

14 June 1968

MEMORANDUM FOR:

SUBJECT : Presidential Libraries Committee

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1. Once again our Agency is requested to identify historical materials for deposit in the Presidential Library. This time, however, President Johnson has specifically asked all Agencies to plan for "a continuing Program" ... "so that henceforward all Presidential libraries will have the benefit of this enrichment of their collections."

2. To that end the DDS on 1 May 1967 notified the Archivist of the US that I had been designated to represent CIA in these matters related to the Presidential Libraries. I did meet on 20 July with Mr. Herman Kahn, Head of the Office of Presidential Libraries to determine their requirements and instructions. Subsequent conferences with his office and various offices in the Agency have convinced me that we cannot proceed with this Project in the informal manner of personal contacts that we used for the Kennedy Library.

3. I suggest that senior officer representatives be formally assigned to the Presidential Libraries Committee from the Executive Director's Office and each of the Directorates and independent offices. These individuals may be the Records Officers or Historians from those components. Several advisors will be needed on the Committee such as representatives from the Offices of Security, General Counsel, and the Historical Staff. Some individuals to consider for this assignment could include:

Advisors

OGC - Mr. Lawrence Houston  
Historical -   
Sec. -

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Records Officers

ExD/Compt -   
DDP -   
DDS -   
DDI -   
DDS&T -

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**SECRET**Historians

Exec	-	[Redacted]
DDP	-	[Redacted]
DDS	-	[Redacted]
DDI	-	Walter Moberg
DDS&T	-	[Redacted]

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3. It is further suggested that the attached instructions for the selection of materials and operating procedures be disseminated via a memo from Col. White to the Officials and Offices concerned establishing the Committee and its functions.

4. Because this Project has the personal interest of the President the Committee should have a top level official as Chairman to stimulate and sustain a positive and meaningful response Agency-wide. As for my relations with that Committee, I think my assignment as the Agency Liaison with National Archives is compatible with any such committee arrangement.

5. My review of the Agency participation in the Kennedy Library found some 35 senior officers directly involved for about a year. The routine correspondence became significant only because the Attorney General took personal charge of the library completion. The material selected and deposited was hand-carried to National Archives in 14 transmittals and involved:

About 15 boxes and several envelopes with a few hundred FBIS reports and several other documents.

A tape recording of the President.

Some 27 photos

17 3-ring binders of Press Clippings on Cuba, and

3 binders on Communist reactions to President Kennedy's speeches and press conferences.

The final deposit was a listing of 46 sensitive and classified documents retained by the Agency for the Library.

6. I believe we should meet with the DDS and recommend that he ask the Director to announce the requirement to his Senior Officers, establish the Committee and its appointees, and ask their cooperation as well as the participation of their components.

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[Redacted Signature]

CIA Records Administration Officer

2 **SECRET**

SUGGESTIONS FOR AGENCY REPRESENTATIVES ASSIGNED  
TO THE LYNDON BAINES JOHNSON LIBRARY PROJECT

It should again be emphasized that the National Archives and Records Service does not wish records to be removed from Department or Agency files for deposit in the Lyndon Baines Johnson Library.

The most important task of the departmental or agency representative will be to seek out and identify in an appropriate way for future micro-filming all those materials in the files of his agency relating to "major Johnson administration issues, as well as papers on any subject, major or minor, in which the President took a personal interest, which went to him for decision, or which emerged in response to Presidential requests."

As records are organized differently in each agency, each agency representative will wish to use the methods best suited to his own needs. In every case, however, the agency representative will find it helpful to talk with persons who are in a position to know what matters handled in his agency constitute major Johnson administration issues, or were matters in which President Johnson or members of his White House staff took a direct interest. Often the agency's own filing system or the indexes to that system can be used to uncover records of this class. After the subjects and records dealing with such matters have been identified, the chief difficulty will arise in determining where to fix the boundaries of what is to be copied, i.e., how much background and peripheral material should be included. It is not possible to fix a universally applicable rule in this matter, but certain principles can be laid down for guidance.

(a) "Johnson Administration issues" means issues or subjects that received some attention from the President. A matter that may have played

a large role in an agency during the period of the Johnson administration, such as a reorganization, cessation of an old program or initiation of a new program are not "Johnson administration issues," if the President played no part in them.

(b) In general, the background material to be filmed should not antedate November 1963.

(c) Those parts of the file that are directly related to or reflect Presidential or White House interest and immediate background materials and agency implementation or follow-up should be selected.

(d) In selecting files, material should not be omitted because of a belief that it is duplicated in the White House files, or in the files of other agencies.

✓(e) Routine White House communications on such matters as the Combined Federal Campaign should be omitted unless there were special activities or developments that turned the matter into one of more than routine interest in a particular agency.

For further information on any aspect of this program please call the National Archives and Records Service (Code 13-36331), Worth 3-6331.