Descriptive Summary
Title: Hugh W. Sloan, Jr. Papers, White House Special Files, 1969-1971
Dates: 1969-1971
Collection Number: 6851250
Creator/Collector: Sloan, Hugh W. (Hugh Walter), 1940-
Extent: 10 linear inches; 2 boxes
Online items available http://research.archives.gov/description/6851250
Repository: Richard Nixon Presidential Library and Museum
Abstract: Hugh Sloan served as a Staff Assistant to the President and was in charge of appointments and scheduling. He worked for Dwight Chapin. The files provide information on scheduling the President's participation in events.
Language of Material: English
Access
Collection is open for research. Some materials may be unavailable based upon categories of materials exempt from public release established in the Presidential Recordings and Materials Preservation Act of 1974.
Publication Rights
Most government records are in the public domain; however, this series includes commercial materials, such as newspaper clippings, that may be subject to copyright restrictions. Researchers should contact the copyright holder for information.
Preferred Citation
Acquisition Information
These materials are in the custody of the National Archives and Records Administration under the provisions of Title I of the Presidential Recordings and Materials Preservation Act of 1974 (P.L. 93-526, 88 Stat. 1695) and implementing regulations.
Scope and Content of Collection
The materials of Hugh Sloan are dated 1963, 1967 and 1968-70. From the 1968 election until the inauguration, Sloan served as personal aide to Nixon. The Name and Subject Files series contain materials almost wholly from this period. The majority of these materials have been returned because they are dated before January 20, 1969. These files consist of correspondence to and from Nixon's major assistants: Dwight Chapin, H.R. Haldeman, John Whitaker, and Rose Mary Woods. Sloan joined the White House Staff as an assistant to Dwight Chapin on January 20, 1969. He served officially as a staff Assistant to the President in charge of appointments and scheduling until early March 1971. Under direction of Chapin, Sloan supervised the mail operation in the appointments office, which included handling all invitations to the President. He also was responsible for staffing and planning White House social functions. This series contains the records of Hugh W. Sloan, Jr. This series is comprised of the Names Files subseries, the Chronological Files subseries, and the Subject Files subseries. The Names Files subseries contains materials, such as memoranda, pertaining primarily to Dwight Chapin. The Chronological Files subseries contains materials indicative of Sloan's White House responsibilities. This series consists of several document types. First are Memoranda for the President and are written in a set format requesting the President's participation in an event. These requests are made on behalf of political groups, personal acquaintances, and citizens. The second is memoranda written between staff members recommending which individuals and groups the President should meet. The third is memoranda related to the Congressional Half Hour, which was a period set aside to enable the President to meet with selected Congressmen and their constituents. The Subject Files subseries primarily contains staff memoranda pertaining to scheduling and appointments. The Chronological Files series contains materials indicative of Sloan's White House responsibilities. This series consists of several document types. First are Memoranda for the President. They are written in a set format, request the President's participation in the event, state the time and date of appointment, and list staff recommendations for the President's handling of the event. These requests are made on behalf of political groups, personal acquaintances, and citizens. Included are memoranda dealing with the President's social and ceremonial activities, such as attendance at Sunday worship services and greeting foreign dignitaries. The memoranda include date and time of event, background information, and details (such as timetables and maps) of Presidential participation. A second type of memoranda in the Chronological Files includes those written between staff members. They recommend which individuals and groups the President should meet. Henry Kissinger and Dwight Chapin are the prominent correspondents. Other memoranda included relate to the Congressional Half Hour, which was a period set aside to enable the President to meet with selected Congressmen and their constituents.
Additional Finding Aid