

**The original documents are located in Box 30, folder “Nixon - Papers General Services Administration (5)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.**

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*Nixon  
Files*

THE WHITE HOUSE

WASHINGTON

March 2, 1976

MEMORANDUM FOR

The Honorable Jack Eckerd  
Administrator of General Services

In accordance with the Order of the United States District Court for the District of Columbia, entered January 7, 1976, in Nixon v. Administrator, et al., Mr. R. Stan Mortenson has requested that Ms. Marjorie Acker be provided access as Mr. Nixon's agent to designated portions of the Nixon Presidential materials. A copy of Mr. Mortenson's letter is attached. This is to request the assistance of the personnel of the Office of Presidential Materials in providing the requested access and copies of any materials designated by Ms. Acker.

By copy of this memorandum, Mrs. Gertrude Fry and the Secret Service are authorized to provide access to rooms necessary to comply with Mr. Mortenson's request. The procedures referenced by the Court in its Order are to apply to this access.

*T.W.B.*

Philip W. Buchen  
Counsel to the President

cc: Mrs. Gertrude Fry  
H. S. Knight  
Thomas P. Wolf



LAW OFFICES  
MILLER, CASSIDY, LARROCA & LEWIN  
2555 M STREET, N.W. - SUITE 500  
WASHINGTON, D. C. 20037

AREA CODE 202  
TELEPHONE 293-6400

HERBERT J. MILLER, JR.  
JOHN JOSEPH CASSIDY  
RAYMOND G. LARROCA  
NATHAN LEWIN  
MARTIN D. MINSKER  
WILLIAM H. JEFFRESS, JR.  
R. STAN MORTENSON  
THOMAS B. CARR  
WILLIAM C. BRYSON  
JAMIE S. GORELICK

JOSEPH S. MCCART  
COURTNEY A. EVAN  
ANDREW F. OEHMAY  
OF COUNSEL

February 25, 1976

Philip W. Buchen, Esq.  
Counsel to the President  
1600 Pennsylvania Avenue, N.W.  
Washington, DC 20500

Dear Mr. Buchen:

In accordance with the court's order entered January 7, 1976, in Nixon v. Administrator, et al, which provides, among other things, that Mr. Nixon or his designate shall at all times have access to his presidential materials and the right to obtain photographic reproduction of any documentary material, the former President has asked that he be provided copies of items from among the files described in the enclosed list.

In order to minimize the amount of reproduction, Mr. Nixon has designated Miss Marjorie Acker as his agent to review the listed files and to select particular items for reproduction.

Sincerely,

  
R. Stan Mortenson

RSM/tc  
Enclosure  
cc: Barry Roth  
Tom Wolf



List of Files Requested

1. Box A located in EOB Room 429.
2. Special Files Unit, Presidential Handwriting

October, 1972  
November, 1972  
January, 1974  
February, 1974



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



*Barry has  
copy.*

MAR 9 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, D.C. 20500

Dear Mr. Buchen:

The Administrator of General Services has transferred the Office of Presidential Materials to the National Archives and Records Service, and on March 4, 1976, he delegated to the Archivist of the United States the authority to assume custody and control of the Presidential historical materials of Richard Nixon that are currently in the custody of GSA and to assure their preservation and protection in accordance with prevailing court orders and published regulations of GSA.

I am taking action now to place the Office of Presidential Materials under the immediate supervision of my office, and I am directing the Deputy Archivist of the United States, Dr. James E. O'Neill, to oversee its activities. I propose to issue as soon as possible a set of internal procedures to govern special access to the Nixon materials in accord with prevailing court orders and published regulations.

Mr. Thomas P. Wolf remains available as needed, although at present he is on an important assignment elsewhere in GSA. I have assigned Mrs. Marie Bouknight Allen to assist Mr. Wolf in matters relating to control of access to the Nixon materials. Mrs. Allen is an experienced archivist who is presently assigned to the Military Archives Division of the National Archives and has a clearance to the level of Top Secret with a "Q" clearance pending. There should be no obstacle to obtaining additional special clearances promptly. I am confident that you can rely fully and completely upon her discretion, sensitivity, and archival judgment in any matters concerning the Nixon material in which you may have an interest.



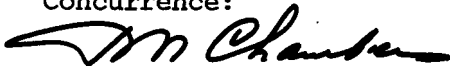
Until final notices are published concerning our procedures for special access to the Nixon historical materials, any requests that you may have for access should be addressed to the Office of the Archivist, National Archives Building, Washington, D.C. 20408. You may be assured that we will provide prompt and effective reference service on all requests for access to the Nixon materials that are conveyed in accordance with existing formal procedures and cleared by the GSA Office of General Counsel.

Sincerely,



JAMES B. RHOADS  
Archivist of the United States

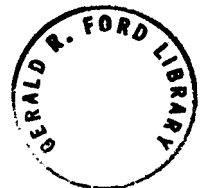
Concurrence:



Deputy Administrator (AD)


3/10/76

Date



March 17, 1976

FROM:

Thomas P. Wolf (NX)   
Director, Office of Presidential Materials

Effective March 18, 1976 the Office of Presidential Materials (NARS/GSA) will be located in:

Room 492  
Old Executive Office Building  
Washington, D. C. 20500

The telephone number will remain as before: (202) 456-2545.

Please change your records accordingly.

Thank you.

cc: Philip W. Buchen, Esq.  
Charles F. Ruff, Esq.  
Herbert J. Miller, Esq.  
Irwin Goldbloom, Esq.  
Office of the Administrator, GSA  
Office of the Archivist, GSA  
Office of Administration, GSA  
Office of the General Counsel, GSA  
Administrator's Mailroom, GSA



LAW OFFICES  
**MILLER, CASSIDY, LARROCA & LEWIN**  
2555 M STREET, N.W. - SUITE 500  
WASHINGTON, D. C. 20037

AREA CODE 202  
TELEPHONE 293-6400

HERBERT J. MILLER, JR.  
JOHN JOSEPH CASSIDY  
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MARTIN D. MINSKER  
WILLIAM H. JEFFRESS, JR.  
R. STAN MORTENSON  
THOMAS B. CARR  
WILLIAM C. BRYSON  
JAMIE S. GORELICK

*Copy to  
Sammy*

JOSEPH S. MCCARTHY  
COURTNEY A. EVANS  
ANDREW F. OEHMANN  
OF COUNSEL

March 17, 1976

Philip W. Buchen, Esquire  
Counsel to the President  
The White House  
Washington, D.C. 20500

Dear Mr. Buchen:

Pursuant to our telephone conversation enclosed is a copy of the letter from James Rhoads, Archivist of the United States, to Stan Mortenson. I question what authority the archivists have to conduct a physical inspection.

Sincerely yours,

*Herbert J. Miller, Jr.*

Herbert J. Miller, Jr..

HJM:am  
Encl





LAW OFFICES  
**MILLER, CASSIDY, LARROCA & LEWIN**

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ANDREW F. OEHMANN  
OF COUNSEL

March 18, 1976

Philip W. Buchen, Esquire  
Counsel to the President  
The White House  
Washington, D.C. 20500

Dear Mr. Buchen:

Enclosed is a copy of the letter from Mr. James Rhoads to Mr. Stan Mortenson which I inadvertently neglected to enclose with Mr. Miller's note to you delivered earlier today.

My apologies for the omission.

Sincerely yours,

*Anne Mehiel*

Anne Mehiel  
Secretary to Herbert J. Miller, Jr.

/am  
encl



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*

Washington, DC 20408



MAR 9 1976

Mr. R. Stan Mortenson  
Attorney at Law  
Miller, Cassidy, Larroca & Lewin  
1320 19th Street, NW., Suite 500  
Washington, D.C. 20036

Dear Mr. Mortenson:

The Administrator of General Services has transferred the Office of Presidential Materials to the National Archives and Records Service, and on March 4, 1976, he delegated to the Archivist of the United States the authority to assume custody and control of the Presidential historical materials of Richard Nixon that are currently in the custody of GSA and to assure their preservation and protection in accordance with prevailing court orders and published regulations of GSA.

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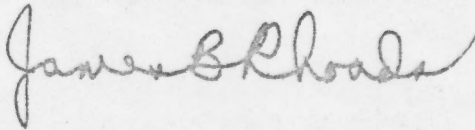
*Keep Freedom in Your Future With U.S. Savings Bonds*



Until final notices are published concerning our procedures for special access to the Nixon historical materials, any requests that you may have for access should be addressed to the Office of the Archivist, National Archives Building, Washington, D.C. 20408. You may be assured that we will provide prompt and effective reference service on all requests for access to the Nixon materials that are conveyed in accordance with existing formal procedures and cleared by the GSA Office of General Counsel.

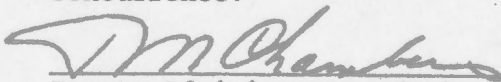
I would like very much to have the opportunity of meeting with you or with Mr. Miller in the near future to discuss our mutual concerns with respect to the Nixon historical materials. In the meantime, please accept this letter as notification of my intent to inspect the physical facilities in the Old Executive Office Building where the Nixon materials are presently stored during the week of March 22, 1976. During this inspection trip I will be accompanied by Dr. O'Neill, Mr. Landers, Executive Director of NARS, and Mrs. Allen. While we will not examine any documentary materials during this inspection tour of the storage area, I wish to extend to you the opportunity to join with us in the tour.

Sincerely,



JAMES B. RHOADS  
Archivist of the United States

Concurrence:

  
Deputy Administrator (AD)

3/10/76  
Date



Nixon papers

THE WHITE HOUSE  
WASHINGTON

March 19, 1976

MEMORANDUM FOR: BARRY ROTH  
FROM: PHIL BUCHEN *P.*  
SUBJECT: Restructuring of Archival  
Office in Charge of Nixon  
Papers and Request by  
Archivists for Inspection  
of Premises

I assume you will handle this matter in my absence and will review with Justice the position to be taken in regard to Miller's petition concerning the matters raised by the archivists. As I told you, Miller would like to see Justice agree that the facts should be spread on the record.

*I have now read the attached. It appears to go far beyond what Miller thinks we ought to do, but I hesitate to put any curbs on Justice. I suggest you report Miller's request of me to Justice and then report the reaction to Mouton or Miller with an indication that I feel compelled to take the advice of Justice in this matter. Call me if you have other thoughts.*



*Put into my  
files.*

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



March 23, 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, DC 20500

Dear Mr. Buchen:

Attached is a letter to Mr. Mortenson indicating that we will be inspecting rooms containing Nixon materials on Friday, March 26, and that we will provide access to Room 433 for the White House Communications Agency on or after Thursday, March 25.

Sincerely,

A handwritten signature in cursive script that reads "James B. Rhoads".

JAMES B. RHOADS  
Archivist of the United States



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, D.C. 20408



March 23, 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, DC 20500

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Sincerely,

A handwritten signature in cursive script that reads "James B. Rhoads".

JAMES B. RHOADS  
Archivist of the United States



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, D.C. 20408



MAR 23 1976

Mr. R. Stan Mortenson  
Attorney at Law  
Miller, Cassidy, Larroca & Lewin  
1320 19th Street, NW., Suite 500  
Washington, D.C. 20036

Dear Mr. Mortenson:

This is in response to your letter of March 19, regarding our proposed inspection of the rooms under GSA control containing Nixon Presidential materials.

You requested 48 hours advance notice before such an inspection would take place. I am hereby notifying you that we intend to make our inspection visit on Friday, March 26, 1976, at 9:30 a.m.

We regard this action as an entry into the storage rooms and not "inspection" of the materials that are protected by the court orders. While none of the Presidential historical materials will be examined as to contents, we consider it absolutely necessary to be informed as to the physical conditions under which the materials have been stored for so long a period--now over 18 months.

In addition, you will find enclosed a letter to me from the Commanding Officer of the White House Communications Agency requesting access to Room 433, OEOB. Pursuant to this request we will provide such access on or after March 25, and before April 6, 1976. Throughout the access the Director of the Office of Presidential Materials, or a member of his staff, or a security officer, together with two archivists from the Office of Presidential Libraries, will be present. The work will be done by Government electricians under the supervision of the White House Communications Agency.



2

I reiterate the invitation contained in my March 9 letter for you to join us during our inspection tour of the rooms. You are also invited to be present during the access for the White House Communications Agency. Please let me know if you wish to be notified of the exact time of the access.

Sincerely,

*James B. Rhoads*

JAMES B. RHOADS  
Archivist of the United States

Enclosure

CC: Hon. Philip W. Buchen





WHITE HOUSE COMMUNICATIONS AGENCY  
THE WHITE HOUSE  
WASHINGTON, D.C. 20500

RECEIVED  
GSA

MAR 22 9 46 AM '76

*JBR*

*Hon.*

DCOU-A

21 March 1976

Mr. J. B. Rhoads  
Archivist of the United States  
National Archives  
Washington, D. C. 20408

Dear Mr. Rhoads:

Pursuant to the conversation between Mr. Thomas Wolf and Major Kenneth Pakula on March 19, 1976, this is to confirm that on or after March 25, 1976 and before April 6, 1976 the White House Communications Agency (WHCA) will require periodic access to Room 433, OEOB. This access is required in conjunction with certain communications installations which are being made in support of Presidential communications.

Major Kenneth Pakula of my staff is the WHCA representative and is authorized to act on my behalf.

Sincerely,

*L. J. Riley*  
L. J. RILEY  
Colonel, USA  
Commanding



1976 MAR 23 PM 4 00

RECEP. AND SECURITY UNIT  
THE WHITE HOUSE  
WASHINGTON

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Stop 28

{ca. 4/11/76}

GENERAL SERVICES ADMINISTRATION  
ROUTING SLIP

TO CO R1 R2 R3 R4 R5 R6 R7 R8 R9 R10

NAME/TITLE CORRESPONDENCE SYMBOL

1.

Hon. Philip Buchen

2 Counsel to the President

3.

4.

5.

- ALLOTMENT SYMBOL
- APPROVAL
- AS REQUESTED
- CONCURRENCE
- CORRECTION
- FILING
- FULL REPORT
- ANSWER OR ACKNOWLEDGE ON OR BEFORE \_\_\_\_\_
- PREPARE REPLY FOR THE SIGNATURE OF \_\_\_\_\_
- HANDLE DIRECT
- IMMEDIATE ACTION
- INITIALS
- NECESSARY ACTION
- NOTE AND RETURN
- PER OUR CONVERSATION
- PER TELEPHONE CONVERSATION
- READ AND DESTROY
- RECOMMENDATION
- SEE ME
- SIGNATURE
- YOUR COMMENT
- YOUR INFORMATION

REMARKS

Attached is a copy of Robert Halvorson's report on "Preservation of the Nixon Presidential Tape Recordings," as requested.



FROM CO R1 R2 R3 R4 R5 R6 R7 R8 R9 R10

NAME/TITLE Office of Presidential Libraries	CORR. SYMBOL	BUILDING, ROOM, ETC.
	TELEPHONE	DATE

HALVORSON  
ASSOCIATES

Box 9975 Chevy Chase, Md. 20015

Telephone (301) 654-1698

*Copied to Barry.*

Preservation of the Nixon  
Presidential Tape Recordings

by

Robert L. Halvorson, Technical Consultant  
National Archives and Record Service (NARS)

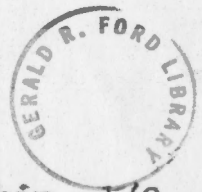
The purpose of this report is to justify and outline a necessary technical step in the preservation of the Nixon Presidential Tape Recordings to enhance the ultimate usefulness of the recordings for the time when transcribing is authorized after the current inactive storage period. The necessary technical step for preservation is the physical rewinding of all the tapes to minimize deterioration which may likely occur if the tapes continue to be stored in their present condition. The plan outlined below bars any listening, duplicating or transcribing during the preservation process.

The processing of the White House tapes other than preservation is covered in some detail in the General Services Administration Report to Congress on Title I, Presidential Recordings and Materials Preservation Act, P. L. 93-526, March 1975 as revised October 15, 1975, under section E-Processing the White House Tapes.

Present Condition of the Tapes:

Approximately 900 five inch reels of magnetic tape (very thin, 1/2 mil) 1800 feet in length recorded at several locations over approximately a period of two years are now stored in the Executive Office Building in the White House complex. Each reel was recorded at 15/16 IPS resulting in a recording duration of 6 hours per reel or approximately 5,000 hours total time for the 900 reels. The actual total length of recording time is uncertain with respect to total available tape length time until a survey is made. Technical Consultant is not aware of any previous survey to determine actual individual reel or total recording time.

The recorded tapes are stored, according to our understanding, on the original five inch reels as received from the tape manufacturer. Each reel is contained in a white chip board box and the boxes are collectively stored in four, four-drawer file cabinets under the protection of the U.S. Secret Service.



As is normal during the original recording process, the fresh blank tape reel was placed on the left-hand supply reel of the Sony Model 800B tape recorder. As the individual recording took place the tape moved from the left-hand supply reel passing the recording head from left to right and was spooled onto the right-hand take-up reel. At the end of the available 6 hours of tape the supply reel was empty and the take-up reel to the right was full of tape. To store the tape, after recording the full take-up reel was then rewound (right to left) back onto the supply reel. This rewinding process immediately after recording results typically in a loose, uneven wind, with "heads out", meaning the start of the recording is at the outside layer or full diameter of the roll of tape.

The advantage of "heads out" storage is that the tape is ready to play immediately when placed on the machine. However, the disadvantage, and principal cause for the present apprehension and concern for the preservation of the subject tapes is the resulting loose, uneven wind. This type of wind is not satisfactory for long term storage of tapes because of the likely damage to tape edge and possible physical distortion of the tape layer itself. A further disadvantage of the loose, uneven wind is the contamination of the oxide surface of the projecting layers by dust and moisture which can adversely affect the playing quality of the tape and tape playing equipment.

The recording industry has recognized since the beginning of the use of tape machines that a flat, even wind on the tape reel for storage is essential to extend the useful life of the recording and the quality of the audio on playback. A properly tensioned wind, which is flat and even, minimizes contamination by dust and moisture, reduces or eliminates tape edge distortion, and over repeated playing on the machine the tape lasts longer with better audio quality.

Typically, a flat, even wind for storage is obtained by simply removing the take-up reel of tape with "tails out" as it comes from the right hand side of the machine after recording or playing. The machine itself, if properly adjusted, provides the flat, even wind correctly tensioned. The tape is then stored in its box standing on edge on its shelf until needed again. The disadvantage of having to re-wind the tape to the start before playing is small in comparison to the great advantage of proper storage condition. In fact after a long period of storage (perhaps a year) tape manufacturers recommend rewinding the tape before playing.

Another most serious deterioration of tapes in long term inactive storage is the possibility of layer to layer adhesion of the tape on the reel. Layer to layer adhesion takes place when the oxide surface which contains the audio signal adheres or sticks to the backing of the adjacent layer. If this type of adhesion is greater than that which bonds the oxide surface to its proper backing the audio bearing oxide is transferred to the wrong side of the backing material and the tape is

destroyed when unreel'd in the playing process. Deterioration of this type is almost impossible to correct once it has taken place. The best remedy for this problem is, first, to use high quality tape for the original recording and, second, to periodically (once a year) rewind the tape to arrest the chemical action causing the layer to layer adhesion.

#### Summary of the Tape Storage Problem:

Due to (1) the loose, uneven wind of tapes in storage, and (2) the long term (1½ to 4 years) storage of a major portion of the tapes without rewinding, the quality and usefulness of the tapes may be jeopardized when duplicating and transcribing is authorized by court order. It is highly recommended by Technical Consultant that simple steps outlined below be taken to preserve the subject tapes.

#### Recommendation for Preservation:

It is recommended that the Presidential tapes currently in inactive storage in the Executive Office Building be rewound one by one on a machine or machines designed and adjusted to provide a proper wind for further and continued storage. It is recommended that the machine or machines be operated by competent personnel and under suitable security control to assure that the desired results are obtained and that the tapes are returned to storage after preservation steps have been taken without unauthorized duplicating, listening or transcribing.

#### Function I. Rewinding the tapes:

The recommended rewinding process involves use of a machine or machines which exist and are available and which operate in the same manner as a professional, high quality tape playing machine to provide a flat, even wind of the tape reel, with proper tension, for long term storage. Each individual reel of tape will be spooled from its current loose, uneven wind, by means of the machine, to the desired flat, even wind with "tails out". Extreme care will be exercised utilizing the services of competent technical personnel during the rewinding process. Difficulties which arise, if any, will be carefully noted in a permanent record and a log will be maintained of the progress from start to finish of the tape preservation.

To prevent unauthorized duplicating, listening or transcribing, the machines which are capable of performing these functions will be strictly excluded from the assigned tape rewinding area. Further, the recommended rewinding machine (s) will operate at very high speed with respect to the normal playing speed of the tapes. The rewinding will be accomplished at approximately fifty times normal playing speed. Several machines may be used simultaneously to reduce the overall time

for the rewinding preservation. If the work progresses smoothly with no delays in access to the tapes once the work commences, and assuming adhesion problems or other technical difficulties do not exist during the course of the work, it is expected that 100 reels per 8 hour day can be re-wound and the entire job can be completed in two weeks if simple rewinding is authorized by the court.

#### Alternative A:

Off-the-shelf tape rewinding machines are available from several manufacturers in the U.S. Typical of machines of this type is the RAMKO RESEARCH, Sacramento, California Model ACL/E of lower capability or the Model ACL-120BT/E of greater capability (data sheet attached). With the purchase of this equipment, NARS personnel would be trained by Technical Consultant in proper operation, and further, the equipment would be available to NARS for future rewinding preservation.

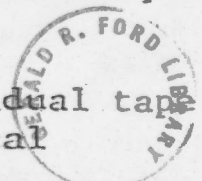
#### Alternative B:

NARS Technical Consultant is by way of training and experience a licensed professional engineer whose business is recording educational and commercial tapes. Among his capital equipment is a four unit tape machine of custom design with a capacity for rewinding four reels simultaneously at approximately fifty times normal tape playing speed to provide the desired result. Technical Consultant and machine is available to perform the rewind preservation with the assistance of NARS archival personnel.

#### Function II. Rewinding the Tapes with Chart Record.

One of the unknowns about the 900 reels of White House tapes is the amount of actual total recorded conversation time and the recorded time on the individual six hour reels. This uncertainty causes difficulty in estimating, for example, the time, facilities and personnel required to transcribe the tapes. A further difficulty is the lack of knowledge concerning presence or absence of recorded conversations on the individual reels currently in storage, for comparison with review in the future after inactive storage and when transcribing is authorized to begin. Again, the tapes have been in storage for 1½ to 4 years and may be stored for some time to come. A data reference obtained concurrently with the rewind preservation showing recorded conversation time and blank or erased time on each individual reel would serve an extremely useful purpose in the record of the preservation of the subject tapes. A comparison of data obtained at the first rewind with that of subsequent rewinds would prove the integrity of the storage security.

To obtain the signal versus no signal duration on the individual tape reels after the present 1½ to 4 year storage period, Technical



Consultant recommends an additional simultaneous function be undertaken during the first rewind process. This additional function will provide a permanent paper chart record or graph of signal and/or no signal in the vertical direction of the chart vs. time duration of the individual reel tape recording in the horizontal direction of the chart. An X-Y paper chart of 11 by 17 inches for each reel of tape would form the record by proper cross reference identification.

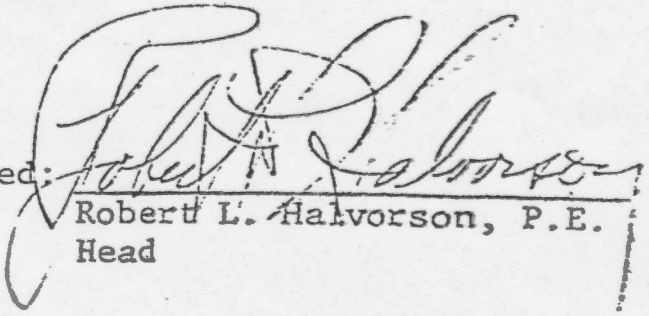
It must be emphasized strongly that although a pick-up tape head is required for reading signal or no signal on the recorded tape, again, the tape is moving at approximately 50 times normal speed and only time events (start and stop) of the audio signal would be indicated on the chart where 6 hours of tape would be displayed in the 17 inch horizontal dimension of the chart. Thus, the security against unauthorized monitoring or retrieval of audio intelligence is preserved with this technique.

In summary, Technical Consultant believes that a knowledge of audio conversation vs. gaps (if any) after the current storage duration should be obtained during the first rewind preservation operation to prove the integrity of subsequent storage periods, and that such necessary knowledge can be obtained easily and quickly if NARS is authorized to perform Functions I and II above.

Date:

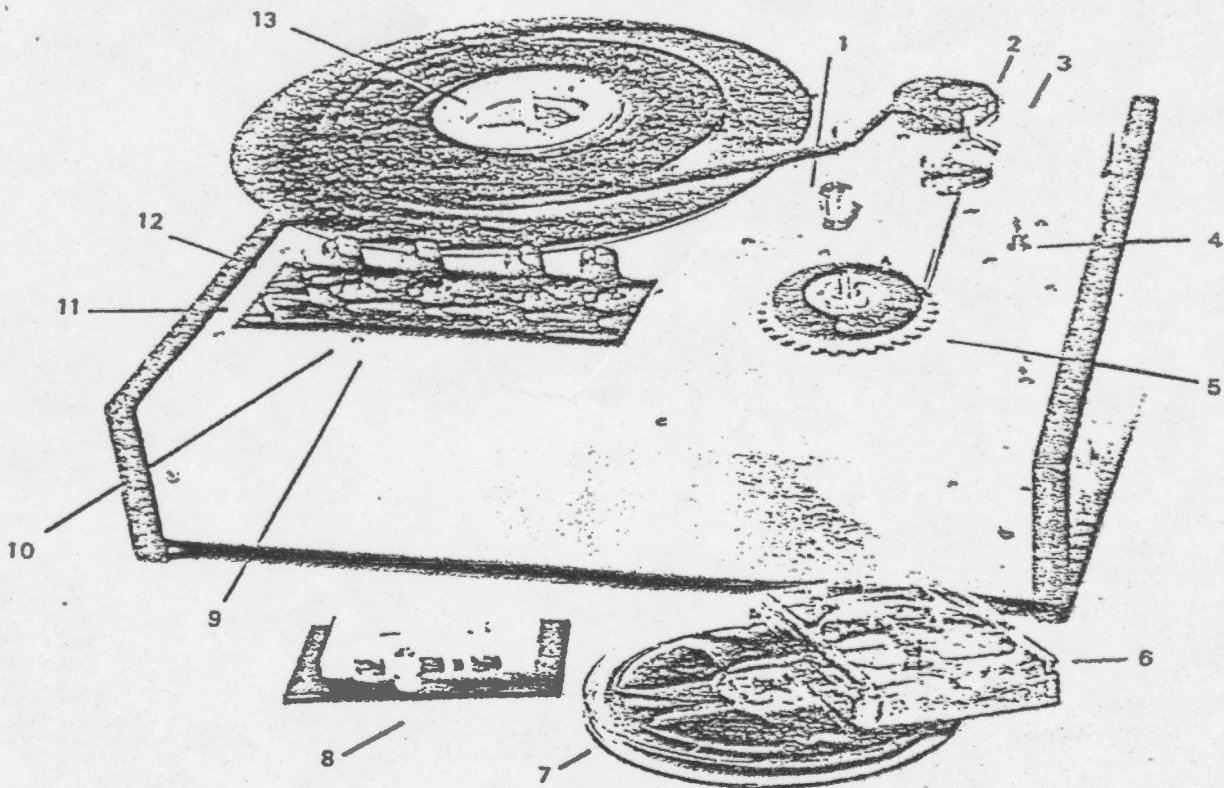
April 1, 1976

Signed:

  
Robert L. Halvorson, P.E.  
Head







### OPERATING FEATURES

**Easy to load.** Takes only seconds to set up and start.

**Automatic tape length determination.** Playback speed selector eliminates guesswork. No need to divide or multiply for carts and cassettes to be played back at different speeds. Simply set selector to  $1\frac{7}{8}$ ,  $3\frac{3}{4}$  or  $7\frac{1}{2}$  i.p.s.

**Exclusive torsion control.** Insures proper tape pack on all size hubs, cassettes and reels.

**Accurate.** Precise braking stops tape within one second of playback time.

**Easy Reset.** RESET/RUN switch resets circuitry, for next tape to be wound, without erasing previously entered settings.

**Able to wind all tapes.** Cartridge, cassette and reel.

**Guaranteed performance.** 2 year warranty on all electronics and 6 months on mechanical parts.

**Loads from any tape source.** All machines are capable of winding off of the smallest reels and/or up to 14" pancakes.

### DESIGN FEATURES

- 1—Take up tape tension control.
- 2—Light beam chopping tachometer.
- 3—Cue tone sense head (BT models only).

- 4—AC on/off switch.
- 5—Tape take-up spindle.
- 6—Loads all sizes of tape cartridges.
- 7—Loads up to 7" reels from pancake supply.
- 8—Optional cassette adapter for ACL 25/E only.
- 9—Digital time select panel (select from 1 second to 100 minutes, 00 seconds).
- 10—Tone/blank select (BT models only).
- 11—Playback speed select switch,  $1\frac{7}{8}$ ,  $3\frac{3}{4}$ ,  $7\frac{1}{2}$  i.p.s.
- 12—RUN/RESET switch.
- 13—Pancake adapter (for ACL-25/E only).

### MODELS AND PRICES

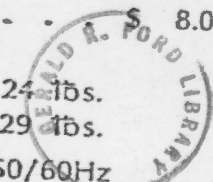
ACL-25/E (30 i.p.s. winding speed)	\$185.00
ACL-120BT/E Tone and blank winding but at 120 i.p.s.	\$545.00
ACL-C Cassette adapter (standard on ACL-120's)	\$ 20.00
ACL-P Pancake adapter for ACL-25 only	\$ 8.00

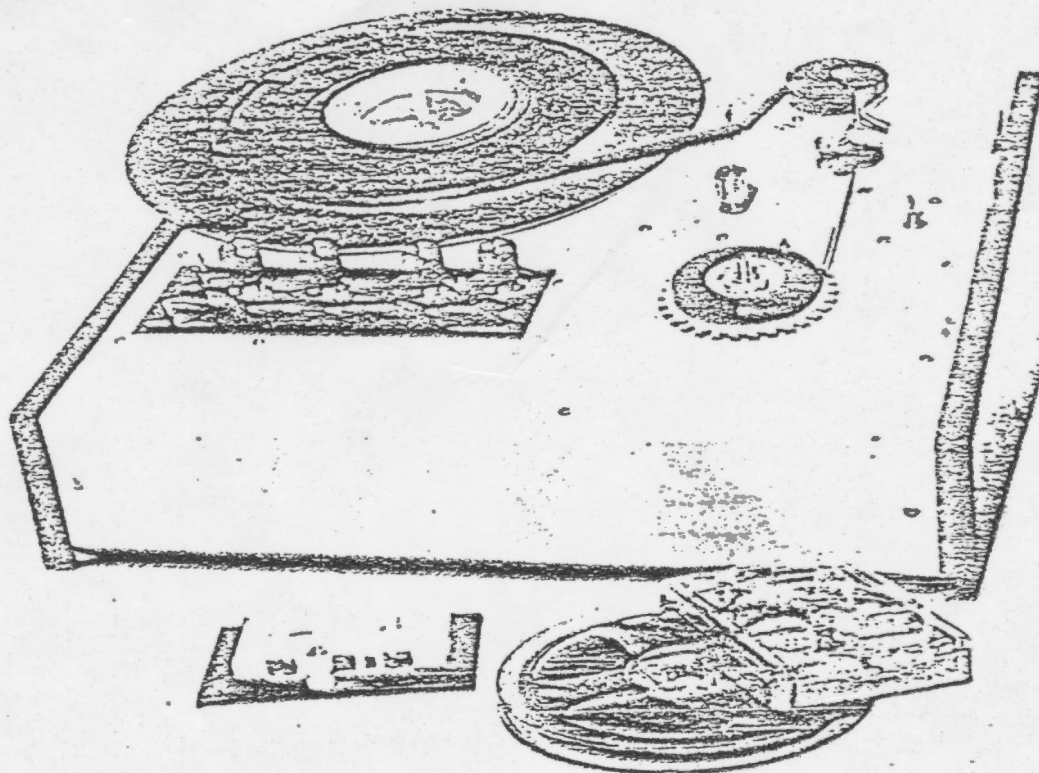
Shipping weight: ACL-25's — 24 lbs.  
ACL-120 — 29 lbs.

Power requirement: 115 vac., 50/60Hz

FOB Factory

DISTRIBUTED BY:





## Automatic Cart & Cassette Loaders

**Reduce your costs — Improve your quality — Increase your flexibility.**

Now that RAMKO RESEARCH has made automatic tape winding affordable you can no longer disregard the advantages of doing it yourself!

If you are now without a winder, you'll find the new "E" series ACL's offer an immediate means to cut reloading costs up to 40%, save time and obtain a faster self dependent operation.

Tried loading your own before but were unhappy with the results? The ACL is for you. Solid state tape tension control insures prop-

er tape pack on all sizes of hubs, cassettes and reels. Attention free operation. Dial in the time desired, hit the run button and walk away. Stops automatically and precisely to -0, +1 second of playback time. Exclusive playback speed selector ends mental gymnastics figuring tape length versus playback speed. Simply set to 1/8, 3/4, or 7 1/2 i.p.s. and the ACL does the rest. An optional cassette adapter enables you to wind both carts and cassettes on the same machine. Takes only a minute or two to change over.

RAMKO's ACL's come in two different versions to fill any tape loading need. All modestly priced. From the ACL-25/E (30 i.p.s. nom-

inal winding speed) to our latest high speed unit, the ACL-120BT/E (120 i.p.s. nominal).

Compare prices and versatility. We unconditionally guarantee these units to have more features and be easier to use than any other comparably priced unit on the market, or your money back.

Try an ACL today. It's a sound investment.

WRITE — 3516-C LaGrande Blvd.  
Sacramento, CA 95823

PHONE — (916) 392-2100

**RAMKO RESEARCH**

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*

Washington, DC 20408

*Copy to Barry*



APR 2 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, D. C. 20500

Dear Mr. Buchen:

I am enclosing for your information the new GSA Order (NAR 1800.5) which establishes the internal procedures for providing access to the Presidential Historical Materials of the Nixon Administration in accordance with existing court orders.

Should you have any comments or questions regarding these new procedures, please do not hesitate to let me know.

Sincerely,

*James E. O'Neill*

JAMES E. O'NEILL  
Acting Archivist  
of the United States

Enclosure



NAR 1800.5  
March 26, 1976

GSA ORDER

SUBJECT: Access to the Nixon Presidential historical materials

1. Purpose. This order establishes internal procedures for providing access to the Nixon Presidential historical materials in accordance with 41 CFR 105-63.1 thru 63.3, to the extent permissible under court orders issued in Nixon v. Administrator of General Services, et al., Civil Action No. 74-1852 (D.D.C., January 7, 1976).
2. Cancellation. Memorandum, dated October 25, 1974, concerning "GSA procedures for providing access to the Richard Nixon Presidential materials . . . etc." is hereby canceled.
3. Background. Pursuant to P.L. 93-526, the General Services Administration issued regulations to provide for preservation and protection of the Presidential historical materials of the Nixon administration and for specific authorized access to such materials (including Government business, the Special Prosecutor, other judicial proceedings, and former President Richard Nixon). Performance of these and other archival functions by the General Services Administration remains limited or restricted by court orders.
4. Types of requests or demands for access. These procedures apply only in situations in which the requests or legal demands for access to the materials are:
  - a. Made by former President Richard Nixon or his designated agent.
  - b. Made by any Federal agency or department of the executive branch for purposes of current Government business.
  - c. Made by the Special Prosecutor for purposes of ongoing criminal investigations and prosecutions within his jurisdiction.
  - d. For use in any judicial proceeding, whether by court subpoena or other lawful process.
5. Receipt of requests or demands for access. All requests or legal demands for access shall be directed to the Archivist of the United States. Access to the materials shall be by appointment only and is subject to the following special requirements:
  - a. Requests made under paragraph 4, above, must be received at least 24 hours in advance in order to allow time for the determinations.

Distribution: A; ADAO; BRAR; LRØ1



March 26, 1976

and notifications described in paragraphs 6 and 7, below.

b. Requests made under paragraphs 4(b) and (c), above, must be received sufficiently in advance to allow former President Nixon or his designated agent 10 calendar days to make legal response.

c. Access to the material, except by former President Nixon or his designated agent, shall take place only during normal working hours. In exceptional situations described in writing by the requester, the 24-hour notice and normal working hours requirements may be waived by the Archivist or his designated agent.

6. Determinations prior to authorization for access. Before any access to the materials is authorized by the Archivist, the following determinations must be made:

a. A determination by the GSA General Counsel or his designee that the request or demand is in accordance with prevailing court orders.

b. A determination by a representative of the President that the request or demand can be complied with in accordance with the requirements of national security.

7. Notification of parties. Provided that the determinations specified in paragraph 6 have been made affirmatively, the Archivist or his designated agent will ensure that all appropriate parties are notified of the requested access including prior notice to former President Nixon or his designated agent in order to allow him to be present during each authorized access. For accesses pursuant to subparagraphs 4(b) and (c), above, this notification must take into account the 10-day period during which Mr. Nixon can make legal response.

8. Arrangements. Upon authorization of the Archivist or his designated agent, the Office of Presidential Materials notifies all necessary parties of the time and place of the access appointment and arranges to have present the necessary archival personnel for retrieval of the materials and an appropriate security representative from a Federal law enforcement activity. The requirement for a representative from a Federal law enforcement activity may be waived, in writing, by the Archivist or his designated agent.

9. Inspection of materials.

a. When practicable, materials are furnished to the requester in a research or work area physically separate from the area in which the materials are stored. Security in the research or work area shall be equivalent to that in effect in the storage area from which the materials are removed.



March 26, 1976

NAR 1800.5

b. The Office of Presidential Materials staff representative and at least two archivists enter the storage area together, and proceed to locate the requested material, making a minimum examination of contents necessary to identify the requested material.

c. The archivists complete Optional Form 23, Chargeout Record, or other chargeout document, to be left in the filing place while the requested material is removed.

d. If the requested material includes security classified documents, a representative of the President must be given the opportunity to examine the materials prior to the delivery of either originals or reproductions.

e. The archivists, the staff representative, and/or a security official proceed with the requested materials to the research or work area after securing the storage area.

f. Depending upon the nature and scope of the request or upon arrangements negotiated between the litigating parties, inspection of the materials may take place within the storage area. Such instances include a request for cursory examination of large quantities of the material, or a dispute between litigating parties as to the identification of the requested material. In the event that examination takes place in the storage area, archival procedures must be observed to prevent destruction of original order of the materials.

g. When the examination of the materials is completed, the materials are returned to their proper filing order by the archivists in the presence of the staff representative and/or security officer. Materials must not be allowed to remain outside the secure storage area overnight.

h. Whenever the original documentary material is removed for delivery to a requester, a certified copy of the material is inserted in the proper file until the return of the original.

10. Reproduction of materials. Upon request, the staff representative and archival employees will reproduce by electrostatic or other photocopying process such materials as are required by court orders or other lawful demands. Efforts will be made to limit the number of copies produced. The Archivist of the United States may charge the normal reproduction fee if a large number of copies are requested. Recipients of reproductions of such materials must be notified that successive copying from the reproduction is prohibited by prevailing court orders.

11. Documentation of access transaction. The Office of Presidential Materials shall maintain the following documentation with respect to access, inspection and reproduction:



March 26, 1976

a. An entrance log on which is recorded the date and time of entrance and exit, the parties entering and leaving, and the purpose of entry. The latter may be identified by case file number.

b. A case file relating to each request for access. The case file should contain exchanges of correspondence, authorizations, and other necessary documentation to the access transaction. The documentation should include at least the reasons for the requested access, the individuals involved in the access including each individual's degree of security clearance, a record of all activities undertaken during the access, and a list or copies of all materials removed or reproduced including any receipt for copies delivered or picked up.

c. A receipt file, cross-referenced to the case file, and containing either a list or duplicate copies of all historical materials for which reproductions or the originals were furnished to the requester and receipts verifying their delivery.



JAMES B. RHOADS  
Archivist of the United States

THE WHITE HOUSE

WASHINGTON

April 5, 1976

MEMORANDUM FOR

H. Stuart Knight  
Director, U.S. Secret Service

Effective April 5, 1976, Room 84 of the Old Executive Office Building will be turned over to the Office of Presidential Materials, General Services Administration. Access to that room will be authorized and provided by the Director, Office of Presidential Materials, and those other persons so authorized by him in writing to you. The current procedures for access to the vault located therein will remain in effect.

*T.W.B.*

Philip W. Buchen  
Counsel to the President

cc: Robert R. Snow  
Inspector Freeman  
Thomas P. Wolf





UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



April 8, 1976

MEMORANDUM TO: Philip W. Buchen  
Counsel to the President

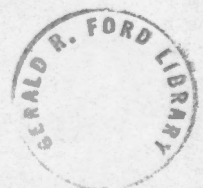
FROM: Thomas P. Wolf  
Director, Office of Presidential  
Materials

SUBJECT: Mary M. Filippini

As of COB April 15, 1976, Ms. Filippini will be leaving the Office of Presidential Materials and will no longer have access authority to the Presidential materials of the Nixon Administration. Therefore, her name should be removed from all existing authorizations after that date.

I will continue as Director of the Office and should be contacted as in the past. In my absence, please contact Mrs. Marie B. Allen.

cc: HSKnight, USSS  
PSRundle, USSS  
TKelley, USSS  
RRSnow, USSS  
TJFreeman, EPS  
CFRuff  
HJMiller



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, D.C. 20408

*Copy to Barry.*



April 9, 1976

Honorable Charles F. Ruff  
Special Prosecutor  
Watergate Special Prosecution Force  
Room 605  
315 - 9th Street, NW.  
Washington, DC 20530

Dear Mr. Ruff:

Mary M. Filippini will be leaving the Office of Presidential Materials at close of business Thursday, April 15, 1976. In accordance with government regulations, it will be necessary to change the combinations on the two safes which are the property of the Special Prosecutor but which are currently in the custody of the Office of Presidential Materials. At present only Mr. Wolf and Ms. Filippini have the combinations.

By copy of this letter I am instructing Mr. Wolf to arrange for the combinations to be changed at the time of Ms. Filippini's departure and to place a copy of the new combinations in a sealed envelope in the administrative safe located within the Office of Presidential Materials. The envelope will be marked "To be opened only by the Special Prosecutor or with written authorization from the Special Prosecutor." Ms. Marie Allen, an archivist assigned to work with Mr. Wolf, will also have access to the administrative safe. Should Mr. Wolf be unavailable at a time when you require access to these safes, she will be able to retrieve the envelope.

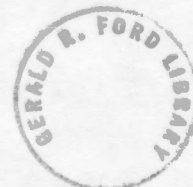
I understand from Mr. Wolf that the above outlined procedures will be satisfactory to you. Of course, the other restrictions, as outlined in the attached December 23rd memo will continue to remain in force.

Sincerely,

*James B. Rhoads*

JAMES B. RHOADS  
Archivist of the United States

cc: Honorable Philip W. Buchen ✓  
Mr. R. Stan Mortenson  
Thomas P. Wolf  
Marie Allen



THE WHITE HOUSE  
WASHINGTON

Make copies for  
Jim Connor  
~~Connor~~

Barry  
P.

Have been  
sent

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



APR 20 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, DC 20500

Dear Mr. Buchen:

On April 15, 1976, the United States District Court for the District of Columbia issued an order authorizing the Administrator of General Services to move Nixon Administration Presidential Historical Materials to the Washington National Records Center, Suitland, Maryland. This is to inform you of our plans for the move.

The Deputy Archivist of the United States, James E. O'Neill, will have overall responsibility for the operation. Thomas Wolf, Director of the Office of Presidential Materials, and Richard A. Jacobs, Deputy Assistant Archivist for Presidential Libraries, will help him make necessary plans and arrangements. Mr. Wolf will provide a coordinator at the Old Executive Office Building, the National Archives Building, and the Washington National Records Center whenever materials are being prepared for the move or are in transit at those locations. During the move, Mr. Wolf also will provide such access to the materials as may be required and possible, consistent with law, regulations, and court order. Mr. Jacobs will provide Office of Presidential Libraries staff members necessary to effect the move.

Movement of the materials will be fully documented at all times. The Executive Protection Service, Federal Protective Service, and other guards as necessary will assure security of the move. The United States Army will provide secure transportation for the materials.

The move will involve three separate operations: relocation of Nixon Administration Presidential Historical Materials in the Washington National Records Center to the newly secured vault, movement to the same vault of materials from the Old Executive Office Building, and transfer of materials from National Archives Building Room 2W2 to the vault.



*Keep Freedom in Your Future With U.S. Savings Bonds*

Relocation of materials within the Washington National Records Center will begin on Thursday, April 22, 1976. This operation will take approximately 7 working days.

On Wednesday, April 21, 1976, a labor crew will begin restrapping pallets at the Old Executive Office Building in preparation for the movement of these materials. Although a precise date for relocation of pallets from the Old Executive Office Building to the Washington National Records Center has not been set, we expect transfer of the materials to begin before the end of April. Including shelving material in the Records Center vault, the operation may take close to 3 weeks. Materials in Rooms 84, 128, 429, and 529, and certain materials in Rooms 414 and 405 will remain in the Old Executive Office Building.

In mid-May, work will begin to prepare Nixon Administration Presidential Historical Materials stored in National Archives Building Room 2W2 for transit to the Washington National Records Center. Preparations will include segregation of Pre-Presidential from Presidential Historical Materials. Only Nixon Administration Presidential Historical Materials will be moved to the Washington National Records Center. This operation will require approximately 2 weeks.

Whhope this information is useful to you. When we have precise dates for the beginnings of the moves from the Old Executive Office Building and the National Archives Building, we will let you know.

Sincerely,



JAMES B. RHOADS  
Archivist of the United States

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



APR 20 1976

Honorable Philip W. Buchen  
Counsel to the President  
The White House  
Washington, DC 20500

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Movement of the materials will be fully documented at all times. The Executive Protection Service, Federal Protective Service, and other guards as necessary will assure security of the move. The United States Army will provide secure transportation for the materials.

The move will involve three separate operations: relocation of Nixon Administration Presidential Historical Materials in the Washington National Records Center to the newly secured vault, movement to the same vault of materials from the Old Executive Office Building, and transfer of materials from National Archives Building Room 2W2 to the vault.



Relocation of materials within the Washington National Records Center will begin on Thursday, April 22, 1976. This operation will take approximately 7 working days.

On Wednesday, April 21, 1976, a labor crew will begin restrapping pallets at the Old Executive Office Building in preparation for the movement of these materials. Although a precise date for relocation of pallets from the Old Executive Office Building to the Washington National Records Center has not been set, we expect transfer of the materials to begin before the end of April. Including shelving material in the Records Center vault, the operation may take close to 3 weeks. Materials in Rooms 84, 128, 429, and 529, and certain materials in Rooms 414 and 405 will remain in the Old Executive Office Building.

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I hope this information is useful to you. When we have precise dates for the beginnings of the moves from the Old Executive Office Building and the National Archives Building, we will let you know.

Sincerely,



JAMES B. RHOADS  
Archivist of the United States



THE WHITE HOUSE  
WASHINGTON  
April 23, 1976

*Nixon  
papers*

MEMORANDUM FOR

James B. Rhoads  
Archivist of the United States

In order to comply with the Court Order of April 22, 1976, directing that certain portions of the papers of Rose Mary Woods be returned to her immediately, this is to request that appropriate personnel in the Office of Presidential Materials serve as my agents for the purpose of providing the subject materials to Ms. Woods. In particular, they are to be responsible for segregation of the materials, turning them over to an agent of Ms. Woods and the preparation of appropriate documentation of their work.

Gertrude Fry and/or Hazel Fulton are hereby authorized to provide access to Room 414 for this project. In addition, one or more agents of Ms. Woods are authorized to be present and to examine the materials being segregated.

Please contact Mr. Barry Roth of my staff should you have any questions.

*P.W.B.*

Philip W. Buchen  
Counsel to the President





UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
May 6, 1976 Washington, DC 20408



H. Stuart Knight  
Director, U. S. Secret Service  
Suite 800  
1800 G Street, N. W.  
Washington, D. C. 20223

Dear Mr. Knight:

Effective the date of this letter, the Office of Presidential Materials is relinquishing control over all rooms listed in my letter of April 29, 1976 (attached) except for rooms number 84 and 414. Duplicate keys for room 84 and room 414 are under glass in room 058.

The two existing keys for the rooms to be relinquished have been turned over to Mr. Zumwalt (USSS) and Mr. Dan Spalding (GSA White House Complex Manager) so that the alarm systems can be removed, the locks changed, and the rooms returned to GSA.

As in the past, access to rooms 84 and 414 is restricted to the two individuals listed below:

Mr. Thomas P. Wolf	Home 657-4440
5511 Park Street	OEOB (office 456-2545)
Chevy Chase, MD. 20015	White House Page 395-2000, #550

Mrs. Marie Allen	Home 569-1847
6041 Forrest Hollow Ln.	OEOB (office 456-2545)
Springfield, Va. 22152	White House Page 395-2000, #347

Sincerely,

A handwritten signature in cursive script that reads "Thomas P. Wolf".

Thomas P. Wolf  
Director, Office of Presidential Materials

cc: Philip W. Buchen ✓  
James O'Neill  
Dan Spalding  
Ray Zumwalt  
Marie Allen



April 29, 1976

H. Stuart Knight  
Director, U. S. Secret Service  
Suite 800  
1800 G Street, N. W.  
Washington, D. C. 20223

Dear Mr. Knight:

As per attached letter of April 28, 1976, from Philip W. Buchen, the Office of Presidential Materials is taking over control of Rooms 414 and 429 of the Old Executive Office Building. These rooms are now under the same key control as all other rooms under GSA custody except room 84; copies of the two keys (for room 84 and for all other rooms) are under glass in room 058. The new list of rooms under GSA custody includes the following (asterisks indicate alarmed rooms):

84*	431
405*	432
414*	437
425*	474 (570)
428 1/2*	
429*	
434*	
436*	
438*	
440*	
442*	
443*	

The names and home addresses of persons having authority to enter the rooms listed above are as follows:

Mr. Thomas P. Wolf	Home 657-4440
5511 Park Street	OEOB (office 456-2545)
Chevy Chase, MD. 20015	White House Page 395-2000, #550

Mrs. Marie B. Allen	Home 569-1847
6041 Forrest Hollow Ln.	OEOB (office 456-2545)
Springfield, VA. 22152	White House Page 395-2000, #347

Sincerely,

Thomas P. Wolf



Special Note:

The letter of April 29, 1976 lists room numbers only by access identification.

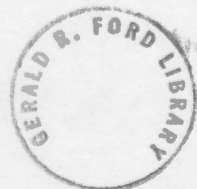
Actual rooms to be released are:

*405	433
*423	*434
*425	435
*427	*436
*428	437
*428 1/2	438
*429	439
430	*440
431	*442
431 1/2	*443
432	444
432 1/2	474 (Treaty Room)

\* Alarmed

cc: Barry Roth  
Mr. Zumwalt  
Dan Spalding  
Dr. O'Neill  
Marie Allen

(NX) T. P. Wolf 5/4/76



GSA

THE WHITE HOUSE

WASHINGTON

June 11, 1976

MEMORANDUM FOR

JAMES B. RHOADS  
ARCHIVIST OF THE UNITED STATES

In response to your inquiry, you are authorized to make copies of classified materials requested by Mr. Nixon or his designated agent in accordance with the District Court's order dated January 7, 1976. It is not necessary that this office review the materials before being provided to Mr. Nixon's agent. However, normal safeguards for the handling of classified materials must be observed at all times, including the use of classified document receipts for all such materials.

Should you have any additional questions in this regard please contact Mr. Barry Roth of my staff.

P.W.B.

Philip W. Buchen  
Counsel to the President



THE WHITE HOUSE  
WASHINGTON

June 11, 1976

*Nixon papers*

MEMORANDUM FOR

JAMES B. RHOADS  
ARCHIVIST OF THE UNITED STATES

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Should you have any additional questions in this regard please contact Mr. Barry Roth of my staff.

*P.W.B.*

Philip W. Buchen  
Counsel to the President



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*

June 28, 1976 *Washington, DC 20408*



MEMORANDUM TO:

H. Stuart Knight  
Director, U. S. Secret Service

FROM:

Thomas P. Wolf (NX) *Thomas P. Wolf*  
Director, Office of Presidential Materials

SUBJECT:

Access Authority

Effective C.O.B., June 29, 1976 Thomas P. Wolf's authority to provide access to rooms 84 and 414 in the Old Executive Office Building is cancelled. Ms. Marie Allen and Ms. Maygene Daniels authority continues until further notice.

cc: Inspector Bowles  
Dr. James O'Neill  
Philip W. Buchen  
R. Stan Mortenson  
Marie Allen  
Maygene Daniels



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, D.C. 20408



*Copy to Barry*

JUL 6 1976

Mr. R. Stan Mortenson  
Attorney at Law  
Miller, Cassidy, Larroca and Lewin  
2555 M Street, NW., Suite 500  
Washington, D. C. 20037

Dear Mr. Mortenson:

I am writing to inform you that the Office of Presidential Materials has been reorganized as the Presidential Materials Staff under the direction of Mrs. Marie B. Allen. Mr. Thomas P. Wolf, former director of the office, has taken a position with the Federal Supply Service. Mrs. Allen served as Assistant Director for several months and will continue to administer the court orders and regulations concerning the Nixon Presidential historical materials in accordance with established procedures. We will inform you promptly in the event of any changes in procedures, and we look forward to a constructive working relationship.

If you have any questions regarding these changes, please contact me.

Sincerely,

*James B. Rhoads*

JAMES B. RHOADS  
Archivist of the United States

cc: Honorable Philip W. Buchen

