

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	11	12/1968	Memo	List of people for Dec. 19 Staff Meeting. 1 pg.
32	11	12/19/1968	Memo	Memo from Bob Haldeman to Peter Flanigan. 1 pg.
32	11	12/19/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. 1 pg.
32	11	12/19/1968	Memo	Memo from Bob Haldeman to Jim Keogh. 1 pg.
32	11	12/19/1968	Memo	Memo from Bob Haldeman to Peter Flanigan. 1 pg.
32	11	12/19/1968	Memo	Memo from Bob Haldeman to John Whitaker. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	11	12/18/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. 1 pg.
32	11	12/18/1968	Memo	Memo from Bob Haldeman to Henry Looms. 1 pg.
32	11	12/18/1968	Memo	Memo from Bob Haldeman to Peter Flanigan. 1 pg.
32	11	12/18/1968	Memo	Memo from Bob Haldemant to Bob Brown. 2 pgs.
32	11	12/18/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Staff Vacations. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Don Hughes. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Henry Kissenger and Bill Rogers. 4 pgs icluding attachment.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Pat Dugan. RE: R. Ziegler. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Jay Wilkinson. RE: Nixon Artifacts. 1 pg.
32	11	12/17/1968	Memo	Memo from H.R. Haldeman to Dr. H. Kissenger. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Pat Dugan. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Pat Dugan and Bill Middendorf. RE: R. Ziegler. 1 pg.
32	11	12/17/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Top Pay of Super High Level Secretaries in Senate and Congress. 1 pg.
32	11	12/17/1968	Memo	Memo from Bob Haldeman to Jay Wilkinson. RE: Nixon Artifacts. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	11	12/16/1968	Memo	Memo from Bob Haldeman to Higby. 1 pg.
32	11	n.d.	Other Document	Withdrawal document. 1 pg.
32	11	12/16/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. 1 pg.
32	11	12/16/1968	Memo	Memo from Bob Haldeman to Robert Finch. 1 pg.
32	11	12/16/1968	Memo	Memo from Bob Haldeman to Bryce Hollow, Robert Ellsworth, etc. 1 pg.
32	11	12/16/1968	Memo	Memo from Bob Haldeman to Pete Flanigan. 1 pg.

(L)

For Dec 19 Staff meeting

file

- ✓ Haldeman ✓
- ✓ Harlow ✓
- ✓ Ehrlichman ✓
- ✓ Kissinger ✓
- ✓ Moynihan phone
- ✓ Ellsworth phone.
- ✓ Keogh ✓
- ✓ Klein ✓
- ✓ Whitaker phone.
- ✓ ~~Mc~~ Rose Woods ✓
- ✓ Brown phone
- ✓ Ziegler ✓
- ✓ Chapin ✓
- ✓ Wanda Stewart ✓
- ✓ Cole ✓
- ✓ Higby ✓
- ✓ Wilkinson ✓
- ✓ Brown ✓
- ✓ Bull ✓

- ✓ Dent phone.
- ✓ Morgan ✓
- ✓ Sears phone
- ✓ Krogh ✓
- ✓ Stuart ✓
- ✓ Hofgren phone
- ✓ Whitehead phone
- ✓ Sapir Sandy Mess.
- ✓ Price ✓
- ✓ Buchanan ✓
- ✓ Anderson ✓
- ✓ Allen ✓

Need to talk to ^{one} _{if I tried by Keogh}

- no, ? Gavin
- no, ? Bett
- no, ? Walden

✓ Timmons ✓ - *Kay Brown*
(Harlow's senate man)

BE LIEB, Kenneth LIQU. 703 1768-0380

um, 202 283-7411

• Mari Brown

~~7/26~~ 7/27

MEMORANDUM

December 19, 1968

TO: PETER FLANIGAN

FROM: BOB HALDEMAN

RN suggested that a good spot for Governor Babcock might be the post of Federal Highway Administrator in the Department of Transportation.

He feels that we should wait a bit on settling anything for Chaffe but that we should try to line up something for Babcock.

HRH

MEMORANDUM

December 19, 1968

TO: PAT BUCHANAN

FROM: BOB HALDEMAN

RN said to tell you that the speech suggestions for the law firm dinner were excellent as were your thoughts for the Cardinal McIntyre dinner in Los Angeles.

In both cases they were exactly the kind of thing he wants, and he said to tell you you did a great job.

HRH

Copy to:
Jim Keogh

MEMORANDUM

December 19, 1968

TO: JIM KEOGH
FROM: BOB HALDEMAN

As was the case during the campaign, RN wants you to continue to emphasize the importance of anecdotes, historical references, etc., to be worked in to material that has developed for him for speeches. He wants you to keep riding on everybody on this subject whenever they are doing his material.

HRH

MEMORANDUM

December 19, 1968

TO: PETER FLANIGAN

FROM: BOB HALDEMAN

RN is very much interested in the possibility of using John Hanna, President of Michigan State, in a key post in the Administration.

Apparently Hanna is retiring and RN is extremely impressed with him and thinks he would be very valuable. He had in mind the possibility of Under Secretary at State or H. E. W.

Hanna apparently is particularly interested in A. I. D. and this also would be a consideration.

I think this one should be given a high priority.

HRH

MEMORANDUM

December 19, 1968

TO: JOHN WHITAKER
FROM: BOB HALDEMAN

One area of responsibility that you should plan to take on is that of setting up and operating a system for assigning Cabinet and sub-Cabinet members to very important speaking engagements which the President is unable to accept.

You and Chapin should work out a routine whereby he automatically refers to you those invitations that are turned down by RN but that should be considered for a Cabinet replacement speaker.

HRH

Copy to:
Dwight Chapin

MEMORANDUM

December 18, 1968

TO: HENRY LOOMIS

FROM: BOB HALDEMAN

Some of the Task Force reports are starting to come in, many of them addressed to Mr. Nixon from the Chairman of the Task Force.

In order to be sure these are handled properly, I would suggest that all Task Force reports should go directly to you or Paul McCracken for final review and for programming with Ehrlichman regarding the presentation of the final report to the President-elect.

HRH

Copy to:
John Ehrlichman

MEMORANDUM
CONFIDENTIAL

December 18, 1968

TO: PETER FLANIGAN

FROM: BOB HALDEMAN

RN is interested in appointing Huntington Hartford to an appropriate commission on the arts. He does not want to appoint him to Roger Stevens' post as Chairman of the National Foundation on the Arts and the Humanities.

Could someone in your search apparatus give us a list of the various commissions and advisory councils on the arts which might be appropriate for a Hartford appointment and also the availability of a vacancy thereon.

HRH

MEMORANDUM

December 18, 1968

TO: BOB BROWN

FROM: BOB HALDEMAN

Thank you for your memorandum regarding Sam Johnson. We will, of course, put him on the list for consideration.

HRH

MEMORANDUM

TO: Bob Haldeman

FROM: Bob Brown

December 17, 1968

RE: Potential appointment of Samuel C. Johnson,
Chairman and President - Johnson Wax, to a
study group or task force

Sam Johnson is deeply interested in getting involved with the incoming administration. He has told me that he could not serve on a full time basis before October 1969. However, he would like to serve on a study group or task force involving urban affairs, international relations or student unrest. He was a significant contributor to the Nixon campaign.

cc J. Erhlichman

MEMORANDUM

December 18, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: STAFF VACATIONS

Great!
H

The following are proposed vacations for your staff in light of your memo. Ken Cole or myself will act as duty officer for you during the entire vacation period, and our location will be known to the signal board at all times.

COLE	Duty Officer: 22nd - 25th In and out of office throughout vacation.
HIGBY	Duty officer: 26th - 2nd Skiing 21st through 25th; in and out of office after that.
BULL	In and out of office throughout vacation
WILKINSON	Out of office for entire vacation.
BROWN	Gone 24th, 25th, 26th.
STEPHENS	Gone 22nd-2 ⁶ th; 30th-2nd (returning from Providence on the 2nd)
J. CARROLL	Gone 21st through 1st.
M. MARRONE	Gone 21st through 29th.

MEMORANDUM

December 17, 1968

TO: DON HUGHES
FROM: BOB HALDEMAN

After his meeting with the President last night, RN concluded that a Jet Star should be permanently assigned to Vice President Agnew, that it should permanently carry the Vice President's seal, and be known to the world as his airplane.

Per the President-Elect's request I have so notified Governor Agnew and I assume you will do the necessary to bring this about.

HRH

MEMORANDUM

December 17, 1968

TO: HENRY KISSINGER
BILL ROGERS

FROM: BOB HALDEMAN

RN asked Pat Buchanan to check out a Foreign Service Officer by the name of Bob Blake in whom RN had some interest.

Buchanan's rough report is attached and I am sending it to you since RN may want further consideration of this man for a particular post, either in State or the National Security staff.

HRH

Encl:
Buchanan's memo of Dec 10, 1968

MEMO TO HALDEMAN

From Buchanan

December 10, 1968

(FOREIGN SERVICE OFFICER FROM WHITTIER)

Got that report on Bob Blake. Had Kent Crane check with a wide range of sources within State and Blake comes off quite well. "Smelling like a rose."

He has an excellent reputation, for being aggressive and fast-moving. Very effective both with foreigners and with others in the service. Considered tough by some of the professionals. He is divorced, and remarried to some girl who is quite close to the Kennedy women. He also has social connections with the Kennedys. He was handpicked by Shriver, after his Congo tour, to be DCM at Paris, which is quite a job. This would confirm the reports about connections with the Kennedys.

His previous record is good at State, and good experience including a stint at Moscow.

(Anyhow, relay to RN that this report seems to challenge our earlier readings about Blake being a "lightweight." I know RN liked the guy, and he will be interested to know his peers think him, at least some of them, first-rate.)

Buchanan



OFFICE OF THE VICE PRESIDENT
WASHINGTON

12/8/68

Dear Bob,

I would like to say initially what a pleasure it was to meet you at last and how much I appreciate your taking the time from your crush of appointments to chat with me.

Pursuant to our meeting, I thought at some length about what data would be of the most value to you..... the results are enclosed. I trust it will be of assistance.

After you have perused the enclosures, I hope you will appreciate their sensitivity. In most cases there were few if any copies made and I am the only one who could be responsible. I would, therefore, be most grateful if you would take appropriate protective steps and destroy the documents when you have finished with them.

Again, I would like to say that I am at your disposal here in Washington pending your arrival. In any event, I look forward to serving in the new administration and seeing you again in the near future.

Best personal regards,

A handwritten signature in cursive script, reading "Hudson B. Drake". The signature is written in dark ink and is positioned above the typed name.

Hudson B. Drake

M E M O R A N D U M

December 17, 1968

TO: PAT DUGAN
cc: BILL MIDDENDORF

FROM: BOB HALDEMAN

RE: R. ZIEGLER: Authorization to Approve Expenditures

This is to confirm that Ronald Ziegler is now Head of his Department, and has been authorized to sign all expenditures incurred by his department.

Copy to:
Ron Ziegler

MEMORANDUM

December 17, 1968

TO: JAY WILKINSON
FROM: BOB HALDEMAN
RE: NIXON ARTIFACTS

I have been informed by John Ehrlichman that Don Nixon's wife has a lot of Nixon artifacts that you may wish to include in your movement of Nixon mementoes to Washington.

Suggest you check this out, if appropriate.

MEMORANDUM

TO: Dr. H. Kissinger

FROM: H. R. Haldeman

December 17, 1968

I enclose letter from M. R. Bolin, together with a copy of his paper "The Obsolescence of War".

Unfortunately there is no address, but it occurs to me that perhaps you may have heard of him and will be able to get in touch with him should you be interested.

HRH/mc
encl.

MEMORANDUM

~~CONFIDENTIAL~~

December 17, 1968

TO: PAT DUGAN

FROM: BOB HALDEMAN

This is to confirm that Dr. Kissinger is to go on the pay roll at \$41,400 (plus hotel expenses) effective December 2.

Jim Keogh is to go on the pay roll at \$28,000 effective December 1.

HRH

M E M O R A N D U M

December 17, 1968

TO: PAT DUGAN
cc: BILL MIDDENDORF

FROM: BOB HALDEMAN

RE: R. ZIEGLER: Authorization to Approve Expenditures

This is to confirm that Ronald Ziegler is now Head of his Department, and has been authorized to sign all expenditures incurred by his department.

MEMORANDUM

December 17, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: TOP PAY OF SUPER HIGH-LEVEL SECRETARIES
IN SENATE AND CONGRESS

Talked to Bill Timmons. He says top pay in Congress is \$12,000; top pay anyone can receive in a Congressional office is \$23,500, and only one person can be at this level.

Talked to Bill Stover re Senate. Two women in Senate currently are making \$27,000; normal high for top executive secretary is between \$13,000 and \$15,000. Breakkdown on Senate office is as follows:

\$27,064 - Only one allowed at this level.
25,870 - Two allowed at this level.
24,676 - Only one allowed at this level.
20,099 - Only one allowed at this level.
19,701 - Top allowed for all others.

MEMORANDUM

December 17, 1968

TO: JAY WILKINSON
FROM: BOB HALDEMAN
RE: NIXON ARTIFACTS

I have been informed by John Ehrlichman that Don Nixon's wife has a lot of Nixon artifacts that you may wish to include in your movement of Nixon mementoes to Washington.

Suggest you check this out, if appropriate.

MEMORANDUM

December 16, 1968

TO: HIGBY

FROM: BOB HALDEMAN

As a follow-up please be sure to get the final election returns state by state, the actual certified results typed up in neat form quickly showing both the total popular vote and the percentage.

**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 3 ON THE DOCUMENT WITHDRAWAL RECORD IN THE FRONT OF THIS FILE FOLDER.

MEMORANDUM

December 16, 1968

TO: DWIGHT CHAPIN

FROM: BOB HALDEMAN

RN has committed to Harlow that he will be a secret surprise guest at Senator Dirksen's birthday party at the Dirksen home in Virginia on the evening of January 4th.

RN has talked with Finch and perhaps others about setting up a big birthday party on January 9th for him in New York.

He has also discussed with Finch and perhaps others, having a dinner for the New York financial community to present Secretary-designate Kennedy.

You should be aware of all of these to work in to future schedule plans.

MEMORANDUM

December 16, 1968

TO: ROBERT FINCH

FROM: BOB HALDEMAN

As you may know, Jay Wilkinson is working with us in the general area of youth programs and follow-up on some of RN's campaign commitments in this regard. He has also been checking out the White House Fellows' program and taking on other general assignments.

With the possibility of his father coming into the White House, it now becomes necessary for Jay to be transferred to another agency, and it occurs to me that he might be an ideal man for a staff assistant to you or as a director or coordinator of youth projects with H. E. W. If you don't already know him, I suggest you talk with Jay at your earliest opportunity and hopefully we should work out a plan for reassigning him to H. E. W. right away.

MEMORANDUM

December 16, 1968

TO: PETE FLANIGAN

FROM: BOB HALDEMAN

A reminder that RN is still looking for an evaluation report on the telephone campaign effort.