

August 9, 1969

MEMORANDUM FOR BOB HALDEMAN

FROM: Henry A. Kissinger /s/

SUBJECT: Processing of Presidential Remarks

I have become increasingly concerned at the procedures currently employed for the preparation and clearance of Presidential statements, remarks, toasts, etc., associated with national security affairs. The present method forces the President into extemporaneous remarks. For this reason, I am proposing the following procedures:

1. I will give Keogh a date by which drafts should be in my office. I will concurrently provide substantive themes upon which Jim can draw in preparing these remarks.
2. Whenever possible, Jim Keogh will have two weeks' notice.
3. If the initial drafts require substantive modification, I will then return them to Jim together with recommendations.
4. They should then be returned to my office for a final check prior to transmittal through you to the President.

In order to prevent future problems in the process of Presidential statements, I believe it is essential that procedures be established along the foregoing lines. It is especially urgent that deadlines be adhered to.