

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

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32	12	12/16/1968	Memo	Reminder note. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Higsby. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to John Mitchell. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Herb Klein. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Rose Woods. 1 pgs.
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32	12	12/16/1968	Memo	Memo from Bob Haldeman to Paul McCracken and Henry Loomis. 1 pg.
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32	12	12/16/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to John Whitaker. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Bryce Harlow. 1 pg.
32	12	12/16/1968	Memo	Memo for file. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Sally Reukauf. 1 pg.
32	12	12/16/1968	Memo	Memo from Bob Haldeman to Higby. 2 pgs.
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32	12	12/16/1968	Memo	Memo from Bob Haldeman to Dan Hofgren. 1 pg.
32	12	12/11/1968	Memo	Memo from Bob Haldeman to Gerry Van der Heuval. 1 pg. Two duplicates not scanned.
32	12	12/11/1968	Memo	Memo from Jay Wilkinson to H.R. Haldeman. RE: Steve Strickland and Hudson Drake. 1 pg.
32	12	12/13/1968	Memo	Memo from Larry Higby to Bill Middendorf and Pat Dugan. RE: Bob Brown. 1 pg.
32	12	12/13/1968	Memo	Memo to Haldeman from Safire. RE: Secretary. 1 pg.

MEMORANDUM

December 16, 1968

REMINDER:

Talk to Franklin D. Murphy regarding departmental advisory councils appointed by the President - one for each department. This would involve first a preliminary study of all that now exists.

MEMORANDUM

December 16, 1968

TO: HIGBY

FROM: BOB HALDEMAN

Please find out immediately what the top pay to super high-level executive secretaries in the Senate and Congress is. I need to know this accurately and quickly and it should be the very top figure.

MEMORANDUM

December 16, 1968

TO: JOHN MITCHELL

FROM: BOB HALDEMAN

As I mentioned to you the other day, RN suggested consideration of John Eisenhower for an ambassadorship, possibly to one of the Latin American countries.

MEMORANDUM

December 16, 1968

TO: HERB KLEIN

FROM: BOB HALDEMAN

RN is anxious that in your background talks with columnists, etc. you strongly emphasize how impressed the Cabinet members were with the caliber of the staff and the content of their reports at the meeting last week. Also, he would like you to be sure that the analysts and writers understand that the Cabinet presentation was RN's idea and that it was implemented over the objection of a number of the staff members. RN was the one who insisted on presenting the entire Cabinet at once and having the wives all present.

MEMORANDUM

CONFIDENTIAL

December 16, 1968

TO: ROSE WOODS

FROM: BOB HALDEMAN

Based on material now in hand, RN has asked that all who might be asked about the subject understand clearly that there can be no place in the Administration for Mike Gill.

On another point, RN suggested that Bob King might be very good as a Public Information Officer or Congressional liaison man in one of the Cabinet departments. Do you know whether he is interested in coming in to the Administration? If so, would you give Pete Flanigan the information on him and this suggestion from RN.

MEMORANDUM

December 16, 1968

TO: HERB KLEIN

FROM: BOB HALDEMAN

You will be happy to know RN has changed his mind regarding an official White House photographer and he would like Ollie Atkins retained for this position.

I know you have already done it but this makes it official.

MEMORANDUM

December 16, 1968

TO: DON HUGHES

FROM: BOB HALDEMAN

RN has asked that we set up a Jet Star to be permanently assigned as the Vice President's aircraft and permanently affixed with the Vice President's seal. Will you please make the necessary arrangements.



MEMORANDUM

December 16, 1968

TO: DON HUGHES

FROM: BOB HALDEMAN

RN wants to have Manolo and Fina as part of his personal staff in the White House. We should investigate the availability of living quarters for them. I understand there is a two bedroom suite that would be suitable. We should also see how we can work out specific work assignments for them.

On another point RN has agreed to use the Jet Star military aircraft for Mrs. Nixon's travel per the recommendation from LBJ and you.

MEMORANDUM

December 16, 1968

TO: PAUL McCracken  
HENRY LOOMIS

FROM: BOB HALDEMAN

As a result of the unfortunate news story developing from the Republican Congressional Task Force report on crime, RN has some serious concerns regarding the release of our Task Force reports.

It is imperative that these be checked out very carefully before release to be sure that there is nothing in the report that might create the kinds of problems that the Morgenthau question did, for example.

I realize our reports are not supposed to be for release but neither was this one. It did, however, fall into the hands of the New York Times. We have to assume that the same will happen to our reports so the proper precautions must be taken.

HRH

Mr. Henry Loomis  
Apartment A115  
1425 4th Street, N.W.  
Washington, D. C. 20024

Dr. Paul McCracken  
Graduate School of Business Admin.  
Univ. of Michigan  
Ann Arbor, Mich. 48104

MEMORANDUM

December 16, 1968

TO: JOHN MITCHELL

FROM: BOB HALDEMAN

RN's latest thought on John Eisenhower is that he would make an excellent Ambassador to Belgium. He does speak French and RN would like you to consider him for this post.

HRH

MEMORANDUM

December 16, 1968

TO: DON HUGHES  
FROM: BOB HALDEMAN

When Dr. Tkash reports on board will you make a point of talking with him about RN's desire that his services for supplying pills, etc. should be made available to all Cabinet officers and key White House staff.

HRH

16 December 1968

MEMORANDUM FOR WILLIAM J. HOPKINS

FROM: BOB HALDEMAN

Dear Bill:

This will confirm officially our conversation today regarding Mr. Nixon's name and official signature.

He will use the name Richard Nixon on all official papers and as his official signature.

He will not use the name Richard M. Nixon.

Cordially,

H. R. Haldeman

HRH:ds

MEMORANDUM

16 December 1968

TO: DWIGHT CHAPIN

FROM: BOB HALDEMAN

Confirming our conversation on the plane, I assume you will go ahead and contact Mary Rawlins and confirm to her your intention to retain her on the White House staff.

It is my understanding that she and Helen Colle will be continuing to work together in the same capacity that they now operate.

HRH

MEMORANDUM

December 16, 1968

TO: JOHN WHITAKER

FROM: BOB HALDEMAN

As I mentioned to you on the phone, RN is anxious to have each of the new Cabinet officers visit General Eisenhower as soon as possible. Since you are now responsible for programming these gentlemen, will you please take this on and get it worked out quickly.

The schedule of visits should, of course, be worked out through General Schultz.

HRH

MEMORANDUM

~~CONFIDENTIAL~~

December 16, 1968

TO: BRYCE HARLOW  
FROM: BOB HALDEMAN

RN mentioned today that he thinks all of the Cabinet officers who are able to should also go to the January 4th birthday party. If you agree, this should be implemented through Whitaker. If you disagree, you should discuss with RN.

HRH

MEMORANDUM FOR FILE

16 December, 1968

Jim Jones advises me that the appraiser President Johnson uses to assess the value of his memorabilia is Ralph Newman of Chicago.

Jones says that Newman's appraisals are considered to be accurate by the I. R. S.

HRH

Copy to:  
John Ehrlichman  
Rose Woods

MEMORANDUM

December 16, 1968

TO: SALLY REUKAUF

FROM: BOB HALDEMAN

Thank you very much for the prints.

I don't know how to reach Ollie Atkins so would appreciate your contacting him and thanking him for me.

HRH

File

MEMORANDUM

December 16, 1968

TO: HIGBY

FROM: BOB HALDEMAN

Please find out immediately what the top pay to super high-level executive secretaries in the Senate and Congress is. I need to know this accurately and quickly and it should be the very top figure.

\$ 12,000 top.  
most 10,000.  
1 gal 15  
Senate a bit higher.

1-23, 43T  
~~Handwritten signature~~

Bob Ruddy  
Mundt's Office.

25,500  
~~24,000~~ for Top Aide.

Senate-

~~20,000~~ 2 gals.

27,064 2 gals in Senate 1 per office.

~~15~~ 13-15 normal high.

Murphy's office about 12+

Leg Assit. 15-20

27,064 1

25,870 2

24,676 1

20,099 1

19,701 Top for all else.

Thurs 30 Dec.

Hughes talk today.  
- join up in Fla.  
or  
Calif.

Physical benefit insurance to Cabinet.  
Extended by Sec. of Veterans  
Service

MEMORANDUM

December 16, 1968

TO: BRYCE HARLOW *Delivered*  
*phoned-* ROBERT ELLSWORTH *Inter Oct*  
JOHN EHRLICHMAN *Delivered*  
HERB KLEIN *Inter Office*  
STAN BLAIR - *Phoned*

JIM KEOGH *Inter Office*  
HENRY KISSINGER *Inter Office*  
PAT MOYNIHAN *Phoned 11/17*  
DWIGHT CHAPIN *Delivered*  
RON ZIEGLER *Inter Office*  
*814 274-6271*

FROM: BOB HALDEMAN

For planning purposes, may I please have by first thing Wednesday morning a run down from you on the composition of your present staff by name, title, assignment, present salary, and recommended salary when we move to the White House.

Will you then also please list any planned staff additions that you intend to make prior to January 20th. And third, your estimation as to future staff needs after January 20th based on your best estimate at the present time.

In the two additional sections mentioned above, please also indicate title, assignment, and proposed salary.

As you know, it is going to be necessary to put a number of the staff people on agency or department pay roll and have them detailed to the White House, and we need to get this process under way so that it will become immediately operational on the 20th.

Please don't make any staff or salary commitments until we have had a chance to review the above material.

*H.*

MEMORANDUM

December 16, 1968

TO: HIGBY  
FROM: BOB HALDEMAN

*Done file.*

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.

*H*

MEMORANDUM

TO: DAN HOFGRIN (PHONE 12/16)

FROM: Bob Haldeman

December 16, 1968

At the request of the President-Elect, there will be a general meeting of the key members of the new White House staff on Thursday, December 19th, at 9:30 a. m. in the Sapphire Room, Second Floor, at the Pierre Hotel.

It is essential that you plan to attend. If necessary, please revise any previous commitments that would prohibit you from being present. You should keep the entire morning clear.

We will review at this time a number of vitally important policy and procedural matters and will hope to answer any questions you may have regarding the balance of the transition period - and the start-up operations in Washington.

Also - for your personal planning - the President-Elect will be in Florida from December 23 until January 1, and in California from January 1 to January 3. This is an excellent opportunity for you to get some vacation time and/or to take care of house-hunting, etc. Our White House staff will operate on a skeleton basis from December 22 through January 5. Unless you have been specifically requested to be on call during that period - please regard it as vacation time. We'll resume full operations on Monday, January 6. Please be sure your office is covered - but try to let as many secretaries as possible get the time off too - especially those who worked through the campaign and will be going to Washington in January.

HRH/mc

MEMORANDUM

TO: Gerry Van der Heuval

FROM: H. R. Haldeman

December 11, 1968

I enclose memorandum from Pat Buchanan about the possibility of Mrs. Nixon doing a column for Hearst.

Also enclosed is copy of letter and resume received from Miss Barbara Wagstaff, who is interested in a position. I thought this might be of interest to you.

HRH/mc  
encl.

bl

MEMORANDUM

December 13, 1968

TO: H. R. Haldeman  
FROM: Jay Wilkinson  
RE: Steve Strickland and Hudson Drake

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Steve Strickland will send the reports from the White House Fellows by next Friday, December 20, concerning the evaluation of their roles in the respective Departments, and their opinions of how they can be most helpful to the incoming Cabinet Members. I will visit with him sometime during the next week to formulate an impression of him.

Hudson Drake was pleased to learn that you had received the information which he had sent.

JGW

:ew

MEMORANDUM

December 13, 1968

TO: BILL MIDDENDORF  
PAT DUGAN

cc: STEVE BULL

FROM: LARRY HIGBY *LA*

RE: BOB BROWN

This is to advise you that Bob Brown should be placed on the payroll effective December 5, at the annual rate of \$25,000.

He will be a White House Special Assistant in the same category as Dwight Chapin and Ron Ziegler. He therefore should be paid from the same payroll as these people are.

Steve Bull is currently processing appropriate papers on Bob Brown, should these be necessary, and will have them available for your office shortly.

Thank you for your cooperation.

file. L. handle.  
Done  
12/16.

Haldeman from Safire (cc: Higby)

Re: Secretary

December 13, 1968.

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*I am blessed with a crack executive secretary whom I would like to take with me to Washington.*

*Her name is Sally Cutting; she is 41, has been my right arm for 13 years. Rose and Shelley have been in touch with her when dealing with me over these past three years.*

*Obviously, she is a highly experienced, mature businesswoman with perfect skills and, more important, a capability for research and decision that has always extended my own capabilities.*

*You know how hard a right arm is to find; I am most anxious to have her work with me on the White House staff.*

*She currently makes \$188 a week. I can afford to take a financial beating, but she can't.*

*She would be a real asset. Can we work it out?*

Yes  
Keep at approx same  
rate  
H.