

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	Memo	Recommended Telephone Call to Dave Taylor, 1 p.	1/27/1971	D
2	Memo	Alexander P. Butterfield to H. R. Haldeman re: Presidential Parade Car, 2 pp.	1/25/1971	A
3	Memo	Alexander P. Butterfield to James D. Hughes re: Radio Transmissions from White House Limousines, 1 p.	1/22/1971	A
4	Memo	Alex Butterfield to Mr. Haldeman re: Presidential Parade Car, 2 pp.	1/13/1971	A
5	Memo	Recommended Telephone Call to Donald E. Johnson, 1 p.	2/6/1971	D
6	Memo	Alexander P. Butterfield to Henry A. Kissinger re: Security Compromise at the Department of Defense, 2 pp.	3/30/1971	A
7	Letter	Alexander P. Butterfield to Murray M. Chotiner re: New position, 1 p.	3/16/1971	G

COLLECTION TITLE

WHCF: SMOF: Alexander Butterfield

BOX NUMBER

13

FOLDER TITLE

1971 Outbound from APB Part 1

PRMPA RESTRICTION CODES:

A. Release would violate a Federal statute or Agency Policy.
B. National security classified information.
C. Pending or approved claim that release would violate an individual's rights.
D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person.

E. Release would disclose trade secrets or confidential commercial or financial information.
F. Release would disclose investigatory information compiled for law enforcement purposes.
G. Withdrawn and returned private and personal material.
H. Withdrawn and returned non-historical material.

DEED OF GIFT RESTRICTION CODES:

DOG Closed in accordance with restrictions contained in the donor's deed of gift.

RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

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8	Memo	To Mr. President re: David's graduation, 1 p.	3/9/1971	G
9	Memo	Alexander P. Butterfield to Dwight L. Chapin re: Presidential Limousines and Their Use, 1 p.	3/9/1971	A
10	Memo	Alexander P. Butterfield to Robert H. Finch, et al., re: Miscellaneous "Color Items," 2 pp.	3/9/1971	D
11	Memo	Alexander P. Butterfield to H. R. Haldeman re: The Elusive Redhead, 1 p.	3/4/1971	A & F

COLLECTION TITLE

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Chian

January 11, 1971

MEMORANDUM FOR:

MISS ROSE MARY WOODS

FROM:

ALEXANDER P. BUTTERFIELD

SUBJECT:

Suggested Congressional Guests
for the Juan Carlos Dinner
(January 26, 1971)

Dick Cook just called from Washington to pass on - in Bill Timmons' absence - the suggestions of the Congressional Relations' Office for Congressional guests at the Juan Carlos dinner scheduled for January 26, 1971. They are:

Senator and Mrs. Mike Mansfield
Senator and Mrs. Hugh Scott
Senator and Mrs. Gordon Allott
Speaker and Mrs. Carl Albert
Representative and Mrs. Gerald Ford
Representative and Mrs. George Mahon

I just talked to Haldeman, too. He said that he will not take the time to look over this particular guest list and that you should go ahead and discuss it with the President as soon as possible.

APB:ny

Chen

January 12, 1971

MEMORANDUM FOR :

MR. ROBERT TAYLOR
Special Agent In Charge
Presidential Protective Division

FROM :

ALEXANDER P. BUTTERFIELD

SUBJECT :

Note of Appreciation

Thanks very much for handling so smoothly and expertly the demonstration at the Western White House gate Sunday morning by members of the Ethiopian Student Union. I am sure that your courteous approach, expressions of understanding of their grievances, and your taking the time to explain our procedures for setting up Presidential appointments went a long way toward convincing the delegation members that a prolonged demonstration would gain little, if anything, for their cause.

APB:pm

char

January 22, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Recent Installation of Door Locks

I want to thank you for the quick installation of new locks on the office doors in the vicinity of the President's Oval Office. I have experimented with them over the past two-three day period and find that they work very well -- much better than the sample lock did on the day of the "demonstration".

Uen
January 25, 1971

Dear Bryce:

The President spent a few leisure moments this weekend leafing through the October 1924 Princeton University football program which you forwarded for that very purpose.

He thought it was fascinating and asked me to thank you for your thoughtfulness.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Bryce N. Harlow
3744 30th Road, North
Arlington, Virginia 22207

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 26, 1971

PERSONAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Development of the Guest List for the Dinner
Honoring Prime Minister Colombo

With reference first to your comment about the grapevine ... me, too. In fact, there have been a number of occasions in which the vine has not favored me with so much as a small creep in my direction and, as a result, I have missed the word completely. But this only means that we are all guilty of not talking to each other enough. The rumor you heard about Chuck Colson's office being responsible for preparation of the Colombo dinner list is a case in point. I hadn't heard about that departure from the standard procedure until I received your note, so I checked it out and found that the instructions were to the effect that Chuck merely participate in development of the list ... as he has been told to do for all lists. Admittedly, some emphasis was given to the directive in that he was asked to spend a bit more time with this list than he does with others -- and come up with at least 30 or 40 names. It is my clear understanding that you are in charge, and ultimately responsible. Chuck, on the other hand, has been designated by the President as a final reviewer of guest lists -- one who gives the lists a last minute double-check, taking into consideration all of the political and other facets of which his office is generally most aware.

We really ought to be able to work together better than we do.

bcc: Chuck Colson

January 29, 1971

MEMORANDUM FOR: MR. CHARLES F. ROTCHFORD
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Brass Plate for the Interior Secretary's
Cabinet Chair

Please prepare a brass plate for the Interior Secretary's Cabinet
Chair. It should read as follows:

Secretary of the Interior
January 29, 1971

The plate should be affixed to the back of the chair by Monday
evening, February 1st.

Thank you.

cc: Mr. W. J. Hopkins

January 29, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Dorothy Kirsten
(Staff Secretary Action Memo P1338H)

I have passed on to the Social Secretary your message concerning Dorothy Kirsten, Metropolitan Opera star ... and will let you know what develops.

Additionally, I have extended to Mr. and Mrs. Bob Hope, on the President's behalf, an invitation for them to spend the night at the White House after the Governors Dinner (February 23rd). They accepted with pleasure, and will be keeping in touch with me on matters pertaining to their exact arrival and departure times.

chen
January 29, 1971
9:00 a.m.

MR. PRESIDENT:

Here are some interesting
editorials which you may not have
had time to focus on during the week.

A/

January 29, 1971 *Chen*

TELEPHONE CALL

CABINET

TO: Secretary John A. Volpe

RECOMMENDED BY: Alex Butterfield

PURPOSE: You said earlier in the week that you wanted to call him just prior to the Saturday noon luncheon in New York at which he will speak to the Women's National Republican Club.

BACKGROUND: Secretary Volpe will leave for Ottawa immediately after the Morton swearing-in ceremony ... but will return to Washington on Friday evening.

At 10:00 a.m. Saturday (January 30) he will leave for New York City where he will attend the Women's National Republican Club luncheon, and speak to that organization's members. He was scheduled to accept on your behalf the Distinguished Political Service Award but, as you know, that award was presented directly to you during your recent Open Door Hour.

Although Secretary Volpe is basically as loyal as any Member of your Cabinet, he is probably the most apprehensive with regard to the reorganization plan as outlined in your State of the Union address.

TALKING POINTS:

1. You may want to ask Secretary Volpe to relay to the Women's National Republican Club members a personal Presidential message.
2. Additionally, you may want to give him a verbal shot in the arm on the subject of reorganization of the Executive Branch.

NOTE:

It would be best to make this call Friday evening (January 29) after Secretary Volpe has returned from Ottawa, or Saturday between 8:00 and 9:00 a.m., before he leaves Washington for New York.

TELEPHONE CALL

CABINET

TO: Secretary George W. Romney

RECOMMENDED BY: Alex Butterfield - Pat Buchanan and Chuck Colson concur

PURPOSE: To thank him for calling Shepley and arranging for publication of his rebuttal to Life Magazine's unfavorable editorial of two weeks ago

BACKGROUND: None required. You are aware of the details.

TALKING POINTS: You should tell him that you understand he had quite a go-around with Life Magazine in the process of arranging for publication of his rebuttal ... and thank him for taking them on so willingly and enthusiastically, and for ramming it through.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 28, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
MRS. LUCY WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Possible Planning for a Reception at the
White House in Late-February or Early -March

It is my understanding that the American Association of Junior Colleges is planning a convention in Washington, D.C., at the Washington Hilton Hotel, during the period February 28-March 5, 1971 ... and that the President has suggested to Mrs. Nixon that she have a reception for the group while they are here.

Unfortunately, I know nothing more of the details at this time.

Please look into this matter (I would guess by contacting the Association directly) and follow through by discussing it further with the First Lady.

Many thanks.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 28, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: Guests to be Invited to the White House
Worship Service on February 7th

I just received your memorandum of yesterday concerning guests to be invited to the Worship Service on February 7th ... and it brings up a point which I think worth discussing.

During this past Christmas Season the President made clear the fact that he wanted us to invite to "early-1971" social functions all of the people we were forced to exclude from the Christmas Season affairs. In accordance with those instructions we allocated certain numbers of seats for EPS personnel, Secret Service personnel, military personnel, Sub-Cabinet Members and others. Additionally, the Social Office is making a point of complying with the request to ask a few members of the opposition party.

If these previously issued instructions are now being changed ... fine. That will not pose a problem ... later in February, or in March, or in April, etc. But it does pose a problem now, for the invitations (most of them at any rate) have been issued.

Incidentally, the Chief Justice is always invited to Church Services, and the remaining members of the Supreme Court will be invited to the Service on the 7th.

We will simply do as much as can be done to keep the number of "middle and low-level staff" down to a low total number, and fill what seats remain with VIPs.

I would like to hear about all changes effecting social functions as soon as they occur so that this kind of thing (and such fiascos as the Bob Hope-"Up With People" conflict) can be eliminated altogether.

Many thanks.

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 28, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD *A/*

SUBJECT: Entertainment on the Evening of the Dinner
Honoring State Governors

I have checked thoroughly on the matter concerning entertainment on the evening of the Dinner honoring State Governors and learned that Bob Hope does, indeed, plan to be here...and to perform for the guests of the President and Mrs. Nixon. It is unfortunate that whoever prompted the Vice President, or Mr. Malatesta, to issue the invitation to Mr. Hope did not check with your office (or me) first to see if entertainment had already been arranged and "put under contract" for that particular evening. Mr. Malatesta is with the Vice President's party in Kansas City, but I was able to track him down last night and talk to him on the telephone. He assured me that Mr. Hope's acceptance of the invitation was given at "our" urging, and that the commitment is now "quite firm".

Under such circumstances I can see only one possible alternative to cancelling the "Up With People" group. That would be to get busy immediately and see if you could arrange for Bob Hope and the singers to share the spotlight. I have no idea what sort of accompaniment Hope plans to bring with him ... if any. It may well be that he would welcome the opportunity to work with the "Up With People" people. (After all, everyone needs "people".)

cc: D. Chapin

ADMINISTRATIVELY CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By J45 NARA Date 3/29/2016

January 28, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN R. BROWN, III
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Assignments of Code Names

Messrs. Clark MacGregor and William Timmons have requested that code names be assigned to them in that they use the limousine radio-telephones frequently to report the results of votes on the Hill and other administratively sensitive items.

I believe the request is well-justified. Let me know if any problems are involved.

Thank you.

CONFIDENTIAL

2400
January 28, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guests for Future White House Worship Services

Please be sure to invite the following Federal Reserve Board Governors to either the next White House Worship Service or the one after that.

Governor J. L. Robertson
Governor Andrew Brimmer
Governor William Sherrill
Governor Dewey Daane

You may want to invite two to each of the next two Services.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 28, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD *AY*

SUBJECT: Dorothy Kirsten, Metropolitan Opera Star

(Staff Secretary Action Memo Log P 1338 H)

Please do your best to arrange to have Dorothy Kirsten, the Metropolitan Opera star, entertain at a near future State Dinner. It is my understanding that this is her 25th anniversary season, but I could be wrong on that score. At any rate, she is a strong supporter of the President ... as is her husband, Dr. French (head of the Heart Research Program at UCLA). The couple live in Los Angeles, California.

Thank you.

ADDITIONAL NOTE:

I have a call in now to the Hope's ... to extend on behalf of the President and Mrs. Nixon an invitation for them to spend the night at the White House after the Governors Dinner (February 23rd).

cc: Miss Penny Adams

- The Hope's have accepted

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 27, 1971

MEMORANDUM FOR: BRIGADIER GENERAL JAMES D. HUGHES
Military Assistant to the President

FROM: ALEXANDER P. BUTTERFIELD *APB*

SUBJECT: Development of Scenario for Military Reception

The purpose of this quick note is merely to confirm in writing what I mentioned to you rather hastily here in my office earlier this afternoon -- that:

- You should continue to develop the Military Reception scenario along the lines outlined in your earlier memorandum to Dwight Chapin.
- You should forward all of your ideas (and "inputs", as they say) to Lucy Winchester, who will review everything with you, then prepare a draft plan for Mrs. Nixon.
- Mrs. Nixon's decisions on the various options will be incorporated in a revised scenario ... which Lucy will send to me.
- I will review the total plan with the President and insert his personal desires which, under normal circumstances, concern only his participation and activities (e.g. where he will enter, where he will stand, whether he will speak, etc.) and the extent of the press corps' involvement, if any.
- I will return the scenario to Lucy Winchester, who will then prepare the final plan for submission to the President through the Staff Secretary ... and to Mrs. Nixon through her own staff channels.

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

ITEM REMOVED FROM THIS FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER _____ ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

TELEPHONE CALL

STAFF

TO: Ken Cole

RECOMMENDED BY: Alex Butterfield

PURPOSE: To wish him a happy 33rd birthday (today, January 27th).

BACKGROUND: Ken was in charge of Advancemen during the campaign. For the first nine months of your Administration, he served as Staff Secretary.

Since November 1969, he has been John Ehrlichman's right-hand man -- assuming full responsibility for the administration of the Domestic Council and the Domestic Council staff. (He is a Deputy Assistant to the President.)

His wife's name is Marilyn and they have two young daughters. He plans to take his family to the Virgin Islands in mid-February for a well-deserved 7-10 day vacation.

TALKING POINTS:

1. Wish him a happy 33rd birthday.
2. Commend him for his consistently outstanding work.
3. You may want to say that you have heard he plans to vacation soon in the Caribbean -- that the time off will be well deserved -- and that you hope he and his family enjoy themselves.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 27, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Answers to Questions Recently Posed

Here are the answers to the questions you posed recently concerning up-coming social events:

- There is to be no press involvement at the Congressional Newcomers Reception.
- You should follow generally the normal Evening at the White House format in your planning for the February 2nd event.
- Miss Sills should stand in the receiving line with the Nixons ... but her husband should not.
- The President and Mrs. Nixon and Miss Sills will receive in the Blue Room.
- There should be a photo opportunity for press and White House photographers at the conclusion of the entertainment ... when the President and Mrs. Nixon go forward to the stage to thank the performer.
- Women reporters may cover the entertainment and subsequent activities.

cc: Miss Deborah Murray

January 26, 1971

Dear Mr. Secretary:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

On the President's behalf, I want to emphasize the importance of this exercise in assessing the status of our emergency plans and overall preparedness. Participation in REX-71 by your Department should provide staff members, particularly those with emergency assignments, an excellent opportunity to rehearse essential emergency activities.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable John A. Volpe
Secretary of Transportation
Washington, D.C. 20590

APB:wtr

January 26, 1971

Dear Mr. Secretary:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Melvin R. Laird
Secretary of Defense
Washington, D.C. 20301

APB:wtr

January 26, 1971

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable William P. Rogers
Secretary of State
Washington, D.C. 20520

APB:

January 26, 1971

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Fred J. Russell
Acting Secretary of the Interior
Washington, D.C. 20240

APB:wtr

January 26, 1971

Dear Mr. Attorney General:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable John N. Mitchell
The Attorney General
Washington, D.C. 20530

APB:wtr

January 26, 1971

Dear Mr. Secretary:

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Elliot L. Richardson
Secretary of Health, Education,
and Welfare
Washington, D.C. 20201

APB:wtr

January 26, 1971

Dear Mr. Secretary:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

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Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable James D. Hodgson
Secretary of Labor
Washington, D.C. 20210

APB:wtr

January 26, 1971

Dear Mr. Secretary:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

On the President's behalf, I want to emphasize the importance of this exercise in assessing the status of our emergency plans and overall preparedness. Participation in REX-71 by your Department should provide staff members, particularly those with emergency assignments, an excellent opportunity to rehearse essential emergency activities.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable George W. Romney
Secretary of Housing and
Urban Development
Washington, D.C. 20410

APB:wtr

January 26, 1971

Dear Mr. Postmaster General:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

On the President's behalf, I want to emphasize the importance of this exercise in assessing the status of our emergency plans and overall preparedness. Participation in REX-71 by your Department should provide staff members, particularly those with emergency assignments, an excellent opportunity to rehearse essential emergency activities.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Winton M. Blount
The Postmaster General
Washington, D.C. 20260

APB:wtr

January 26, 1971

Dear Mr. Secretary:

As Director Lincoln indicated in his letter to you of December 10, 1970, the Office of Emergency Preparedness will conduct a limited civil readiness exercise (to be identified by the code name REX-71) during the period January 27 - February 7, 1971.

On the President's behalf, I want to emphasize the importance of this exercise in assessing the status of our emergency plans and overall preparedness. Participation in REX-71 by your Department should provide staff members, particularly those with emergency assignments, an excellent opportunity to rehearse essential emergency activities.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Maurice H. Stans
Secretary of Commerce
Washington, D.C. 20230

APB:wtr

January 26, 1971

Dear Mr. Secretary:

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On the President's behalf, I want to emphasize the importance of this exercise in assessing the status of our emergency plans and overall preparedness. Participation in REX-71 by your Department should provide staff members, particularly those with emergency assignments, an excellent opportunity to rehearse essential emergency activities.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Honorable Clifford M. Hardin
Secretary of Agriculture
Washington, D.C. 20250

APB:wtr

MR. PRESIDENT:

January 26, 1971

These are the gifts presented to you by Prince Juan Carlos and Princess Sophie:

Principal gift for the President:

Large silver three-masted Spanish galleon with five full bloom sails and full rigging, with miniature sailors, rowboats and cannons on deck. 21-1/2 inches tall and 23 inches long. (appears to be solid silver)

In addition, for the President:

Set of four leather bound facsimile books by different authors about the hand the Spanish had in the development of the New World.

An elaborate book showing the works of Salvador Dali

For Mrs. Nixon:

Large Spanish shawl, brown silk embroidered with multi-colored flowers. Including the 1-1/2 ft. border of fringe, it is 9 ft. square.

For Tricia and Julie:

Black Spanish lace mantillas, 4 x 8 ft.

For the President and Mrs. Nixon:

Photograph in a silver frame showing the Prince, the Princess and the three children. Inscribed, "To the President of the United States of America and Mrs. Richard Nixon with our sincere affection, Juan Carlos, Prince of Spain, and Sophie, Princess of Spain.

Copy: Mrs. Nixon

These are the gifts which will be given to Prince Juan Carlos, Princess Sophie and the children:

For Prince Juan Carlos: A gold eagle on a green base
(David Webb creation)

For Princess Sophie: A Western Bluebird by Boehm

For Elena (8 yrs old): A viewmaster

For Christina (6 yrs old): Pair of Raggedy Ann and Andy Dolls

For Felipe (3 yrs old): Large stuffed Snoopy

A photograph framed in silver of the President and the First Lady and Prince Juan Carlos and Princess Sophie taken on the balcony of the Residence after the Arrival Ceremony today.

A/

Copy: Mrs. Nixon

THE WHITE HOUSE

WASHINGTON

January 26, 1971

TO:

FROM: ALEXANDER P. BUTTERFIELD

I am attaching for your interest and
general information a personal copy
of the Guest List for tonight's dinner at
the White House.

cdm

Enclosure: Guest List for Prince Juan Carlos and Princess Sophia
of Spain Dinner

Distribution

Secretary Rogers
Secretary Romney
Secretary Hardin
Secretary Hodgson
Secretary Richardson
Secretary Volpe
Dir. Frank Shakespeare
Dr. Kissinger
Mr. Flanigan
Brig. General Hughes

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 26, 1971

PERSONAL

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Development of the Guest List for the Dinner
Honoring Prime Minister Colombo

With reference first to your comment about the grapevine ... me, too. In fact, there have been a number of occasions in which the vine has not favored me with so much as a small creep in my direction and, as a result, I have missed the word completely. But this only means that we are all guilty of not talking to each other enough. The rumor you heard about Chuck Colson's office being responsible for preparation of the Colombo dinner list is a case in point. I hadn't heard about that departure from the standard procedure until I received your note, so I checked it out and found that the instructions were to the effect that Chuck merely participate in development of the list ... as he has been told to do for all lists. Admittedly, some emphasis was given to the directive in that he was asked to spend a bit more time with this list than he does with others -- and come up with at least 30 or 40 names. It is my clear understanding that you are in charge, and ultimately responsible. Chuck, on the other hand, has been designated by the President as a final reviewer of guest lists --one who gives the lists a last minute double-check, taking into consideration all of the political and other facets of which his office is generally most aware.

We really ought to be able to work together better than we do.

bcc: Chuck Colson

TELEPHONE CALL

CABINET

TO: Secretary Maurice H. Stans

RECOMMENDED BY: Alex Butterfield - Herb Klein and Don Rice (of OMB) concur

PURPOSE: To tell him you have heard how effectively he transformed the mood of his Commerce Department staff (Presidential appointees and senior career people) from one of relative dejection and gloom over the reorganization plan outlined in your State of the Union address ... to one of genuine enthusiasm.

BACKGROUND: Secretary Stans took a very positive approach in dealing with, and counseling his staff members. He personally explained how your reorganization plan will increase the efficiency of federal government operation and better serve the public interest. He actually picked their chins up off the floor and got them excited about the proposal.

TALKING POINTS:

1. Tell him you heard indirectly about the positive approach he took in dealing with his staff.
2. Thank him for his support.
3. Commend him for demonstrating a personal interest in this particular Administration goal ... and in the attitudes of his people.

Chiron

January 26, 1971

MEMORANDUM FOR: MR. FREDERIC V. MALEK
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Joseph D. H. Sidley

I am attaching to this note the biographical resume of
Mr. Joseph D. H. Sidley -- husband of my secretary, Toni Sidley.

In addition to his being a good loyal Republican, Joe is a truly
outstanding project leader and systems analyst. I recommend him
most highly for your consideration as a senior consultant here at the
White House (perhaps in connection with the installation and maintenance
of our new computer facility) either on a part-time or full-time basis.

Attachment

THE WHITE HOUSE

WASHINGTON

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

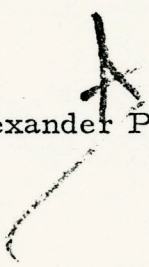
MEMORANDUM FOR:

SUBJECT: Radio-telephone Transmissions
from White House Limousines

We have just been reminded that ham radio operators in and around the Metropolitan Washington area are able to pick up without difficulty the conversations carried on via government automobile radio-telephones.

Please take note of this fact and make a point of cautioning your staff members as to the national security and other risks involved when even partially sensitive information is relayed orally to and from government limousines.

Thank you.


Alexander P. Butterfield

ADMINISTRATIVELY CONFIDENTIAL

Distribution to:

Mr. Whitaker, Mr. Harper, Mr. Cole, Mr. Klein, Mr. Garment
Mr. Morgan, Mr. Krogh, Mr. Shultz, Dr. McCracken, Mr. Weinberger,
Dr. David, Mr. Ehrlichman, Mr. Haldeman, Dr. Kissinger,
Mr. Timmons, Mr. MacGregor, Mr. Flanigan, Mr. Dent, Mr. Colson,
Mr. Dean, Mr. Chapin, Brig. Gen. Haig, Mrs. Stuart, Mr. Davies,
Mrs. Winchester, Mr. Taylor (FYI), Dr. Weber

Chron

January 25, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Guests to be Invited to the Dinner Honoring
Prime Minister Colombo (February 18)

Rose:

The President wants to be sure that the Columbo Dinner on February 18th is an "all-Italian" affair ... or very nearly that. It may well be that you knew this already, but on the chance that you did not I wanted to bring the matter to your attention prior to your development of the guest list.

bcc: Charles W. Colson

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Persons to be Invited to the Dinner
Honoring Prime Minister Colombo

Further to my earlier memorandum concerning persons to be invited to the February 18th dinner honoring Prime Minister Colombo, I have been advised of the following instructions:

- Mr. Vincent Impelliteri should be invited.
- The states of New York, New Jersey and Ohio (especially in and around the Cleveland area) should be carefully reviewed so that we do not overlook any prominent, or relatively prominent, Italian-Americans.
- All of the real "shakers and movers" in the Italian community should be considered.
- Secretary Volpe should be consulted ... but under no circumstances should we allow his suggestions to predominate.
- Only a few Italian-Americans should be invited from the State of Massachusetts in that that state is not at all known for its large Italian community.

NOTE: I have just learned, while preparing this correspondence, that Honorable and Mrs. Vincent Impelliteri have been invited to the February 2nd Evening at the White House. Admittedly, it would seem inappropriate to ask him back again 16 days later. On the other hand, he is a prominent Italian-American. You may want to take up the matter with the President

ADMINISTRATIVELY CONFIDENTIAL

chm
January 25, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Scheduling Suggestions of
Lucy Winchester (attached)

I am attaching for your consideration two suggestions which Lucy Winchester has made concerning the matter of Presidential scheduling.

Personally, I like them both -- especially the "State Dinner in Hawaii" idea.

Attachment

Chen
January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. JEB S. MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Ronald L. Martinson

During our telephone conversation the other day I mentioned Mr. Ronald L. Martinson, who worked last year on the Hill as an administrative assistant to Congressman Odin Langen.

His resume, which you requested, is attached hereto.

Attachment

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 25, 1971

MEMORANDUM FOR:

FROM: ALEXANDER P. BUTTERFIELD 

SUBJECT: Indoctrinating New Presidential Appointees

I am sure you will agree that there is a very definite requirement to properly indoctrinate new appointees to Cabinet and Sub-Cabinet posts, and to the White House staff. Whereas the procedures in force and practiced during the first half-year of the Administration were adequate, they somehow fell by the wayside as time went by.

Our aim now is to reestablish and improve upon the old procedures. But before settling on a final system and putting it into effect, I would like to ask you to draw up a list of items which you believe to be essential parts of such a program ... assuming that the program is to be one provided by the White House--- that it is to be something over and above that which the separate departments and agencies provide normally for their new arrivals. In short, I would appreciate your forwarding to me as soon as possible (but no later than Friday, January 29th) any and all ideas you might have about the kinds of information which you think should be imparted to the new appointee, either just before he reports for duty or within a 7-day period thereafter.

Thank you.

Distribution:

Shultz
Finch
Ehrlichman
Kissinger
MacGregor
Flanigan
Timmons
Klein
Dent
Colson
Chapin

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. ROBERT H. FINCH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Gerald Reynolds

Mr. Gerald Reynolds, National Chairman of the U.S. Jaycees for Governmental Affairs (Box 494, Alexander City, Alabama), sent the President a telegram commenting on the recently delivered State of the Union address. The wire read:

Mr. President -- It was my great privilege to hear an address never before equaled in oratory; only Jefferson's first inaugural address might compare in content. It will be America's supreme effort to bridge the great communications gap of all -- between those who govern and those who are governed.

Gerald Reynolds

The President has asked that you follow up on Reynolds ... and ensure that he remains "our man".

cc: Mr. Charles W. Colson

ADMINISTRATIVELY CONFIDENTIAL

chron

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Weinberger's Office
(Staff Secretary Action Memo Log P1311H)

I have checked into the subject of "Cap Weinberger's office" and learned that the Secret Service were, indeed, in his office Friday evening -- that they did perform a normal (and periodic) "scrubbing" operation -- and that they did leave the office in something less than a neat, clean and orderly state. (However, it was not "all torn up", and books, furniture and other items were definitely not "topsy-turvy". Some chips of paint were left on the rug underneath the electrical outlets and some furniture was left slightly out of place.

I have counseled the Secret Service authorities and had them talk personally to Mr. Weinberger in his office. Since then, I have talked to Cap ... and all is well.

ADMINISTRATIVELY CONFIDENTIAL

ADMINISTRATIVELY CONFIDENTIAL

chev

January 25, 1971

MEMORANDUM FOR: MR. JEB S. MAGRUDER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Telegrams and Other Correspondence
Commenting on the President's
State of the Union Address

I am attaching to this memorandum a sampling of wires commenting on the President's recently delivered State of the Union address.

Please ensure that the more appropriate of these (and others still coming in) get out to the press. The message from C. G. Coughlin, of Erie, Pennsylvania, is particularly good. And so are those from the Democrats.

Attachment

cc: Noble M. Melencamp
Ronald L. Ziegler

THE WHITE HOUSE

WASHINGTON

January 25, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Ambassador Sir James Plimsoll's
Inquiry Concerning the Australian Ballet

This is just a quick note to remind you of the fact that I will have to get back to Sir James Plimsoll today, or tomorrow at the latest ... with regard to the possibility of Tricia and an escort (and/or Julie and David) attending dinner and the Australian Ballet in Baltimore, as his guests, on Tuesday evening, February 23rd. As I mentioned to you earlier on the telephone, there would be some 18-20 people in the party and the dinner portion would be held in the Washington Room of the Statler Hilton Hotel as a completely private affair. After the ballet, Sir James will host a reception for Rudolph Nureyev, the guest artist, and other members of the cast. This, of course, would be an optional event for the First Family guests.

Three additional pieces of information which I did not pass on to you the other day:

- (1) If Tricia and/or Julie are the least bit interested in attending -- but find that February 23rd is an inconvenient date -- Sir James would be delighted to have them come to a similar series of social events he is hosting on Saturday evening, February 27th.
- (2) Beyond any doubt, the Australians are our best, true ally.
- (3) Miss Joanna Gorton, daughter of the Australian Prime Minister, attended an Evening at the White House last year -- the one featuring British actor Nicol Williamson -- as the honored guest of the President and Mrs. Nixon.

Canon

January 25, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Note of Thanks

Leonard Hall sent the President a telegram commenting on his recently delivered State of the Union address. The wire read:

Mr. President -- A great speech splendidly delivered.
It will separate the men from the boys up on the Hill.
Congratulations.

Leonard W. Hall

The President would like you to prepare for his signature a short note of thanks to Mr. Hall.

chron

Determined to be an
Administrative Marking
Not National Security Information
By JCS NARA Date 3/29/2016

January 25, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Van Shumway
(Staff Secretary Action Memo Log P1323H)

I have received your correspondence concerning Mr. Shumway.

If, after talking to Shumway, Dwight is sufficiently impressed, we will work out a plan to build him in the eyes of the Washington press.

We will make you aware of the plan as soon as it is developed ... and before it is implemented.

cc: Dwight L. Chapin

CONFIDENTIAL

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Use of the President's Outer EOB Office

The purpose of this note is merely to confirm what I told you on the telephone earlier today -- that the President's outer EOB office will be scheduled for use through you and your office staff ... and only by the following senior staff members:

Mr. Shultz
Mr. Finch
Mr. Rumsfeld
Mr. Ehrlichman
Mr. Haldeman
Dr. Kissinger
Mr. MacGregor
Mr. Flanigan
Mr. Timmons

ADMINISTRATIVELY CONFIDENTIAL

January 25, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BRIG. GENERAL JAMES D. HUGHES
Military Assistant to the President
ATTENTION: CDR. CHARLES LARSON

FROM: ALEXANDER P. BUTTERFIELD

This is just a quick note to inform you that from time to time, after the end of this month, the White House Staff Mess may be asked to set up for, and serve, cocktails and/or meals in the President's outer EOB office... for that room is to be used in much the same manner as the Roosevelt Room is used.

Generally, Steve Bull will be the person who will contact the Mess and spell out the requirement.

cc: Stephen B. Bull

ADMINISTRATIVELY CONFIDENTIAL

Cham

TELEPHONE CALLS

CABINET

TO: Secretary David M. Kennedy

RECOMMENDED BY: Alexander P. Butterfield - Herb Klein concurs

PURPOSE: To thank him for accepting an invitation to speak on the subject of the economy at the University of Georgia

BACKGROUND: Secretary Kennedy is scheduled to go to Atlanta Wednesday, January 27th, to deliver a speech on the economy at the University of Georgia.

His talk is to be part of a Journalism forum.

His invitation was accepted on your behalf; but he is still indicating (to Herb Klein) a decided reluctance to go through with the commitment.

TALKING POINTS:

1. Thank him for accepting the invitation.
2. Emphasize the importance to the Administration -- and to you personally -- of his taking on such an assignment.
3. Remind him that the thrust of his talk should be in the manner of a warning of the dangers of indiscriminate undermining of the economy by persistent voicing of pessimism and gloom. You may want to suggest (or perhaps urge) that he cite NBC's continual poor economic reporting as a prime example -- and that he touch at least somewhat on the subject of network economic reporting in general.

January 25, 1971

Dear Bryce:

The President spent a few leisure moments this weekend leafing through the October 1924 Princeton University football program which you forwarded for that very purpose.

He thought it was fascinating and asked me to thank you for your thoughtfulness.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Bryce N. Harlow
3744 30th Road, North
Arlington, Virginia 22207

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 25, 1971

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. GEORGE P. SHULTZ
MR. ROBERT H. FINCH
MR. DONALD RUMSFELD
MR. JOHN D. EHRLICHMAN
MR. H. R. HALDEMAN
DR. HENRY A. KISSINGER
MR. CLARK MAC GREGOR
MR. PETER M. FLANIGAN
MR. WILLIAM E. TIMMONS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Conversion of the President's Outer EOB Office
From a Sitting Room to a Conference Room

On February 1st the President's outer EOB office will be ready for use by each of you (but not by others) for meetings, briefings and other kinds of get-togethers which you might wish to schedule. It is assumed that the room's primary use will be for presentations and/or discussions concerning the programs outlined by the President in his recently delivered State of the Union address. Cocktails and/or meals can be made available when adequate advance notice is given. The room's use will be scheduled through Steve Bull's office (by either Steve, himself, or his secretary, Beverly Kaye) ... in the same manner in which the Cabinet Room and Roosevelt Room are scheduled for use by members of the staff. As a general rule, Steve will assign the room on a first come, first served basis when it is known that the President will not be in his EOB office.

cc: Stephen B. Bull

PERSONAL/ADMINISTRATIVELY CONFIDENTIAL

chron

January 25, 1971

MEMORANDUM FOR: MR. DWIGHT L. CHAPIN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Transportation for Governors Meeting
with the President

Steve Bull sent a memorandum to me on January 5th concerning this same subject ... and it is my understanding that you and General Hughes received "information copies".

My office has had very little to do with arrangements for visitors coming to Washington to see the President. In fact, I can think of only the Ash Council members as examples, and that was back during the period of their first two or three meetings in the Executive Office Building. However, on those occasions, I did ensure that each visitor had White House limousine transportation from the airport to his hotel, and from his hotel to the White House and back again. But it is your office which 90 or 95% of the time makes the initial contact with these persons -- so I assume that you have already taken note of the requirement and asked Nell and Harriet to arrange for White House automobiles for governors and others of equal or higher rank or status.

Meanwhile, I will use the daily 2:00 p.m. meetings to review what is known at that time about transportation requirements ... and will have Hugh Sloan (or Parker) check the matter with your office (you, Nell or Harriet) as soon as the meeting adjourns.

January 25, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Conversion of the President's Outer (EOB) Office
From a Sitting Room to a Conference Room

I have received from Larry your instruction concerning conversion of the President's outer EOB office from a sitting room to a conference room ... and proceeded with the project.

Selected materials will be in place Monday morning, February 1. The table to be used initially will be slightly smaller than the "selected" table which is to follow.

The room's use will be scheduled from Steve Bull's office in the same manner in which the Cabinet Room and the Roosevelt Room are scheduled. Steve understands the guidelines for the room's use which were set down in Larry's memorandum to me.

Chron
January 25, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Sally Inge
(Staff Secretary Action Memo P1185H)

In your memorandum to me about Sally Inge you mentioned that the President (apparently) had heard from Manolo that Sally "is a highly competent, efficient and pleasant secretary who has been pushed out of the way and replaced by a girl who is just a showpiece with no competence at all".

Meanwhile, considerably more has developed along the same line.

The purpose of this note, however, is not to give you the details -- but rather to tell you that you can forget the matter, that I have things under control, and that all will be resolved smoothly during the coming 7-10 days.

PERSONAL/CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 3/29/2016

January 25, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN R. BROWN, III
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: A Secretary for Mr. Bebe Rebozo

It is my understanding that Bebe is looking for a secretary to work for him in Florida.

Please give him a call within the next two days and see if he still has the requirement. Then, get together with our personnel office and see if you can come up with a candidate or two.

Thank you.

CONFIDENTIAL

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 25, 1971

MEMORANDUM FOR: MRS. CONSTANCE STUART
MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Entertainment on the Evening of the Dinner
Honoring Prime Minister Colombo
(February 18th)

The President wants to be sure that the Colombo Dinner scheduled for February 18th is an "all-Italian" affair ... or very nearly that. It may be that you knew this already, but on the chance that you did not I wanted to bring the matter to your attention before you made final arrangements for an entertainer.

One suggestion from this end of the line is Perry Como; another is Guy Lombardo.

Please keep in touch with me on this subject.

Thank you.

cc: Miss Deborah Murray

THE WHITE HOUSE
WASHINGTON

Chron
5:15 pm

Mr. President.

We are now in the process
of arranging appointments for
Byrnes at 10 A.M., and Byrnes
and Hills together at 10:30 A.M.

Bud Wilkinson will be
shifted slightly ... to a later
morning hour.



THE WHITE HOUSE

WASHINGTON

January 23, 1971

Mrs. Nixon:

The President wanted the following paragraph brought to your attention. It appeared in today's News Summary.

Actress Mercedes McCambridge, appearing on the Dick Cavett Show, Wednesday evening, opened with a flood of compliments for Mrs. Nixon. Noting the commendation she received at the White House, she said, "Everyone thinks Mrs. Nixon is rather cool, dignified and reserved. But it was the most amazing thing; she walked into the Library and said, 'Hi'. She is really vivacious. She has a piquancy about her, and she does her job so extremely well." She makes one feel "so at ease ... so comfortable". She "absolutely sparkles" and has a "brightness" about her ... to which Dick Cavett said, "Yes, and in the world's hardest job".

Alexander P. Butterfield