highy  
Std to Yeoman or dept.

Someone to keep people away. - Assistantants.

Secretariats - concerned with following up output.

Separate office under H Administration  
responsibility.

Recording function. 8 people report.

~~Transmit~~

Traffic function. Transmitting & follow-ups

Form of Staff work.

Cabinet Meetings

Secretariat's Office.

Chief of Staff.

Performing direct orders for R.W. and follow.

1. Hii Secretan
2. Cole, Hgby, Brown.
3. Secretariate  
or divided

100% accen to all that goes  
in and out of office.

80%

90% handled by Secretariat

When due back, - Secretariat.  
Reviewed to see ready for President's eyes.



Output

Inputs  
flow of material  
form of material -

### Secretariat

Morgan - Domestic.  
Harlow - Foreign Policy  
Hadden - Administration & General  
Eulbachman - Political

Kennedy - P.P.  
Keogh - Writing / Research  
MacQuinn - Economic  
Du Bridge - Science

480

~~Address~~ letter jacket

Stuff 1 Thankyou.

~~2,400~~  
~~2,880~~

10,000

~~Congrate.~~ Worker Thankyou.

1000

20,000

Congrate.

Address envelope.

Stuffing 2¢ per letter.

# Inputs of the press

Correspondence need ← Special correspondents.  
Typing need. ← routes.  
Phone need. ← 2 yeomen.

Supply need.  
Scheduling his time

## Time demands..

---

Schedule President  
Security liaison - Travel ↗ Chapin  
Performing direct orders for R.D. ↖ Hughes.  
Administrative region due to C of S  
Secretariat.

Leave Word

~~Whitehead - on your staff  
want on your staff -~~

M

T-NY

W-NY

W-W

F-W

~~Include both.~~

~~Regals  
A la. by Judge Dem Scot.  
National Dem Party of Ala.~~

~~\* Other 1.3% in minor party  
candidates.~~

~~\*\* a lot of the number  
eg. N. Y. ...  
... ..~~

H - Mayor Beverly ~~Smith~~ Briley Fri Mon.  
Pres League of Cities  
other players including: ~~4-5~~ 6-7 total  
Carl Stokes.  
Pat Healy Wait.  
When good time.

617-864-9659

L - phone Allen Petrucci

H - re: ~~New Stationery~~ files.  
Also John Brown now phone Hopkin?

H - W now regarding all cabinet  
problem. ok

Get W office in NY

check #

- Lindsey Gray. fellow named May.  
w/ regard to personal.

~~Wiley Buchanan - project working on for Mr. N.  
Don Agegel is here, (on later problem)  
202 337 7020.~~

~~John Brown to Washington early next  
week. Tuesday.~~

~~Security - list to Stewart &  
Lincoln.~~

~~Entire Move to Washington  
Moving materials.~~

~~Staff Secretary & Cabinet Secretary  
Cole & Highby.  
Cabinet -  
Staff Secretary~~

fill

High Election return.  
4:20 at Apt.  
Typed up.

HL - letter to publisher that  
RN dictated. form 202 3953075 in mail  
Have not gone out. Call to John tomorrow / week  
By Friday

Engelbarger - me on letter writer.  
to morrow or sent wed.

Type up all ambassadors that ~~assist~~  
political contrasted to career.  
post & incumbent.

FI - OEP & OEO  
go carefully over list both are  
copies.

Anderson - RN statement role of V.P.

P. Conf at FI at Elect  
& Speech in June.

OFFICIAL RETURNS - 1968

*File*

<u>STATE</u>	<u>HUMPHREY</u>		<u>NIXON</u>		<u>WALLACE</u>	
ALA *	196,579	(18.6) **	146,923	(14.1)	699,446	(66)
ALASKA	35,411	(42.7)	37,540	(45.2)	10,024	(12.1)
ARIZ.	170,514	(35)	266,721	(54.8)	46,573	(9.6)
ARK.	184,901	(30.3)	189,062	(31)	235,627	(38.7)
CALIF.	3,244,318	(44.7)	467,664	(47.8)	487,270	(6.8)
COLO.	331,063	(41)	409,345	(50.8)	60,813	(7.5)
CONN.	621,561	(49.5)	556,721	(44.4)	76,650	(6.1)
DEL.	89,194	(41.7)	96,714	(45.1)	28,459	(13.3)
D. C.	139,556	(81.8)	31,012	(18.2)		
FLA.	676,794	(30.9)	886,804	(40.5)	624,207	(28.6)
GA.	334,439	(27)	366,611	(29.7)	535,550	(43.3)
HAWAII	141,324	(59.8)	91,425	(38.7)	3,469	(1.5)
IDAHO	89,273	(30.7)	165,369	(56.8)	36,541	(12.5)
ILL.	2,039,814	(44.2)	174,774	(47.1)	390,958	(8.5)
IND.	806,659	(38)	1,067,885	(50.3)	243,108	(11.4)
IOWA	476,699	(40.8)	619,106	(53)	66,422	(5.7)
KAN.	302,996	(34.7)	478,674	(54.8)	88,921	(10.2)
KY.	397,541	(37.6)	462,411	(43.8)	193,098	(18.3)
LA.	309,615	(28.2)	257,535	(23.5)	530,300	(48.3)
MAINE	217,312	(55.3)	169,254	(43.1)	6,370	(1.6)
MD.	538,330	(43.6)	517,994	(41.9)	178,734	(14.5)
MASS.	1,469,218	(63)	766,844	(32.9)	87,088	(3.7)
MICH.	1,593,082	(48.2)	370,665	(41.5)	331,968	(10)
MINN.	857,738	(54)	658,643	(41.5)	68,931	(4.3)
MISS.	150,644	(23)	88,516	(13.5)	415,349	(63.5)
MO.	791,444	(43.7)	811,932	(44.9)	206,126	(11.4)
MONT. !	114,117	(41.6)	138,835	(50.6)	20,015	(7.3)
NEB.	170,784	(31.8)	321,163	(59.8)	44,904	(8.4)
NEV.	60,598	(39.3)	73,188	(37.5)	20,432	(13.2)
N. H.	130,589	(43.9)	154,903	(52.1)	11,173	(3.8)
N. J.	1,264,106	(44)	1,325,467	(46.1)	262,187	(9.1)
N. M.	130,081	(39.7)	169,692	(51.8)	25,737	(7.9)
N. Y.	3,378,470	(49.8)	3,007,932	(44.3)	358,864	(5.3)
N. C.	464,113	(29.2)	627,192	(39.5)	496,188	(31.3)
N. D.	94,769	(38.2)	138,669	(55.9)	14,244	(5.7)
OHIO	1,700,586	(42.9)	1,791,014	(45.2)	467,495	(11.8)
OKLA	301,658	(32.3)	449,697	(47.4)	191,731	(20.3)
ORE.	358,865	(43.8)	408,433	(49.8)	49,683	(6.1)
PA.	2,259,403	(47.4)	2,090,017	(43.9)	378,582	(8.1)
R. I.	246,518	(64)	122,359	(31.8)	15,678	(4.1)
S. C.	197,486	(29.6)	254,062	(38.1)	215,430	(32.3)
S. D.	118,023	(42)	149,841	(53.3)	13,400	(4.7)
TENN.	351,233	(28.1)	472,592	(37.8)	424,792	(34.1)

<u>STATE</u>	<u>HUMPHREY</u>		<u>NIXON</u>		<u>WALLACE</u>	
TEX.	1,266,804	(41.1)	1,227,844	(39.9)	584,269	(19)
UTAH	156,665	(37.1)	238,728	(56.5)	26,906	(6.4)
VT.	70,255	(43.5)	85,142	(52.8)	5,104	(3.2)
VA.	442,387	(32.5)	590,319	(43.4)	320,272	(23.6)
WASH.	616,037	(47.2)	588,510	(45.1)	96,990	(9.6)
W. VA.	374,091	(49.6)	307,555	(40.8)	72,560	(9.6)
WIS.	748,804	(44.3)	809,997	(47.9)	127,835	(7.6)
WYO.	45,173	(35.5)	70,927	(55.8)	11,105	(8.7)
TOTAL	31,267,734	(42.7)	31,773,222	(43.4)	9,907,578	(13.5)

\* Other 1.3% in minor party candidates.

\*\* This figure includes the votes of both the Alabama Independent Democratic Party and the National Democratic Party of Alabama.

Memento - wrapped up get fair price

Mounted in wood 3 black letter covers

Hickle - 9:00 A.M. Flemming Wed.

Call Mc Murray.

Please phone

\$100.00 per day

Need 1 guy

Wed. & Thurs.

To H - Haysin needs \$10,000 to do the job.

Has Jr. Collep offer.

Bell - We should make offer.  
What level is money.

test Bell.  
\$12,000

Lee Heubner - Pres of Ripon \$15,000 Jan 20 effective.  
Staff Assistant.  
Like to talk about above

4 1/2 ~~page~~

11 will go  
at today.

11 those not  
in NY will  
also be notified  
by phone L.

MEMORANDUM

TO:

FROM: Bob Haldeman

December 16, 1968

At the request of the President-Elect, there will be a general meeting of the key members of the new White House staff on Thursday, December 19th, at 9:30 a. m. in the Sapphire Room, Second Floor, at the Pierre Hotel.

It is essential that you plan to attend. If necessary, please revise any previous commitments that would prohibit you from being present. You should keep the entire morning clear.

We will review at this time a number of vitally important policy and procedural matters and will hope to answer any questions you may have regarding the balance of the transition period - and the start-up operations in Washington.

Also - for your personal planning - the President-Elect will be in Florida from December 23 until January 1, and in California from January 1 to January 3. This is an excellent opportunity for you to get some vacation time and/or to take care of house-hunting, etc. Our White House staff will operate on a skeleton basis from December 22 through January 5. Unless you have been specifically requested to be on call during that period - please regard it as vacation time. We'll resume full operations on Monday, January 6. Please be sure your office is covered - but try to let as many secretaries as possible get the time off too - especially those who worked through the campaign and will be going to Washington in January.

HRH/mc

RN  
12/13

File

R get well wire to Stengel

Lylybarger funeral -  
find out when

set up

tell Z  
no comment  
OK ans.  
a.

RN probably go - slip in last min.

McCracken here?

him or Dr. Kennedy - phone  
right away.

(to RN)

written amount

ask Z  
+ Kl

? Hoover - Helms - ~~Wash Man~~ ~~Set~~

~~or tomorrow could be good~~  
Ch Harlow - also keep V.A. - all at once

later? Box OEP - also OEO  
Harlow - Cong. OK! - have him come in <sup>with</sup> Agnew

(E) real problem of outsider over Hampton  
Strong etc. we shld apppt him  
Ch carefully w/ Bryce

Note to Ethel Kennedy - just had 11<sup>th</sup> baby  
girl yesterday

Gene sched - Sen Baker M. Eisenhower etc  
type of appts - Moynikan's Mayor  
Romney - other cab. officers. Reuther <sup>et</sup> al  
task forces - Babcock (Mree)

requests of Cab. Officers 1/2 hour each  
Romney Volpe  
Shultz Stans

Staffing mtg - wait

Volpe - someone go over names w/ him  
before he sees RN

Go ahead w/ Kuwait - + Dayton  
(Wed) very brief - 10 min each - courtesy call  
in Pierre - announce - Sat

Shultz Shultz - RN saw Abe -  
told him Shultz wd call him on phone  
also shld call Meany Reuther + other ldr  
go over + pay respects fast.

Agnew - LBJ has idea - fine house Ft McNair  
9 BR - avail to VP. -  
J. Hunt Atwood Fern to make it avail  
may ag call J - go see him Mon <sup>the</sup>  
ag - at leg. ldrs mtg - always.  
Boe - O&A.  
Also can staff w/ military personnel

Hughes Hughes - set up perm jet stan w/ seal

KL build up mtg of Cab -  
low-impersonal Cab wgs of staff  
get reports by Kim, Oh, Mac etc  
Sabine & group - Give them time

Edsworth - Scranton did see Fernal

Romney - pub. receptions -  
1/2 hr. - Mon 6:00 Tues AM  
or early aft.

Staff Meeting  
12/19

## Agenda

File

### I Basis for meeting -

- arrive at some mutual understanding re approach procedures, etc.
- be sure everyone has his questions answered.
- will let others go first so I don't cut in to their material
- introduce all present - with role = <sup>may</sup> <sub>role</sub>

II - JDE - review security & financial clearances & non-publishing rules -  
inauguration plans & procedures  
explain transfer costs not paid

III - Harlow - outline operation of Cong liaison function as relates to W.H. Staff -  
- review procedures for mail, calls, etc.

IV - Kissinger - operation of security adviser

V - Ziegler - press relations

This represents almost all of the key WH staff - a few will be added - based on Poylaski's review of operational needs. Also - will be team office - <sup>first lady</sup> ~~in first~~ lady's office, Hughes, Archivist, security clearance

# White House Staff

Haldeman<sup>+</sup> Harlow<sup>+</sup> Ehrlichman<sup>+</sup> Ellsworth<sup>+</sup>  
Kissinger<sup>+</sup> Moynihan  
R. Woods Klein Keogh<sup>+</sup> Whitaker Brown

Haldeman

Ziegler Chapin Flemming Brown <sup>Bo</sup> v.d. <sup>head</sup>  
Cole Hoagy Wilkinson Blum <sup>John</sup> Bull

Harlow

Timmons Ken Belser  
Rosencher Winter

Ehrlichman

Dent Sears Morgan  
Krogh Stuart

Ellsworth

Hofgren <sup>Tom</sup> Whitehead

Kissinger

Allen

Keogh

Safire Pirel Buchanan Anderson  
Bill Gavin Lee Huebner

General  
strive for perfection - have become a little loose  
need to really sharpen + perfect  
philosophy of W.H. staff.

read from Patterson memo - old - + 1936  
our role is to serve the office + the man  
not to do the work of Government.

emphasis always should be to move things  
thru the W.H. to the depts + agencies

Bryce's point re: power - be sure you know what  
you're doing  
be sure nothing goes to the Pres. in any form  
personal, paper, phone

that isn't first completely staffed -

meaning - checked for accuracy + form

✓ for lateral coordination

✓ for related material to include

reviewed by competent cognizant staff  
of depts.

that isn't absolutely necessary for the  
Pres.' personal attention.

great importance of staff members setting priorities  
for their own time + attention as well as RNs

don't let people end run you - + don't let them  
use you to end run others.

Morgan  
friendship  
+ love

Basic point -

Key Staff and cabinet and Agency heads  
can always see RN when necessary  
major problem of time management  
to insure that he can see people as needed

fact is - most of the requests for his time and  
most of the paper directed to him  
can better be handled by staff or dept.  
must preserve his time for the things that really matter

He does not want questions for his decision  
reduced by staff to lowest common denominator  
& just submitted for approval.  
for major decisions he wants input from all sides  
minor decisions should be made at a lower  
level based on existing policy.

we will have to formalize and enforce procedures  
to greater degree than before  
but - not to the degree that the system gets in  
the way of doing the work  
it's being designed to make it easier -  
not harder

emphasis - can't set now - will have to evolve

## Incoming people (appts, mtgs)

Objective: Optimum utilization of Pres. time -

All appts and mtgs to be completely pre-staffed, always at least a brief written agenda. All possible matters handled by others.

Follow-up procedure to insure decisions, assignments and commitments are carried out.

## Procedure:

all thru one source - none direct to RN to insure coordination - priorities & proper pre-staffing.

basic route - after decision to see Pres.

first clear thru:

Kissinger - Natl Security

Halperin - Congressional

Rose - personal

then to Chapin with complete back up -

reason for meeting, time needed, urgency who recs + endorses.

make clear no requests for appts etc. or

appearances direct to RN - also no job recs.

Objective: All mail and other incoming paperwork to Pres. to be completely pre-staffed - handled by others if possible - to Pres. if necessary but with rec. action or reply identified + prepared by proper staff or dept.

Incoming paper -

All thru one source - none direct to RN to insure coordination + recording +

proper pre-staffing

~~staffed to that that~~

basic route - after decision to go to Pres. to ~~any office~~ -

checks for adequate input

adds related material

checks for lateral coord.

records - for future follow-up

or to Kissinger - (Natl Sec.)

for same process

or to Rose Woods - (personal) friends - relatives - contributors

for same process

or to National Comm - (political) - same process

~~then~~ to rec. answer must accompany incoming

or to Hallow - Congressional

external  
initiation

memo  
recommend.  
etc.

inc. mail.

3 categories  
Natl Secy.  
Govtl - non-sec.  
Personal (non bond)  
Political  
Congressional

re mail to staff people -

should be referred whenever possible  
for action

work towards getting everything handled in depts.

encourage incoming to Pres be addressed to him  
not to staff. Then can be properly  
staffed, logged & referred.

# Housekeeping

## Employees

freeze lists at present level  
assume I now have current lists  
I'll review salaries etc first week in Jan  
Ken Cole has sent out memo of present <sup>our</sup> staff  
they should get priority  
we also have list of WH people who  
want to stay - some are very good.  
let us know if you want us to explore  
re recruiting for other areas  
recs. are still welcome for top people

## Office Space

RN will be too.  
most of WH. Staff will be based in EOB  
specific locations & needs will be  
handled w/r of Jan 6 -  
think thru any particular special needs  
also phone requirements etc.

## Xmas Vacation & RN Calendar

Joy - Housing report

RN

12/19

File

(Sec. Shultz)

- re mtg Kennedy feels not formalize Econ Conf re Stans rec. not include Labor + Commerce just Treas. + Econ. Ad. + Budget McCracken shld see Shultz + Stans are included in Econ. Planning mtgs from time to time

fell ash ↑

- re Urban Affairs Council HEW-HUD-DOT and Commerce + Labor business alliance manpower maybe also Agric.

Moyn. Labor

- RN thinks Commerce + Labor in - and what about Agric.?

Moyn

- will have before 20th - to be set up now mtg Urb. Council Moyn set up agenda like the NSC.

2

Burns

Mr. Kennedy's stunt on gold  
Anderson + Allen - get them all N states  
esp. in campaign.  
get summary to cabinet people

Whitaker - tell Cab members  
they'll get wine stuff  
This is must reading -  
So don't get caught

task force report on taxation.

RN  
12/19

file

Brown Rose - only mail that goes to her  
others must determine what she sees

Fl/ Kl. V. Pritchley - as PIO - high level  
Fl Ed May - for key post

Thatcher Longtheth - good man

Leo Cherne - ch B - shld he do something  
on an advisory board

RN list of Advisory Boards -  
and list of people to appt.

need list to be invited to W.H.

Dave Kendall -

Autopen - nice card - sign latches of autographs  
R hand out - who her signing it.

M-E-Mog  
Ag-Blain  
12/19

file

- Office of Intergovernmental Relations

Announce this -  
and removal of other functions  
- take all we can out  
Keep space + marine resource

Need to work up def. of this office  
& bpc's role