



## TREASURY DEPARTMENT

WASHINGTON, D.C. 20220

ASSISTANT SECRETARY

APR 17 1967

To Members of the Staff and Heads of Staff Offices,

Office of the Secretary

SUBJECT: Presidential Libraries

The President has requested the General Services Administrator to have the National Archives and Records Service establish a continuing program to collect copies of historical materials from Government agencies "for the purpose of enriching the collections and enhancing the usefulness of all Presidential Libraries henceforward." Secretary Fowler has designated me to direct the Treasury's participation in this program.

Letters, memoranda, papers and records of major significance resulting in the formulation of policy in matters of Presidential concern are the principal class of documents which will be collected. These documents usually are routed through the Executive Secretariat but may, on occasion, by-pass it when exigencies require direct communication with the Secretary or Under Secretaries.

Documents routed through the Executive Secretariat present no problem and will be collected there. My principal concern is the collection of documents which are not sent through the Executive Secretariat. Most of you are presently collecting these documents in your immediate offices. Those of you who are not should make arrangements to do so. Most documents, from their very nature, will carry security or other classifications. Secretary Fowler instructed the National Archives to restrict access to them according to Treasury security regulations.

Treasury-related Presidential programs on the attached list are illustrative of topics producing documents which may have historical interest to the Johnson Library. The list is not exhaustive and papers relating to other topics which you know have historical significance should also be collected.

Procedures for current and continuing collection are attached. Procedures for the collection of documents originating during the period November 23, 1963, to May 1, 1966, will be distributed when the transfer agreement for that period of time has been executed. Miss McLaurin, Treasury Department Librarian, and Mr. Rey, Director of the Executive Secretariat, will coordinate the document selection and transfer to Archives and are available to give any assistance you may need in this endeavor.

A. E. Weatherbee  
Assistant Secretary for Administration

Attachments

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing attachments