

MEMORANDUM

TO: White House File
JFK Library File
LBJ Library File

cc: T. Jeremy Gunn
Thomas Samoluk

FROM: Ronald G. Haron

DATE: December 4, 1997

SUBJECT: Review of Records at the Office of Records Management, Executive Office of the President

On November 28, 1997, I reviewed certain records of the Office of Records Management, Executive Office of the President, in the Old Executive Office Building. These records were made available by Terry Good, Director of Records Management, pursuant to our request under the JFK Act. *See* November 24, 1997 Letter from J. Gunn to T. Good. Most of the records related to the collection of Kennedy Administration and Johnson Administration records to be transmitted to the Presidential libraries. We have requested that certain records be designated as assassination records, while other records be copied and provided to the Review Board. *See* December 3, 1997 Letter from R. Haron to T. Good.

Based on my notes, set forth is an identification of the records I reviewed:

1. Eleven-page transcript entitled, "Radio Traffic -- November 22, 1963" (PF No. 403).¹
2. November 25, 1963 Press Release by the Office of the White House Press Secretary stating that the FBI and DOJ have been ordered to conduct an investigation of the JFK assassination (1096 PF).

¹The "PF" number is the filing system number assigned by the Office of Records Management; "PF" denotes a "Precedent File" of the Office of Records Management.

3. January 22, 1992 Memorandum from Chester Paul Beach, Jr., Assoc. Counsel to the President, to Roman Popadiuk, Deputy Assistant to the President and Deputy Press Secretary re: public release of Kennedy assassination records (582 PF).
4. May 10, 1966 Memorandum for the Record by William F. Matthews, Chief of Files, re files of Brooks Hays (1646 PF) and stating that such files will be transmitted to Presidential Libraries of Johnson and Kennedy.
5. Memorandum entitled, "Titles on Boxes Sent By Henry Wilson to be Mailed to Him" (PF No. 1645). [Dated June 1967?] This lists various subject, congressional, and personal files for the 1960s (1645 PF).
6. The following documents relate to the collection and inventorying of records of the Kennedy Administration following the death of President Kennedy (1672 PF):
 - Alphabetical list of miscellaneous files of Kennedy Administration, presumably sent to National Archives. Among the entries are:
 - President's Calendar -- Work sheets 1961-2 (Box 432).
 - President's Calendar -- Work sheets 1963 (Box 433).
 - Stored by Dr. Travell on 2-5-64 (Box 620).
 - Air Force Aide (Box Nos. 737-51).
 - List of Mrs. Kennedy's Files (in alphabetical order) (Box A-1 to A-324; B-1 to B-93).
 - List of President Kennedy's Files -- Alphabetical File. (A notation indicates that there are 1340 boxes).
 - President Kennedy's Files -- Subject File. (A notation indicates "458 boxes" and "completed 2/19/64"; boxes have prefixes A to C, including chronological files [C-59 to C-64 → 1960 to 11/22/63]).
 - Two-page listing of files [maybe Ted Sorenson's files].
 - Two-page file listing entitled, "Office of the Special Representative for Trade Negotiations -- Trade Staff Committee -- List of Transferred Records."

- November 29, 1963 Memorandum from William J. Hopkins, Executive Clerk, to White House staff re segregating Kennedy Administration files.
- December 6, 1963 Memorandum for File from Janet Travell, M.D. The memorandum states that the Attorney General has determined that "all correspondence which deals with a personal medical matter should be regarded as a privileged communication, and should not go to Central Files."
- December 11, 1963 Letter from Pierre Salinger, Press Secretary, to Harold Alderson, President, Alderson Reporting Company regarding the return of stenotype tapes from Alderson to National Archives. Some tapes are labeled as "Off-Record." Archivist Wayne Grover was cc'd.
- January 17, 1964 Memorandum from Arthur Schlesinger, Jr. to Kenneth O'Donnell re transfer of "Kennedy Administration Central Files" for National Archives.
- January 20, 1964 Memorandum from William J. Hopkins, Executive Clerk, to Mr. Matthews re volume of Kennedy Administration files.
- Index of Records prepared in response to January 20, 1964 memorandum. Certain entries recorded the following:
 - Dr. Burkley turned his files over to Kenneth O'Donnell.
 - No response regarding files from Evelyn Lincoln, Kenneth O'Donnell, Dave Powers, or Pierre Salinger.
- February 4, 1964 Memorandum from W. J. Hopkins to K. O'Donnell re Kennedy Administration files.
- February 12, 1964 Memorandum from Hopkins to Jenkins re transfer of Kennedy Central Files to National Archives.
- March 19, 1964 Memorandum from William F. Matthews, Chief, Central Files, to Hopkins stating that Central Files of Kennedy Administration transferred to National Archives on February 19, 1964.

- April 13, 1964 Memorandum from Hopkins to O'Donnell re White House files not yet transferred to the National Archives. (Hopkins states: "Aside from the files you have, I should think that the most important and/or sensitive ones are those in Mr. Bundy's and Dr. Hornig's² offices. I have not made mention of those files in Mrs. Lincoln's custody since this involves no problem.").
 - July 24, 1964 Memorandum from Joseph L. Nash to Matthews/Hopkins re Kennedy Administration materials still in storage.
 - September 28, 1964 Memorandum from Lee C. White, Assoc. Special Counsel to the President, to Harris Wofford, Peace Corps, re Wofford's files.
 - November 4, 1964 Memorandum from W. F. Matthews to Hopkins re Kennedy files not yet transferred, including "Secret and Confidential Material from Central Files" (25 boxes). Other offices whose files had not yet been sent were Bundy, O'Donnell, Powers, and Dr. Hornig.
 - November 6, 1964 Memorandum from Hopkins to O'Donnell re November 4, 1964 Matthews memorandum ("Any further action in this regard called for at this time?").
 - January 15, 1965 Memorandum from Frank Harrington, National Archives, re "The White House Book" containing signatures of Ambassadors.
 - February 18, 1965 Memorandum from William F. Matthews re files of Kenneth O'Donnell. [Matthews indicates that certain O'Donnell files were removed from the Executive Office Building. It was stated that contents of these files were unknown.]
 - March 1, 1965 Memorandum from Matthews that 134 FRC boxes of Dorothy Davies were sent to Archives.
 - May 28, 1965 Memorandum from Matthews to Hopkins re files not yet transferred to National Archives.
7. Materials regarding classified files of Pierre Salinger sent to National Archives (1673 PF). This material includes:

²Dr. Hornig succeeded Dr. Weisner.

- Log (chronological) of classified documents (approximately 100 - 150 pages) enclosed from C. Camp to Matthews.
 - November 29, 1963 Memorandum from Hopkins to White House Staff.
 - April 29, 1964 Memorandum from Chris Camp to Salinger re: Salinger Files (“I’m taking the liberty of taking your JFK and Racket Committee book mss. with [me] where they’ll be safe at the apartment until you tell me what to do with them.”).
 - Two-page inventory of Salinger files.
 - July 7, 1964 Salinger to Hopkins Letter authorizing transfer of Salinger material to National Archives.
 - July 25, 1964 Hopkins to Salinger re Salinger files.
 - September 14, 1964 Inventory of Salinger personal materials.
 - March 9, 1965 Letter from RFK to Hopkins authorizing Salinger papers to go to National Archives.
 - March 18, 1965 Letter from Hopkins to RFK re: Salinger files.
 - March 18, 1965 Note that 14 boxes of classified files of Salinger were transmitted to National Archives.
8. E.O. 11130 November 30, 1963 “Appointing A Commission Upon the Assassination of Pres. John F. Kennedy.” (1100 PF).
 9. February 19, 1966 Memorandum from Califano to President enclosing February 17, 1966 memorandum from Katzenbach, AG, to Califano, Special Assistant to the President (2144 PF).
 10. January 12, 1969 File Memorandum re materials sent to LBJ Library (1639 PF).
 11. November 18, 1968 Lawson B. Knott, Jr., GSA, to the President re transfer of files (1644 PF).
 12. December 12, 1968 Memorandum from W. Rostow to the President enclosing December 12, 1968 Art McCafferty to Walt Rostow memorandum re procedures for transferring files to LBJ Library (1640 PF).

13. "Status of Survey of Material To Be Shipped to Austin." (1643 PF).
14. Log of Pierre Salinger Material (11/23/63 - 3/16/54) (1648 PF).
15. Receipts for materials borrowed from National Archives (1919 PF).
16. Registration of Record Group No. 130, October 11, 1968 (1920 PF).
17. December 21, 1963 Letter from the President to Bernard L. Boutin, Administrator, GSA, re allocation of monies for the Warren Commission (and enclosures) (1102 PF).
18. Two Volumes of Notebooks entitled "Precedent File of Actions Taken Following Assassination of President Kennedy." (1049 PF).
 - This was prepared by the Department of State and transmitted on April 24, 1964 to the White House.
 - Contains material re announcement of death, funeral arrangements, communications with foreign delegations.
19. June 21, 1968 Memorandum from Califano to the President re Historical Project involving Kennedy Administration records (310 PF).
20. July 20, 1965 Letter from Jake Jacobsen, Legislative Counsel to the President, to Robert C. Hagopian re: the Presidential Limousine. (_____ PF).

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Files: 4.37, 4.24.2, 4.25.2