

MEMORANDUM

August 7, 1997

To: David Marwell
Jeremy Gunn
Irene Marr

From: Joan Zimmerman

Subject: Records Documenting White House Appointments (January 1961-February 1964) in the LBJ Library, the JFK Library, and the US Secret Service Collection

This memo summarizes sources of information that document visitors to the White House for the January 1961-February 1964 period. It is based on a memo from Tina Houston (LBJ Library) dated July 10, 1997, and samples of records from the LBJ Library; correspondence between the JFK Library and the LBJ Library (1993) and between the JFK Library and the Secret Service (1971-1993); and inventories and filing system information from the Secret Service provided to ARRB on July 31, 1997.

I. **The Universe of White House Appointment Records and Diaries of Presidential Movements**

The LBJ Library. The most promising sources for establishing the full range of documents that describe appointments and presidential movements appear to be contained in the package forwarded to ARRB by Tina Houston at the LBJ Library. In particular, those records described by the term "Presidential Appointment Record" contain specific names of visitors, the dates and times of their appointments, and the individual at the White House the visitor came to see. According to Houston's July 10, 1997 memo (attached), the entire "Presidential Appointment Record" consists of at least two (possibly three) distinct types of records:

The **United States Secret Service Appointment Record** maintained by the White House Police

The **United States Secret Service Appointment Record Form WH-21** maintained by the White House Police, which Houston referred to as "White House Gate Receipts" or "Appointment Slips"

"The President's Appointments" listing names of individuals who met with the President by date and hour

The first item, the **United States Secret Service Appointment Record**, consists of log books that were kept by the White House Police at various gates, and they include names of individuals who had appointments with a variety of people at the White House including the President. Tina Houston sent us a sample for Gate A-4 at the West Wing (one of four identified White House gates) for the November 23-30, 1963 period. Gate A-4 was apparently heavily used by press personnel.

In her memo, Houston stated that the second item, the **United States Secret Service Appointment Record Form WH-21** or "White House Gate Receipts" are part of the "Presidential Appointment Record." Houston sent photocopies of sample slips for individuals dated February 11, 1965, as well as copies of bundles of appointment slips dated February 19, 1965, to show how voluminous this group of materials is. Houston attached these copies to a page from a White House gate log for Monday, February 1, 1965.

The third item, "**The President's Appointments**," contains a daily schedule listing names of individuals who visited the President and the times of their appointments. These pages contain handwritten notations as well as "off record" appointments. As such, these pages reflect a more selective listing of names of presidential visitors than the gate logs.

Tina Houston sent three additional sources that document the President's activities. One is "Presidential Movements, 1963-1964," which documents the President's specific location at specific times. This book of movements does not include names of individuals. The second source consists of White House Shift Reports prepared by members of the White House Detail. The shift reports include both presidential movements, dates and times for specific activities, and names of individuals accompanying the President. The third source, a portion of which is already open to the public, is the "National Diary, 1963." This diary records arrival and departure times in and out of the White House by the members of the First Family. The earliest entries in the LBJ Library copy, which begins on November 22, 1963, include the comings and goings of Mrs. Kennedy and her family.

Assuming that these sources of the president's appointments and whereabouts reflect a continuation of records that existed during the Kennedy administration, the JFK Library should contain the same series of logs, appointment slips, list of presidential appointments, movement notebooks, shift reports, and the diary of exits and entrances to the White House.

II. **Secret Service Records at the JFK Library**

An inventory of holdings and correspondence from the JFK Library over the past 25 years suggests that the JFK Library could contain most of the types of records held by the LBJ Library.

The **United States Secret Service Appointment Record**

The first item in this three-part appointment record is the log books maintained by the White House Police. The JFK Library apparently has log books for the 1961-1963 period for 3 gates (including A-4) at the West Wing, 1 gate at the East wing, and 4 gates at the Executive Office Building. The JFK Library inventory notes that 8 additional gates remain “unidentified.” Possibly the Secret Service could clarify the issues regarding these gates.

The United States Secret Service Appointment Record Form WH-21

Documents generated by the JFK Library present conflicting interpretations of what this is and whether the JFK Library has it. The inventory sent to Tina Houston by William Johnson of the JFK Library on July 13, 1993, includes mention of White House Gate Receipts as follows: “These materials consist of handwritten logs showing the names of the people who visited the White House complex and the identity of the staff members with whom they had appointments...The slips were accumulated by the White House Police....” The reference to “slips” rather than logs suggests that the JFK Library has the Gate Receipts.

Yet correspondence from William Johnson contains information and hints that seem to contradict the inventory. In a January 21, 1993 letter to John Machado, William Johnson wrote that he was including a description of the materials held by the JFK Library. Johnson stated: “These are exclusively White House Police gate logs and related records. We do not have any ‘appointment slips’ as such.” Johnson speculated that confusion about “appointment slips” and gate logs stemmed from archivists’ characterizations of these documents. Johnson observed: “Archivists sometimes referred to as ‘slips’ the individual pages which were apparently assembled into ‘logs’ after they were completed. This ambiguous terminology has continued in use....”

Johnson seemed to base his analysis on a 1981 letter from William Moss, Chief Archivist (of the JFK Library?) to Dottie Jacobson of the US Secret Service. In this 1981 letter Moss wrote: “The Kennedy Library has among its holdings 30 cartons [one cubic foot each] of ‘White House appointment slips’ (apparently actually gate logs) kept by the White House Police) [sic].” William Johnson seemed to suggest that Moss was incorrectly characterizing the independent existence of appointment slips since Johnson sought to create the impression that the slips were somehow converted into gate logs. Johnson’s denial of the existence of appointment slips seems to be contradicted by an earlier letter from M. Kerneklian of the US Secret Service to Daniel Reed of the National Archives. Writing in 1971, at the time the Service turned over records from the Executive Protective Service (formerly the White House Police), Kerneklian stated: “The Executive Protective Service has at its Headquarters...about 85 cubic feet of ‘appointment slips,’ originated during the administrations of President Kennedy and President Johnson....”¹ William Johnson’s odd characterization of the merging

¹Compare a Biennial Summary of Records Holdings dated 6/30/64, by Ralph C. Stover,

of appointment slips into log books is undermined by both the documents provided by Tina Houston showing two different sets of records and the correspondence Johnson included with his January 1993 letter to John Machado.

The typewritten list of Secret Service materials that William Johnson sent to John Machado is quite different from the inventory Johnson sent to Houston in July, 1993, and it contradicts William Johnson's speculation that slips turned into logs. The typewritten list appears to inventory all the forms generated by the Executive Protective Service numbered from 1 through 34. Form 21, i.e. the White House appointment slips (or gate receipts), does appear on this form. The title on the typewritten 1971 inventory for EPS Form 21 is "Appointment Record (WH and EOB)."

Other entries on this typewritten list of EPS forms might shed light on additional appointment records. For example, Form no. 1 refers to "Card Index Daily Report," which the newer JFK Library Index (sent to Tina Houston) lists along with gate logs. Form no. 7 refers to "E-6/H-4 Incidental Form." Are these additional unidentified gates? Form 25 refers to "Advance Appointments." Form 27 refers to "Press Appointments (West Wing)" [where Judith Exner said she entered the White House]. Other items include EPS "post assignments," which might illuminate the full range of gates and possible checkpoints.

Given evidence of the existence of appointment slips, as distinct from gate logs, from a number of sources--LBJ Library records, JFK inventories, and correspondence with the Archives--William Johnson's characterization of slips as logs appears unsubstantiated. Adding to the confusion is his statement to Tina Houston in July 1993, that implied that the LBJ Library might contain materials missing from the JFK Library: "I hope that in time your holdings of Secret Service records may be shown to include some of the allegedly errant materials relating to the Kennedy Administration. If not, I don't know where they might be." Are the "errant materials" the "appointment slips" Johnson has been trying to explain away?

Additional Material at the JFK Library

In his July 13, 1993 letter to Tina Houston, William Johnson mentioned that the JFK Library kept the Kennedy portions of a record book of presidential movements, entitled POTUS Moves, 1963, 1964. Presumably, this is the same document Tina Houston referred to as "Presidential Movements, 1963-1964."

The JFK Library inventory Johnson sent to Tina Houston in July 1993, included the "National Diary" books for the 1961-1963 period.

Major- White House Police, which notes 109.4 cubic feet of records on hand (attached).

The inventory is ambiguous about whether these last two records are open to the public.

Not mentioned in the JFK Library inventory is White House Shift Reports. The Secret Service placed
 WH Shift Reports for
 November 1963, in the JFK
 Collection at the request of the
 Assassination Records Review
 Board.

III. Secret Service Records at Centre Pointe

A Secret Service memo, a brief inventory prepared by John Machado, and the OPO inventory we recently acquired might shed some light on the confusion created by William Johnson's characterization of the appointment slips. Possibly, the Secret Service did not send everything it had to the Archives in 1971. It is also possible that the Service has kept copies of its original holdings pertaining to appointments and might still have them. The inventory, OPO-85-0001, lists the contents of Box 15, which includes (under file no. 611.03) the following: "President's Appointments, Jan. 1961-Sept. 1962." This inventory also lists records for President Johnson in Box 11: "President Johnson's Appointments, November 1963- May 1964." At the end of this section an additional folder includes "President Appointments (entire box), 7/01/55-6/30/64, daily appointment lists." The daily appointment list may refer to the third item included in Tina Houston's category, "Presidential Appointment Record."

John Machado prepared an inventory entitled "Inventory of President John F. Kennedy Records" that includes mention of the JFK Library. The entry listed under Kennedy Library states: "Accession # NN 372-39, Box # 1-#30, White House Appointment Slips." So, according to Machado's inventory, the Kennedy Library does have appointment slips. Recall William Johnson's 1993 letter to Machado in which Johnson said, "We do not have any appointment slips." Machado prepared his Kennedy Inventory sometime in 1995. (Note: At the compliance meeting on July 31, 1997, John Machado said the Service did not keep appointment slips; they were thrown out once the gate log entry had been made.)

A March 23, 1965 memo by SA Charles C. Carnes, Records and Mail Section-USSS, indicates that the Secret Service had copies of the President's Appointment lists. In the context of this memo recommending destruction of files, SA Carnes identified files designated "The President's Appointments." Carnes described this material as "daily lists run[ning] from January 1953 to the

present date.” Carnes noted that these records originated outside the Secret Service and that “General files has copies running from January 1958 to the present (611.03).” It is possible that the daily appointment list for Presidents Kennedy and Johnson might still exist at Centre Pointe.

Recommendation

1. We should request all materials listed on Secret Service inventories that refer to the President’s Appointments. We should decide on our time frame, which could reflect both the HSCA time frame (March 1963-February 1964) and research interest in Judith Exner’s alleged visits.
2. We might consider letting Tina Houston designate assassination records at the LBJ Library with our provision that they should extend at least to February 1964. Also, we should ask Tina Houston how many cubic feet of appointment slips she has. Her records should amount to 55 cubic feet.
3. We should tell Machado that the Review Board has requested their postponements on the LBJ materials designated by Houston for the October 14, 1997 meeting.
4. Perhaps Tom Samoluk could examine JFK Library holdings to confirm which records are there and which ones should be designated assassination records. We should convey the designation to John Machado and set a deadline for postponements.
5. We could fashion a request for additional information that might include log books kept by escorts or ushers in the White House complex as well as daily activity reports by members of the White House Police.
6. After viewing what the Secret Service still has in Washington, we might have additional questions. We might consider bringing someone from the JFK Library together with the Secret Service to establish who has what and what is open to the public.

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