Descriptive Summary
Title: John R. Brown, III Papers, White House Special Files, 1969
Dates: 1969
Collection Number: 6704735
Creator/Collector: Brown, John R., III, 1942-
Extent: 1 linear foot, 4 linear inches; 3 boxes
Repository: Richard Nixon Presidential Library and Museum
Abstract: The series is comprised of materials created or received by John R. Brown, III as part of his work as a White House Staff Assistant.
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
John R. Brown, III was born August 19, 1942 in Pittsburgh, Pennsylvania. He earned a Bachelor's degree in Chemistry at Lafayette College in Easton, Pennsylvania before going on to complete a Masters in Finance at the University of Pittsburgh Graduate School of Business in 1965. Brown served as a Second Lieutenant in the U.S. Army Reserve and was honorably discharged from the Army in 1967. From January 21, 1969 to March 1, 1971, Brown served as Special Assistant on the staff of H. R. Haldeman. Brown had taken a leave of absence from his job at Koppers Industries to serve in the Nixon administration and returned to Koppers afterwards. He eventually became Vice President and General Manager at Koppers Industries before joining the Pittsburgh-based wealth management firm of Bill Few Associates in 1988 and eventually becoming Chairman of the Board of that company.
Scope and Content of Collection
The Special Files of John R. Brown, III were created or received by him during 1969. Brown served as a White House Staff Assistant and Staff Secretary on the staff of H.R. Haldeman from January 21, 1969 through March 1, 1971. Brown's later papers are contained in the files of the office of the Staff Secretary in the White House Special Files. The files contain three series: Memoranda, 1969; Personnel Files, 1969; and Administrative Files. The Memoranda series consists of communications circulated among members of the White House Staff. Most of these memoranda were sent by Ken Cole and deal primarily with requests for action resulting from White House news summaries--verifying facts, seeking additional information, and refuting statements. Many of the items are "action memos," which include a log number and due date in the lower right hand corner. The files of the Staff Secretary's office contain an index to action memos. The Personnel Files series contains letters, memoranda, and resumes related to staffing the Nixon White House in 1969, including recommendations for positions, decisions on salaries, personnel forms, and memos on transferring people from government agencies. Most of these materials originated in the office of Larry Higby and Jean Robb. Also included is White House staff lists arranged alphabetically by senior staff member and office. The Administrative File series contains an outline of the Johnson administration staff structure. The files includes a complete list of White House Staff by office and position; an outline of each office, its staff members and job descriptions; and a summary of the Staff and Operating Office salaries and expenses.
Indexing Terms
John R. Brown
John Brown

Additional Finding Aid