

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

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32	18	11/22/1968	Memo	Memo from Bob Haldeman to Kevin Phillips. 1 pg.
32	18	11/23/1968	Memo	Memo from Larry Higby to Bob Haldeman. 1 pg. Duplicate not scanned.
32	18	11/23/1968	Memo	Memo from Larry Higby to Ken Cole. 1 pg.
32	18	11/23/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: ASA. 1 pg.
32	18	11/22/1968	Memo	Memo from Bob Haldeman to Don Hughes. 1 pg.
32	18	11/19/1968	Memo	Memo to Bob Haldeman from P.M. Flanigan. 1 pg.

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32	18	11/18/1968	Memo	Memo from Kay Killgallon to Bob Haldeman and Larry Higbby. 1 pg.
32	18	11/1968	Financial Records	Petty cash account for 11/15 to 11/27 1968. 4 pgs.
32	18	n.d.	Memo	Memo to Bob Haldeman from John Brown. 1 pg.
32	18	11/20/1968	Memo	Memo to Bob Haldeman from John Brown. 4 pgs.
32	18	n.d.	Memo	Memo to Bob Haldeman from John Brown. Subject: Personnel and Fiannces. 2 pgs.
32	18	12/14/1968	Financial Records	Weekly expense report. 1 pg.
32	18	11/25/1968	Memo	Memo from Bob Haldeman to Dick Allen. RE: Personnel Recommendations. 1 pg.

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32	18	11/25/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. RE: Personnel: Blake. 1 pg.
32	18	11/25/1968	Memo	Memo from Bob Haldeman to Tom Evans. RE: Legal Aid Society. 2 pgs.
32	18	11/23/1968	Memo	Memo from Robert Murphy to Bob Haldeman. 1 pg. Duplicate not scanned.
32	18	11/22/1968	Memo	Memo from Bob Haldeman to Robert Murphy. 1 pg.

MEMORANDUM

November 22, 1968

TO: KEVIN PHILLIPS

FROM: BOB HALDEMAN

RN raised several questions regarding your ~~specific~~ memorandum summarizing the Presidential returns by state.

Specifically, he notes that Pennsylvania, Florida and Maryland absentee ballots are still missing, and he would like you to check directly with the Secretary of State in each of those states to find out when they will have these figures.

He was concerned that in the case of Pennsylvania you indicate that it is a 100% tabulation, but since it came from AP November 9th it cannot be because they did not count their absentee ballots until the following week.

It is also not clear in the case of Alabama as to whether the UPI figures include both Democratic slates for Humphrey or only the official slate.

Could you please review these points and any other areas of confusion, and try to clarify RN's questions.

Also, I know he will be anxious to get the official canvasses as quickly as they are completed.

MEMORANDUM

November 23, 1968

TO: BOB HALDEMAN

FROM: LARRY HIGBY

Ambassador Murphy called . He had lunch with the President today and has a question from the President to the President-elect that he feels should be conveyed this evening.

The President does not need an answer this evening, but Ambassador Murphy feels that the President-elect should be aware of what the question is.

Ambassador Murphy will be in his office for the next half hour and may be reached via the White House phone.

MEMORANDUM

November 23, 1968

TO: KEN COLE
FROM: LARRY HIGBY

~~CONFIDENTIAL~~

In your study of the White House and its staff, be sure to include arrangements for the President's personal staff (Manola, Fina).

This includes salary, retirement benefits and housing.

The President-elect has specifically requested this, and would like the information as soon as it is conveniently possible.

MEMORANDUM

November 23, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: ASA

With regard to your query on ASA, we found no agency containing those initials.

However, there is an agency entitled ESSA, which stands for Environmental Sciences Service Administration.

It is involved with coastal and geodetic services, and also the Weather Bureau.

MEMORANDUM

November 22, 1968

TO: DON HUGHES
FROM: BOB HALDEMAN

One of the items of first importance for your attention should be the selection of two aides for Vice President Agnew.

These should follow the same general pattern as the assignments you and Cushman had in the pre-1960 period. That is, one should be a personal aide and the other should be a man to handle military intelligence matters for the Vice President.

Agnew will be here Wednesday morning and I would suggest we get you together with him to have a preliminary discussion on this at that time.

November 19, 1968

TO: John Mitchell ✓
Bob Haldeman ✓
Bob Finch

1. Ed Nixon is back on the job and directing the correspondence operation. He is willing to stay with it as long as is necessary and until a long term decision as to his participation is reached. In the meantime, he has certain commitments which force him to return regularly to Seattle. He has agreed with me that he will stay on the job, with the exception of these periodic West Coast trips, until it has been determined whether or not there is a job for him in the Administration and if so, whether he would be interested.

2. No letters or wires of congratulations have gone out to successful Gubernatorial, Senatorial and Congressional candidates. I strongly recommend that a congratulatory wire go out immediately.

3. No instructions had been given to Nixon as to the disposition of requests for jobs. I have told him to send these requests to Flemming in Washington, with the exception of ~~Under-Secretary~~ or up which should be sent to me.

Assistant

P.M.Flanigan

M E M O R A N D U M

TO: BOB HALDEMAN / LARRY HIGBY

FROM: KAY KILLGALLON

NOVEMBER 18, 1968

Sometime next week you will be receiving a phone call from Mr. Ambrose J. Hartnett, who reports that he is favorably known by the F.B.I. and is a good friend of Governor Wilson.

Hartnett desires to speak to someone close to RMN to give out with personal information that he (Hartnett) has that will insulate RMN against certain areas in Washington.

Mr. Hartnett relates that one of the reasons L.B.J. is having such a rough time of it, is because he was not made aware of the destructive forces generating out of the Capital.

Hartnett called first so that you would have information on him to make a check before you commit to an appointment. (He did NOT sound like a kook).

Mr. Ambrose J. Hartnett
888 Orienta Avenue
Maranack, New York 10543

PH: 914-OW 8-8447 (Pvt. line)

Petty Cash Account

Pierre

39th floor

Date	Description	Requested by:	Debit	Total	Credit	Balance
11-15	Petty Cash onHand from B. Middendorf				<u>111.57</u>	
11-19	Magazines	Higby	1.50			
11-19	Lunch	"	1.82			
11-19	Kitchen Stock	"	6.45			
11-19	Misc.	Bull	19.00			
11-20	Moving Men	"	15.00			
11-21	Kitchen Stock	Higby	3.80			
11-25	Office Suppl Supplies	J. Carroll	4.20			
11-25	Mail	None	8.60			
11-25	Misc.	Bull	12.00			
11-25	Office Sup.	Carroll	10.00			
11-26	Gratuity	"	6.00			
11-26	Lunch	Higby	5.00			
None	Lunch	Higby	7.09	100.46		
11-27	Kitchen Supplies	" (Morrone)	8.50			
11-27	Tips	"	.61	108.96		
				109.57		<u>2.00</u>

Accounting of Petty Cash
for period 11-15 to 11/27/68

left
Petty Cash Record

From: Higby + Morrone to: Middendorf + Dugan

Date	Requested or Authorized by	CREDIT Deposit	CREDIT Balance	Debit Amount	Haldeman + Higby Amount
11-27	CASH-ON-HAND	\$	\$ 200		
"	DEPOSIT from Middendorf	200.00	200.00		
2-5-8	Sue Morrison			\$ 1.20	
12-11-8	M. Morrone			5.00	
2-11-8	Morrone for Higby			4.27	
2-17-8	Joan Carroll			3.00	
2-3	Harry Higby			.35	
2-4	Haldeman + Higby			6.00	
2-8	"			6.00	
2-10	"			5.00	
2-11	"			4.00	
2-12	"			5.00	
2-13	"			4.00	
2-16	"			4.25	
2-18	"			4.50	
2-18	"			4.00	
2-19	"			6.50	
2-18	Higby	50.00	50.00		
2-20	Morrone			10.00	
1-3-9	Haldeman + Higby			5.00	
1-7-9	"			6.00	
1-8	Haldeman			12.00	
1-8	Haldeman + Higby			3.20	
1-8	Higby			1.00	
1-10	Haldeman + Higby			2.75	
1-13	"			3.25	
1-6	"			4.25	
1-7	"			5.00	
1-7	"			5.25	
1-14	Higby			2.50	
1-15	Morrone			5.00	
1-16	Stephanie Wilson			1.00	
1-17	Haldeman			1.00	
1-15	Mitchell			1.00	
1-8-9	Haldeman			12.00	
1-8-9	H.D. Haldeman			1.00	
1-17-9	Higby			85.00	
1-14-9	Haldeman + Higby			3.71	
			\$ 252.00	\$ 248.56	
1-17-9	Cash-on-hand			3.44	
			\$ 252.00	\$ 252.00	

Returned to Dugan
Cover

Center 2

Lunches Total	→ Credit	Office Amount	Supplies Total	← Tips Amount	→ Total	Kitchen Amount
						1.20
				5.00		4.27
		3.18		3.31		
				10.00		(2 weeks kitchen & m. service)
				15.00		(3 wks kitchen m. service) Cups
1.10		1.58				2.50

1-17-69 Returned \$3.44 to Pat Dugan
4th floor
450 Park Ave., N.Y.C.

To: Bob Haldeman

From: John Brown

My recent visit to Washington has resulted in the following observations:

1) The staffing and organization of the present White House correspondence section are adequate and capable of fulfilling the functional responsibilities that we will require of them. I would compare the section to a computer which has the capabilities to provide necessary services but which requires an individual to program it so that it understands what services are required and in what manner it should go about accomplishing these services.

2) It is therefore imperative that an Assistant for Correspondence be appointed as soon as possible. This is the individual who will communicate the policies and directives which will determine how the Correspondence Section will handle the various categories of correspondence.

3) Those areas that require coordination and preplanning cannot be deferred until an Assistant for Correspondence is appointed.

Upon discussing these observations with Ken Cole it was determined that:

1) In the interim period, I would assume the responsibilities of the Assistant for Correspondence and coordinate as many of the questionable areas as possible prior to the actual transition.

2) I would submit proofs of post inaugural cards and the childrens booklet for your evaluation in the first week of January.

3) I would make initial contact with Dr. Fred Fox and Eliska Hasek to determine if they are interested in and appear to have the qualifications for the position of Assistant for Correspondence.

Unless I hear from you, I will assume that these determinations meet with your approval.

11/20/68

MEMORANDUM

TO: Bob Haldeman

FROM: John Brown

The situation in the ~~1~~ mailroom can be traced to two basic causes:

- a. Existing operational problems within the department
- b. Those problems introduced by the non-recurring mass mailings that must be processed.

The existing operational problems within the department are due to:

- a. A lack of having one individual totally in charge, with all information coming down and going out through him.
- b. A lack of effective organization and control of those individuals currently employed in the department.

Long term

The solution to these problems is the appointment of one individual as head of the department. However, this individual must be capable enough to control the flexible organization that will be required throughout the transition period. A visit to the present White House operation will give more insight into what other capabilities this individual might be required to possess in order to completely follow through on the transition.

Long term Many of the problems introduced by the non-recurring mass mailings are being dealt with at this time. The present mailroom operation has been reorganized so as to deal with the two major areas of priority:

- a. Keeping very close follow-up on all VIP mail received
- b. Collecting names and addresses of all individuals to be included in the mass mailings (i.e., congratulatory thank you, Staff thank you, ~~1~~ and worker thank you)

~~in the process of being~~

If the presently submitted drafts are approved for the mass mailings the Staff Thank You could probably be completed ~~by~~ by the middle of next week, the Congratulatory Thank You could probably be completed by the second week of December, and the Worker Thank You possibly not completed until late December. Another ~~by~~ mailing that should be considered along with the above three is a Christmas mailing.

many of the problems introduced by the non-recurring mass mailings are being dealt with at this time. I have consulted with Ed Nixon concerning a reorganization of the present staff with myself ~~temporarily~~ temporarily following up on ~~the mass mailings~~ all the details ~~surrounding~~ concerning the mass mailing.

The reorganization allows one section to work full time on the mass mailings while a second group insures that the normal daily requirements of the department are fulfilled.

If the presently submitted drafts are approved

for the mass mailings the probable completion

dates are as follows:

Staff Thank-you Nov 27

Congratulatory Thank-you Dec 13

Worker Thank-you Dec 27

Another mailing that should be considered along with the above three is a Christmas mailing.

file

John
Goahead
H

To: Bob Haldeman
From: John Brown
Subject: Personnel and Finances

The Purpose of this memo is to brief you on those actions which have been, or are anticipated as being, necessary in order to accomplish those goals set forth in my previous correspondence.

Personnel

Since the beginning of this month I have made the following increases in our staff:

- a) Five full time MT/ST Operators.
- b) Three part time (night) MT/ST Operators.
- c) One Administrative Clerk to handle RN's personal financial records.
- d) One full time File Clerk.
- e) One part time File Clerk.

I am presently attempting to employ on a temporary basis from now until the end of December:

- a) Four Mail Analysts for the Purpose of bringing up to date the backlog of unanalyzed mail.
- b) Two typists to help during the final push of addressing congratulatory Thank You envelopes.

Finances

I intend to incur the following expenses in accomplishing the mailing of the following letters:

- a) Worker thank you - the typing and addressing of this letter will cost \$240 per thousand with an estimated minimum volume of 10,000 letters.

b) Congratulatory thank you - the addressing of envelopes for those names that we will have recorded on tape (20,000 names) will cost approximately \$1,000. The stuffing and sealing of the envelopes (30,000 total) will cost approximately \$600.

Unless I hear from you, I will assume that you concur with my anticipated actions.

WEEKLY EXPENSE REPORT

PERIOD ENDING 12/14/68

Approved *H.R. Haldeman*
 NAME John R. Brown Jr
 ACTIVITY _____
 NO. _____

WEEKLY EXPENSES

EXPENSE ITEM	SUNDAY 12/8/68	MONDAY 12/9/68	TUESDAY 12/10/68	WEDNESDAY 12/11/68	THURSDAY 12/12/68	FRIDAY 12/13/68	SATURDAY 12/14/68	TOTAL
BRKFAST								
TRIP								
TAXI					11.50			11.50
TEL								
POST								
TRIP & RENT CARS								
TRIP & TEL								
TRANSPORTATION								
ENTERTAINMENT								
Laundry		13.27				7.51		20.78
TOTAL CASH EXPENSES	-	13.27	-	-	11.50	7.51	-	32.28

*DETAILS OF TRANSPORTATION & ENTERTAINMENT

TRANSPORTATION	DATE	FROM—TO	METHOD USED	PURPOSE	COST

ENTERTAINMENT	DATE	NAME OF PERSON(S)	WHERE ENTERTAINED	PURPOSE

YOUR CASH POSITION:

BALANCE—LAST REPORT	+ -0-
REIMBURSEMENT DUE YOU	+ -0-
PERMANENT ADVANCE	-0-
TEMPORARY ADVANCES RECEIVED	+ -0-
SUB-TOTAL	-0-
AMOUNT OF THIS EXPENSE VOUCHER	- 32.28
BALANCE ON HAND	- 32.28

SPECIAL INSTRUCTIONS

FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

MEMORANDUM

November 25, 1968

TO: DICK ALLEN
FROM: BOB HALDEMAN
RE: PERSONNEL RECOMMENDATIONS

Thanks for your excellent list of personnel recommendations.

Special thanks for the careful manner in which they were prepared and presented. I would hope that you would counsel with all of your associates in the R&W area and guide them in the method of preparing and presenting personnel recommendations.

The way you have done it is especially helpful because you have pinned down specific assignments for each individual along with alternatives, and have cited only the pertinent background in each case.

Keep them coming.

MEMORANDUM

November 25, 1968

TO: PAT BUCHANAN
FROM: BOB HALDEMAN
RE: PERSONNEL; BLAKE

RN would like you to check out a fellow by the name of Blake whose father is from Whittier. He says you will know who it is. The question is whether he would be useful at the Assistant-Secretary level, and if so, where.

MEMORANDUM

November 25, 1968

TO: TOM EVANS
FROM: BOB HALDEMAN
RE: LEGAL AID SOCIETY

After careful consideration RN has made the firm decision that he will not serve as Honorary Chairman or in any other such role with any organization during the term of his Presidency.

Obviously as times go on exceptions will have to be made to this rule, but he is anxious that they be as few as possible.

With this in mind, what is your feeling as to the position he ought to take on the Legal Aid Society. It would be mine that he should not serve as Honorary Vice-President in spite of the tradition. If he does take this post it is going to make it more difficult to turn down the others as a matter of policy.

Will appreciate your recommendation.

MEMORANDUM

FOR: Robert Haldeman

FROM: T. W. Evans



Re: Legal Aid Society

November 19, 1968

It has been a tradition of the Legal Aid Society since the days of Theodore Roosevelt to have the President of the United States and former Presidents serve as Honorary Vice Presidents of the Society. Presently General Eisenhower, Mr. Truman and LBJ serve as Honorary Vice Presidents of the Society. Whitney North Seymour, former President of the American Bar Association and an old friend of mine, called today to ask whether RN would be agreeable to serve as Vice President of the Legal Aid Society. He said he would be happy to have Bob Patterson, the incumbent President, write a formal invitation. If RN is in agreement, I will have the formal invitation forwarded through me and will draft a suggested reply for RN.

Kindly advise.

November 23, 1968

TO: BOB HALDEMAN

FROM: ROBERT MURPHY via phone to LH

Per your request for a Foreign Service Officer to handle various correspondence matter for the President-elect, Bob Murphy has talked to and interviewed
LAWRENCE S. EAGLEBURGER.

He recommends him highly for the job. Mr. Eagleburger is a career Foreign Service Officer currently at class 3.

MEMORANDUM

November 22, 1968

TO: ROBERT MURPHY

cc: DICK ALLEN

FROM: BOB HALDEMAN

Enclosed is the material I mentioned to you on the phone regarding Prime Minister Sato of Japan.

I have asked Dick Allen to convey RN's reply verbally through Professor Takase so the letter has not been written.

This is for your information and whatever follow-through you deem necessary.

A handwritten signature in black ink, appearing to be 'BH', located on the right side of the page.