

Record Sources for White House Appointments, Movements, Telephone Calls, and Visitors¹
 JFK and LBJ Administrations
 Date: August 14, 1997

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
1	USSS Appointment Record White House Police	<p>Gate logs. Kept at each(?) White House Gate. Handwritten. Includes names of visitors and times of arrivals.</p> <p>Tab contains samples from JFKL and LBJL.</p> <p>Possible scope of records: 3 West Wing; 1 East Wing; 4 OEOB. Eight others?</p> <p>Sources: see Tabs _____</p> <p>Tina Houston memo 7/10/97 (see Tab no. 24 below) Log books kept at White House gates</p> <p>JFKL RG 87 Boxes 1-25</p>		
2	USSS Appointment Record Form WH-21 or "White House Gate Receipts" Short name: Appointment Slips	<p>Appointment Slips. Brought by visitors to White House gates.</p> <p>Tab includes samples from LBJL</p> <p>Tina Houston memo 7/10/97 (see Tab no. 24 below) Tina Houston memo 7/21/93 (at Tab no. 2)</p> <p>According to Samoluk, Desnoyers at JFKL does not recall ever having seen this type of form</p> <p>Evidence suggesting JFKL may have Appointment Slips: Tabs _____</p>		
3	Appointment Slips at JFKL See also Tab 2 above	<p>There are several records that suggest that the JFKL received appointment slips.</p> <p>See Tabs:</p>		

¹I presume that there is a significant overlap and confusion in the names listed below. Please advise of any corrections or suggestions.

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
		<p>Letter from Moss (JFKL) to Jacobsen, 8/24/81</p> <p>This presumably is the same as either No. 1 or No. 2 above. If No. 1, it contains a (partial) mistake in the description. If No. 2, it suggests the JFKL had the record slips but that they are not now available.</p> <p>Kerneklia (USSS) to Reed (NARA) and 1971 NARA Accession Inventory</p> <p>Shows names of persons visiting White House and identifies staff members with whom they had appointments. This presumably is the same as No. 2 above.</p>		
4		<p>This is a final Presidential Appointment Schedule, created to summarize the day's appointments.</p>		
5	<p>"Presidential Appointment Record"</p> <p>"The President's Appointments"</p>	<p>This is a preliminary Presidential Appointment Schedule. Contains handwritten edits and additions.</p>	N/A	Complete?
	<p>"Working" Presidential Appointment Schedule at JFKL</p>		Not located?	N/A
		<p>Sample from LBJL 12/11/63 (Contains handwritten changes and corrections)</p> <p>Note: see no. 6 below</p> <p>Tina Houston memo 7/10/97 (see Tab no. 24 below) List of individuals who met with President by date and hour</p> <p>Memo Carnes to Krill 3/23/65 (see no. 18 below) "These daily lists run from January 1953 to the present date. They are originated outside this Service and used to be in the form of carbon copies on flimsy, but since January 1962 have been reprographically produced." Is this in fact the same as the "Presidential Appointment Record"?</p> <p>"President's Appt. Lists": USSS inventory OPO-85-0001</p>		
		<p>Unlike sample in 5 above, these appear to have been created</p>		

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
6	President's Appointment Books	at the end of the day's activities and do not contain handwritten notes (according to Samoluk) See Historical Materials in JFK Library (1993), p. 26		
7	USSS White House Detail [Shift] Reports "Shift reports" "Daily Shift Reports"	Sample from JFKL Tina Houston memo 7/10/97 (see Tab no. 24 below) Presidential movements and names of persons accompanying President Memo Carnes to Krill 3/23/65 "from January 1953 to the present.... Most of this material is in regular file folders, but some of it consists of small memorandum forms... The shift reports are documentation, not duplicated by any other records anywhere, of Presidential activity.... USSS "Inventory of President John F. Kennedy Records" (ND) identifies these as Centre Point Accession no. PPD-85-0001		
8	National Diary Diary Record Books of the White House Police	Sample from JFKL 8/11/61 Sample from LBJL 11/22/63 JFKL RG 87 Boxes 25-26 Tina Houston memo 7/10/97 (see Tab no. 24 below) Arrival and departure times by members of the First Family		
9	White House Communications Agency Switchboard Logs	We have sample print-out for November 22 as created in 12/66		
10	White House Telephone Memorandums and Toll Tickets	See Historical Materials in JFK Library (1993), p. 26		
11				
12				
13	White House Police Card Index Daily Report	Sample from 9/1/61 from JFKL		
14				
15	Protective Survey Reports	USSS "Inventory of President John F. Kennedy Records" (ND)		

Tab	Formal Identification of Record	Informal name/Description/Discussion/Sources	Accounted for at JFKL	Accounted for at LBJL
16	<p>Presidential Movements, 1963-64</p> <p>POTUS Moves, 1963, 1964</p>	<p>Sample from LBJL</p> <p>Tina Houston memo 7/10/97 (see Tab no. 24 below) Generally does not include names of individuals.</p> <p>JFKL RG 87 Box 26</p> <p>Johnson (JFKL) to Houston letter 7/13/93 Is POTUS in fact the same as "Presidential Movements"?</p>	<p>1963 only</p> <p>1961 and 1962 missing</p>	
17				
Sources in Addition to those Identified Above				
		References "President's Appointments" and "Shift Reports"		
Other Possible Records				
	Other telephone logs?			
	Usher logs?			
	Escort logs?			
	Visitors to residence?			
	Potential visitors (for USSS screening?)			

The Paper Trail

Tab	Date	Document	Discussion
18	9/19/61	The President's appointments for the day	
19	3/23/65	Memo Carnes (USSS) to Krill (USSS)	
20	9/29/69	Memo to Dr. Reed from John Stewart (GSA-NLK)	request for appt. books
21	3/23/70	memo to file from Daniel Reed	
22	8/18/71	Letter from Kerneklian (USSS) to Reed (NARA)	
22	8/26/71	Memo to NL from Jacobs (GSA-NARA) re: appt slip transfers	
23	8/16/71	Memo to NNF from Jane Smith (NARA) re: Secret Svc Records	
24	9/24/71	Appraisal Report by Katherine Davidson re: appt. slips	
25	11/12/71	Accession Inventory between Archivist & USSS	
26	11/18/71	Routing Slip from Jacobs of GSA NL to Flategual	
27	9/11/74	Memo from Hill (NARA) to NEPE-T via NN re: Updating NA Guide	
28	4/11/75	Memo from Middleton (LBJ Library) to NL Jacobs	
29	4/18/75	Memo from Jacobs (NARA) to Inderfurth (SSCI)	
30	6/18/75	Memo for Record from Trudy Peterson	
31	9/3/75	Letter from O'Neill (NARA) to Hon. Frank Church (US Senate)	
32	10/1/75	Memo from Reed to File re: Weekly report of Church Cmte Contacts	
33	12/9/77	Letter from Moss (NARA) to Conzelman (SSCI)	
34	8/24/81	Letter form Moss (NARA) to Jacobsen (USSS)	
35	11/12/71	Accession Inventory between NARA and USSS	

Tab	Date	Document	Discussion
36	7/10/97	Memo to Gunn (ARRB) and Machado (USSS) re: Secret Service Records	
37	7/13/93	Letter from Johnson (NARA) to Houston (LBJ Library)	
38	7/21/93	Memo from Houston (LBJ Library) to Machado (USSS)	
39	8/7/97	Memo from Zimmerman (ARRB) to Marwell, Gunn, Marr (ARRB)	
40	8/11/97	Memo from Samoluk (ARRB) to Gunn (ARRB)	
41	8/13/97	Memo from Zimmerman (ARRB) to Gunn, Marwell (ARRB)	
23	7/13/93	Letter Johnson (JFKL) to Houston (LBJL)	
24	7/10/97	Memo Houston (LBJL) to Gunn (ARRB)	
25	8/7/97	Memo Zimmerman (ARRB)	
26	8/11/97	Memo Samoluk (ARRB)	
27			
28			

Questions:

1. Does JFKL have appointment slips (no. 2)? If not, where are they?
2. Which of the above items does USSS currently have in its custody?
3. Which of the above items does NARA (other than Presidential Libraries) have in its possession?
4. What other relevant items are there?
5. Would it be valuable to have a meeting (or conference call) with JFKL, LBJL, USSS, NARA (Tilley), NARA (other archivists?), and ARRB to resolve these issues?

Print date: June 22, 2017
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