

THE WHITE HOUSE

WASHINGTON

October 30, 1972

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BEVERLY COLE
FROM: BRUCE KEHRLI *BK*
SUBJECT: Phone Calls for
Tricia Nixon Cox

Attached is the list of names and phone numbers for the phone calls for Mrs. Tricia Nixon Cox for this week.

Again, you should review this with all of your operators so that when Mrs. Cox wants to place a call, everyone will be aware of the program.

Thank you.

cc: Dave Parker

NameTelephone Numbers

1. The Honorable Louis Tullio	Office: 814-455-6112 Home: 814-864-2292
2. Mr. and Mrs. Harold L. Robinson	Office: 215-272-2811 Home: 215-265-2642
3. Peggy Adams	Office: 215-L08-5420 Home: 215-795-2149
4. Richard Crosby	Office: 212-725-7000 Home:
5. Tony Statile	Office: 201-487-5551 Home: 201-327-7661
6. Miss Barbara Curran	Office: 201-622-1213 Home: 201-622-3424
7. Mrs. Chris Topping	Office: 628-7200 Home: 546-8947
8. Mr. David Neideffer	Office: 654-9110 Home: 654-4756
9. Mrs. Carole Plante	Office: 654-9110 Home: 654-0844
10. Mayor James L. Taft	Office: 401-461-8271 Home: 401-785-2034
11. Ron Gidwitz	Office: 312-467-0020 Home: 312-787-2761

THE PRESIDENT HAS SEEN. *10/20/72* *[initials]*

POLITICAL MEDIA ANALYSIS
November 3, 1972

The McGovern campaign cannot be a very pleasant place this morning. Reports of disaster are coming in from everywhere in the media. While polls show some McGovern gain -- political analysts, state polls, and press reports all are pointing to an unprecedented Nixon landslide. The CSM leads this morning -- "Nixon Gaining Ground" and give us every state but Massachusetts and West Virginia. Reports are pouring in from California via polls and columns etc. that far from being McGovern country -- California is going for the President overwhelmingly. McGovern himself seems on the verge of breakdown -- as yesterday he chewed out a Newsweek reporter on his plane, and told off a Nixon heckler with the phrase, "Kiss my ass" which got extensive coverage, deep in many stories this morning -- and should be an issue today.

Further, McGovern and his people obviously believe that the attacks of the Vice President, the First Lady are hurting -- as they made that the issue yesterday, charging us with staging the scenes. We are engaged on the issue -- and it is difficult to see how this helps McGovern. A) Few people will believe his contention; B) It balances off the "sabotage" charges against us, making his less credible and C) It focuses his attention on extraneous matters in the final days of the campaign.

Eagle
Q & H
In this observer's judgment -- we have an excellent opportunity in McGovern's current state of bitchiness and exhaustion -- and in his increasingly bitterness toward the President personally. Yesterday, he renewed his commitment not to lead a call for national unity -- obviously reflecting his feelings personally about the President. This is a real loser for him -- and if we can focus upon it again today as Connally did yesterday -- and again tomorrow, we are likely to get from George some of the more ungracious statements of any political campaign. That special hatred which he and his staff have felt for us, which has been revealed from time to time, is an ugly and unattractive aspect of their campaign which might just be exposed by a little discreet needling -- and calling on them to join us in a call for national unity after we clean up the floor with them on Tuesday.

Of interest, Eagleton is refusing to do a radio spot for McGovern's people. Dow-Jones is moving up again to 1972 record levels. Shriver is yowling ineffectively about Vietnam. The Veep's hammering of McGovern on Vietnam, as well as Connally's got good rides. Jeff Hart has a piece of interest building the theme that the Left is already preparing its fall-back position -- by asserting that McGovern lost the election not their ideology -- excellent column. The Indians are raising hell over at the Bureau of Indian Affairs.

THE WHITE HOUSE

WASHINGTON

November 4, 1972

MEMORANDUM FOR: THE PRESIDENT

FROM: RONALD L. ZIEGLER

SUBJECT: Washington Star-News Interview,
November 4

THE PRESIDENT HAS SEEN

In anticipation of his talk with you during the flight to California on Saturday, Jack Horner of The Star has submitted some written questions indicating the topics he wants to cover for his second-term outlook story, which would run a day or two after the election.

For your preparation, I have boiled the questions down, grouped them by topic, and suggested some general themes you might wish to touch on.

1. What is the public mood impelling your re-election -- a "Middle America backlash" ala Wallace, or a centrist spirit? If the former, might it be necessary for you in the next four years to work to restrain the very forces which re-elected you?

"Backlash" is not the right word at all. The mood is not one of discontent - the other party in their primaries fought over the right to carry the banner of discontent, but that banner has scarcely moved or rallied the nation in the fall campaign. I have campaigned for "change that works," not for the status quo, and that has seemed to touch a responsive chord with the New American Majority. There is nothing negative or ominous about the verdict in this election -- far from it. The forces which re-elect me -- if that is what they do -- will be voicing their support for peace with honor -- enduring peace -- and orderly progress benefitting all Americans. That tide of opinion deserves to be encouraged, and not restrained.

2. Domestic policy: For what do you wish most to be remembered domestically, paralleling your "generation of peace" vision in foreign policy? Will the "conservative credentials" which freed you to go to the People's Republic of China and impose controls, possibly enable similarly innovative social program initiatives in the next four years?

It would be a great achievement for 1976, I think, to have laid the foundations for lasting peace here at home as well as abroad -- and to have really given the government in this country back to the people, to whom it should belong. As for "credentials", the best ones a second-term President can have are the record of performance he has compiled in his first term, and the trust that record has engendered in all the people -- not any one faction -- as expressed in the vote of confidence he receives for re-election. That is a credential which transcends ideological labels and opens the way for effective leadership.

3. Taxes and spending: Can your domestic goals be achieved without a tax increase? Should a spending ceiling be a permanent part of the appropriations process? What programs would you cut to trim the budget? Can everyone's property taxes, not just the elderly, be cut in half by 1976? Besides property tax relief, what other tax reforms will you seek? — *Print Schools*

John Ehrlichman suggests the following thoughts on how to handle this one:

I believe that the Federal Government can now both operate and innovate within a \$250 billion spending limit. The funds now being spent on useless programs should be transferred to better ideas. The Congress is going to study how to reform itself to better control spending. I will help this work in any way I can.

Surely property tax relief can be granted the elderly in the near future. My goal is to bring that relief to all Americans. I believe that can be done during the next term, without an increase in Federal taxes.

We have a good record of accomplishment in tax reform. Other tax reform work will go on in the next year as it has in the last four.

4. Reform: Will you continue to push for executive reorganization? Will you seek election reforms, per your comment to foreign labor leaders that the short British campaigns are better?

*yes - but
not so
much rallies,
radio, press, T.V.*

Reorganization will definitely remain a priority goal as will government reform and renewal in general. Campaign styles and lengths, as you know, are a matter of custom, not statute. We have perhaps proved this fall that what I have called "traditional campaign spectacles" and marathon road trips are not necessary to educate and motivate the voters effectively. I think saner campaign styles may well continue to evolve in this fashion.

5. Foreign policy: What are the next specific steps toward a generation of peace? Will there be formal relations with the People's Republic of China or a thaw with Cuba by 1976? Will you travel abroad much, specifically to Japan? Will trade and economic matters increasingly dominate relations with our allies in Europe and Japan? Could a Vietnam-type war develop in the Philippines, and if so how would you respond to a call by Manila for U.S. military help?

Middle East, MBFR, and SALT II are logical areas of concern to mention. We have shown a willingness to move away from hostility with an adversary whenever the other country demonstrates mutual desire to do so. The economic challenges -- and opportunities -- of peace will definitely loom larger as the dangers of war and military confrontation recede. The Nixon Doctrine would govern our response to future "Vietnams."

6. The Administration: What Cabinet departures do you foresee besides Laird and Romney? Will you offer jobs to John B. Connally and Rockefeller? Do you anticipate major White House staff changes? What about the Rogers-Kissinger relationship; will both stay on?

I have all of those decisions ahead of me; I have made none of them yet. On the State-NSC relationship, Secretary Rogers has well said: "The people care whether the team is playing good ball, not whether the second baseman is hitting better than the shortstop."

7. 1976: Do you expect to be working toward the end of your second term for the election of Vice President Agnew to succeed you?

I expect to be working day by day throughout my second term, in partnership with the Vice President and the American people, to make the next four years the four best years in America's history.

Asked what happened to all McG youth evidenced in Miami, Nancy Dickerson on local ABC said cadre is still there and some of them told her that race was worth it as it proved somebody who's a nobody could be candidate; plus they brought VN to an end sooner. Dickerson predicted Dem regulars who were handled "so badly" will try to purge McGites. ...Have to concede this has been pollsters' year, said Nancy -- as "irritating" as they've been, must "begrudginly" give them their due.

Election was "crushing personal blow and dreadful defeat" for McG, said Dickerson, but despite his landslide, RN "does not really have a mandate." RN's support is "really very soft" and because voters felt him lesser of 2 evils.

H+C - note



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PMS HON RICHARD M NIXON

WHITE HOUSE DC

THE WAY IN WHICH YOUR FELLOW MEN EXPRESSED THEIR APPROVAL
OF YOUR RECORD THESE LAST FOUR YEARS MUST BE A GREAT COMFORT
TO YOU AND I KNOW IT WILL GIVE YOU THE STRENGTH SO NECESSARY IN THE T
IMES

AHEAD. YOU AND YOUR FAMILY HAVE ^{END} ~~BEA~~URED MUCH BUT I KNOW TODAY THAT IT
IS

WORTH IT ALL. LADY BIRD AND I WILL DO ANYTHING WE CAN TO EASE YOUR
BURDEN

AND HELP YOU MAKE A GOOD PRESIDENT IN THE DAYS AHEAD

HON LYNDON B JOHNSON, LBJ RANCH, STONEWALL, TEXAS 78671

The White House
Washington

1972 NOV 8 PM 1 49

DEAR LYNDON

FORM 0805 PRINTED BY THE STANDARD REGISTER COMPANY, U. S. A.

"Duties" portion of the Assignment Book
Prepared by
Miss Trudy Brown, Staff Assistant
in charge of the Security Office

HOW DO YOU DEFINE YOUR CURRENT JOB?

WHAT IS ITS OBJECTIVE?

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The primary responsibility of the White House Security Office is the protection of the President from physical harm, as well as embarrassment.

In an effort to fulfill this responsibility, the White House Security Office performs the following functions:

- I. Initiates investigations by the FBI of all potential White House Complex Pass Holders (*), proposed Presidential Appointees, Presidential Guests at the White House, Proposed White House Entertainers and a variety of individuals who could come in contact with the President or Members of the First Family.
- II. Evaluates investigative reports and records on subjects furnished by other agencies, including other White House Staff offices, i. e. , White House Personnel and Clearance Office.

The results of evaluation determine clearance of subject or need for review of case by Deputy Assistant to the President.

- III. Prepares concise summary reports for Deputy Assistant to the President of all cases containing potential problems for his review and final decision.
- IV. Authorizes all White House Passes and most of the EOB Passes. An authorization of a Permanent Pass indicates that White House Security Requirements have been satisfied.
- V. Maintains liaison with FBI and handles any requests from White House Staff Members for general information concerning FBI activities, as well as requests for FBI Tours.

- VI. Maintains close liaison on a daily basis with senior members of the Secret Service, and information is exchanged in an effort to help each other in performance of their duties.
- VII. Maintains close liaison with Staff Secretary and White House Personnel Office in an effort to make sure that all persons working in the White House Complex are known to and approved by Staff Secretary.
- VIII. Maintains a card index file on all persons ever investigated at the request of the White House Security Office. This card index file also contains names of all "Opponents".
- IX. Approves requests for "special clearances" for staff members and advises appropriate agencies when such special clearances are no longer required.
- X. Acts as central point of contact for any questions from other Government Agencies on security clearances held by staff members.
- XI. Prepares Weekly Report for White House Tour Office of individuals who have left the White House Complex. This list assists the Tour Office in keeping up to date on Parking Permits.
- XII. Prepares Monthly Report for FBI of individuals who have recently left the White House Complex. FBI maintains a special list of individuals who are of interest to the White House and if any derogatory information, i. e., arrests, etc., comes to their attention, we are notified immediately. Our monthly report to the Bureau helps to keep FBI's records up to date.

(*) White House Complex Pass Holders include:

White House Staff
Vice President

Domestic Council
CIEP
Presidential Papers
GSA (White House Passes only)
C&P and AT&T employees
National Security Council
Science & Technology
Military Personnel
Residence
CEA & OMB (White House Passes only)

"Duties" Portion of the Assignment Book
Prepared by
Miss Trudy Brown, Staff Assistant
in charge of the Office of Special Files

HOW DO YOU DEFINE YOUR CURRENT JOB?

WHAT IS ITS OBJECTIVE?

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The primary function of the Special Files Unit is to preserve the security of Presidentially Restricted Papers. This unit also protects Generally Restricted Access Papers described under Tab B, and at the same time provides adequate retrieval services to key staff members with an approved need-to-know.

Our over-all objective is to solve the problem of consolidating or at least locating all of the President's papers -- including those now in the staff offices or already taken by departing staff members.

The Special Files Unit was established because it was recognized that to properly handle all Presidential and pre-Presidential papers, a consistent screening and cataloging system must be maintained. Such a system has not been enforced up to this time, and Presidentially related materials have been housed in a variety of offices since there was no Presidentially recognized and approved sensitive file unit.

The physical set-up of the Special Files Unit is ideal. It is located in Room 84, OEOB, which is the closest office in OEOB to the West Wing. Room 84 consists of an office and a vault area. The vault area is spacious and allows adequate room for file expansion during the next four years. The vault is equipped with two Diebold Power Console Files which are secured with combination locks. Combinations to the files and the vault door are known only by Mrs. Fulton and myself.

The vault area has been equipped by the Secret Service with ultrasonic movement detection alarms and an early warning smoke detection system, both of which read out in the Executive Protection Service Control Center. Its windows are fitted with security screens on the outside and steel bars on the inside. Any penetration of the windows would be detected by the ultrasonic motion detectors. Every possible protection has been given to this area.

"Duties" portion of the Assignment Book
Prepared by
Mr. John Nesbitt, Staff Assistant
in charge of the Office of Presidential
Papers

I. OFFICE OBJECTIVES AND JOB DESCRIPTION

A. The Objectives of this office are:

1. To assure a smooth transition of the President's papers and other historical materials to the future Nixon Library.
2. To recommend and coordinate projects designed to supplement the President's personal materials in terms of documentation of his Administration as well as the President's earlier career.
3. To thoroughly document the President's activities and personal contacts through the compilation of "The President's Daily Diary."

I. OFFICE OBJECTIVES AND JOB DESCRIPTION (continued)

B. My duties and responsibilities are:

1. To serve as a coordinator for Nixon Library matters within the White House complex by maintaining liaison with:
 - a. Such officials as Alexander P. Butterfield, John W. Dean III, and the Staff Secretary
 - b. The White House Central Files, Special Files, WHCA, Photo Office, and other staff offices in identifying, arranging, describing, and preserving the written and audio-visual records of the President
 - c. The White House Gift Unit in accepting, receipting, and cataloging gifts to the President, transferring them to vault storage in the National Archives Building, and ultimately transferring them to the Nixon Library
 - d. Agencies other than the White House Office within the Executive Office of the President in regard to their records
 - e. Presidential commissions, Cabinet committees, and task forces in regard to their records.
2. To serve as coordinator for Nixon Library matters between the White House staff and related agencies and organizations by maintaining liaison with:
 - a. The Nixon Foundation through its Executive Director, Loie Gaunt, in planning the Nixon Library and other matters of mutual interest
 - b. The Republican National Committee and various campaign groups in identifying records appropriate for eventual transfer to the Nixon Library
 - c. The General Services Administration's National Archives and Records Service (GSA-NARS) in matters relating to the future Nixon Library.

I. OFFICE OBJECTIVES AND JOB DESCRIPTION (continued)

3. To assure the preservation of the President's papers and other historical materials through adequate handling by the White House staff, recommending safeguards against loss or destruction through staff ignorance or departures, and vault storage within the EOB as well as the National Archives Building.
4. To identify areas in need of documentation or improved documentation procedures in order to assure adequate written records for post-Administration use by the President, research scholars at the Nixon Library, and museum staff members at the Nixon Library.
5. To conduct tape-recorded interviews (oral history) with White House staff members concerning their activities and responsibilities while a member of the President's staff.
6. To direct a program for the acquisition of personal papers for eventual deposit in the Nixon Library among Presidential staff members, administration officials, and associates of the President. This includes advising officials on the distinctions between personal papers, the papers of the President, and official records of Federal agencies.
7. To recruit and train a cadre of archivist-historians to staff the future Nixon Library.
8. To provide archival reference services on the pre-Presidential papers of the President currently in vault storage at the National Archives Building.
9. To select pertinent books, publications, and government documents relating to the President and the administration for eventual inclusion in the Nixon Library.
10. To supervise a staff consisting of 3 archivists, 4 historical writer-editors, 1 archives technician (audio-visual), and 1 secretary. (Total staff size = 10.) From time to time we also have 1-2 archivist trainees assigned to our staff by the National Archives.

"Duties" portion of the Assignment Book
Prepared by
Mrs. Shelley Buchanan, Presidential
Receptionist

I. OFFICE OBJECTIVE AND JOB DESCRIPTION

A. The objective of this office is to provide a central area where all of the appointments for the President and The White House staff members whose offices are located on the first and second floors of the West Wing are cleared, announced and can wait comfortably until called for.

B. My duties and responsibilities are:

West Wing Receptionist (Shelley Buchanan)

The West Wing Receptionist is responsible for clearing, greeting and temporarily hosting most of the appointments for the President and senior White House staff members on the first and second floors of the West Wing. Upon request, the Receptionist also receives and hosts visitors for offices in the West Wing Basement.

A further responsibility of the Receptionist is taking daily reservations for the Presidential Box in the three Kennedy Center theaters, distributing the tickets and providing the keys for use of the refrigerators.

The Receptionist also oversees the duties of the four Ushers in the West Wing and signs and submits their time cards. The Ushers' duties include:

- 1) Escorting all West Wing appointments to offices.
- 2) Receiving and checking coats of visitors.
- 3) Taking all Barber Shop appointments.
- 4) Maintenance of Cabinet Room, Roosevelt Room and Lobby.
- 5) Daily distribution of papers to West Wing offices, keeping pens filled and note pads available for all meetings in Cabinet and Roosevelt Rooms.

- 6) Clipping and distribution of AP and UPI wires to proper offices.
- 7) Xeroxing of memos and letters for senior White House staff on West Wing first floor.
- 8) Delivery of highly confidential documents, papers and memoranda to top White House staff.

The Ushers are able to readily recognize top White House staff, Senators and Congressmen, members of the Press Corps, photographers, etc., and must be diplomatic and courteous as well as maintain a proper attitude of security.

Receptionist - President's Office in EOB (Sally Inge)

The Receptionist in the EOB office receives all Presidential appointments and visitors, clears guests with the Secret Service for access to the steps and takes and receives coats. A principal function also is to keep a log including the names of every staff member and guest and the amount of time spent in the President's office. After the President has departed, the log is typed and submitted to the President's personal aide to be included in the Presidential Papers. An additional duty has also included retyping Presidential speech drafts as well as short messages for the President. Upon request and with special approval from the Visitors Office, the Receptionist shows VIPs the President's office and explains the various mementos. A recent duty is to rotate with several other secretaries for duty at Camp David and be available should the President want additional secretarial assistance there.

Because of the location of the Presidential Suite in the EOB, the duties have been varied. The Receptionist has also been secretary and receptionist for persons occupying Room 175 1/2. In the past, when the suite was unoccupied, Presidential letters were drafted as well as drafts for the signature of Mr. Herbert Klein. Secretarial work has also been volunteered and done for other members of the staff.

In the absence of the West Wing Receptionist, the EOB Receptionist will assume all of her duties and responsibilities. Whenever the EOB Receptionist is absent -- and the President is in his EOB office -- the West Wing Receptionist can take her place. At that time, Terry Decker (of Mr. Chapin's office), provided her work schedule permits it, can assume the duties and responsibilities of the West Wing Receptionist.

A. OFFICE OBJECTIVE AND JOB DESCRIPTION

1. The objective of this office is to perform all functions assigned by Alexander P. Butterfield, Deputy Assistant to the President, and to assist him in the general performance of the several tasks assigned to him.
2. My duties and responsibilities are:
 - a. President's Briefing Papers: The monitoring of the preparation of the President's meeting briefing papers after meetings are scheduled. Occasionally, meeting briefing papers must be revised prior to their transmission to Mr. Butterfield, who forwards them to the President.

The President's meeting briefing papers follow a format enumerating the purpose, background, participants, press plan, and recommended talking points. Each of these sections is prepared in a brief and concise manner and an outline format is preferred. (See the example attached.)

The meeting briefing papers also indicate the time, length, and location of meetings. Because meetings are often proposed for one length and approved for a shorter length, adequate checking must be made to insure consistency between the papers that are given to the President and the President's daily schedule. Also, last minute changes are sometimes made which alter the scheduled events on the President's daily schedule, and this necessitates changing sections of the President's meeting briefing papers.

When events are scheduled -- usually a day in advance -- the Appointment's Secretary's Office notifies my office of the time and length of the event. Other pertinent information on the Schedule Proposal prepared by David Parker is also transmitted to my office, usually first, in the form of a copy of a memorandum to the member of the staff sponsoring the meeting, and second, by telephone where changes and up-dated items of information are required. This process usually takes place several days before the event, but may not be

completed until the afternoon of the day before the event.

On events scheduled well enough in advance, the meeting briefing paper is usually received prior to 2:00 p.m. on the day before the event. However, because staffs progress with differing degrees of reliability within the White House, the availability of meeting briefing papers prior to 2:00 p.m. on the day before the event is limited. Most briefing papers are received between 4:30 p.m. and 7:00 p.m. on the day before the event. Occasionally, however, meeting briefing papers are not prepared until the day of the event.

The original copy of the meeting briefing paper is placed in a manila folder containing a label in the upper right hand corner. The label indicates the name, date and time of the meeting. This folder containing the original copy of the meeting briefing paper is transmitted to Mr. Butterfield, who places it on the President's desk in the Oval Office.

If a meeting is scheduled to take place at 10:00 a.m. or before, the folder is placed in an envelope and taken to the President in the Residence the evening before the event. This permits the President to review it before he retires each evening. This folder is taken to the Usher's Office in the Residence by me or Mr. Butterfield. It is not uncommon for this to be done between 7:00 p.m. and 9:00 p.m. in the evening. I seldom leave the office without having received all of the meeting briefing papers for the next day.

Copies of the meeting briefing papers are distributed to H. R. Haldeman at 5:30 p.m. on the evening before the event. (Papers not received by 5:30 p.m. are transmitted to his office when they have all been received.) Mr. Haldeman also receives a sheet inside his folder which describes the status of those papers which have not been received. Other copies of the meeting briefing papers, without the status report, are distributed to Alexander P. Butterfield, Dwight L. Chapin, Ronald Ziegler, Jerry Warren, Neal Ball, Agnes Waldron, Stephen Bull and to my file.

Occasionally, there is some difficulty obtaining the meeting briefing papers the day before the event. This happens often with meetings which are added to the President's daily schedule to take place during an afternoon. When this happens, the paper may arrive on the President's desk within an hour or a half hour of the meeting.

A final word about revising meeting briefing papers: When there is time, meeting briefing papers which have been prepared improperly are returned to the originator with instructions that the paper be revised completely or nearly completely to coincide with the established format. If a paper is received and there is no time to await a revision from the originator, I assume the responsibility for revising the paper's format in order to insure that the President receives an acceptable meeting briefing paper on time. I make this judgment to insure that all meeting briefing papers presented to the President are similar in appearance and easy to read. While every effort has been made to train members of the staff in the proper format and procedure for preparing meeting briefing papers, often papers are received that are unacceptable in their original form. If these papers were to be transmitted to the President, he would find it difficult to understand them.

- b. Presidential Trip Folders: My office serves as the recipient of all materials transmitted to the President for trips he takes away from the White House. A Presidential trip folder will usually contain: (a) Master Schedule, prepared by Stephen Bull with the assistance of the Advance Office; (b) Remarks and Fact Sheets, prepared by Ray Price and other speech writers; (c) Political Briefs, prepared by Harry S. Dent originally but reviewed by John D. Ehrlichman's Office and H. R. Haldeman's Office, Roy Morey and Gordon Strachan, respectively; and (d) occasionally a memorandum from Ray Price discussing many of the issues of the area or group to be visited.

The accumulation of the Presidential Trip Folders is challenging because the schedule and planned events

are so fluid when requests must be made for certain materials. Every effort is made to obtain the materials 48 hours in advance, but the Master Schedule usually is not available until the day prior to the President's departure. The other materials are transmitted to the President in time for him to review them prior to his departure from the White House. Brevity and accuracy are two goals that are sought in the preparation of the President's Trip Folders. They are distributed to the same individuals who receive meeting briefing papers with two additions: Larry Higby and Tod Hullin.

- c. Attendance at 2:00 p.m. Meeting: A meeting is usually held at 2:00 p.m. under Mr. Butterfield's direction every day, except the day before a day scheduled for the President's personal time. These 2:00 p.m. meetings are usually held on Mondays, Wednesdays, Thursdays and Fridays if the President has full daily schedules for Mondays, Tuesdays, Thursdays and Fridays. These meetings are attended usually by Stephen Bull, David Gergen, Bruce Kehrli, Jerry Warren, Mark Goode, David Parker, EPS Inspector Riordan, Alex Butterfield and me. They seldom last more than 30 minutes, but it is at this meeting that the participants and press plans for the proposed meetings are discussed. Meetings proposed but not approved are reviewed. We receive the word on meetings which may be added later in the afternoon for which briefing papers must be requested. This meeting, together with frequent telephone discussions between Stephen Bull, David Parker and me keeps me briefed on the President's schedule which remains rather fluid until late each afternoon.
- d. Memoranda for the President's File: The staff members responsible for proposing and attending meetings with the President and someone outside the White House is requested by me -- usually within 24 hours -- to prepare a memorandum for the President's file describing the meeting, listing its participants and enumerating the points of discussion. It is requested that these memoranda also contain the writers' understanding of the President's mood and attitude about the meeting. We often are required to follow-up and remind staff members to prepare these memoranda.

Every effort is made to obtain a memorandum for the President's file on all meetings he has with people other than his senior staff members. For example, if he has a meeting with Dr. Henry A. Kissinger alone, no meeting briefing paper is routed to him through this office and no memorandum for the President's file is requested.

Customarily, memoranda for the President's file are requested for all meetings for which meeting briefing papers have been prepared, and also for all meetings which are recorded on the President's Daily Diary with outsiders (individuals not on the staff). We have the assistance of Mr. Butterfield in determining to whom the request for the memorandum should be sent.

Requests are logged by my secretary and checked off when they are received. Copies are not made of the memoranda and they are not circulated. They are reviewed for accuracy by me and then placed in the vault with the President's other confidential papers for his eventual review at a later date. Essentially, the preparation and filing of the memoranda for the President's file could be equated to the senior members of the President's staff keeping for the President his personal journal of the contacts he has with those outside the White House. It is felt that these memoranda will be extremely useful to the President after he leaves office as he sets about to prepare his memoirs.

- e. Color Reports: Similar to memoranda for the President's file because they are prepared by a member of the staff who attended the meeting, color reports differ in the manner which they are treated following their receipt by my office. The purpose of color reports includes the purpose of memoranda for the President's file, but goes one step further: they include the description or "color" of the event which warrants repeating to the public by one of the surrogates, speakers, writers, or others on the staff who may, from time to time, have occasion to speak to citizens across the nation or write articles for publication about some of the things that transpire during the President's day. When it is anticipated that there will be adequate color in an

event to warrant a color reporter, one of the members of Ray Price's speech writing staff is assigned to attend the meeting or event. Color-oriented events might include contacts with young people, the aged, as well as special groups which might visit briefly with the President.

If a colorful story about the President is heard around the office, I will make an effort to obtain a report on the event. One example of obtaining a color report on a spontaneous event involving the President included the President's greeting about 100 White House visitors who were signing "Happy Birthday" to one of the Executive Protective Service Officers in the Ground Floor Residence Hallway when the President was leaving his elevator en route to the Oval Office in the West Wing one morning. Other spontaneous events involving the President are occasionally described in the form of color reports prepared by Stephen Bull, who is often the only staff member close enough to the President to observe the event when the President is away from the White House.

Copies of color reports are distributed to Herbert Klein, Robert Finch, Donald Rumsfeld, Ronald Ziegler, John Lofton (the Editor of Monday Magazine), Dwight L. Chapin, H. R. Haldeman, William Safire, Patrick Buchanan, Ken Clawson, Raymond Price, Stephen Bull, Rose Mary Woods, Alexander P. Butterfield and James Keogh (formerly the head speechwriter for the President). These individuals fall into two general groups: speech writers and speakers. They find the color reports useful in their work.

- f. Office of Presidential Papers: The Office of Presidential Papers (OPP), supervised by John R. Nesbitt, a detailee from the National Archives, keeps the President's Daily Diary and monitors his contacts with members of the staff and those outside the White House. The Office also indexes and supervises the accumulation of documents for eventual transmittal to the Nixon Library following the President's departure from office.

Mr. Butterfield has been designated as the unofficial contact between the Office of Presidential Papers and

the White House Office. OPP occupies several offices within the Old Executive Office Building and is staffed with about 11 archivists, clerks and secretaries. I have occasional meetings with Mr. Nesbitt to discuss his work and the accumulation of documents for the President's future library. While most of the documents accumulated by OPP are of a non-sensitive nature, the records of the individual contacts between the President and his staff and others are considered sensitive. Those of the staff not permitted regular access who request information on the President's last contact with individuals or groups must first present the request to me for a judgment of its validity, and upon my making such a judgment in the affirmative, permission is granted to release the information. Requests for access to the President's Daily Diary are held to a minimum by following this procedure.

- g. Cabinet and Sub-Cabinet Contact Books: The Office of Presidential Papers prepares on a monthly basis Cabinet and Sub-Cabinet contact books for the review of the President and the use of Mr. Butterfield, and Rose Mary Woods, his Personal Secretary. These contact books are received by my office, which also follows-up to see that they are submitted in a timely manner, and then forwards them to Mr. Butterfield and Rose Mary Woods. The contact books prepared for the previous month are returned to OPP.

The contact books indicate the number of invitations (including acceptances and regrets) extended to Cabinet members and the sub-cabinet to White House breakfasts, luncheons, dinners and state dinners, suppers and stag dinners, after dinner entertainment events, receptions, worship services, evenings at the White House, other social contacts, meetings, personal contacts, and telephone calls.

- h. Liaison with Rex Scouten in Usher's Office: Mr. Butterfield assumes the responsibility for most of the liaison with Rex Scouten, Head Usher, in the Residence. Occasionally, Mr. Butterfield requests

that I make contact with Rex Scouten to monitor arrangements for social functions and official meetings such as cabinet and congressional leadership meetings held in the Residence.

Also, at the direction of Mr. Butterfield, I assume the responsibility to obtain reimbursement for selected unofficial social functions held at the White House from either the Republican National Committee or the Committee to Re-elect the President funds. When reimbursement is received, checks are forwarded to Mr. Scouten for deposit in his account.

- i. Liaison with the Cabinet: Mr. Butterfield serves as the Secretary to the Cabinet and at his direction, I am often called upon to contact members of the President's Cabinet to communicate the President's desires concerning their attendance at meetings with him. Arrangements may also require the members travel to Camp David my U.S. Army helicopter from the Pentagon Helopad, and members of the Cabinet are advised the proper time of departure and return. Further, upon the departure of members of the Cabinet, I usually assume the responsibility to secure payment for GSA for the member's Cabinet chair in the amount of \$500. Payment usually comes from the member himself or his colleagues within his immediate office. In the case of the latter, I will usually contact one of his chief staff aides and suggest that he arrange for receiving contributions from staff members for that purpose.
- j. Liaison with Secret Service: Mr. Butterfield serves as the liaison with the White House and the First Family to the United States Secret Service. From time to time, Mr. Butterfield assigns to me tasks relating to his responsibilities in this area.

- k. Liaison with the Military Assistant's Office:
Mr. Butterfield serves as the liaison with the White House and the Military Assistant's Office. I perform selected functions at his request in dealing with the Military Assistant to the President and his staff.
- l. Contact with the President: While my personal contact with the President is limited, in the absence of Mr. Butterfield, I assume the responsibility of taking meeting briefing papers, action and information memoranda and signature documents to the President in the Oval Office or his Old Executive Office Building Office. The most common personal contact with the President is in the course of obtaining his signature on bills, nominations and other official documents. This is normally done at the President's convenience and as expeditiously as possible.
- m. Special Contacts: Because of my personal association with J. Willard Marriott, I have assumed the responsibility as Mr. Marriott's unofficial White House point of contact. I also perform a similar unofficial function for the Church of Jesus Christ of Latter-day Saints (Mormon) because of my personal associations with its leaders in Salt Lake City, Utah. I maintain a personal relationship with most of the Church's leaders, which has developed over the years. Coincidentally, my father-in-law, Elder A. Theodore Tuttle, of the Church's First Council of the Seventy, is one of the Church's General Authorities.
- n. Special Projects: From time to time, I have been asked to perform selected special projects including: (1) accompanying Counsellor Robert H. Finch to South America because of my Spanish language fluency and my former residence for two and a half years in Argentina; (2) the White House Office Certificates for Staff Assistants; (3) disbursement of tickets at the Republican National Convention in Miami Beach, Florida; (4) establishment of the Cabinet liaison office in Miami Beach; (5) advancing the Vice President's visits to Brigham Young University

in Provo and the LDS Church Headquarters in Salt Lake City, Utah during the recent presidential campaign, and (6) disbursement of admission pins for the Election Night Celebration at the Shoreham Hotel.

The White House
Washington

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THE PRESIDENT

WHITE HOUSE

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8 PMS HON RICHARD M NIXON

9 WHITE HOUSE DC

10 THE WAY IN WHICH YOUR FELLOW MEN EXPRESSED THEIR APPROVAL

11 OF YOUR RECORD THESE LAST FOUR YEARS MUST BE A GREAT COMFORT

12 TO YOU AND I KNOW IT WILL GIVE YOU THE STRENGTH SO NECESSARY IN THE ~~E~~

13 TIMES

14 AHEAD. YOU AND YOUR FAMILY HAVE ^{ENO} ~~ENDURED~~ MUCH BUT I KNOW TODAY THAT IT

15 IS

16 WORTH IT ALL. LADY BIRD AND I WILL DO ANYTHING WE CAN TO EASE YOUR

17 BURDEN

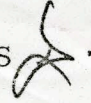
18 AND HELP YOU MAKE A GOOD PRESIDENT IN THE DAYS AHEAD

19 LYNDON B JOHNSON

APB

THE WHITE HOUSE
WASHINGTON

November 8, 1972

MEMORANDUM FOR: H. R. HALDEMAN
FROM: DAVID C. HOOPES 
SUBJECT: Telephone Operation Report:
November 7

Telephone calls to the President during the evening of November 7 were primarily in the "regular citizen" category, of which 134 were received by the Advancemen. We received the following reports:

Timmons' Office: (Senators and Congressmen)

One telephone call from the administrative assistant to William L. Scott

Dent's Office: (Southerners, Governors and Mayors)

Mayor Rizzo's call was the only call of substance.

Colson's Office: (Business and Labor Leaders)

No calls of substance were reported.

Butterfield's Office: (Cabinet and High Administration Officials)

Secretary Rogers, Attorney General Kleindienst and Governor Rockefeller.

Rose Mary Woods' Office: (Personal Friends)

Six calls were received from personal friends. Miss Woods reported that while she did not think the President would return any of them, reports were transmitted to Bruce Kehrli by her office.

Advancemen: (Regular calls)

Advancemen received 134 regular calls, primarily from citizens who wished to congratulate the President, but who did not request that the calls be returned by him.