

Record Sources for White House Appointments, Movements, Telephone Calls, and Visitors
 JFK and LBJ Administrations
 Date: April 30, 1998

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
1	USSS Appointment Record White House Police	<p>Gate logs. Kept at each(?) White House Gate. Handwritten. Includes names of visitors and times of arrivals.</p> <p>Tab 1 contains samples from JFKL and LBJL See Tab 18</p> <p>Possible scope of records: 3 West Wing; 1 East Wing; 4 OEOB. Eight others?</p>		
2	USSS Appointment Record Form WH-21 or "White House Gate Receipts"	<p>Appointment Slips. Brought by visitors to White House gates.</p> <p>Tab includes samples from LBJL only</p> <p>Evidence related to appointment slips at JFKL: Tab 25 Tab 26 Tab 27(?) Tab 28 Tab 29 Tab 30 Tab 38 Tab 40</p>	According to Samoluk, Desnoyers at JFKL does not recall ever having seen this type of form	
3	The President's Appointment Books	<p>Final Presidential Appointment Schedule, created to summarize the day's appointments (in contrast to Tab 4 below)</p> <p>See Tab 17</p>		
4	"The President's Appointments"	<p>This is a preliminary or "working" schedule of Presidential appointments containing handwritten edits and additions (in contrast to Tab 3 above)</p> <p>Sample from LBJL Dec. 11, 1963</p> <p>No examples found from JFKL</p> <p>See Tab 17</p>		

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
5	Evelyn Lincoln's Appointment Book	Sample for November 23 and December 2 (original at JFK Library)		
6	POTUS Moves, 1963, 1964 Presidential Movements [Log]	Samples from JFKL and LBJL [Similar to Usher Logs? See Tab 13]	1963 only 1961 and 1962 missing	
7	USSS White House Detail [Shift] Reports "Shift reports" "Daily Shift Reports"	Presidential movements and names of persons accompanying President Samples from LBJL Tab 22 Memo Carnes to Krill 3/23/65. "from January 1953 to the present.... Most of this material is in regular file folders, but some of it consists of small memorandum forms... The shift reports are documentation, not duplicated by any other records anywhere, of Presidential activity.... Tab 21 USSS "Inventory of President John F. Kennedy Records" (ND) identifies these as Centre Point Accession no. PPD-85-0001		
8	National Diary Diary Record Books of the White House Police	Sample from JFKL 8/11/61 Sample from LBJL 11/22/63 Arrival and departure times of members of the First Family		
9	White House Communications Agency Switchboard Logs	We have sample print-out for November 22 as created in 12/66		
10	White House Telephone Memorandums and Toll Tickets	See (book) Historical Materials in JFK Library (1993), p. 26		
11	White House Police Card Index Daily Report	Sample from 9/1/61 from JFKL		
12	Protective Survey Reports	No samples Tab 21 USSS "Inventory of President John F. Kennedy Records" (ND)		
13	Daily Diary Residence Logs	Ford Library sample		

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
14		LBJ Library "usher logs"		
Other Possible Records				
		Other telephone logs?		
		Escort logs?		
		Visitors to residence?		
		Potential visitors (for USSS screening?)		
		Usher Logs		
	Kenny O'Donnell records	Telephone memoranda and toll tickets. Copies open in full at JFKL and NARA		

The Paper Trail

Tab	Date	Document	Discussion
17	ND	[USSS?] inventory by PS Form Number	identifies records created by USSS
18	ND	USSS inventory from OPO-85-0001	Appointment schedule information
19	ND	NARA Records of the USSS RG 87	Inventory
20	ND	JFKL Records of the USSS in JFKL	Inventory
21	ND	USSS Inventory of JFK Records (by site)	
22	3/23/65	Memo Carnes (USSS) to Krill (USSS)	USSS records on DDE, JFK, LBJ "President's Appointments," Shift Reports
23	9/29/69	Memo to Reed (GSA) from Stewart (GSA)	request for appt. books
24	3/23/70	memo to file from Reed (GSA)	USSS records on protection of JFK
25	8/18/71	Letter from Kerneklian (USSS) to Reed (NARA)	JFK and LBJ USSS has 85 cubic feet of appointment of slips
26	8/26/71	Memo to NL from Jacobs (GSA-NARS) re: appt slip transfers	JFK and LBJ appointment slips
27	9/16/71	Memo to NNF from Smith (GSA-NARS)	Transferring USSS records
28	9/24/71	Appraisal Report by Davidson (GSA-NARS)	Appraisal on JFK-LBJ appointment slips
29	11/12/71	Accession Inventory between GSA-NARS & USSS	JFK and LBJ appointment slips
30	11/18/71	Routing Slip from Jacobs (GSA) to Flategual (GSA)	JFK and LBJ accessions
31	9/11/74	Memo from Hill (GSA-NARS) to GSA via NN re: Updating NA Guide	JFK and LBJ "records relating to safety of the President for certain periods"
32	4/11/75	Memo from Middleton (LBJL) to Jacobs (NARS)	Daily Diary. Records of a sensitive nature to be sealed for 50 years
33	4/18/75	Memo from Jacobs (NARA) to Inderfurth (SSCI)	Description of presidential appointment calendars
34	6/18/75	Memo for Record by Peterson (NARA)	LBJ daily logs
35	9/3/75	Letter from O'Neill (NARA) to Church (US Senate)	LBJ telephone list and daily diary
36	10/1/75	Memo from Reed (NARA) to File	JFK telephone logs and appointment books

Tab	Date	Document	Discussion
37	12/9/77	Letter from Moss (JFKL?) to Conzelman (SSCI)	JFK appointment books
38	8/24/81	Letter from Moss (JFKL?) to Jacobsen (USSS)	JFK and LBJ appointment slips/gate logs
39	7/13/93	Letter from Johnson (JFKL) to Houston (LBJL)	POTUS; "allegedly errant materials"
40	7/21/93	Memo from Houston (LBJL) to Machado (USSS)	
41	7/10/97	Memo from Houston (LBJL) to Gunn (ARRB) and Machado (USSS)	
42	8/7/97	Memo by Zimmerman (ARRB)	
43	8/11/97	Memo from Samoluk (ARRB) to Gunn (ARRB)	
44	8/13/97	Memo by Zimmerman (ARRB)	

Questions:

1. Does JFKL have appointment slips (no. 2)? If not, where are they?
2. Which of the above items does USSS currently have in its custody?
3. Which of the above items does NARA (other than Presidential Libraries) have in its possession?
4. What other relevant items are there?
5. Would it be valuable to have a meeting (or conference call) with JFKL, LBJL, USSS, NARA (Tilley), NARA (other archivists?), and ARRB to resolve these issues?

Print date: April 30, 1998
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