White House Executive Clerk Reading Papers, White House Central Files, 01/20/1969 - 08/09/1974

1969-1974
Descriptive Summary

Title: White House Executive Clerk Reading Papers, White House Central Files, 01/20/1969 - 08/09/1974

Dates: 1969-1974

Collection Number: 3477948


Extent: 10 linear inches; 2 boxes

Online items available: [http://research.archives.gov/description/3477948](http://research.archives.gov/description/3477948)

Repository: Richard Nixon Presidential Library and Museum

Abstract: This series consists of copies of Presidential memoranda sent to the heads of departments and agencies during the Nixon Administration. These memorandums were a reference set kept by John Ratchford, White House Executive Clerk, until his retirement and span the entire Nixon Presidency.

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.

Biography/Administrative History

The Executive Clerk was responsible for the preparation and disposition of all official Presidential documents, such as nominations submitted to the U.S. Senate, commissions of appointment, acceptance of resignations, executive orders, proclamations, messages to Congress, and memorandums from the President to units of the Executive Branch. In addition, the Executive Clerk served as the official point of receipt for formal documents from the Congress.

Scope and Content of Collection

This series consists of copies of Presidential memoranda sent to the heads of departments and agencies during the Nixon Administration. These memorandums were a reference set kept by John Ratchford, White House Executive Clerk, until his retirement and span the entire Nixon Presidency. Memoranda cover a wide range of topics, including: equal opportunity employment, employment of the handicapped, summer intern program, Jobs for Veterans program, personnel management, the American Red Cross and Red Cross month, government relations with public, Federal Government Safety Policy, Christmas Messages to armed services and peace corps personnel, Federal Career Service, Civil Service Commission, New Federalism, Health Education, Small Business Week, Bicentennial event planning, committee appointments, Veterans Services, Federal Payroll Savings Plan, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Energy Conservation, and the Federal Design Improvement Program. Please note that, in some cases, there are several copies of the same document within a folder.