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<td>10/24/1962</td>
<td>Memo</td>
<td>To all staff- state headquarters, from Bob Haldeman. RE: Office hours. Seven additional copies attached. 1 pg</td>
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<td>10/22/1962</td>
<td>Memo</td>
<td>To staff, from Bob Haldeman, RE: Keeping telephone charges to a minimum. One additional copy in folder. 1 pg</td>
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<td>10/22/1962</td>
<td>Memo</td>
<td>To staff, from Bob Haldeman, RE: Keeping telephone charges to a minimum. Not scanned</td>
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<td>Memo</td>
<td>Nixon for Governor Southern California staff list. 2 pgs</td>
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<td>Memo</td>
<td>Nixon For Governor Committee. 3 pgs</td>
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<td>53</td>
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<td>10/01/1962</td>
<td>Memo</td>
<td>To staff, from Bob Haldeman. RE: Answering phones with &quot;Win With Nixon.&quot; 1 pg</td>
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<td>Memo</td>
<td>State Headquarters Building staff list. 2 pgs</td>
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<td>Memo</td>
<td>Southern California Headquarters staff list. Attached to previous. 1 pg</td>
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<tr>
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<td>Memo</td>
<td>Coast Federal Building staff list. Attached to previous. 1 pg</td>
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<td>08/27/1962</td>
<td>Memo</td>
<td>About conveying messages to the RN for Governor campaign while travelling. 1 pg</td>
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<td>53</td>
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<td>08/18/1962</td>
<td>Memo</td>
<td>To Grassmuch, Hess, Hunter, Klein, Moscow, Reynolds and Younger, from Bob Haldeman. RE: reference of Pat Brown as &quot;Mr. Brown.&quot; 1pg</td>
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<td>53</td>
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<td>08/14/1962</td>
<td>Memo</td>
<td>To Bob Haldeman, from RN. RE: not calling Pat Brown, &quot;Pat Brown.&quot; Attached to previous. 1 pg</td>
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<td>53</td>
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<td>08/21/1962</td>
<td>Memo</td>
<td>To Farrington, Frey, Grassmuch, Klein, Hess, Hunter, Moscow, Quinn and Reynolds, from Bob Haldeman. RE: Putting your name on drafts to RN. 1 pg</td>
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<td>To staff, from Rose Mary Woods. RE: Putting your name on drafts to RN. Two additional copies attached. Attached to previous. 1 pg</td>
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<td>Memo</td>
<td>List of headquarters staff including name, private line and home address and phone. 3 pgs</td>
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<td>07/26/1962</td>
<td>Memo</td>
<td>To staff, from Bob Haldeman. RE: Republican Research Center. 1 pg</td>
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<td>07/16/1962</td>
<td>Memo</td>
<td>To staff, from Bob Haldeman. RE: Handling of Candidate's Schedule. 1 pg</td>
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<td>Memo</td>
<td>Campaign Organization. List of names and their duties. 1 pg</td>
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<td>Headquarters Operations- con't. List of names and their duties. Attached to previous. 1 pg</td>
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<td>Campaign Organization. Handwritten. Draft of a list of staff and their duties. Attached to previous. 5 pgs</td>
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<td>Memo</td>
<td>To Bob Haldeman, from RN. RE: Asking for a list of staff and their duties working at headquarters. Attached to previous. 1 pg</td>
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<td>05/22/1962</td>
<td>Memo</td>
<td>To All staff members, from Bob Haldeman. RE: Suspending campaign operations June 6-18. 1 pg</td>
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<td>Memo</td>
<td>To Nixon County Chairmen and Co-Chairmen, from Bob Haldeman. RE: Campaign communications. 1 pg</td>
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<td>04/19/1962</td>
<td>Memo</td>
<td>To all headquarters personnel from Bob Haldeman. RE: Change in John Kalmbach's duties. 1 pg</td>
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<td>03/07/1962</td>
<td>Memo</td>
<td>To Farrington,Jr., Henley, Kalmbach, Mail office, Moscow, Quinn, Research, Sammelman, Woods and Younger, from Bob Haldeman. RE: Handling statements, excerpts, releases etc. from RN. 2 pgs</td>
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<td>01/24/1962</td>
<td>Memo</td>
<td>Key Campaign Staff. List of names, their titles and duties. 2 pgs</td>
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<td>Memo</td>
<td>Key Campaign Staff. Handwritten. List of names, their titles and duties. 3 pgs</td>
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<td>To staff, from H. R. Haldeman. RE: list of campaign staff assignments. 2 pgs</td>
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<td>n.d.</td>
<td>Memo</td>
<td>State Campaign Staff. Handwritten. List of staff titles. 1 pg</td>
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MEMORANDUM

To: All Staff - State Headquarters
From: Bob Haldeman

Office hours are from 9:00 A.M. to 9:00 P.M. Monday through Saturday for the balance of the campaign. These should be strictly observed by everyone.

If you are not at your desk before 9:00 A.M. each morning, word should be left with the Switchboard where you can be reached.

I fully recognize that almost everyone is working later than 9:00 P.M. and it is hard to get up and out early in the morning, but things are moving too fast, answers are needed too quickly, for any staff member not to be immediately available.

It is, therefore, a hard and fast rule to keep the office hours set, or to notify the Operator where you are and what time you will be in the office. This, of course, also applies to any required absences from the office between the hours of 9:00 A.M. and 9:00 P.M.

October 24, 1962
NIXON-FOR-GOVERNOR
3908 Wilshire Blvd.
Los Angeles 5

October 22, 1962

STAFF MEMORANDUM

From: Bob Haldeman

The telephone bill for the month of September was three times the amount budgeted for this purpose.

It is absolutely imperative that everyone on the staff make every possible effort to keep telephone charges to a minimum the final two weeks of the campaign.

Every $10.00 you waste talking longer than necessary on a long distance call, or making a call that could just as well be handled by letter, means a radio spot we cannot buy in the last week.

Please keep this in mind at all times. Keep your calls brief, and only make calls that are absolutely essential.

Thanks very much for your cooperation.
INTER-OFFICE MEMORANDUM

Nixon for Governor

To: Bob Haldeman
From: RN
Date: August 14, 1962
Subject: Distribution

Would you please see that this memorandum goes to everyone who prepares drafts for speeches, tapes, etc.

I do not want to see any drafts of statements, tapes or speeches prepared for my use where we call Brown "Pat Brown." I have mentioned this several times but it constantly appears in material presented to me for consideration.

Memo to
Hess
Hunter
Strausnick
Klein
Reynolds
Moscow
Younger
CAMPAIGN CHAIRMAN

H. C. "Chad" McClellan
P. O. Box 2176 - Terminal Annex
Los Angeles 54
(O) CA 2-5111

FINANCE CHAIRMAN

Maurice H. Stans
600 South Spring Street
13th Floor
Los Angeles 14
(O) MA 4-0111, ext. 2835

VICE CHAIRMAN

Mrs. Valley Knudsen
3034 Edgewick Road
Glendale 6
(H) CI 1-9383
Crispus A. Wright
9025 Wilshire Boulevard
Beverly Hills
(O) ER 2-0419
(H) RE 1-5778
Robert L. Minckler
3543 E. California Street
Pasadena 10
(O) MA 8-3566
(H) SY 3-1968
John H. Harriman
245 South Plymouth Boulevard
Los Angeles 6
(H) WE 3-6790

Steve Broidy
1134 Coldwater Canyon
Leverly Hills
(O) NO 2-9181
John S. Davies
Pacific Telephone
611 Wilshire, Room 1000
Los Angeles
(O) 621-1255
(H) FR 7-3777
John V. Vaughn
Dartell Laboratories
1226 South Flower Street
Los Angeles 15
(O) RI 9-7701
Robert O. Reynolds
5939 Sunset Boulevard
Hollywood 28
(O) HO 9-5341
SOUTHERN CALIFORNIA

ACTION PACKAGE:

CHAIRMAN
Mrs. Valley Knudsen
3034 Edgewick Road
Glendale 6
(H) CI 1-9383

HEADQUARTERS VOLUNTEERS
Mrs. Dorothy Frazier
500 South Gramercy Place
Los Angeles
(O) DU 5-9161

VICe CHAIRMAN & COORDINATOR
Mrs. Henriette Cowgill
361 North Bowling Green
Los Angeles 49
(H) GR 2-2205

OPERATION TELEPHONE CHAIRMAN
Mrs. Tony Whan
3839 Los Feliz Boulevard
Los Angeles 27
(H) NO 4-6938

COFFEE HOURS CHAIRMAN
Mrs. Lawrence Frankley
400 South Burnside Drive
Los Angeles 36
(H) WE 9-3888

NIXONETTE CHAIRMAN
Mrs. Frederic Sturdy
635 Perugia Way
Los Angeles 24
(H) GR 2-3763

NIXONETTE ACCESSORIES CHAIRMAN
Mrs. Peter J. Felker, Jr.
731 Birmingham
Burbank
(H) TH 6-2327

JEWELRY CHAIRMAN
Mrs. Edward Mills
2220 Micheltorena
Los Angeles
(H) NO 1-9539

VOLUNTEER CHAIRMAN
Mrs. Harry F. Haldeman
1414 Seabright Drive
Beverly Hills
(H) CR 1-9709
NIXON FOR GOVERNOR COMMITTEE

Statewide Headquarters
3908 Wilshire Boulevard
Los Angeles 5, California
DUnkirk 5-9161

Campaign Manager
H. R. "Bob" Haldeman
Fred Haffner
Dorothy Wright, Sec.

News Bureau
Herbert Klein
Sandy Quinn
Ron Ziegler
Al Moscow
Michael McLean
Dorothy Elliott, Sec.

Schedule Office
John Ehrlichman
Mick Ruwe
Booth Turner
Joan Carroll, Sec.

Public Relations - Advertising
Charles Farrington
Virginia Nutt, Sec.

Speakers Bureau
Mrs. Lura Eckman
Charlotte Taylor, Sec.

Mr. Nixon's Office
Rose Mary Woods, Exec. Sec.
Bob Hamilton, Tour Manager
Marje Acker, Sec.
Betty McVey, Sec.
Bessie Newton, Mrs. Nixon's Schedule

Win & Contact Program
Dan Waters
Robert Smith
Jenifer Paul, Sec.
Geri Wilkins, Sec.

Campaign Production - Administration
Mrs. A. V. "Sammy" Sammelman
Joan Read, Assistant

Statewide Volunteers
Mrs. Harry F. (Betty) Haldeman

Finance Office
609 S. Grand Ave.
Room 414
MAdison 7-2486

Louis Quinn, Asst. to M. H. Stans
Sally Pennabaker
Kathy O'Brien
Mail Office
315 W. Ninth Street
Madison 7-1676

Lois Gaunt
Marilyn Matthews, Assistant
Chuck Branner
Tracy Brown
Claire Poole
Betty Proffit

Southern California Headquarters
3950 Wilshire Boulevard

So. Calif. Campaign Manager
Herbert W. Kalmbach
Jane Dannenhauer, Sec.

Special Projects -
Action Package
Carol Arth
Pris Marvin, Assistant
Doris Thielen, Assistant
Carter Ludlow, Publicity

Field Division
John Kalmbach
Judy Kiljan, Sec.

Field Representatives:
San Fernando Valley,
Santa Barbara & Ventura Counties
Dwight Chapin

Central Division,
Inyo, Kern & San Luis Obispo Counties
Brack Hale
Rod Rumble
John Carley

Eastern Division,
San Bernardino Co.
Tom Smith

Southeastern Div.,
Riverside, San Diego & Imperial Counties
John Fitz Randolph

Southern Division
Del Kanode

Southwestern Div.
Jim McFarland

Western Division
Bill Escherich

Veterans Division
Al Weinberg, Coordinator
Mrs. Weinberg, Sec.

Campaign Counsel
315 West Ninth Street
Suite 717
Los Angeles 15
Madison 0-1160

Robert H. Finch
Doris Jones, Sec.
Republican State Central Committee

REPUBLICAN RESEARCH CENTER
315 West Ninth Street
Madison 3-6227

Don Frey, Director
Sophie Telfer
Agnes Waldron
Mildred Younger
Jerry Reynolds
Hal Griffin
Barbara Herrmann
Eric Younger
Mildred Shearer, Sec.
Irene Danielson, Sec.
Memorandum

To: Staff
From: Bob Haldeman

All telephones should be answered
WIN WITH NIXON, instead of identifying department or individual called.

We're in high gear. Let's redouble all efforts - and leave no doubt in anyone's mind victory is only weeks away.

Thanks for all you're doing -- and keep up the good work.

Bob Haldeman
Candidate's Staff

Bob Hamilton - Tour Manager and Administrative Assistant

Rosemary Woods - Executive Secretary

Marje Acker - Secretary

Betty McVey - Secretary

Klissabetae Newton - Mrs. Nixon's Schedule, Special Mail

Joe Agnello - Television Adviser

Campaign Manager

H. R. Haldeman

Dorothy Wright - Secretary

Fred Hoffman - Supervision and Director of statewide field organization

Herb Klein - Press Secretary; Special Assistant to Candidate.

Sandy Quinn - Press Assistant; local News Bureau operations.

Ron Ziegler - Press Assistant; servicing, inquiries, contact

with traveling press.

Al Moscow - Special assignments, articles, press contacts; also

special mail handing, inquiries.

Secretaries:

Casey Elliot

Jeri Wilkins

Schedule

John Erlichman - Policy, Planning, Coordination.

Nick Riese - Office contact with Advance Men and Field organization.

Dick Ports - Advance Men

Dick Capen - Advance and Field Men - San Diego, Orange, Imperial.

Stan Lostridge - Advance Men

Joanne Rolls - Scheduling and Assistant to M. Chatimer.

Executive Secretary - Nina Presentation

Public Relations

Charles Farrington - Advertising, Promotion, Literature,

Speakers Bureau, Celebrities.

Virginia Butt, Secretary

Speakers Bureau:

Laura Lomn, Manager

Charlotte Taylor, Secretary
Contact Division

Ken Waters - Staff Director for Contact & WIN Programs:
Minorities and Nationalities, Professional and Business Committees etc.

Field Men:

V Robert Smith - Southern California Auto Dealers WIN Program.
V Robert Metz - Los Angeles County WIN program.
V Richard Miller - Los Angeles County WIN program.

Martha Ann Port - Hinson-air, Action Package.
Jennifer Rand - Secretary

Special Volunteer Projects

V Betty Maloney - Statewide Chairman
Securing top level volunteers for special assignments, i.e.
book distribution, speakers (senior citizens), absentee ballots,
mail, Monitor program, women's flying squad, etc.

V Marian Crawford, Assistant

Administration and Production

Romy Samulcari - production and distribution of campaign
materials; mailings and list maintenance;
office management - State and Southern
California Headquarters.

Robbi Clew - Office Supplies; Shipping Orders.
Paul Basati - Mimeograph.
Reueland Carter - Messenger, Mailroom.
Tymo Womeney - Switchboard

Jerry Gilbert - Controller
Southern California Campaign Administration

Herb Kalmbach - Manager of Southern California campaign organization.
Jude Dennenbauer, Secretary

Field Division

John Kalmbach - Staff Director, working with Division and Community Chairman - registration, get-out-the-vote, bumper stickers, precinct organizations, headquarters, recruiting volunteers, placement and referrals.

Field Men:

Dwight Chapin
San Fernando Valley, Santa Barbara and Ventura Counties

Brack Hale
Central Division and Inyo, Kern & San Luis Obispo Counties

Tom Smith
Eastern Division and San Bernardino County

John Fitz Randolph
Southeastern Division and Riverside County

Scott Fitz Randolph
Southern Division

Bill Recherich
Western Division; assisting in organizing Democrats for Nixon

Judy Kilian - Secretary

Action Package

Valerie Kusdzen - Chairman

Henriette Coughlin - So. Calif. Coordinator

Jake Wham - Chairman, Operation Telephone

Carol Arth - Staff Director (also statewide director KEY program)

Priscilla Martin, Assistant

Carter Ludlow - Press

Doris Thielan - Coffee Hours, Minniesettes, Jewelry

Volunteer Coordinator (Southern California Headquarters)

Dorothy Freixier
COAST FEDERAL BUILDINGS
9th & Hill Sts.
Los Angeles

REPUBLICAN RESEARCH CENTER

- Dan Frye - Director - Statewide Candidates, Senate and Assembly.
- David Hunter - Supervision of research; speech material and selected speech writing; survey analyses.
- Steve Ross - Speech writing.
- Vic Fossey - Pamphlets and special writing.
- Agnes Waldow - RN and press research assignments.
- Jerry Reynolds - Special press research assignments, investigations, attack material.
- Mildred Younger - Special RN mail and policy research.
- Mal Griffin - Statistical analyses.
- Barbara Hernandez - Research assignments and general file supervision.
- Eric Younger - Press clippings.
- Sophie Telfer - Office Manager
- Irene Danielsson - Secretary

RESEARCH MAIL OFFICE

- Lois Gaunt - Manager
- Marilyn Matthews - Assistant
- Secretaries:
  - Claire Foote
  - Betty Preffit
  - Lois Larson
- Files:
  - Charles Bremner
STAFF MEMORANDUM

In every instance when RN is travelling, John Davies will maintain a private line on which he will contact Marje Acker or Betty McVey immediately RN is established in any city.

If you have messages to pass on to the travelling party or to RN, or wish to have one of the travelling group call in, please give these to Marje or Betty so that duplication of telephone calls between the travelling party and the staff in Los Angeles can be avoided.

Please get your messages to Marje Acker or Betty McVey prior to the time RN is due to arrive in any spot.

H. R. Haldeman
To: (as noted)  
From: Bob Haldeman  
Date: 8-18-62  
Subject:  
Distribution:  
G. Grassmuck  
S. Hess  
D. Hunter  
R. Klein  
A. Moscow  
J. Reynolds  
K. Younger  

Before submitting to RM for his consideration drafts of speeches, statements, tapes etc., if Brown's name is used, be sure to refer to him as "Mr. Brown" -- never "Fat Brown".
MEMORANDUM

August 21, 1962

To: C. Farrington
    D. Frey
    G. Granseck
    H. Klein
    L. Lock
    L. Hunter
    A. Moscov
    S. Quim
    J. Reynolds

From: Bob Baldwin

Whenever any material, i.e. draft of a statement, letter etc., is sent to NH, it should show in the upper right hand corner the name of the person who prepared and/or approved it.

Please be sure this procedure is followed from here out.
Mr. Nixon has again asked that whenever any material -- draft of a statement, letter or what-have-you is sent to him it have the names of the persons who have drafted and/or approved it in the upper right hand corner.
<table>
<thead>
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<th>NAME</th>
<th>PRIVATE LINE</th>
<th>HOME ADDRESS &amp; PHONE</th>
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<td>Arth, Carol</td>
<td>DU 5-6039</td>
<td>527 So. Manhattan Pl.</td>
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<td>Los Angeles 5, Calif.</td>
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<td>DU 5-7889</td>
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<td>Carter, Rowland</td>
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<td>3475 No. Knoll Dr.</td>
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<td>Chapin, Dwight</td>
<td>DU 5-2502</td>
<td>5021 Odessa</td>
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<td>Clem, Bobbi</td>
<td>DU 5-9787</td>
<td>72 Fremont Place</td>
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<td>DU 5-9814</td>
<td>11411 Rochester Ave.</td>
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<td>Farrington, Charles</td>
<td>DU 5-9923</td>
<td>1707 Kelton Ave.</td>
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<td>GR 8-7425</td>
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<td>Hale, Brack</td>
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<td>301 Congress Place</td>
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<td>Kalmbach, Herbert</td>
<td>DU 5-9814</td>
<td>2961 Wilshire Blvd.</td>
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<td>DU 2-7171, Ext. 203</td>
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<td>Kalmbach, John</td>
<td>DU 5-9918</td>
<td>428 La Paloma</td>
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<td>Alhambra, Calif.</td>
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<td>Kiljan, Judy</td>
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<td>1721 Riverside Dr.</td>
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<td>Glendale 1, Calif.</td>
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<td>Kinsey Yvonne</td>
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<td>6236 La Mirada</td>
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<td>Los Angeles, Calif.</td>
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<td>Marvin, Priscilla</td>
<td>DU 5-0957</td>
<td>5545 Foothill Drive</td>
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<td>Melchior, Eve</td>
<td>DU 5-9923</td>
<td>4101 West 6th St. Apt. 6, Los Angeles 5 DU 3-1578</td>
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<td>Moscow, Al</td>
<td>DU 5-9836</td>
<td>104 Esparta Way Santa Monica, Calif. EX 5-8782</td>
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<td>Ports, Dick</td>
<td>DU 5-2642</td>
<td>435 West Regent Inglewood, Calif. OR 7-6865</td>
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<td>Ports, Martha Ann</td>
<td>DU 5-9787</td>
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<td>Quinn, Sandy</td>
<td>DU 5-2407, 2408</td>
<td>515 So. St. Andrews Pl. Los Angeles 5, Calif. DU 4-5820</td>
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<td>Read, Joan</td>
<td>DU 5-9791</td>
<td>415 So. St. Andrews Pl. Los Angeles 5, Calif. DU 3-6445</td>
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<tr>
<td>Reynolds, Jerry</td>
<td>DU 5-9837</td>
<td>434 South Kenmore, Apt. 309, Los Angeles DU 7-2603</td>
</tr>
<tr>
<td>Rollins, Joanne</td>
<td>DU 5-9766</td>
<td>1100 North Central Apt. 13, Glendale 2 CI 3-7959</td>
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<tr>
<td>Ruwe, Nick</td>
<td>DU 5-0972</td>
<td>500 So. Gramercy Pl. Los Angeles 5, Calif. DU 4-1534</td>
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<tr>
<td>Sammelman, Sammy</td>
<td>DU 5-9791</td>
<td>1713 Riverside Dr. Glendale 1, Calif. CH 5-4108</td>
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<td>Turner, Booth</td>
<td>DU 5-9766</td>
<td>515 So. St. Andrews Pl. Los Angeles 5, Calif. DU 4-5820</td>
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<td>Voit, Bill</td>
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<td>19967 Lorencita Dr. Covina, Calif. ED 2-4681</td>
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<tr>
<td>Waters, Dan</td>
<td>DU 5-4919</td>
<td>701 So. Gramercy Dr. Apt. 122, Los Angeles 5 DU 7-1166</td>
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<tr>
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<td>DU 5-2407, 2408</td>
<td>1601 No. Normandie Hollywood 23, Calif. NO 3-9501</td>
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<tr>
<td>Ziegler, Ron</td>
<td>DU 5-2407, 2408</td>
<td>201 So. Occidental Los Angeles 57, Calif. DU 2-6515</td>
</tr>
</tbody>
</table>
STAFF MEMORANDUM

Re: Republican Research Center

As you may know, there have been several meetings of the State­wide Coordinating Committee, set up in conjunction with the State Central Committee by Joseph Martin, Jr., in an effort to consolidate campaign activities of the various state candidates.

The purpose, of course, is to effect all possible economies in campaign operation and avoid unnecessary duplication of effort as well as to assure maximum team-work among the various state candidates.

It was agreed that the State Central Committee, effective immediately, would assume the responsibility for research for all candidates. This activity will be headed by Don Frey, operating as Director of the Republican Research Center.

All members of the present Nixon Research staff will remain with the Republican Research Center and will work with Don Frey in servicing not only the Nixon campaign, but the campaigns of the other state candidates. All requests for information or research activity, therefore, should be directed to Don Frey. All services previously performed by the Nixon Research Department will now be handled by this group.

Basic staff of the Republican Research Center will be:

- Don Frey, Director
- Hal Griffin
- Barbara Herman
- Chuck Lichtenstein
- Sophie Telfer
- Agnes Waldron
- Mildred Younger

The office of the Republican Research Center will remain in Room 812, Coast Federal Building, with the same telephone: MAadison 3-6227.
July 16, 1962

STAFF MEMORANDUM

Re: Handling of Candidate's Schedule

I hope the following information will be helpful in avoiding the confusion that can arise from misunderstanding the mechanics of handling the Candidate's schedule.

RN's Master Calendar is maintained by Rose Mary Woods in his office. No commitment for RN's time should be made unless it is cleared with her and posted on the Master Calendar.

All normal scheduling of RN appearances and tours is handled by the Schedule Committee. Any requests for such appearances should be forwarded directly to Dick Ports for acknowledgment and prompt handling. He is responsible for coordination of these activities with Miss Woods and the Master Calendar.

All requests for interviews, private meetings and personal appointments are handled directly by Miss Woods and should be directed to her at RN's office. She can always be reached through RN's office, even when she is out of town.

Please do not confirm any commitments for RN's time on the basis of direct communication with him, since he of course does not have the Master Calendar with him at all times and therefore is often not aware of possible conflicting commitments.

It will be very helpful to all of us, and I think will simplify everyone's problems, if this procedure is followed without exception.

H. R. Haldeman
**CAMPAIGN ORGANIZATION**

**Herb Kalmbach**

Overall administrative supervision of campaign organization. Chief of Staff to McClellan. Liaison with business re: loan of personnel and equipment. Budget control and Finance Committee liaison. Follow-through on all campaign projects - staff and volunteer.

**Charles Farrington, Jr.**

Overall P.R. coordination, Advertising, Special Events, Campaign Organization Promotion, P.R. guidance for county and local organizations. Speakers' Bureau and Celebrity Group.

**John Kalmbach**

Directs field organization - volunteer field men, county and community chairmen, local headquarters' operations; North-South field coordination.

**Dan Waters**

Directs Contact Division activities. All occupation groups, minorities, nationalities, WIN program.

**Carol Arth**

KEY program, MONITOR program and OPERATION TELEPHONE coordination and staff service. Also works with Valley Knudsen on all of her projects - Mixonettes, jewelry etc. Special assignments on spot projects.

**Yvonne Smith**

Party organization liaison - especially GOP county chairmen. Also handles calls to Headquarters on political matters, i.e. registration irregularities, precinct activity, incidental intelligence.
HEADQUARTERS OPERATIONS - cont.

**Betty McDonald - Volunteer**

Heads up volunteer work at Headquarters

**Bill Morrison - Volunteer**

"Friendly Ear" -- takes crank calls and others not directed to specific staff. Also interviews Headquarters callers who want to talk to someone other than secretary.
NEWS BUREAU

Al Moscow
Top level press liaison, etc.

Sandy Quinn
Press

Jerry Reynolds
Attack operation - prepares and disseminates coordinated attack material for people other than NM

Ron Zissler
News Bureau - handles press contact and arrangements for all facets of campaign organization. Services releases, handles press phones.

Tom Caton (Nights and Mondays)
Release and feature writer for all campaign releases. (Is Assistant City Editor of Herald-Examiner in the daytime).

HEADQUARTERS OPERATIONS

Sawney Sammelman
Campaign materials - production and distribution; includes literature, mailings, buttons, display material etc. (Came from top management at Baus & Ross - was there 15 years).

Dick Forte - VOLUNTEER
Schedule detail and final planning; contact with sponsoring groups, Nixon organization etc. re: NM schedule.

Henriette Cowdry - VOLUNTEER
Valley Knudsen's coordinator.
Campaign Organization
HK
CF
JK
DB
CA
YS

News Bureau
AM
JQ
JR
R2
TC

Headquarters Operations
SS
DP
HC
BI
BM
Tom Caton - Night & Monday
  - release & feature writer for all
    campaign releases. (S. and city
    editor of Herald-Examiner in the daytime)

Henriette Cowgill - VOLUNTEER
  - V. Knudsen's coordinator

Betty Haldeman - VOLUNTEER
  - leads up volunteer work at HQ.

Bill Morrison - VOLUNTEER
  - friendly ear - takes crank calls &
    others not directed to specific staff. Also
    interviews HQ callers who want to
    talk to someone other than Secretary.
Rick Ports - VOLUNTEER
Schedule, detail & final planning. Contact
with sponsoring groups, Nixon organization &
re RN schedule

Al Moscow
Top level press liaison, etc.

Judy Quinn
Press

Ron Ziegler
News Bureau - handles press contact &
arrangements for all facets of campaign
organization. Services releases, handles
press phones.

Jerry Reynolds
Attack operation - prepares & distributes
coordinated attack material for people
other than RN.
Herb Kalmbach -
Overall administrative supervision of campaign organization. Chief of staff to McClellan. Liaison with business re loan of personnel & equipment, budget control & finance committee liaison, follow thru on all campaign projects, staff & volunteers.

Jimmy Sammelman -
Campaign materials - production & distribution. Includes literature, mailings, buttons, display material, etc. Came from top mgmt at Sears & Co. - was there 13 years.

Charles Farrington -
Overall PR coordination, advertising, special events, campaign organization, promotion, work with county & local organizations, speakers bureau & celebrity group.
John Kallmack -
Directs field organization - volunteer
field men, county, community
Chairman in Headquarters operations,
North - South field coordination.

Dan Waters -
Directs contact decision activities.
All occupation groups, minorities, nationals,
Un program.

Carl Airth -
KEY program, MONITOR program + OPERATION
TELEPHONE coordination + Staff Service.
Advises with V. Knudsen on all Taw.
projects - Newsletter, fliers, etc. Special
assignments or spot projects.

Yvonne Smith -
Party organization liaison - esp. GOP
county chairman. Also handles calls to
Heroes in political matters - IE registration,
vigilantes, precinct activity, incidental
intelligence.
To: Bob Haldeman
From: RN
Subject: Nixon for Governor

Date: April 30, 1962

I want to go down to the headquarters and meet these people who work there. But, before I go I would like to have a list of those people in the executive classification with a brief indication as to what their assignment is.

For the classification "executive capacity" at this time I mean anyone earning $6,000 or more. Also, if they are volunteers or loaned from another company I want to know what they are doing, etc. This is important so I can talk with them as I go around.
MEMORANDUM

May 22, 1962

To: All Staff Members

From: Bob Haldeman

Campaign operations will be suspended from June 6 to June 18.

A cut-off of headquarters operations and release from financial obligation for this period will serve two major objectives:

1. We will finalize budget and programming for the summer months and fall campaign.

2. Personnel reassignments and reallocation of projects will be accomplished.

This advance notice will enable you to plan accordingly, will provide a vacation period and enable you to take care of personal matters which have necessarily been neglected.

The regrouped organization for the final campaign will then become active on June 18.

Please leave with my office your telephone number and/or address where you can be contacted.
To: Nixon County Chairmen and Co-Chairmen  
From: Bob Haldeman  
Re: Campaign Communications  

Mr. John S. Davies is handling all communications for the Campaign throughout the State. His responsibilities will include:

1. Arranging for telephone service and other communications needed for campaign headquarters (regional, county or local) either already established or to be established.

2. Arranging for communications for the official party and the press required in connection with meetings, rallies or other appearances of the Candidate.

3. Arranging for communications for the official party and the press required in connection with "Whistle-stop" tours or motorcades.

4. Arranging for banks of telephones and other communications equipment required in connection with "Operation Telephone".

5. Counseling on the above or other applications of communications to campaign activities, and arranging for any additional communications required.

Mr. Davies may be called collect in Los Angeles on Area Code 213, telephone number 621-1255. His telephone is covered 24 hours a day, and he will be happy to help you with any communications problems you have.
April 19, 1962

To: All Headquarters Personnel

From: Bob Haldeman

Due to the heavy increase in Sammy Sammelman's campaign production assignments, John Kalmbach will be responsible for the following areas of Headquarters operation, effective immediately:

Personnel
Selection and employment of clerical and stenographic staff.

Operation of Mail Room
and Switchboard.

Supervision of Building Maintenance.
To: (see Distribution pp 2)  Date: March 7, 1962

From: Bob Haldeman  Re: Handling Statements, Excerpts, Releases etc. from RN

(1) Rose Mary Woods, or whoever has final copy (approved by RN as ready to go) for any statements, excerpts, remarks etc., notifies News Bureau (Sandy Quinn, or Dave Henley in Quinn's absence). As much advance notice as person working with RN has will be provided News Bureau that such statement is coming.

(2) Questions on copy should be checked with Al Moscow or whomever he designates. Al Moscow, or designated person on any particular excerpt or statement, is to be available for consultation (or word left where can be reached) from time suggested material goes to RN until it has been stencilled and run and he is so informed.

(3) News Bureau will pick up final copy and deliver to Sammy Sammelman, with as much advance notice as possible, with COMPLETE instructions on heading, release date and any other particulars, i.e. number of copies to be run and distribution method.

News Bureau has basic responsibility for timing, content and production of all releases.

(4) Sammy Sammelman arranges to get stencils cut, proofed, run, mailed or delivered, and is responsible for accuracy of copy and for carrying out distribution and other instructions provided her by News Bureau.

(5) Distribution of every release always to include the following:

- Research (Sophie Telfer)  10 copies
- Mr. Nixon's office (Rose Woods)  5 copies
- Mail Office (Marilyn Matthews)  25 copies (plus original copy from which stencil is cut for RN permanent files)
- Headquarters Distribution  15 copies (to be determined by News Bureau based on text and/or area of release)
- News Bureau
Sammy Sammelman is responsible for keeping supply of key list and statewide media addressed envelopes on hand. Bette Davis has plates and will supply envelopes addressed as ordered.

***

Distribution:

C. Farrington, Jr.
D. Henley
H. Kalmbach
Mail Office (4)
A. Moscow
S. Quinn
Research (6)
S. Sammelman
R. M. Woods
M. Younger
KEY CAMPAIGN STAFF

January 24, 1962

Herb Kalmbach

Southern California Campaign Director;
General Administrative Assistant to Mr. McClellan;
Overall supervision of organization development; trouble-shooter and follow-through on administrative details, i.e. office space, equipment, manpower.

Nick Ruwe

Assistant to Mr. Haldeman.

Charles Farrington

Public Relations Director.
Staff man for all activity in public relations field - advertising, speakers, material and literature, news bureau; Coordinate and follow-through on Public Relations Committee activity.

Norton Norris

Contact Division Director.
Veterans, Minorities, Professional Group Committees, Win Program.

Carol Arth

Special Projects Director.
Operation Telephone; Letters to Editors;
Special assignments re: Minorities, GOP, Organization.

Yvonne Smith

Party Liaison.
County Chairmen and Party official contact;
VIP and nerts - phone calls and mail;
Field contact and trouble shooting and intelligence.

Sammy Sammelman

Headquarters Office Manager.
General management - supplies, clerical staff, campaign materials.
Dave Henley

News Bureau; Campaign publicity and promotion.

To come ......

Field Director
Speakers Bureau Director
Fund Raising Director

Loie Gaunt

Mail Office Director; all RN mail.
Present staff - 4

Hugh Flournoy

Research Director.
Task Force organization; development of research material.

Don Frey

Administrative Supervisor - Research.

Agnes Waldron - Research
Charles Lichenstein - Research
Charles Fall - Research

Al Moscow - Editorial Supervisor

Mildred Younger - Editorial Supervisor; California material;
RN speeches; Speakers Bureau; Letters to Editors;
Special mail.

Sandy Quinn - Press Aide
NIXON FOR GOVERNOR
COMMITTEE

Headquarters
3908 Wilshire Blvd.
Los Angeles 5

STAFF MEMO #1
January 25, 1962

From: H. R. Haldeman

Following are present Campaign Staff assignments:

HEADQUARTERS
3908 Wilshire Boulevard
Los Angeles 5, California
Dunirk 5-9161

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Campaign Manager</td>
<td>H. R. Haldeman</td>
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<td>Assistant</td>
<td>Nick Ruwe</td>
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<td>Secretary</td>
<td>Dorothy Wright</td>
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<td>Schedule Secretary</td>
<td>Joanne Rollins</td>
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<td>Tour Coordinator</td>
<td>Booth Turner</td>
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<td>Public Relations Director</td>
<td>Charles Farrington</td>
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<td>Secretary</td>
<td>Eve Melchior</td>
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<td>News Bureau</td>
<td>Dave Henley</td>
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<td>Contact Division Director</td>
<td>Norton Norris</td>
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<td>Secretary</td>
<td>Lola Stevens</td>
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<td>Special Projects Director</td>
<td>Carol Arth</td>
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<tr>
<td>Legislative Liaison</td>
<td>Howard Thelin</td>
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<tr>
<td>County Chairman Liaison</td>
<td>Yvonne Smith</td>
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<tr>
<td>Headquarters Office Manager and Campaign Materials</td>
<td>Sammy Sammelman</td>
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<tr>
<td>Headquarters Assistant</td>
<td>Paul Herrick</td>
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<td>Headquarters Assistant</td>
<td>Barbara Clem</td>
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<td>Receptionist</td>
<td>Martha Ann Ports</td>
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<td>Houston Flournoy</td>
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<td>Sophie Telfer</td>
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<tr>
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<td>Research</td>
<td>Charles Lichenstein</td>
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<td>Charles Fall</td>
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COAST FEDERAL BUILDING, con't.

Editorial Supervisor .................. Mildred Younger
Mail Office Director .................. Loie Gaunt
Special Assistant .................... Marilyn Matthews
Secretaryial Assistant ............... Lois Larsen
Secretaryial Assistant ............... Betty Proffit
Secretaryial Assistant ......... Claire Poole
Filing Assistant ..................... Charles Brammer

Campaign Counsel ..................... Robert H. Finch
Secretary ......................... Doris Jones

PACIFIC MUTUAL BUILDING
523 West Sixth Street
Los Angeles 15, California
Madison 0-1240

Special Assistant ..................... Al Moscow
Executive Secretary ................... Rose Mary Woods
Secretary ......................... Wilma Thomas
Press Aide ......................... Sandy Quinn
Key Campaign Staff
Jan 24, 1962

Herb Kalmbach - So Calif Campaign Director
General administrative assistance to McClellan
Overall supervision of organization development
Trouble-shoot + follow through on administrative details,
I.e. - office space, equipment, manpower.

Nick Rowe - Assistant to Holdeman

Charles Farrington - Public Relations Director
Staff man for all activity in PR fields.
Advertising, speakers, material, literature, news
Coordinate + follow through on PR committee activity.

Norton Norris - Control Division Director
Veterans, minorities, professional group committees
Win program.

Carol Axt - Special Projects Director
Operation Telephone
Letters to editors
Special assignments - to minorities, GOP, organization.

Yvonne Smith - Party Liaison
County chairman + party official contact
VIP + nuti phone calls + mail
Field contact + trouble shooting + intelligence.
Sammie Sammelman - HQ Office Manager  
Civil Management - Supplies, Clerical staff  
Campaign Materials  

Dave Henry - News Bureau  
Campaign Publicity & Promotion  

To come - Field Director  
Speakers Bureau Director  
Fund Raising Director  

Joe Haunt - Mail Office Director  
All PW Mail - Present staff of 4  

Hugh Flournay - Research Director  
Task force organization  
Development of Research Material  

Don Frey - Administrative Supervisor - Research  

Agnes Walton - Research  

Charles Lechner - Research  

Helen Faye - Research
Al Mackow - Editorial Supervisor

Mildred Younger - Editorial Supervisor (city material, RV speeches, speakers bureau, letter to editors, special mail)

Sandy Quinn - Press Aide
State Campaign Staff

Campaign Manager
Field Director

Candidates Staff
Administrative Assistant
Executive Secretary
Secretary
TV Aide

Candidates Schedule
Travel Aide

Candidates Schedule
Planning Director
Administrative Assistant
Secretary
Advance Man
Mrs. Nixon's Schedule

News
Press Bureau