

Presidential Materials Available for Research
From the
NIXON PRESIDENTIAL MATERIALS STAFF



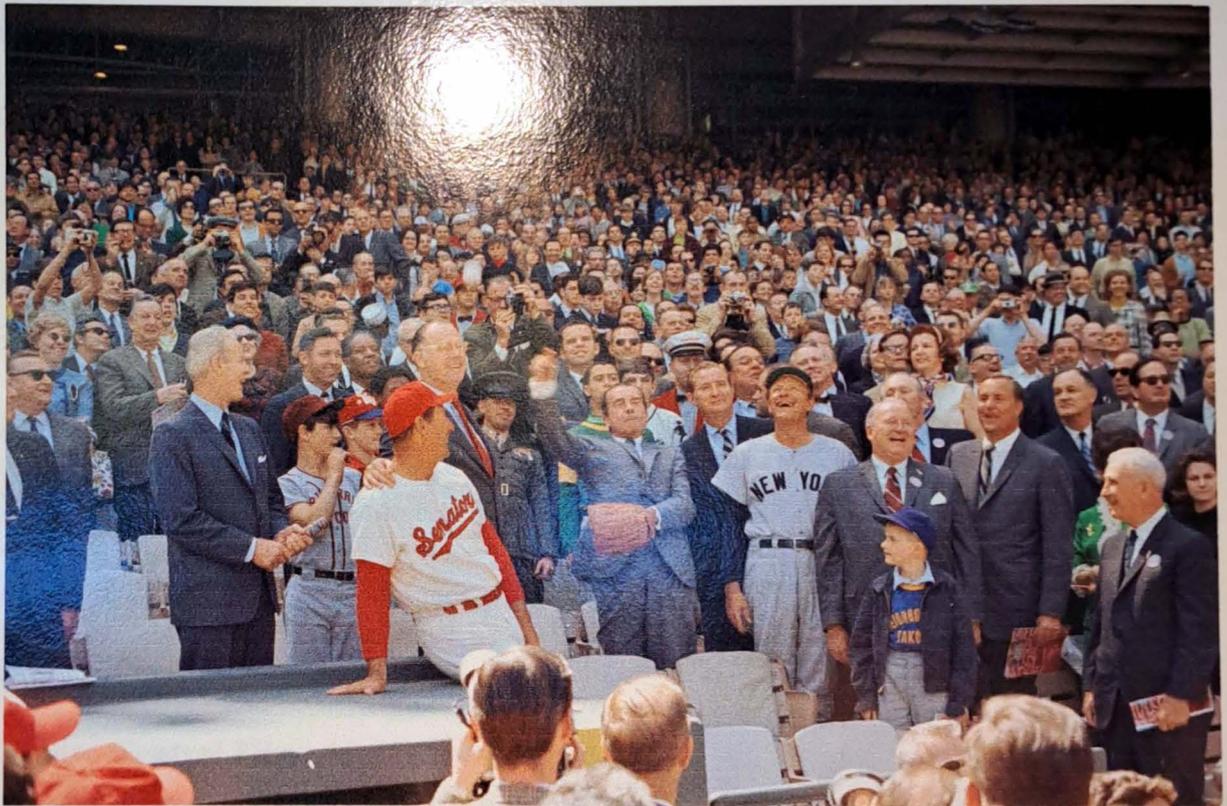
President Nixon throws out the first ball at RFK Stadium, home of the Washington Senators, April 7, 1969 (WHPO# C0702-20)

April 2000

Nixon Presidential Materials Staff
8601 Adelphi Road
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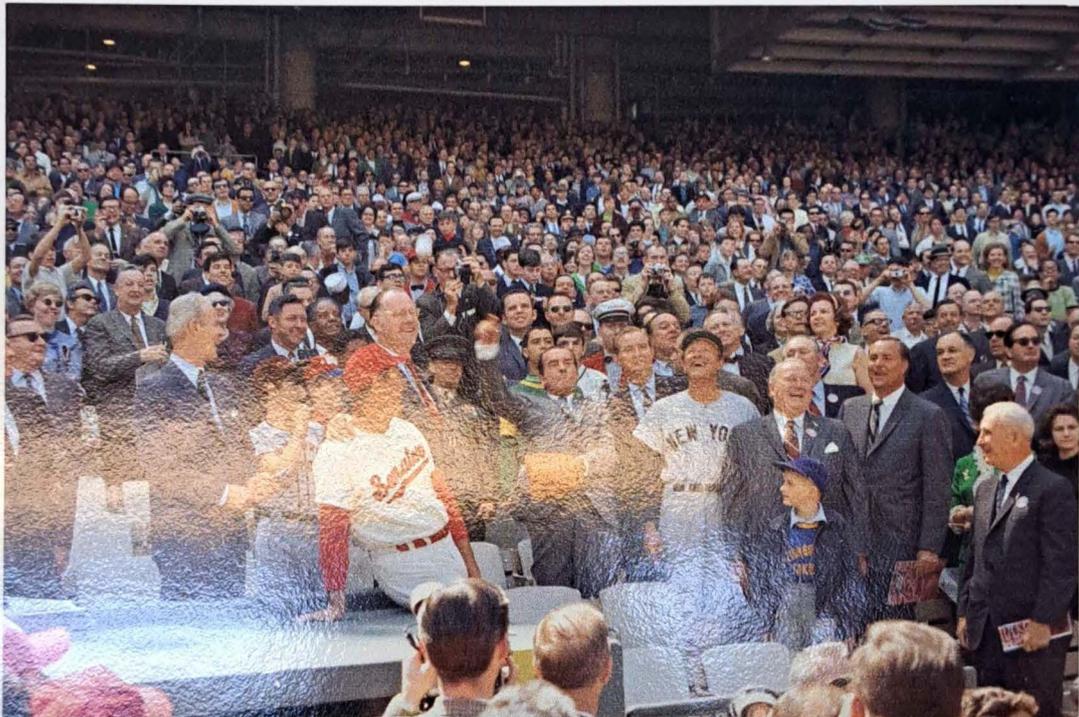
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Addendum of June 30, 2000

White House Central Files: Subject Files

Administrative Conference of the United States (FG 66)	<0.1
Advisory Commission on Postal Distribution (FG 70)	<0.1
Advisory Commission on Historic Preservation (FG 71)	<0.1
American Battle Monuments Commission (FG 73)	<0.1
American Red Cross (FG 74)	<0.1
Commission on Executive, Legislative, and Judicial Salaries (FG 91)	<0.1
Commission on Fine Arts (FG 92)	<0.1
Commission on Presidential Scholars (FG 96)	<0.1
Commission to Study Mortgage Interest Rates (FG 97)	<0.1
Commission on Economic Development (FG 98)	<0.1
Committee on Population and Family Planning (FG 99)	<0.1

White House Central Files: Alpha Name Files

Cronin, J- 0.1

National Security Council Files:

Country Files: Latin America: Chile: Box 777:
January 1, 1973-March 31, 1974 Folder: 1 page document

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FOREWORD

The Nixon Presidential Materials Staff is the custodian of the materials created during the Presidency of Richard M. Nixon, 1969-1974. The staff is one of eleven Presidential Libraries and projects administered by the National Archives and Records Administration (NARA). Although President Nixon was in office for only five years, his papers comprise the second largest collection of any Presidential Library. The Nixon Presidential materials consist of approximately 44 million pages, of which about 7 million are available for public research. There are also 30,000 gifts, approximately 500,000 photographs, 700 hours of film, over 4,000 hours of "off the air" video recordings, and 4,469 audio recordings, all available for research. In addition, the Nixon Project, as we are commonly known, has 950 Nixon White House tapes.

The Nixon Presidential materials are processed and released for public research in accordance with the Presidential Recordings and Materials Preservation Act of 1974 (PRMPA) and its implementing public access regulations (36 CFR 1275). The law, which applies only to Nixon Presidential materials, stipulates that those materials relevant to the understanding of Abuse of Governmental Power and Watergate are to be processed and released to the public as quickly as possible. The law also states that NARA must segregate and return to the estate of former President Nixon those materials considered to be private political or private personal. Therefore, the publicly available materials relate to Abuses of Governmental Power and to the constitutional and statutory duties of the President and his White House staff.

In the course of processing, the Nixon Project has released to the public approximately 2,280 cubic feet of materials. This includes the White House Special Files (WHSF) -- the most frequently researched materials in our custody -- Staff Member and Office Files (SMOF), and White House Central Files (WHCF) Subject File categories. Currently, the Nixon Project staff is processing the White House Central Files and has an ambitious program to process the remaining Staff Member and Office Files. In addition, the Project processes Alpha Name Files and other collections in response to researcher requests. Keep in mind, though, that once a collection is processed, it cannot be made available immediately for research. The public access regulations under which we operate require us to publish a notice in the Federal Register that allows for a thirty-day comment period during which time Nixon White House staff members and the Nixon estate can contest materials that we propose to release.

In addition to our large volume of textual materials available for public research, the Nixon Presidential Materials Staff has processed and released, in accordance with PRMPA, its public access regulations, and the April 1996 Tapes Settlement Agreement, 878 hours of conversations from the Nixon White House tapes. Please refer to page 40 of the Availability List for a description of released Nixon White House tape recordings. The Tapes Settlement Agreement provides an estimated timetable for the archival processing and public release of the Nixon White House tapes over the next few years. According to the agreement, the tapes are to be released in seven segments: Abuse of Governmental Power conversations, Cabinet Room conversations, and five chronological segments.

On November 18, 1996, the first release under this agreement occurred. It consisted of 201 hours of Abuse of Governmental Power conversation excerpts. The second release on October 16, 1997 consisted

of 154 hours of complete conversation recorded in the Cabinet Room from February 1971 through July 1973. The first chronological release was on October 5, 1999, it consisted of 443 hours of complete conversations, February through July 1971. Included are conversations recorded in the Oval Office, in the President's Old Executive Office Building office, and on his telephones. For additional information concerning the 1996 Tapes Settlement Agreement and the estimated public release dates for the remaining segments, please request a copy of the Tapes Settlement Agreement from the Nixon Presidential Materials Staff.

In response to the most frequently asked questions concerning the availability of our holdings, we have prepared the following question and answer section. Since all questions cannot be answered in this Q and A section, we would be pleased to address any additional questions you may have concerning our holdings and how to gain access to them. As director of the Nixon Project, I want to ensure you that our goal will be to provide you ready access to our publicly available materials in a prompt and professional manner.

Karl H. Weissenbach
Director, Nixon Presidential Materials Staff

FREQUENTLY ASKED QUESTIONS

The following is a list of questions the Nixon Presidential Materials Staff has received from researchers. Answers have been provided here for your convenience, though the Staff is always prepared to answer any further questions that our researchers may pose.

Who may use NARA's holdings?

Anyone over the age of sixteen can use NARA's holdings. Individuals under the age of sixteen must submit a letter of recommendation from either their teacher or principal. It should state the nature of their research prior to beginning their work. In addition, the under age individual must be accompanied by either a parent or other responsible adult during their use of the holdings.

How do I plan for research at the library?

Write or call the library to ask if we have material on your topic. This guide is also available on the Internet at <http://www.nara.gov/nixon>. We will consult our finding aids and give you an assessment of the quantity and quality of material on your topic. This guide provides basic information about our collections that are available to the public for research. More detailed descriptions of the collections are available in the research room and by mail. We can also provide information about local accommodations and travel directions.

After your arrival at the National Archives at College Park, you will be directed at the guard's desk to the Consultants' Office in room 1000. The consultants will issue to you a researcher's card and discuss the general procedures for research (see also "Regulations for the Public Use of Records in the National Archives and Records Administration" [36 CFR 1275]). Next, an archivist will meet with you to explain the Presidential Recordings and Materials Preservation Act (PRMPA) regulations and procedures for use of the Nixon Presidential materials.

What is the best way to begin my research?

We advise all researchers to begin their research with published sources in order to be familiar with their topic. Since this is an archives, our holdings are maintained in their original order and are not organized by subject, which is the case with library holdings of books. The researcher should know important dates and names of White House staff members that would have been involved with their topic. This information is necessary because many of our collections are White House Staff Member and Office Files.

Can I do research by mail?

We are not staffed to do substantive research, however you can request a copy of this Availability List and specific scope and content notes with findings aids for all processed collections by mail, phone or e-mail. If a personal visit is not possible, you may wish to hire a research assistant. Students at the University of Maryland are available as research assistants. Please contact the University of Maryland, Department of History at 2115 Francis Scott Key, College Park, MD 20742 or send a fax to 301-314-9399 with pertinent information.

Are travel and research grants available?

Neither the Nixon Presidential Materials Staff nor the National Archives offers travel or research grant funds at this time.

What is the best way to determine the extent of material available for public research?

This Availability List, has a brief description of the collections in our holdings which may be used for research by the public.

Where will I find the most documents that President Nixon annotated or wrote?

President Nixon frequently annotated the News Summaries prepared for him with instructions to the staff and also his impressions of current news events. Much of his original handwriting is in the President's Handwriting File. Both of these series are in the White House Special Files: Staff Members and Office Files: President's Office Files.

Can I order copies of audiovisual materials from the Nixon White House?

As part of an agency-wide reappraisal of the mission and goals of the National Archives, the Nixon Presidential Materials Staff has embarked on a pilot program to privatize the duplication of reference reproductions of audiovisual materials from its collections (still photographs, motion film, sound recordings, and videotape). The Nixon Presidential Materials Staff will no longer collect monies, create invoices, track orders, or provide reproductions created in-house; these activities can be handled more quickly and efficiently by the private sector. Please call or write the Nixon Presidential Materials Staff to ask for detailed instructions for ordering reproductions of audiovisual materials.

Do you have the letter from Elvis Presley to President Nixon and that picture of President Nixon shaking hands with Elvis Presley?

Yes, the Nixon Presidential Materials Staff has the letter and twenty-eight black and white photographs of Elvis Presley meeting President Nixon taken by White House Chief Photographer Oliver F. Atkins. Call or write the Nixon Presidential Materials Staff and ask for detailed instructions on how to order the Elvis photos or the Elvis letter.

Are the Nixon White House tapes available?

Please see Page 40 of this guide for a description of the tapes currently available. The Nixon Presidential Materials Staff is currently processing the remaining Nixon White House tapes in accordance with the provisions of the April 12, 1996 Tapes Settlement Agreement. The text of the agreement is available from the Federal Register Online via GPO Access [wais.access.gpo.gov] or by request.

How can I get copies or transcripts of the White House tapes?

The tapes are available for public listening in Room 4000 of the National Archives at College Park, MD, from 8:45 am to 4:30 pm, Monday through Friday, except Federal holidays. For more information, see Page 40 of this guide or go to the Nixon Tapes website at <http://www.nara.gov/nixon/tapes>.

The National Archives and Records Administration does not transcribe taped conversations unless directed to by Court order or in response to special access requests. Currently, we have transcripts for three conversations discussing Prisoners of War/Missing in Action and portions of conversations regarding automobile safety, demonstrations, and Wounded Knee. Additionally, the Watergate Special Prosecution Force produced transcripts of the tapes that were subpoenaed during the Watergate investigation. These transcripts are available at .50 per page. Please call or write the Nixon Presidential Materials Staff for an order form.

How shall I cite material found at the Nixon Presidential Materials Staff?

Type of document; names of sender and recipient, or title of document; date; folder title or White House Central File Code; box number; collection title; Richard M. Nixon Presidential Materials Staff, National Archives at College Park, MD.

Examples:

Memo; John Dean to President Nixon; 15 July 1972; folder Memoranda to the President, July 1972; White House Special Files: Staff Member and Office Files: John Dean; Box 63; Richard M. Nixon Presidential Materials Staff at College Park, MD.

Letter; President's meeting with Ambassador Smith; 22 March 1972; folder FO 3-1 Executive; White House Central Files; Richard M. Nixon Presidential Materials Staff at College Park, MD.

Can I request declassification of security classified material?

Researchers may request the mandatory review of security classified materials. Each item must be clearly identified by the requester. In the records, the document withdrawal citations (pink sheets) provide sufficient information to initiate a mandatory review. The National Archives and Records Administration acts as the facilitator of the review process; the declassification is done by the

originating agencies or agencies with an interest in each document. Instructions for the Mandatory Review process can be found on Page 33 of this guide.

Can I order document reproductions by mail?

Document reproductions can be ordered at the current standard fee set by the National Archives. However, citations must be specific. Our staff cannot select documents for you.

How does copyright law affect research?

The copyright law of the United States, Title 17 USC, governs the making of electrostatic copies, photographic prints, and audio and video tape recordings of copyrighted material. Under certain conditions specified in the law, libraries and archives may furnish reproductions. One specified condition is that the reproduction of copyrighted material is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses a reproduction for, purposes beyond those of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The Nixon Presidential Materials Staff, nor the National Archives, does not have legal authority to rule on questions of copyright. The Library of Congress' Copyright Office will, for a fee, research the copyright status of audiovisual materials made available from the Nixon Presidential Materials Staff and the National Archives.

Does NARA have reference material?

Researchers are welcome to use the Research Library located on the third floor of the Research Complex at Archives II.

TEXTUAL MATERIALS

The Nixon Presidential Materials Staff has processed and made available for public research a portion of the Nixon textual records. The total volume of textual materials open to the public is approximately 2,258 cubic feet. These materials consist of the White House Special Files and segments from the White House Subject Files, and the Staff Member and Office Files (SMOF's). In 1987, certain documents were withdrawn in response to objections raised by former President Richard M. Nixon. After re-review and authorization from the Presidential Materials Review Board and the Nixon Estate, these materials, commonly referred to as the "contested documents", are now available to researchers. See the October 17, 1996, press release regarding the opening of these contested materials.

White House Special Files: Staff Member and Office Files (602 cubic feet)

In September 1972, the Special Files Unit was created within the White House complex to provide a storage location for materials that were removed from the White House Central Files: Subject Files and from selected White House Central Files: Staff Member and Office Files because the material was considered sensitive. The Special Files were designed to provide a high level of security for sensitive material, personal material, and material with the President's handwriting. The Special Files Unit was completely independent of the White House Central Files organization.

The following is a listing and brief description of the Special Files: Staff Member and Office Files:

DESMOND J. BARKER, JR. 1971-73 (1 cubic foot)

Desmond Barker was a Special Assistant to the President who functioned as Charles W. Colson's deputy. His primary responsibility was the preparation of the White House News Planning Calendar. The files reflect the scheduling and planning of the Nixon administration's news activities.

JOHN R. BROWN, III 1969-71 (1 cubic foot)

John Brown was a White House staff assistant on the staff of H. R. Haldeman. The documents in these files pertain to White House "action memos" or personnel staffing matters.

PATRICK J. BUCHANAN 1969-72 (9 cubic feet)

Patrick Buchanan was a Special Assistant to the President. Buchanan's responsibilities included the preparation of daily news summaries, gathering of background information for presidential press conferences, and political campaign data.

STEPHEN B. BULL 1969-73 (2 cubic feet)

Stephen Bull was a Special Assistant to the President and Appointments Secretary. The office files relate to scheduling and appointments procedures, public relations efforts, and off-year election campaign strategy of the Nixon White House during the period of 1969-73.

ALEXANDER P. BUTTERFIELD 1969-73 (3 cubic feet)

Alexander Butterfield was on the staff of H. R. Haldeman and had the title of Deputy Assistant to the President. He was the chief administrative officer in the White House and in this capacity he coordinated or supervised numerous White House operations. Although Butterfield had oversight responsibility for the installation and operation of the White House taping system, the files do not include information pertaining to it; they do include references to his other administrative duties.

J. FRED BUZHARDT 1970-73 (2 cubic feet)

Fred Buzhardt succeeded John W. Dean as Counsel to the President on May 10, 1973. The files identified with Buzhardt's name are actually materials that were brought forward for his use. Many of the documents were created or received by John Dean and concern the various activities of the Counsel to the President.

DWIGHT L. CHAPIN 1969-73 (14 cubic feet)

Dwight Chapin was the President's Appointments Secretary. In addition to scheduling, Chapin was responsible for supervising Presidential advance men and acting as liaison between the White House and media consultants. The Chapin files reflect all aspects of his job.

CHARLES W. COLSON 1969-73 (45 cubic feet)

Charles Colson was Special Counsel to the President. He was responsible for political liaison with organized groups whose objectives were compatible with those of the Nixon administration. His duties also included lobbying on behalf of the administration and political analysis.

JOHN W. DEAN, III 1970-73 (37 cubic feet)

John Dean was Counsel to the President. The files contain information on proposed legislation and treaties, establishment of Presidential commissions and appointments, granting of pardons, and commentary on conflict of interest laws as well as the My Lai incident (Lt. William Calley), anti-war protest demonstrations, Watergate, and many other topics.

HARRY S. DENT 1969-72 (4 cubic feet)

Harry Dent was Deputy Counsel and Special Counsel to the President. Dent's responsibilities included liaison with the southern states (the "South") and Federal agencies. The collection contains material related to the school busing issue, the nomination of Clement Haynsworth to the Supreme Court, the support of Congressional candidates, and textile industry issues.

JOHN D. EHRLICHMAN 1969-73 (23 cubic feet)

John Ehrlichman was Counsel to the President and Assistant to the President for Domestic Affairs. The collection includes a full set of his handwritten notes taken during meetings with President Nixon. Other material relates to functions of the Domestic Council, Supreme Court nominations, reorganization of the Executive Branch, welfare reform, drafts of presidential speeches, and Watergate.

MICHAEL J. FARRELL 1969-74 (1 cubic foot)

Michael Farrell was responsible for arranging White House tours and other visitor related special events.

PETER M. FLANIGAN 1969-74 (5 cubic feet)

Peter Flanigan was an Assistant to the President. His responsibilities focused primarily on economic, commercial, and financial issues. He was also the Executive Director of the Council on International Economic Policy (CIEP) and was involved in the selection process of individuals for non-career diplomatic posts. The Special Files include some documentation of each of his responsibilities.

DAVID R. GERGEN 1969-72 (1 cubic foot)

David Gergen was a Staff Assistant to the President and reported directly to Raymond K. Price, Director of the Office of Research and Messages. The material consists of presidential action requests and memoranda with Arthur F. Burns, Counselor to the President.

ALEXANDER M. HAIG, JR. 1969-74 (16 cubic feet)

Alexander Haig was Senior Military Assistant to the President, Deputy Assistant to the President for National Security Affairs, and the White House Chief of Staff. The collection consists of material relating to his duties as White House Chief of Staff, except for the speech files from his previous positions. Topics include foreign policy, national defense, Watergate, and White House personnel.

H. R. HALDEMAN 1969-73 (140 cubic feet)

H. R. Haldeman was President Nixon's Chief of Staff; however, his official title was Assistant to the President. The extensive files provide detailed information on the planning of the President's schedule, instructions to staff members from the President, advice from staff members to the President, and numerous other areas in which Haldeman was involved.

EDWIN L. HARPER 1970-73 (1 cubic foot)

Dr. Edwin Harper was a Special Assistant to the President and Assistant Director of the Domestic Council. Included is material relating to revenue sharing and Presidential appearances.

DAVID C. HOOPES 1972-74 (10 cubic feet)

David Hoopes was a Special Assistant to the President with responsibilities for the preparation of briefings and follow-up materials for the President's meetings and special projects for the Staff Secretary. Much of the material consists of briefing papers.

W. RICHARD HOWARD 1970-74 (2 cubic feet)

Richard Howard was Staff Assistant to Charles W. Colson. He worked in public relations with a concentration on professional and trade organizations and the "New American Majority." The files reflect Howard's public relations efforts and public opinion polls.

KENNETH L. KHACHIGIAN 1970-73 (10 cubic feet)

Kenneth Khachigian was Staff Assistant to Herbert G. Klein, Staff Assistant to the President, and Deputy Assistant to the President. His responsibilities mainly included writing speeches or other

documents and public relations. He spent much of his time working on the 1972 re-election campaign, activities that are reflected in the files.

HERBERT G. KLEIN 1969-73 (3 cubic feet)

Herb Klein was the Director of Communications for the Executive Branch. In this capacity he coordinated the public relations activities of the White House and the Federal agencies. The Special Files contain only a small segment of the overall Klein files in the custody of the Nixon Presidential Materials Project. The Special Files segments of Klein materials consist primarily of memoranda with the President or H. R. Haldeman.

THOMAS C. KOROLOGOS 1974 (1 cubic foot)

Tom Korologos was Deputy Assistant to the President for Legislative Affairs. The material in the Special Files is only a small percentage of the files received or created by him. The files consist primarily of handwritten notes of contacts with members of Congress, vote tally sheets, and scheduling documents.

EGIL KROGH, JR. 1969-74 (26 cubic feet)

Egil Krogh was the Deputy Counsel to the President and later, Deputy Assistant to the President for Domestic Affairs. His responsibilities included drugs, crime, law enforcement, housing, government reorganization, and transportation. The files record each of these responsibilities.

FREDERIC V. MALEK 1969-73 (1 cubic foot)

Frederic Malek was Special Assistant for Personnel. In this capacity he recruited and evaluated candidates for Presidential and other high-level appointed positions. His files pertain primarily to personnel matters.

PETER E. MILLSPAUGH 1969-72 (1 cubic foot)

Peter Millspaugh was a Deputy Special Assistant to the President. He worked for Harry S. Dent and was responsible for coordination of Republican Party activities and the White House. The files reflect such matters as assistance in congressional elections, appointments, and personnel files.

TERRENCE O'DONNELL 1973-74 (1 cubic foot)

Terrence O'Donnell was an advance man during the 1972 campaign and in the Advance Office after the re-election of President Nixon. He then served as Staff Assistant to H. R. Haldeman and Deputy Special Assistant to the President, Office of Presidential Appearances and Scheduling. The materials in the Special Files comprise a single series and date 1973-74. They pertain to the development of the President's daily and weekly schedules.

PETER G. PETERSON 1969-74 (1 cubic foot)

Peter Peterson was Assistant to the President for International Economic Affairs and Executive Director of the Council on International Economic Policy (CIEP). These Special Files primarily concern the Nixon administration's efforts to establish import quotas for Far Eastern textile products. Included in the files are materials pertaining to Ambassador-at-Large David M. Kennedy's trip to negotiate a formal textile quota pact with Japan, Korea, Taiwan, and Hong Kong.

PRESIDENT'S OFFICE FILES 1969-74 (38 cubic feet)

The President's Office Files consist of materials that were seen, annotated by the President, or which record his daily activities. The two series within this group that are most closely associated with the President are the Handwriting File and the Annotated News Summaries. The files also include memoranda prepared by White House staff members who attended meetings with the President.

PRESIDENT'S PERSONAL FILES 1969-74 (65 cubic feet)

The President's Personal Files were maintained by the President's personal secretary, Rose Mary Woods, and includes documents that the President personally considered. It includes transcripts of memoranda dictated by the President, correspondence with long-time supporters of the President, speech files, and social files.

JOHN A. SCALI 1971-73 (3 cubic feet)

John Scali was a Special Assistant to the President. His responsibilities included advising on communications policy relating to foreign affairs. The files include documentation of campaigns, foreign policy, and defense advice.

GEOFFREY C. SHEPARD 1969-73 (1 cubic foot)

Geoffrey Shepard was an Associate Director on the Domestic Council Staff. The files reflect his responsibilities in the areas of the problems of drug abuse and crime.

HUGH W. SLOAN, JR. 1969-70 (1 cubic foot)

Hugh Sloan was a Staff Assistant to the President. He was in charge of appointments and scheduling and he worked for Dwight L. Chapin. The files provide information on scheduling the President's participation in events.

SPECIAL STAFF FILES 1969-74 (3 cubic feet)

The Special Staff Files were collected from various staff members who did not have a larger file group in the Special Files: Staff Member and Office Files. This group consists of selected materials from nineteen staff members and concerns diverse topics. It includes two boxes of material from George H. W. Bush relating to his appointment as ambassador to the United Nations.

STAFF SECRETARY 1969-74 (75 cubic feet)

The Office of the Staff Secretary was the main point of contact and coordination for all communications to the President's Office. The files reflect all of the responsibilities of the staff which included ensuring a smooth flow of information with the President, communicating Presidential decisions and requests, and allocating funds and office space.

GORDON C. STRACHAN 1969-71 (5 cubic feet)

Gordon Strachan was a Staff Assistant to Herbert G. Klein. The files document his activities, including his work with public information officers in the executive agencies, preparing "game plans" for certain events, and public relations.

RICHARD C. TUFARO 1972-73 (2 cubic feet)

Richard Tufaro was a Staff Assistant to the Domestic Council. He had assignments with the Interagency Classification Review Committee in which he was concerned with expediting the declassification of documents and the Cabinet Committee to Combat Terrorism. Both of these tasks are documented in the files.

GERALD L. WARREN 1971-72 (1 cubic foot)

Gerald Warren was the Deputy Press Secretary to the President. Much of the material in this file group consists of communications with the Press Secretary, Ronald L. Ziegler.

J. BRUCE WHELIHAN 1969-74 (4 cubic feet)

Bruce Whelihan was a Staff Assistant in the White House Press Office. The files consist primarily of news clippings and related materials pertaining to controversial issues monitored by the Press Office.

WHITE HOUSE SPECIAL FILES: ADMINISTRATIVE FILES 1972-74 (2 cubic feet)

The White House Special Files: Administrative Files were created by the White House unit responsible for maintaining the Special Files and pertain to general office functions, finding aids and inventories, accesses and searches, and control of the White House taping system.

DAVID G. WILSON 1971-73 (1 cubic foot)

David Wilson was a Staff Assistant, Office of the Counsel to the President. The files consist of memoranda from himself or John W. Dean concerning various legal issues regarding the administration.

DAVID R. YOUNG 1970-73 (9 cubic feet)

David Young was Special Assistant to the National Security Council and later was detailed to the Domestic Council to work for Egil Krogh. In the latter position he was involved in domestic and external security matters including investigating leaks of information within the administration. He was a co-director of the White House Special Investigations Unit ("The Plumbers"). Because of the sensitivity of Young's responsibilities many of the National Security Council documents in his files have been withdrawn for national security reasons.

RONALD L. ZIEGLER 1969-74 (17 cubic feet)

Ronald Ziegler was the White House Press Secretary. This is a portion of the overall Press Office materials generated during the Nixon administration. It includes some of Press Secretary Ronald Ziegler's files but consists primarily of the records of the Correspondence Research Office and the Press Office. The files include briefing books, position papers, talking points memoranda, news summaries, and other background materials.

White House Special Files: Subject Files (14 cubic feet)

WHITE HOUSE SPECIAL FILES: SUBJECT FILES 1969-74 (14 cubic feet)

The White House Special Files: Subject Files are portions of the White House Central Files (WHCF) that were stored by the Special Files unit. They pertain to a large variety of subjects and, for the most part, consist of the "CONFIDENTIAL FILES" *i.e.*, sensitive subject matter transferred over from the White House Central Files' subject categories. File categories are the same as the WHCF alpha-numeric subject categories.

White House Special Files: Alpha Name Files

The following files have been segregated from the White House Central Files: Alpha Name File and placed in the White House Special Files unit. The White House Central Files: Alpha Name File is used for routine materials which are not classified by subject and are filed alphabetically by the name, the writer or his/her company or organization. It is also used as a cross-reference or finding aid to the subject files when a request is made for papers by the name of the person or organization.

The following individual name files are open (0.6 cubic feet):

John J. ("Jack") Caulfield	Fred La Rue
Dwight L. Chapin	Jeb S. Magruder
Charles W. Colson	John N. Mitchell
John W. Dean, III	Richard A. Moore
Frank deMarco, Jr.	Robert C. Odle, Jr.
John D. Ehrlichman	Herbert L. ("Bart") Porter
H. R. ("Bob") Haldeman	Robert Reisner
E. Howard Hunt, Jr.	Maurice H. Stans
Tom C. Huston	Gordon C. Strachan
Herbert W. Kalmbach	David R. Young
Egil ("Bud") Krogh	

White House Central Files: Subject Files

The heart of the White House Central Files system is its Subject File. It contains information on nearly everything and everyone associated with the Nixon administration. Sixty basic subject categories divide into over 1,000 subcategories using alphanumeric file codes, e.g., CO-Countries has a subcategory CO 75 Japan and FI-Finance has a subcategory FI 4 Budget-Appropriations. Generally, higher level materials are in yellow-labeled "Executive" folders, while samples of public opinion mail and similarly routine materials are in green-labeled "General" folders. The following alphanumeric subject categories from the White House Central Files: Subject Files are available for research. (758 cubic feet)

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Agriculture (AG)	5.0
Arts (AR)	3.0
Atomic Energy (AT)	1.3
Business-Economics (BE)	33.0
Civil Aviation (CA)	12.0
Commodities (CM)	9.0
Countries (CO)	30.0
Disasters (DI)	7.0
Education (ED)	5.0
Federal Aid (FA)	12.6
Federal Government (FE)	9.6
Federal Government-Organizations (FG)	2.0
President of the United States (FG 1)	13.3
Delegations of Authority (FG 1-1)	1.0
Personal Representatives (FG 1-2)	2.3
Inaugurations (FG 1-3)	1.0
Entertainers (FG 1-3-1)	0.3
Former Presidents (FG 2)	1.6
Transition to Incoming Administration (FG 3)	0.3
The Executive Branch (FG 5)	0.3
Executive Office of the President (FG 6)	0.3
Bureau of the Budget (FG 6-1)	0.3
Central Intelligence Agency (FG 6-2)	0.3
Foreign Broadcast Information Service (FG 6-2-1)	0.3
Council of Economic Advisors (FG 6-3)	0.6
National Aeronautics and Space Council (FG 6-4)	0.3
National Council on Marine Resources (FG 6-5)	0.3
National Security Council (FG 6-6)	2.0
Office of Economic Opportunity (FG 6-7)	1.6
Office of Emergency Preparedness (FG 6-8)	1.0
Office of Science and Technology (FG 6-9)	0.3
Office of the Special Trade Representative (FG 6-10)	0.3
Council for Urban Affairs (FG 6-12)	1.3

NIXON PRESIDENTIAL MATERIALS STAFF

Office of Telecommunications Policy (FG 6-14)	1.0
Domestic Council (FG 6-15)	2.0
Office of Management and Budget (FG 6-16)	2.3
Council on Environmental Quality (FG 6-17)	0.6
National Energy Office (FG 6-23)	0.3
Energy Policy Office (FG 6-25)	1.0
Federal Energy Office (FG 6-26)	0.3
Cabinet (FG 10)	1.0
Department of State (FG 11)	4.6
Department of Treasury (FG 12)	6.0
Department of Defense (FG 13)	3.0
Department of the Army (FG 14)	1.0
Department of the Navy (FG 15)	1.0
Department of the Air Force (FG 16)	1.0
Department of Justice (FG 17)	3.3
Post Office Department (FG 18)	2.0
Department of the Interior (FG 19)	2.6
Department of Agriculture (FG 20)	1.3
Department of Commerce (FG 21)	3.0
Department of Labor (FG 22)	2.3
Department of Health, Education and Welfare (FG 23)	5.0
Department of Housing and Urban Development (FG 24)	2.3
Department of Transportation (FG 25)	3.0
Legislative Branch (FG 30-FG 46)	13.0
Judicial Branch (FG 50)	0.2
Supreme Court of the United States (FG 51)	2.0
United States Courts of Appeals (FG 52)	0.5
US District Courts (FG 53)	2.0
Courts of the District of Columbia (FG 54)	0.5
United States Court of Claims (FG 55)	0.1
US Court of Customs and Patent Appeals (FG 56)	0.1
US Customs Courts (FG 57)	0.1
US Court of Military Appeals (FG 58)	0.1
Administrative Office of the United States Courts (FG 59)	0.1
Federal Judicial Center (FG 60)	0.1
Independent Agencies, Boards and Commissions (FG 65)	1.1
Advertising Council (FG 67)	<0.5
Advisory Board on National Parks, Historic Sites, Buildings and Monuments (FG 68)	<0.1
Advisory Commission on Intergovernmental Relations (FG 69)	<1.5
American Revolution Bicentennial Commission (FG 75)	0.9
Appalachian Regional Commission (FG 76)	1.5
Atlantic--Pacific Inter-oceanic Canal Study Commission (FG 77)	0.2
Atomic Energy Commission (FG 78)	1.4
Automotive Agreement Adjustment Assistance Board (FG 79) [empty]	0.0

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Board of Actuaries (FG 80)	<0.1
Board of Examiners for the Foreign Service (FG 81) [1 page]	0.0
Board of Foreign Scholarships (FG 82)	0.1
Board of Foreign Service (FG 83) [1 page]	0.0
Board of Geographic Names (FG 84) [empty]	0.0
Business Council (FG 85)	0.4
Cabinet Committee on the Balance of Payments (FG 86) [empty]	0.0
Canal Zone Government (FG 87)	0.3
Civil Aeronautics Board (FG 88)	0.4
Coastal Plains Regional Commission (FG 89)	0.3
Commission on Civil Rights (FG 90)	0.3
Commission on Obscenity and Pornography (FG 95)	0.3
Committee for the Preservation of the White House (FG 100)	0.1
Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped (FG 101)	0.2
Communication Satellite Corporation (FG 102)	0.6
Corporation for Public Broadcasting (FG 103)	0.7
Delaware River Basin Commission (FG 104)	0.1
Distinguished Civilian Service Awards Board (FG 105)	0.1
Equal Employment Opportunity Commission (FG 109)	0.3
Federal Advisory Council on Regional Economic Development (FG 115)	0.5
Federal Coal Mine Safety Board of Review (FG 116)	<0.1
Federal Committee on Pest Control (FG 117)	0.1
Federal Communications Commission (FG 118)	0.5
Federal Council for Science and Technology (FG 119)	0.3
Federal Deposit Insurance Corporation (FG 120)	0.2
Federal Election Campaign Fund Advisory Board (FG 121)	<0.1
Federal Executive Boards (FG 122)	0.8
Federal Fire Council (FG 123)	<0.1
Federal Home Loan Bank Board (FG 124)	0.4
Federal Interagency Committee on Education (FG 125)	<0.1
Federal Maritime Commission (FG 126)	0.6
Federal Mediation and Conciliation Service (FG 127)	0.7
Federal Mortgage Association (FG 128)	0.2
Federal Power Commission (FG 129)	0.6
Federal Radiation Council (FG 130)	<0.1
Federal Reserve System (FG 131)	0.6
Federal Safety Council (FG 132)	<0.1
Federal Trade Commission (FG 133)	0.7
Indian Claims Commission (FG 142)	0.3
Cabinet Committee on Opportunities for Spanish Speaking People (FG 145)	0.3
Interdepartmental Committee on the Status of Women (FG 147)	0.1
Interdepartmental Highway Safety Board (FG 148)	<0.1

White House Central Files: Subject Files

The heart of the White House Central Files system is its Subject File. It contains information on nearly everything and everyone associated with the Nixon administration. Sixty basic subject categories divide into over 1,000 subcategories using alphanumeric file codes, e.g., CO-Countries has a subcategory CO 75 Japan and FI-Finance has a subcategory FI 4 Budget-Appropriations. Generally, higher level materials are in yellow-labeled "Executive" folders, while samples of public opinion mail and similarly routine materials are in green-labeled "General" folders. The following alphanumeric subject categories from the White House Central Files: Subject Files are available for research. (758 cubic feet)

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Agriculture (AG)	5.0
Arts (AR)	3.0
Atomic Energy (AT)	1.3
Business-Economics (BE)	33.0
Civil Aviation (CA)	12.0
Commodities (CM)	9.0
Countries (CO)	30.0
Disasters (DI)	7.0
Education (ED)	5.0
Federal Aid (FA)	12.6
Federal Government (FE)	9.6
Federal Government-Organizations (FG)	2.0
President of the United States (FG 1)	13.3
Delegations of Authority (FG 1-1)	1.0
Personal Representatives (FG 1-2)	2.3
Inaugurations (FG 1-3)	1.0
Entertainers (FG 1-3-1)	0.3
Former Presidents (FG 2)	1.6
Transition to Incoming Administration (FG 3)	0.3
The Executive Branch (FG 5)	0.3
Executive Office of the President (FG 6)	0.3
Bureau of the Budget (FG 6-1)	0.3
Central Intelligence Agency (FG 6-2)	0.3
Foreign Broadcast Information Service (FG 6-2-1)	0.3
Council of Economic Advisors (FG 6-3)	0.6
National Aeronautics and Space Council (FG 6-4)	0.3
National Council on Marine Resources (FG 6-5)	0.3
National Security Council (FG 6-6)	2.0
Office of Economic Opportunity (FG 6-7)	1.6
Office of Emergency Preparedness (FG 6-8)	1.0
Office of Science and Technology (FG 6-9)	0.3
Office of the Special Trade Representative (FG 6-10)	0.3
Council for Urban Affairs (FG 6-12)	1.3

RONALD L. ZIEGLER 1969-74 (17 cubic feet)

Ronald Ziegler was the White House Press Secretary. This is a portion of the overall Press Office materials generated during the Nixon administration. It includes some of Press Secretary Ronald Ziegler's files but consists primarily of the records of the Correspondence Research Office and the Press Office. The files include briefing books, position papers, talking points memoranda, news summaries, and other background materials.

White House Special Files: Subject Files (14 cubic feet)

WHITE HOUSE SPECIAL FILES: SUBJECT FILES 1969-74 (14 cubic feet)

The White House Special Files: Subject Files are portions of the White House Central Files (WHCF) that were stored by the Special Files unit. They pertain to a large variety of subjects and, for the most part, consist of the "CONFIDENTIAL FILES" *i.e.*, sensitive subject matter transferred over from the White House Central Files' subject categories. File categories are the same as the WHCF alpha-numeric subject categories.

White House Special Files: Alpha Name Files

The following files have been segregated from the White House Central Files: Alpha Name File and placed in the White House Special Files unit. The White House Central Files: Alpha Name File is used for routine materials which are not classified by subject and are filed alphabetically by the name, the writer or his/her company or organization. It is also used as a cross-reference or finding aid to the subject files when a request is made for papers by the name of the person or organization.

The following individual name files are open (0.6 cubic feet):

John J. ("Jack") Caulfield	Fred La Rue
Dwight L. Chapin	Jeb S. Magruder
Charles W. Colson	John N. Mitchell
John W. Dean, III	Richard A. Moore
Frank deMarco, Jr.	Robert C. Odle, Jr.
John D. Ehrlichman	Herbert L. ("Bart") Porter
H. R. ("Bob") Haldeman	Robert Reisner
E. Howard Hunt, Jr.	Maurice H. Stans
Tom C. Huston	Gordon C. Strachan
Herbert W. Kalmbach	David R. Young
Egil ("Bud") Krogh	

STAFF SECRETARY 1969-74 (75 cubic feet)

The Office of the Staff Secretary was the main point of contact and coordination for all communications to the President's Office. The files reflect all of the responsibilities of the staff which included ensuring a smooth flow of information with the President, communicating Presidential decisions and requests, and allocating funds and office space.

GORDON C. STRACHAN 1969-71 (5 cubic feet)

Gordon Strachan was a Staff Assistant to Herbert G. Klein. The files document his activities, including his work with public information officers in the executive agencies, preparing "game plans" for certain events, and public relations.

RICHARD C. TUFARO 1972-73 (2 cubic feet)

Richard Tufaro was a Staff Assistant to the Domestic Council. He had assignments with the Interagency Classification Review Committee in which he was concerned with expediting the declassification of documents and the Cabinet Committee to Combat Terrorism. Both of these tasks are documented in the files.

GERALD L. WARREN 1971-72 (1 cubic foot)

Gerald Warren was the Deputy Press Secretary to the President. Much of the material in this file group consists of communications with the Press Secretary, Ronald L. Ziegler.

J. BRUCE WHELIHAN 1969-74 (4 cubic feet)

Bruce Whelihan was a Staff Assistant in the White House Press Office. The files consist primarily of news clippings and related materials pertaining to controversial issues monitored by the Press Office.

WHITE HOUSE SPECIAL FILES: ADMINISTRATIVE FILES 1972-74 (2 cubic feet)

The White House Special Files: Administrative Files were created by the White House unit responsible for maintaining the Special Files and pertain to general office functions, finding aids and inventories, accesses and searches, and control of the White House taping system.

DAVID G. WILSON 1971-73 (1 cubic foot)

David Wilson was a Staff Assistant, Office of the Counsel to the President. The files consist of memoranda from himself or John W. Dean concerning various legal issues regarding the administration.

DAVID R. YOUNG 1970-73 (9 cubic feet)

David Young was Special Assistant to the National Security Council and later was detailed to the Domestic Council to work for Egil Krogh. In the latter position he was involved in domestic and external security matters including investigating leaks of information within the administration. He was a co-director of the White House Special Investigations Unit ("The Plumbers"). Because of the sensitivity of Young's responsibilities many of the National Security Council documents in his files have been withdrawn for national security reasons.

PETER G. PETERSON 1969-74 (1 cubic foot)

Peter Peterson was Assistant to the President for International Economic Affairs and Executive Director of the Council on International Economic Policy (CIEP). These Special Files primarily concern the Nixon administration's efforts to establish import quotas for Far Eastern textile products. Included in the files are materials pertaining to Ambassador-at-Large David M. Kennedy's trip to negotiate a formal textile quota pact with Japan, Korea, Taiwan, and Hong Kong.

PRESIDENT'S OFFICE FILES 1969-74 (38 cubic feet)

The President's Office Files consist of materials that were seen, annotated by the President, or which record his daily activities. The two series within this group that are most closely associated with the President are the Handwriting File and the Annotated News Summaries. The files also include memoranda prepared by White House staff members who attended meetings with the President.

PRESIDENT'S PERSONAL FILES 1969-74 (65 cubic feet)

The President's Personal Files were maintained by the President's personal secretary, Rose Mary Woods, and includes documents that the President personally considered. It includes transcripts of memoranda dictated by the President, correspondence with long-time supporters of the President, speech files, and social files.

JOHN A. SCALI 1971-73 (3 cubic feet)

John Scali was a Special Assistant to the President. His responsibilities included advising on communications policy relating to foreign affairs. The files include documentation of campaigns, foreign policy, and defense advice.

GEOFFREY C. SHEPARD 1969-73 (1 cubic foot)

Geoffrey Shepard was an Associate Director on the Domestic Council Staff. The files reflect his responsibilities in the areas of the problems of drug abuse and crime.

HUGH W. SLOAN, JR. 1969-70 (1 cubic foot)

Hugh Sloan was a Staff Assistant to the President. He was in charge of appointments and scheduling and he worked for Dwight L. Chapin. The files provide information on scheduling the President's participation in events.

SPECIAL STAFF FILES 1969-74 (3 cubic feet)

The Special Staff Files were collected from various staff members who did not have a larger file group in the Special Files: Staff Member and Office Files. This group consists of selected materials from nineteen staff members and concerns diverse topics. It includes two boxes of material from George H. W. Bush relating to his appointment as ambassador to the United Nations.

documents and public relations. He spent much of his time working on the 1972 re-election campaign, activities that are reflected in the files.

HERBERT G. KLEIN 1969-73 (3 cubic feet)

Herb Klein was the Director of Communications for the Executive Branch. In this capacity he coordinated the public relations activities of the White House and the Federal agencies. The Special Files contain only a small segment of the overall Klein files in the custody of the Nixon Presidential Materials Project. The Special Files segments of Klein materials consist primarily of memoranda with the President or H. R. Haldeman.

THOMAS C. KOROLOGOS 1974 (1 cubic foot)

Tom Korologos was Deputy Assistant to the President for Legislative Affairs. The material in the Special Files is only a small percentage of the files received or created by him. The files consist primarily of handwritten notes of contacts with members of Congress, vote tally sheets, and scheduling documents.

EGIL KROGH, JR. 1969-74 (26 cubic feet)

Egil Krogh was the Deputy Counsel to the President and later, Deputy Assistant to the President for Domestic Affairs. His responsibilities included drugs, crime, law enforcement, housing, government reorganization, and transportation. The files record each of these responsibilities.

FREDERIC V. MALEK 1969-73 (1 cubic foot)

Frederic Malek was Special Assistant for Personnel. In this capacity he recruited and evaluated candidates for Presidential and other high-level appointed positions. His files pertain primarily to personnel matters.

PETER E. MILLSPAUGH 1969-72 (1 cubic foot)

Peter Millspaugh was a Deputy Special Assistant to the President. He worked for Harry S. Dent and was responsible for coordination of Republican Party activities and the White House. The files reflect such matters as assistance in congressional elections, appointments, and personnel files.

TERRENCE O'DONNELL 1973-74 (1 cubic foot)

Terrence O'Donnell was an advance man during the 1972 campaign and in the Advance Office after the re-election of President Nixon. He then served as Staff Assistant to H. R. Haldeman and Deputy Special Assistant to the President, Office of Presidential Appearances and Scheduling. The materials in the Special Files comprise a single series and date 1973-74. They pertain to the development of the President's daily and weekly schedules.

Michael Farrell was responsible for arranging White House tours and other visitor related special events.

PETER M. FLANIGAN 1969-74 (5 cubic feet)

Peter Flanigan was an Assistant to the President. His responsibilities focused primarily on economic, commercial, and financial issues. He was also the Executive Director of the Council on International Economic Policy (CIEP) and was involved in the selection process of individuals for non-career diplomatic posts. The Special Files include some documentation of each of his responsibilities.

DAVID R. GERGEN 1969-72 (1 cubic foot)

David Gergen was a Staff Assistant to the President and reported directly to Raymond K. Price, Director of the Office of Research and Messages. The material consists of presidential action requests and memoranda with Arthur F. Burns, Counselor to the President.

ALEXANDER M. HAIG, JR. 1969-74 (16 cubic feet)

Alexander Haig was Senior Military Assistant to the President, Deputy Assistant to the President for National Security Affairs, and the White House Chief of Staff. The collection consists of material relating to his duties as White House Chief of Staff, except for the speech files from his previous positions. Topics include foreign policy, national defense, Watergate, and White House personnel.

H. R. HALDEMAN 1969-73 (140 cubic feet)

H. R. Haldeman was President Nixon's Chief of Staff; however, his official title was Assistant to the President. The extensive files provide detailed information on the planning of the President's schedule, instructions to staff members from the President, advice from staff members to the President, and numerous other areas in which Haldeman was involved.

EDWIN L. HARPER 1970-73 (1 cubic foot)

Dr. Edwin Harper was a Special Assistant to the President and Assistant Director of the Domestic Council. Included is material relating to revenue sharing and Presidential appearances.

DAVID C. HOOPES 1972-74 (10 cubic feet)

David Hoopes was a Special Assistant to the President with responsibilities for the preparation of briefings and follow-up materials for the President's meetings and special projects for the Staff Secretary. Much of the material consists of briefing papers.

W. RICHARD HOWARD 1970-74 (2 cubic feet)

Richard Howard was Staff Assistant to Charles W. Colson. He worked in public relations with a concentration on professional and trade organizations and the "New American Majority." The files reflect Howard's public relations efforts and public opinion polls.

KENNETH L. KHACHIGIAN 1970-73 (10 cubic feet)

Kenneth Khachigian was Staff Assistant to Herbert G. Klein, Staff Assistant to the President, and Deputy Assistant to the President. His responsibilities mainly included writing speeches or other

PETER G. PETERSON 1969-74 (1 cubic foot)

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Countries (CO)	30.0
Disasters (DI)	7.0
Education (ED)	5.0
Federal Aid (FA)	12.6
Federal Government (FE)	9.6
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Former Presidents (FG 2)	1.6
Transition to Incoming Administration (FG 3)	0.3
The Executive Branch (FG 5)	0.3
Executive Office of the President (FG 6)	0.3
Bureau of the Budget (FG 6-1)	0.3
Central Intelligence Agency (FG 6-2)	0.3
Foreign Broadcast Information Service (FG 6-2-1)	0.3
Council of Economic Advisors (FG 6-3)	0.6
National Aeronautics and Space Council (FG 6-4)	0.3
National Council on Marine Resources (FG 6-5)	0.3
National Security Council (FG 6-6)	2.0
Office of Economic Opportunity (FG 6-7)	1.6
Office of Emergency Preparedness (FG 6-8)	1.0
Office of Science and Technology (FG 6-9)	0.3
Office of the Special Trade Representative (FG 6-10)	0.3
Council for Urban Affairs (FG 6-12)	1.3

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Board of Actuaries (FG 80)	<0.1
Board of Examiners for the Foreign Service (FG 81) [1 page]	0.0
Board of Foreign Scholarships (FG 82)	0.1
Board of Foreign Service (FG 83) [1 page]	0.0
Board of Geographic Names (FG 84) [empty]	0.0
Business Council (FG 85)	0.4
Cabinet Committee on the Balance of Payments (FG 86) [empty]	0.0
Canal Zone Government (FG 87)	0.3
Civil Aeronautics Board (FG 88)	0.4
Coastal Plains Regional Commission (FG 89)	0.3
Commission on Civil Rights (FG 90)	0.3
Commission on Obscenity and Pornography (FG 95)	0.3
Committee for the Preservation of the White House (FG 100)	0.1
Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped (FG 101)	0.2
Communication Satellite Corporation (FG 102)	0.6
Corporation for Public Broadcasting (FG 103)	0.7
Delaware River Basin Commission (FG 104)	0.1
Distinguished Civilian Service Awards Board (FG 105)	0.1
Equal Employment Opportunity Commission (FG 109)	0.3
Federal Advisory Council on Regional Economic Development (FG 115)	0.5
Federal Coal Mine Safety Board of Review (FG 116)	<0.1
Federal Committee on Pest Control (FG 117)	0.1
Federal Communications Commission (FG 118)	0.5
Federal Council for Science and Technology (FG 119)	0.3
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Indian Claims Commission (FG 142)	0.3
Cabinet Committee on Opportunities for Spanish Speaking People (FG 145)	0.3
Interdepartmental Committee on the Status of Women (FG 147)	0.1
Interdepartmental Highway Safety Board (FG 148)	<0.1

NIXON PRESIDENTIAL MATERIALS STAFF

Office of Telecommunications Policy (FG 6-14)	1.0
Domestic Council (FG 6-15)	2.0
Office of Management and Budget (FG 6-16)	2.3
Council on Environmental Quality (FG 6-17)	0.6
National Energy Office (FG 6-23)	0.3
Energy Policy Office (FG 6-25)	1.0
Federal Energy Office (FG 6-26)	0.3
Cabinet (FG 10)	1.0
Department of State (FG 11)	4.6
Department of Treasury (FG 12)	6.0
Department of Defense (FG 13)	3.0
Department of the Army (FG 14)	1.0
Department of the Navy (FG 15)	1.0
Department of the Air Force (FG 16)	1.0
Department of Justice (FG 17)	3.3
Post Office Department (FG 18)	2.0
Department of the Interior (FG 19)	2.6
Department of Agriculture (FG 20)	1.3
Department of Commerce (FG 21)	3.0
Department of Labor (FG 22)	2.3
Department of Health, Education and Welfare (FG 23)	5.0
Department of Housing and Urban Development (FG 24)	2.3
Department of Transportation (FG 25)	3.0
Legislative Branch (FG 30-FG 46)	13.0
Judicial Branch (FG 50)	0.2
Supreme Court of the United States (FG 51)	2.0
United States Courts of Appeals (FG 52)	0.5
US District Courts (FG 53)	2.0
Courts of the District of Columbia (FG 54)	0.5
United States Court of Claims (FG 55)	0.1
US Court of Customs and Patent Appeals (FG 56)	0.1
US Customs Courts (FG 57)	0.1
US Court of Military Appeals (FG 58)	0.1
Administrative Office of the United States Courts (FG 59)	0.1
Federal Judicial Center (FG 60)	0.1
Independent Agencies, Boards and Commissions (FG 65)	1.1
Advertising Council (FG 67)	<0.5
Advisory Board on National Parks, Historic Sites, Buildings and Monuments (FG 68)	<0.1
Advisory Commission on Intergovernmental Relations (FG 69)	<1.5
American Revolution Bicentennial Commission (FG 75)	0.9
Appalachian Regional Commission (FG 76)	1.5
Atlantic--Pacific Inter-oceanic Canal Study Commission (FG 77)	0.2
Atomic Energy Commission (FG 78)	1.4
Automotive Agreement Adjustment Assistance Board (FG 79) [empty]	0.0

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Interdepartmental Committee for Voluntary Payroll Savings Plan for the Purchase of United States Savings Bonds (FG 149)	0.2
National Academy of Sciences (FG 152)	0.3
National Aeronautics and Space Administration (FG 164)	0.3
National Council on Indian Opportunity (FG 173)	0.3
National Foundation on the Arts and Humanities (FG 174)	1.2
National Historical Publications Foundation (FG 175)	<0.1
National Home Ownership Foundation (FG 176)	<0.1
National Corporation for Housing Partnerships (FG 177)	0.3
National Labor Relations Board (FG 178)	1.3
National Mediation Board (FG 179)	0.2
National Park Foundation (FG 180)	<0.1
National Review Board for the Center for Cultural and Technical Interchange Between East and West (FG 181)	<0.1
National Science Foundation (FG 182)	0.6
National Visitor Facilities Advisory Committee (FG 183)	<0.1
National Water Commission (FG 184)	0.8
New England Regional Commission (FG 185)	0.2
New Jersey Tercentenary Celebration Committee (FG 186)	<0.1
Ozarks Regional Commission (FG 187)	0.1
Pacific Marine Fisheries Commission (FG 188)	<0.1
Panama Canal Company (FG 189)	0.4
Permanent Committee for the Oliver Wendell Holmes Devise (FG 190)	<0.1
President's Advisory Committee on Labor-Management Policy (FG 191)	<0.1
President's Advisory Council on Cost Reduction (FG 192)	<0.1
President's Commission on Crime in the District of Columbia (FG 193)	<0.1
President's Commission on the Observance of Human Rights Year (FG 194)	0.2
President's Commission on Postal Organization (FG 195)	0.1
President's Commission on White House Fellows (FG 196)	0.6
President's Committee on Consumer Interests (FG 197)	0.4
President's Committee on Employment of the Handicapped (FG 198)	0.4
President's Committee on Manpower (FG 199)	<0.1
President's Committee on Mental Retardation (FG 200)	0.6
President's Committee on National Medal of Science (FG 201)	0.2
President's Committee on Rural Power (FG 202)	<0.1
President's Committee on Urban Housing (FG 203)	0.1
President's Council on the Aging (FG 204)	<0.1
President's Science Advisory Committee (FG 209)	0.3
Selective Service System (FG 216)	1.0
Small Business Administration (FG 217)	0.8
Smithsonian Institution (FG 218)	0.8
Presidential Task Forces (FG 221)	3.0
United States Information Agency (FG 230)	0.6

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
United States Tariff Commission (FG 231)	0.7
Upper Great Lakes Regional Commission (FG 232)	0.1
Washington Metropolitan Area Transit Authority (FG 234)	0.5
Washington Metropolitan Area Transit Commission (FG 235)	0.5
Water Resources Council (FG 236)	0.1
Woodrow Wilson Memorial Commission (FG 237)	0.1
Cabinet Committee of Economic Policy (FG 238)	0.3
United States Arms Control Disarmament Agency (FG 239)	0.8
Interagency Advisory Committee on Compensation for Motor Vehicle Accident Losses (FG 240)	<0.1
Committee on Federal Credit Programs (FG 241)	<0.1
Lewis and Clark Trail Commission (FG 242)	<0.1
United States Territorial Expansion Commission (FG 243)	<0.1
Federal Field Committee for Development Planning in Alaska (FG 244)	<0.1
Marine Corps Memorial Commission (FG 245)	<0.1
James Madison Memorial Commission (FG 246)	<0.1
Office of Inter-governmental Relations (FG 247)	0.1
Interdepartmental <i>ad hoc</i> Committee to Review the Supersonic Transport Program (FG 248)	<0.1
Commission on All-Volunteer Armed Forces (FG 249)	0.6
President's Advisory Council on Executive Organization (FG 250)	0.3
Cabinet Committee on the Environment/Citizens Advisory Committee on Environmental Quality (FG 251)	0.3
Cabinet Committee on Voluntary Action (FG 252)	0.3
President's Committee on the Vietnam Veteran (FG 253)	<0.1
President's Commission on Federal Statistics (FG 254)	0.1
Great Lakes Basin Commission (FG 255)	0.1
Cabinet Committee on Construction (FG 256)	<0.1
Construction Industry Collective Bargaining Commission (FG 257)	0.2
President's Commission on Personnel Interchange (FG 258)	0.3
National Center for Voluntary Action (FG 259)	0.3
Rural Affairs Council (FG 260)	0.2
Federal Labor Relations Council (FG 261)	0.1
Commission on Government Procurement (FG 262)	1.7
Commission on International Trade and Investment Policy (FG 263)	1.1
Overseas Private Investment Corporation (FG 264)	0.4
President's Advisory Council on Management Improvement (FG 266)	0.3
President's Commission on Financial Structure and Regulation (FG 267)	0.3
Property Review Board (FG 268)	0.3
Committee on Social Program Research (FG 269)	<0.1
Committee on Puerto Rican Electoral Participation (FG 270)	<0.1
Cabinet-Level Working Group to Explore Executive Branch Assistance to Local Communities (FG 271)	0.1

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Inter-Agency Economic Adjustment Committee (FG 272)	0.1
President's Commission on School Finance (FG 273)	0.4
National Credit Union Administration (FG 274)	0.4
Commission on Population Growth and the American Future (FG 275)	1.2
Oil Policy Committee (FG 276)	0.1
Inter-Agency Committee on the Virgin Islands (FG 277)	<0.1
National Industrial Pollution Control Council (FG 278)	0.2
Tahoe Regional Planning Agency (FG 279)	<0.1
National Council on Federal Disaster Assistance (FG 280)	0.1
New England River Basins Commission (FG 281)	0.1
President's Commission for the Observance of the Twenty-fifth Anniversary of the United Nations (FG 282)	0.3
Federal Metal and Nonmetallic Mine Safety Board of Review (FG 283)	<0.1
Pacific Northwest River Basins Commission (FG 284)	0.2
Souris-Red-Rainy River Basins Commission (FG 285)	<0.1
Interstate Commission on the Potomac River Basin (FG 286)	<0.1
National Council on Organized Crime (FG 287)	<0.1
Commission on Campus Unrest (FG 288)	0.3
National Commission on Productivity (FG 289)	0.3
Regulations and Purchasing Review Board (FG 290)	<0.1
Aviation Advisory Commission (FG 291)	0.2
Peru Earthquake Voluntary Assistance Group (FG 292)	<0.1
National Commission on Libraries and Information Science (FG 293)	0.8
National Reading Council (FG 294)	0.1
United States Postal Service (FG 295)	1.1
Commission on Railroad Retirement (FG 296)	0.2
National Advisory Commission on Jobs for Veterans (FG 297)	<0.1
Environmental Protection Agency (FG 298)	0.7
Interagency Committee to Review the US International Air Transportation Policy (FG 299)	<0.1
Commission on Bankruptcy Laws of the United States (FG 300)	<0.1
National Railroad Passenger Corporation [AMTRAK] (FG 301)	0.6
Council on International Economic Policy (FG 302)	0.1
Western Interstate Nuclear Board (FG 303)	<0.1
Securities Investor Protection Corporation (FG 304)	0.2
National Tourism Resources Review Board (FG 305)	0.4
Commission on American Shipbuilding (FG 306)	0.1
Federal Regional Councils (1969-70)/ Ohio River Basin Commission (1970-74)(FG 307)	0.2
Commission on Marihuana [sic] and Drug Abuse (FG 308)	0.3
Plymouth-Princeton Celebration Commission (FG 309)	0.1
Special Railway Dispute Commission (FG 310)	<0.1
Emergency Railway Dispute Panel (FG 311)	<0.1
National Commission on Materials Policy (FG 312)	0.2

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Occupational Safety and Health Review Commission (FG 313)	0.1
Advisory Council on Intergovernmental Personnel Policy (FG 314)	0.2
Construction Industry Stabilization Committee (FG 315)	0.2
Interagency Committee on Construction (FG 316)	<0.1
Inter-Departmental Committee on Internal Security (FG 317)	0.1
National Council on Quality in Education (FG 318)	0.1
Commission on Highway Beautification (FG 319)	0.2
National Commission on State Workmen's Compensation Laws (FG 320)	0.1
National Parks Centennial Commission (FG 321)	0.1
Advisory Committee on Federal Pay (FG 322)	0.1
Susquehanna River Basin Commission (FG 323)	0.1
Low-Emission Vehicle Certification Board (FG 324)	<0.1
ACTION (FG 325)	0.6
Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs (FG 326)	0.1
Cost of Living Council (FG 327)	1.0
Advisory Panel on South Asian Relief Assistance (FG 328)	0.2
President's Advisory Panel on Timber and the Environment (FG 329)	0.4
Cabinet Committee on International Narcotics Control (FG 330)	<0.1
President's Committee on Health Education (FG 333)	0.3
Federal Energy Administration (FG 377)	0.3
Proposed Departments, Agencies, Boards, and Commissions (FG 999)	5.3
Finance (FI)	24.0
Foreign Affairs (FO)	28.0
Health (HE)	15.0
Highways-Bridges (HI)	1.0
Holidays (HO)	15.6
Housing (HS)	2.6
Human Rights (HU)	18.0
Immigration-Naturalization (IM)	3.3
Indian Affairs (IN)	2.3
Insurance (IS)	1.3
International Organizations (IT)	9.0
Judicial-Legal Matters (JL)	16.0
Labor-Management Relations (LA)	8.0
Legislation (LE)	8.0
Local Government (LG)	13.0
Medals and Awards (MA)	8.7
Meetings and Conferences (MC)	6.0
National Security-Defense (ND 1 through 8-1-2 and ND 18-3 Prisoners)	28.8
Natural Resources (NR)	9.0
Outer Space (OS)	4.3
Parks-Monuments (PA)	7.0

<u>Primary Subject Category</u>	<u>Cubic Feet</u>
Peace (PC)	1.0
Postal Service (PO)	1.3
Procurement (PQ)	2.0
Publications (PU)	9.6
Real Property (RA)	3.3
Recreation-Sports (RE)	3.0
Religious Matters (RM)	9.0
Reports and Statistics (RS)	5.7
Safety-Accident Prevention (SA)	2.0
Sciences (SC)	1.6
Social Affairs (SO)	10.0
Speeches (SP)	67.3
State-Territories (ST)	7.0
Trade (TA)	23.0
Transportation (TN)	3.6
Trips (TR)	33.0
Utilities (UT)	9.3
Veterans Affairs (VA)	5.0
Welfare (WE)	21.3
White House Administration (WH)	10.6

White House Central Files: Staff Member and Office Files

The following White House Central Files: Staff Member and Office Files are open. (921.7 cubic feet)

<u>Staff Member/ Office File</u>	<u>Cubic Feet</u>
Martin Anderson	17.0
Anne Armstrong	31.2
Oliver F. Atkins	8.7
Roy Ash	3.0
Michael Balzano	3.2
Nils Boe	15.0
Andre Buckles	10.0
Arthur Burns	1.0
Alexander Butterfield	1.0
Earl Butz	1.2
James Cavanaugh	18.3
Charles Clapp (Task Forces)	30.0
Howard A. Cohen	3.6
Council of Economic Advisors (CEA):	
Office Files	7.0
Hendrik Houthakker	28.3
Sidney Jones	0.4
Ezra Soloman	12.0
Herbert Stein	89.0
Marina Whitman	10.0
Edward David, Office of Science and Technology	50.0
Jean Eisenger	2.3
Energy Policy Office (John Love, Charles Dibona, John Schaefer, John Rafuse, Edward Miller)	33.3
Lewis Engman	2.0
Robert Finch	20.0
Leonard Garment	88.3
Edwin L. Harper	25.0
S. Bruce Herschensohn	4.7
Vicki Keller	10.3
Gwen King	6.6
Paul McCracken	44.6
James W. McLane	3.2
Bradley Patterson, Jr.	29.3
Susan Porter, staff member of the First Lady's Office	17.0
President's Advisory Council on Executive Organization (Ash Council)	49.0
Press Release Office	56.0
Michael Raoul-Duval	12.0
Glenn R. Schleede	20.0

NIXON PRESIDENTIAL MATERIALS STAFF

Darrell Trent	3.3
Glen E. Wegner	20.0
John Whitaker and Richard Fairbanks (natural resources and environmental policies)	55.0
White House Conference on Aging	2.0
White House Gift Unit	17.0
Daily Diary, Office of Presidential Papers and Archives	26.0
Charles B. "Bud" Wilkinson	26.0
Woods, Rose Mary	17.6

White House Central Files: Alpha Name Files

The White House Central Files: Alpha Name File is used for routine materials which are not classified by subject and are filed alphabetically by the name, the writer or his/her company or organization. It is also used as a cross-reference or finding aid to the subject files when a request is made for papers by the name of the person or organization.

The following individual name files are open (4 cubic feet):

Lamar Alexander
Patrick J. Buchanan
Warren E. Burger
Henry L. Diamond
Robert J. Dole
Philip Habib
Edward R. G. Heath
John Kasich
Ira C. Keller
Edward M. Kennedy
Earl Landgrebe
Frank W. Lecjaks
Richard G. Lugar
Thurgood Marshall
H. Ross Perot
Colin L. Powell
Laurance S. Rockefeller
Peter W. Rodino
John G. Schmitz

National Security Council (NSC) Files
(116 cubic feet)

The National Security Council (NSC) was established by the National Security Act of July, 1947 (PL 235-61 Statute 496; U.S.C. 402). It was created by President Harry S Truman in order to advise and assist the President on national security and foreign policies and to coordinate these policies among various government agencies. This legislation also provided for the creation of the Central Intelligence Agency, the National Security Resources Board, a National Military Establishment, and a Secretary of Defense.

The structure and function of the NSC changed with each administration. The needs and desires of the President and his relationships with his advisors and department heads all had an affect on the role of the NSC in policy and decision making. Unlike his predecessors, President Nixon relied heavily on his National Security Advisor, Henry A. Kissinger, and the NSC for guidance on foreign policy decisions throughout the administration.

NSC Series List:

Presidential Daily Briefings

Paris Talks/Meetings

Subject Files

Country Files- Far East

Tonga, Trust Territories, and Vietnam

Indo-Pak War

Cambodian Operations

Country Files- Middle East

Afghanistan, Bangladesh, Ceylon, Cyprus, Greece, India, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Malta, Nepal, Pakistan, Saudi Arabia, Syria, Trucial States (Abu Dhabi, Bahrain, Oman, Qatar, Muscat), Turkey, United Arab Republic [Egypt], and Yemen

Country Files- Europe

Albania, Austria, Belgium, Canada, Czechoslovakia, Denmark, Finland, France, Germany, Hungary, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Poland, Portugal, Rumania, Spain, Sweden, Switzerland, and the Union of Soviet Socialist Republics, United Kingdom, Vatican, and Yugoslavia

Country Files- Africa

Algeria, Botswana, Burundi, Cameroon, Central African Republic, Chad, Dahomey, Ethiopia, Gabon, Gambia, Ghana, Guinea, Ivory Coast, Kenya, Lesotho, Liberia, Libya, Malagasy Republic, Malawai, Mali, Mauritania, Mauritius, Morocco, Nambia, [South West Africa], Niger, Nigeria, Rhodesia, Rwanda, Senegal, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Upper Volta, Zaire, Zambia, and Zanzibar

Name Files- (Abshire, David M. through Rather, Dan)

ABM/MIRV

SALT

Presidential Press Conferences

Soviet Defector Case

VIP Visits

Houdek Chron Files
Lake Chron Files

Henry A. Kissinger (HAK) Series List:
Administrative and Staff Files
HAK Trip Files

Copies of selected documents relating to POW/MIA matters among the Nixon White House Files of the
National Security Council

Special Collections

Haldeman Diaries

Harry (H. R.) Haldeman, assistant to the President and Chief of Staff, donated his personal diaries to the National Archives in 1980. The journals consist of a daily record of events and conversations and his thoughts regarding them at the end of each day. The collection consists of volumes I-VI of handwritten journals (January 18, 1969 - December 2, 1970), one handwritten volume entitled "Trips I" (February 23, 1969 - September 1970), two handwritten "Tape Logs" (April 23, 1972 - March 22, 1973), and thirty-six audiocassettes with dictated entries (November 30, 1970 - April 30, 1973). The last entry records his resignation.

Records of the 1969 Inaugural Committee 1961, 1965, 1968-72 (Record Group 274, Records of Presidential Inaugural Committees) 41 linear feet

Minutes and other records of the Pre-Inaugural Committee relating to the selection of an inaugural theme and to preliminary logistical planning in collaboration with Federal and D.C. Government agencies, 1968. It includes material from the following offices: *Office of the Chairman* relating to planning, funding, and staffing, including copies of reports of some 1961 and 1965 Inaugural Committee offices, and the final reports of the chairman, the executive director, and the principal staff offices and committees, 1961, 1965, 1968-71; *Office of the Executive Director* relating to invitation control, license plate distribution, coordination of committees by five coordinators, and other administrative matters, 1968-69; *Staff Offices* relating to media promotion; services to members of Congress, state governors, and cabinet members-designate; and records management for archival purposes, 1968-72; *Committees* responsible for the inaugural events, including the parade and the ball; the official book, program, and medal, and other souvenirs; and administrative and logistical support services, 1968-69. Samples of invitations, badges, and souvenirs, 1969.

Records of the 1973 Inaugural Committee 1972-73 (Record Group 274, Records of Presidential Inaugural Committees) 39 linear feet

Records of the following offices: *Office of the Chairman* relating to planning, funding, and staffing, including the final reports of staff offices, group directors, and committees, 1972-73; *Office of the Executive Director* relating to publicity, press relations, and invitations, 1972-73; *Group I* relating to budget, personnel, office management, procurement, and invitation control, 1972-73; *Group II* relating to the staging of the inaugural ball and other events, 1972-73; *Group III* relating to the staging of the inaugural parade; the marketing of the official book and medal, and other souvenirs; and the granting of concessions, 1972-73; *Group IV* relating to the planning of special activities for the state and territorial governors, state societies, ethnic minorities, veterans' groups, and young voters, 1972-73; *Group V* relating to the participation of D.C. businesses and schools; the procurement of hotel accommodations; and the distribution of guidebooks, 1972-73; *Group VI* relating to the construction of parade reviewing stands and the coordination of military, law enforcement, and medical personnel on duty during inaugural activities, 1972-73. Samples of tickets, badges, blank forms, and souvenirs, 1973.

For more detailed information on Record Group 274, see the [Guide to the National Archives](#) or on the Internet visit <http://www.nara.gov/guide/rg274.html>.

Oral Histories

During the Nixon administration, the National Archives' Office of Presidential Libraries maintained a liaison Office of Presidential Papers and Archives (OPPA) in the Old Executive Office Building, adjacent to the White House. One of the functions of the staff was to conduct oral history interviews with White House staff members. The following oral history interviews have been transcribed and are available for research. The dates of the interviews are in parentheses after the name.

- Adams, Penelope A. (August 4, 1988)
- Ash, Roy L. (January 13, and August 4, 1988)
- Colson, Charles W. (September 21, and June 15, 1988)
- King, Gwendolyn F. (May 23 and 24, 1988)
- Richardson, Elliot L. (May 31, 1988)
- Schechter, Jerrold (February 24, 1988)
- Stuart, Constance C. (August 15, 1988)
- Whitaker, John C. (December 30, 1987)

Exit Interviews

One of the functions of the OPPA, White House Central Files staff was to conduct interviews with exiting staff members. The following transcribed exit interviews are available for research. The date of the interview is in parentheses after the name.

- Adams, Penelope A. (September 26, 1973)
- Colson, Charles W. (January 12, 1973)
- Codus, William R. (November 29, 1972)
- Herschensohn, S. Bruce (September 9, 1974)
- Klein, Herbert G. (July 13, 1973)
- Krogh, Egil (December 18, 1972)
- Patterson, Bradley H. (September 10, 1974)
- Stuart, Constance C. (March 15, 1973)
- Shepard, Geoffrey C. (September 11, 1974)
- Warren, Gerald L. (October 24, 1974)
- Whitaker, John C. (May 4, 1973)

List of Transitional Task Force Reports (1968-1969)

The following is a list of the pre-Presidential Task Force Reports submitted to President-elect Richard M. Nixon prior to his inauguration. They were assembled by the White House Office of Presidential Papers and Archives (OPPA).

1. Task Force on US Balance of Payment Policies
2. Task Force on Budget Policy
3. The Presidency and Policy Formulation: The Task Force Device
4. Task Force - Executive Branch
5. Task Force on Education
6. Task Force on Federal Credit Programs
7. Task Force on Resources and Environment
8. Task Force on Health
9. Task Force on Housing and Urban Renewal
10. Task Force on Improving Prospects of Small Business
11. Task Force on Labor Incomes and Manpower Policies
12. Task Force on Urban Affairs
13. Task Force on Public Welfare
14. Task Force on Intergovernmental Fiscal Relations
15. Task Force on Space
16. Task Force on Inflation
17. Task Force on Transportation
18. Task Force Summaries

Deciphering White House File System Document Markings

BB

EXECUTIVE
TA 4/29
THE PRESIDENT HAS SEEN. IC
BE 5-2
CM 29
FG 6-26
ULT

5

FEDERAL ENERGY OFFICE
WASHINGTON, D.C. 20461

MAY 17 1974

Jackson, Henry
OFFICE OF THE ADMINISTRATOR (S.W.)

MEMORANDUM FOR THE PRESIDENT

FROM: JOHN C. SAWHILL
ADMINISTRATOR-DESIGNATE

SUBJECT: INFORMATION MEMORANDUM - Proposed FEO
Rule Disallowing the pass Through of
Inflated Foreign Crude Oil Costs

This memorandum is intended to give you the key facts regarding FEO's May 16, 1974, Notice of Proposed Rulemaking, and to clarify its relationship to pending legislation which would roll back domestic crude oil prices. The proposed rule would disallow costs of crude oil imports purchased by major United States oil companies from their foreign affiliates to the extent that those "transfer prices" exceed the market prices in comparable arms-length transactions between unaffiliated companies. The principal features of the proposed rule are:

- It applies only to imported crude oil, and would have no direct impact upon the price of domestic crude.
- It employs a market price standard - by disallowing only those costs in excess

1. WHCF Subject File codes always appear in the upper right corner.
2. The top code [TA 4'29] indicates the location of the entire document case, perhaps several pages with attachments
3. Each other code [BE 5-2, CM 29, etc.] is the file location of a cross-reference.
4. Each handwritten name [Jackson] is the file location of a cross-reference in the Alpha Name File.
5. A cross-reference consists of only the top page of a document. If a code or name is underlined, you are reading a cross-reference.
6. An additional marking like AOverSize Attachment #5037" means that a bulky item, perhaps a publication or ring-binder, was assigned a control number and detached for separate storage.

Mandatory Declassification Review Requests

The Mandatory Review (MR) for declassification provisions of Executive Order 12958 enable a researcher to request agencies of the Federal Government to review for declassification documents that were classified for national security reasons. A Document Withdrawal Record (NA Form 1421) at the front of a file folder indicates that a document has been withdrawn from the file by the National Archives and Records Administration.

If the Document Withdrawal Record shows that the reason for withdrawal is restriction code "B" (national security or foreign government information), the researcher may request a mandatory declassification review of the item. Researchers should note that the MR process applies only to restriction code "B" material. For a request to re-review items withdrawn under any other restriction codes, consult the Acting Director of the Nixon Presidential Materials Staff.

Procedures for initiating an MR request:

1. Complete Sections I, II, and III of the Presidential Libraries Mandatory Review Request Form (NA Form 14020) [See Page 36]
2. For each document requested provide the following information:
 - X date of document
 - X subject or title of document or name of correspondents
 - X type of document (e.g., memo, letter, report, talking paper, etc.)
 - X number of pages of document

If a specific piece of requested information is not contained on the Document Withdrawal Record, please leave the appropriate block **blank** in Section III of the Presidential Libraries MR Request Form. It is important to include the file location of the document desired, including the name of the file group, container number, and the title of the folder. This information is also available at the bottom of the Document Withdrawal Record.

The Nixon Presidential Materials Staff recommends that each MR requester establish a priority list so that the documents considered most essential to one's research will be processed first. Unless otherwise instructed by the requester, the Nixon Presidential Materials Staff will divide requests into manageable blocks with no set priority and submit first those documents that appear most likely to receive positive action from the reviewing agencies.

After the Nixon Presidential Materials Staff receives an MR request, it will be handled in one of the following ways:

1. If the document was created by a Federal agency

- a. The Nixon Presidential Materials Staff will submit copies of the document to the originating agency that has declassification authority and sometimes to other agencies having an interest in the document.
- b. The appropriate agency will review the document and advise the Nixon Presidential Materials Staff of its decision. Sometimes agencies will refer documents to other agencies for concurrence. This review by the originating agency and other agencies may take considerable time.
- c. After all responses from appropriate agencies have been received, the Nixon Presidential Materials Staff will notify the requester about the declassification decision and the reproduction costs for each item declassified. Items will be released in accordance with the regulations governing access to Nixon Presidential materials (36 CFR 1275).
- d. If an agency denies the request for declassification, the researcher may appeal this decision directly to the agency's appellate authority. The Nixon Presidential Materials Staff will inform the requester about this procedure in its notification letter to the requester.

2. If the document was created by the White House

- a. The Nixon Presidential Materials Staff will submit copies of the document to those agencies with primary subject matter interest for advice concerning declassification. Researchers must be aware that this review by an agency or agencies may take considerable time.
- b. The authority for declassification decisions pertaining to White House-classified materials is the Director of the Nixon Presidential Materials Staff. The decision either to declassify or deny declassification will be based upon the recommendations from the appropriate agencies.
- c. Items declassified in full or in part will be released according to the regulations governing access to Nixon Presidential materials (36 CFR 1275). The Nixon Presidential Materials Staff will notify the researcher about the final decision with regard to the MR request and about reproduction costs for items declassified. Upon receipt of payment, copies of the declassified or sanitized documents will be sent to the researcher.
- d. If the MR request is denied, the requester may appeal the decision to the Deputy Archivist of the United States through the Nixon Presidential Materials Staff.

3. Limitations on Mandatory Review rights

- a. Documents that have been reviewed by the agency with declassification authority and not declassified will not be resubmitted in less than two years from the date of the agency's final determination.

- b. In order to be fair to all researchers, MR requests will normally be processed in blocks of approximately 35 documents (100 pages). The first 35-document block will be submitted to the appropriate agencies within 30 days after receipt of the MR request. Each request will be processed in the order of receipt. After the initial 35-document block of each new request has been submitted, the Nixon Presidential Materials Staff will repeat the process on the second block of the request and continue until all pending requests are processed. The initial 35-document block in a newly-submitted MR request will take precedence over second, third, or fourth blocks of previous MR requests.

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AUDIOVISUAL MATERIALS

The White House Photo Office Collection (1969-74) consists of photographic coverage of President Nixon meeting with prominent social, political and cultural personalities; Presidential domestic and foreign trips; social events involving the First Family; official portraits of the President, First Family, and high ranking members of the Nixon administration; the 1969 and 1973 Inaugurations; the 1972 Presidential campaign and other official activities of the Nixon Administration from January 20, 1969 until August 9, 1974. Finding aids for this collection of 435,000 images include 146 binders of contact sheets arranged in chronological order and a "master print file" arranged by subject content matter. There are no copyright restrictions for this collection. The pre-Presidential photo file, numbering approximately twelve hundred prints, contains many photographs of Richard Nixon's activities taken at various time between 1950 and 1968. Many of these images are subject to copyright restrictions. The National Archives provides photographic reproductions via private contractors located on-site at our College Park facility. Ordering information is available upon request.

The Naval Photographic Center White House Film Unit Collection (1969-74) consists of motion film coverage of selected official activities of President Nixon, including diplomatic and ceremonial occasions, speeches, foreign and domestic trips, and activities of the First Lady. There are 517 separate titles totaling 1,200,00 feet of 16mm color motion film. Finding aids include a comprehensive index arranged by subject, name, date and geographic location, a listing of production titles, and scene description "shot cards" for individual rolls of film. A copy of this title listing is available at a cost of \$19.40. This footage is in the public domain and not subject to copyright restrictions or user fees. Reproductions are available either on motion film stock or broadcast quality video recordings. Duplication fees are minimal, limited to commercial lab costs plus a small administrative surcharge.

The White House Communications Agency Videotape Collection (1968-1974) contains 4,082 broadcast quality two inch quadruplex videotape recordings comprising 3,900 hours of playing time. These productions are "off-the-air" recordings of televised programs. The file includes comprehensive coverage of President Nixon's appearances on national television, appearance by members of the Nixon Administration, segments of national network news telecasts relating to the Nixon Administration, special news reports, scheduled public affairs broadcasts, and coverage of all of the televised proceedings of the Senate Select Committee on Watergate ("The Ervin Committee") and the House Judiciary Committee Hearings on Impeachment. The finding aid for the file is a program log describing title, date, producer and running time for each program. A copy of this log is available at a cost of \$127.20. Most of the recordings in this collection are subject to copyright restrictions. These recordings can be dubbed onto broadcast quality videotape. Reproduction fees are determined by commercial lab costs.

The White House Communications Agency Sound Recordings Collection (1969-1974) contains 4,469 audio tapes that record the public utterances of President Nixon as well as selected speeches and remarks by Vice Presidents Spiro T. Agnew and Gerald R. Ford, member of the Nixon and Agnew families, Cabinet and Sub-cabinet officers, and members of the White House Staff. Also included are selected White House Press Briefings, entertainment at the White House, the 1971 China advance team telecommunications and the broadcast of the Watergate hearings of the Senate Select Committee on Presidential Activities. The finding aids is a title log listing date, event and running time for each recording. A copy of this log is available at a cost of \$162.00. All of these recordings are in the public domain and not subject to copyright restrictions or user fees. Reproduction fees are determined by commercial lab costs.

The Main Video File (1952 - Present) consists of video programs documenting the career and times of Richard M. Nixon as a public figure. These are 180 titles totaling 143 hours of programming. These videotapes were withdrawn from White House Staff office files, received through gift donations, and recorded "off-air" by the White House and the National Archives and Records Administration. This is an on going program with newly recorded telecasts being routinely added to the file. The finding aid is a title listing with entries relating to subject matter, participants, date, geographic location, and applicable restrictions. A copy of this title listing is available at a cost of \$16.40. Much of the material is copyrighted. Reproduction costs are printed in the NARA fee schedule. Broadcast-quality duplication fees are determined by commercial lab costs.

The Main Motion Film File (1953-1974) contains 616 titles featuring Nixon domestic and foreign trips, political spots for various Nixon campaigns, films produced by government agencies, educational films, Nixon speeches and press conferences, kinescopes of television broadcasts and newsreel footage. Motion films from the pre-Presidential era were deeded to the government by Richard Nixon. Presidential period films were deposited by organizations and individuals with the White House Theater. The finding aid is a title listing in order of accession, with entries relating to subject matter, participants, dates, geographic location, and applicable restrictions. A copy of this finding aid is available at a cost of \$39.60. Much of the material is copyrighted. Duplication and transfer fees are determined by commercial lab costs.

The Main Audio File (1950 - 1989) contains 235 programs featuring speeches, press conferences, campaign activities, and interviews recorded at various times during Richard Nixon's career; sound recordings produced by government agencies during the Nixon Administration; and radio and television broadcasts. The finding aid is a chronological title listing with entries relating to subject matter, participants, date, geographic location, and applicable restrictions. A copy of this finding aid is available at a cost of \$15.60. Some of this material is copyrighted. Reproduction fees are determined by commercial lab costs.

If you wish to order reproductions of finding aids, please cite the file or collection. Please forward your payment to the National Archives Trust Fund Board, P.O. Box 100793, Atlanta, GA 30384. Please reference "NLNP Order" in your correspondence. The check or international money order should be made payable in U.S. funds to: The National Archives Trust Fund (NLNP).

Several of the Nixon Project's audiovisual finding aids are available on the Internet. Our listing on the World Wide Web is <http://www.nara.gov/nixon/findaid/av>.

The National Archives and Records Administration aids users in obtaining materials located in the National Archives but does not perform research. If a user desires extensive research but does not wish to undertake the task personally, he may contact professional researchers who can be hired to conduct more extensive research. A list of freelance researchers is available, although the National Archives makes no recommendation concerning the quality of their work.

The audiovisual materials of the Nixon Presidential Materials Staff are available for research daily from 8:45 am to 5:00 p.m. (Eastern Time) Monday and Wednesday; 8:45 am to 9:00 p.m. Tuesday, Thursday and Friday; and Saturdays from 8:45 am to 4:45 p.m. Records desired for Saturday research must be requested by 3:00 p.m. Friday.

Although no advance notice is necessary to use our holdings, it is suggested that researchers write or phone ahead to ensure that an archivist is available to meet with them and be able to provide the best possible service.

Staff archivists are available to assist researchers from 8:00 to 4:30 p.m. Monday through Friday. The Nixon Presidential Materials Staff may be contacted by telephone at (301) 713-6950 or fax at (301) 713-6917. For further information, please write to:

The Nixon Presidential Materials Staff (NLNP)
National Archives at College Park
8601 Adelphi Road, Room 1320
College Park, MD 20740-6001

WHITE HOUSE TAPES

President Richard M. Nixon recorded conversations in a variety of locations in the White House and Old Executive Office Building between February 16, 1971 to July 12, 1973. These tapes were transferred to the National Archives following the enactment of the Presidential Recordings and Materials Preservation Act of 1974 (PRMPA). To date the Nixon Presidential Materials Staff (NLNP) has reviewed and opened approximately eight hundred sixty (860) hours of the Nixon White House tapes for public access. These tapes are available for public use in the Audiovisual Research Room of the National Archives at College Park. On January 1, 2000, several of the excerpted conversations, relating to the Abuses of Governmental Power (AOGP), became available for reproduction through a government contractor. **The Nixon White House tapes may not be duplicated in the Audiovisual Research Room of the National Archives.** For more information, please go to the Nixon Tapes website at <http://www.nara.gov/nixon/tapes>.

Excerpted Tape Releases

Beginning with the Watergate Special Prosecution Force, portions of the Nixon White House tapes have been subpoenaed for use in several trials. Segments, requested under subpoenas, were reviewed and excerpted from the context of the complete conversation. Excerpted segments have been compiled on composite reference cassettes designated E1 – E503. The following is a brief description of each of the excerpted tape segments.

Watergate Trial Tapes

In May 1980, the Nixon Presidential Materials staff opened to the public the 12½ hours of Nixon White House Tapes which were introduced as evidence in the Watergate Trials. This is a portion of the approximately 60 hours of tape subpoenaed by the Watergate Special Prosecution Force. The 12½ hours are currently available to the public on reference cassettes E1 - E24. Included among these conversations are the segments commonly referred to as the “Smoking Gun”(Reference Cassette E2) and the “Cancer on the Presidency” (Reference Cassette E7-9). For reproductions of the Watergate Trial tapes, please go to the Nixon Tapes website at <http://www.nara.gov/nixon/tapes/orderq&a.html>.

Watergate Special Prosecution Force (WSPF)

The Nixon Presidential Materials staff opened to the public, in June 1991, approximately 60 hours of conversation segments from the Nixon White House tapes. These segments were subpoenaed by the WSPF for use in its investigations. In addition to the 12 ½ hours of trial tapes, this group includes 47 ½ hours of conversations relating to Watergate which the Special Prosecutor did not use as evidence in open court. The WSPF tapes are available to the public on reference cassettes E25 – E146. For reproductions of the Watergate Special Prosecution Force tapes, please go to the Nixon Tapes website at <http://www.nara.gov/nixon/tapes/orderq&a.html>.

Abuse of Governmental Power(AOGP) Segments (February 20, 1971- July 12, 1973)

This group consists of conversation segments from the Nixon White House tapes, which were identified as relating to Abuses of Governmental Power by the Nixon Presidential Materials staff using the Presidential Recordings and Materials Preservation Act of 1974, the Negotiated Agreement of 1979, and other guidelines. The total listening time is approximately 205 hours, three of which were opened in May 1993, 201 hours released in November 1996, and 54 minutes in February 1999. The individual segments range from a few seconds to over an hour in length. The AOGP segments are located on reference cassettes E147 - E500. For reproductions of the AOGP tapes, please go to the Nixon Tapes website at <http://www.nara.gov/nixon/tapes/orderq&a.html>.

Prisoner of War/Missing in Action (POW-MIA) Segments

NARA released three conversation segments totaling approximately 41 minutes of listening time on September 29, 1997 in response to a special request from representatives of the POW-MIA families and with the agreement of the Nixon Estate. Two of the conversations took place on March 22, 1973 and one was recorded on April 11, 1973. These conversation segments are available on reference cassette E501.

Complete Conversation Releases

Following the negotiated Tapes Settlement Agreement of 1996, between the National Archives, the Nixon Estate, and Public Citizen, NLNP began a review of all the Nixon White House tapes in chronological segments. For each of these chronological segments entire conversations, as determined by the tapes reviewers, were reviewed and opened in full context. These conversations are contained on reference cassettes C1 – C935. Future releases of complete conversations will continue with C936. A description of the releases follows.

Cabinet Room Conversations (February 16, 1971-July 18, 1973)

On October 16, 1997, NLNP released the first group of tapes to be processed and made available to the public in accordance with the April 1996 Tapes Settlement Agreement. The approximately 436 conversations which took place in the Cabinet Room total about 154 hours. These conversations are contained on reference cassettes C1 – C251.

First Installment of the Chronological Review (February - July 1971)

On October 5, 1999, NLNP released the second group of tapes to be processed and made available to the public in accordance with the 1996 Tapes Settlement Agreement. This release includes approximately 445 hours of conversation recorded in the Oval Office, the Presidents office in the EOB, and the White House telephones. Although portions of some conversations have been transcribed in response to various court orders (involving the May Day demonstrations, auto safety, and the purchase of helium), most of the conversations do not have transcripts. The conversations from this release are contained on reference cassettes C252 – C935.