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WHITE HOUSE OFFICE, CABINET SECRETARIAT: Records 1953-61

Accession 67-21, 67-60, 70-74

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The records of the Cabinet Secretariat were received by the Dwight D. Eisenhower Library in three installments: August 1966, April 1967, and March 1970.

Linear feet:	16
Approximate number of pages:	25,600
Approximate number of index cards	600
Approximate number of items:	10,000

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1. Papers that are security-classified until such classification shall be removed.
2. Papers the use of which may be prejudicial to the maintenance of good relations with foreign nations.
3. Papers containing statements made in confidence unless the reason for confidentiality no longer exists.
4. Papers relating to family or private business affairs.
5. Papers containing statements which might be used to injure, harass, or damage any living person.

SCOPE AND CONTENT NOTE

The Cabinet Secretariat was formed in 1954. The first secretary to the Cabinet was Maxwell M. Rabb. He was succeeded in this post in 1958 by Robert K. Gray.

The purpose of the Cabinet Secretariat was to insure that the President received the most thorough advice possible from his Cabinet with a minimum of staff work. To this end, the Secretariat prepared the agenda for Cabinet meetings and screened formal presentations to the Cabinet. This function insured that presentations made to the Cabinet were limited to subjects and proposals that had been thoroughly studied at lower levels of the executive branch and were, therefore, ready for consideration by the Cabinet and the President. Another task of the Cabinet Secretariat was the distribution of information papers and drafts of Cabinet Papers to the Cabinet in advance of meetings at which these papers and the topics on which they focused would be discussed. Each Cabinet member was expected to study these papers in advance of the meeting and to come to the meeting ready to advise the President. The Secretariat also maintained records of Cabinet actions and minutes of meetings. Further, it provided administrative support to Cabinet committees.

The first document series in this collection focuses on topics considered by the Cabinet. Although no subject is treated extensively, the most frequently mentioned subjects are civil defense and administration of the executive branch. On the latter topic, this series contains revealing documents on President Eisenhower's view of the role of his Cabinet and on the disposition of presidential papers after the close of his administration. Numerous topics in domestic affairs are treated in this series. The most significant foreign policy topic represented is foreign economic policy. There is little material on other aspects of American foreign policy. While these items are dated from 1953 to 1961, the bulk of the materials are dated 1955 to 1960. The types of documents in this series include Cabinet Papers for Consideration (drafts of Cabinet Papers for Action), Cabinet Papers for Action, Cabinet Agenda, minutes of Cabinet meetings, and a card index to the Records of Action. Filed with these documents are memoranda, reports, draft legislation, and a small amount of correspondence on numerous topics brought before the Cabinet. This series also contains documents created by Cabinet committees.

A small series documents the work of the Sub-Cabinet (Under Secretaries of the Cabinet departments) which met formally though not regularly from 1954 to 1956. There were several reasons for convening this body. First, it could focus attention on day-to-day administrative problems within the departments. Second, it could facilitate coordinated implementation of Cabinet policy. Third, it provided "dry-run" review of presentations destined for Cabinet presentation to eliminate unnecessary details and insure Cabinet comprehension. Fourth, it provided a sense of participation in the decision-making process of the administration on the part of Sub-Cabinet officers. The small number of formal papers created by this group focuses on domestic issues and administrative matters.

The final series contains reports, memoranda, and press releases on subjects that were considered for the Cabinet agenda but were rejected or were brought to the Secretariat's attention too late for inclusion. Also included is a miscellany of papers and reports on defense, foreign policy,

economic policy, and personnel management which were distributed to the Cabinet. Finally, there is a briefing prepared for the President and the Cabinet on staff work for the White House.

The arrangement of this collection was provided by the archivist.

SERIES DESCRIPTION

Box Nos. Series

1-29 CABINET

Sub-Series A: Subject File. Boxes 1-8

Memoranda, reports, draft legislation, draft cabinet papers, notes, correspondence on numerous topics brought before the cabinet. Subjects covered are domestic issues and problems in government administration. Several folders on foreign policy. Dated 1953-61. Arranged alphabetically by subject.

Sub-Series B: Committee File. Boxes 8-12.

Memoranda and draft cabinet papers created by cabinet committees on domestic issues and foreign economic policy. Arranged alphabetically by subject. Dated 1954-60.

Sub-Series C: Cabinet Papers. Boxes 13-19.

Cabinet Papers for Consideration, Cabinet Papers for Action, memoranda, reports on numerous domestic policy topics, government administration, and some foreign policy issues. Dated 1954-60. Arranged numerically.

Sub-Series D: Cabinet Information Papers. Boxes 19-22.

Information papers on topics similar to Sub-Series C. Dated 1954-60. Arranged numerically.

Sub-Series E: Index. Box 23.

Card index to Cabinet Records of Action, 1954-60. Arranged alphabetically by subject.

Sub-Series F: Records of Action. Box 24.

Cabinet Records of Action on topics similar to those in Sub-Series C and D. Dated 1954-60. Arranged Chronologically.

Sub-Series G: Chronological File. Box 24-25.

Annotated cabinet agenda. Summaries of meetings. Suggested changes in cabinet papers. Attendance rosters. Memoranda. Correspondence. Dated 1953-61. Arranged chronologically.

Sub-Series. H: Agenda. Box 26

Box Nos. Series

1-29 Cabinet Agenda. Dated 1954-61. Arranged chronologically.
(cont.)

Sub-Series I: Minutes. Box 26.

Minutes of cabinet meetings 1953-59. Arranged chronologically.

Sub-Series J: Notes. Boxes 27-29.

Short-hand notes of cabinet meetings 1955-60. Arranged chronologically.

30 SUB-CABINET: Notes on actions taken by the Sub-Cabinet. Sub-Cabinet papers on several domestic issues. Dated 1954-56. Arranged in four sub-series.

31-34 MISCELLANEOUS: Suggested items for cabinet agenda. Summaries of cabinet meetings in 1953 and 1954. Reports. Memoranda. Briefing on the Cabinet Secretariat. Dated 1953-60. Arranged in four sub-series.

CONTAINER LIST

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Sub-Series A: Subject File

- 1 Air Cargo Proposal [Drafts of proposal and legislation. Comments on proposal by FAA, Defense Dept., Treasury Dept., Saulnier. Dated 1959.]

Air Pollution

Alcoholism among the Indians [Health of Indian children.]

Alien Property

Anti-Trust

Atomic Energy [Effects of high-yield nuclear explosions. Civil effects of tests. Background information on Nevada nuclear tests. Peaceful uses of atomic energy.]

Automation

Barter [International trade.]

Buy American [Proposals. Review of program--1960.]

Cabinet Papers [Disposition of Presidential papers. Safeguarding information.]

Career Executive Program [Proposals to implement Hoover Commission recommendations.]

Century 21

Chemicals and Food

Civil Defense of the Nation's Capitol

- 2 Civil Rights [Report of Committee on Government Contracts. Executive branch cooperation with Commission on Civil Rights--1959.]

Clean Streams

Comprehensive Planning of Public Works Facilities

<u>Box No.</u>	<u>Contents</u>
2 (cont.)	Conflict of Interest
	Continuous Activation of Relocation Sites
	Convict Labor
	Cooperatives [Correspondence by Robert Anderson and George Humphrey.]
	Cuba [Illegal flights.]
	Cultural Activities [Government-wide coordination.]
	Dependents [Relocation of dependents of federal employees as civil defense measure.]
	Discrimination [Grant programs.]
	Drought Areas [Report--1958. Long-range action for western drought area.]
	Ellis Island
	Emergency Action Papers
	Emergency Stand-By Legislation
3	Entertainment Allowances
	Executive Office Organization for Management Activities
	Facilities
	Fine Arts in Government
	Helium Program
	Highway Program
	Hoover Commission [Progress reports. Legislative implementation.]
	Human Resources for Economic Development [Foreign aid.]
	Inspection Services [Standard of conduct of federal employees--1953.]
	Inter-American Highway

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3 Labor Policy
(cont.)

Law [DDE's view of role of cabinet. Revision of "Connolly Reservation" to the International Court. World Rule of Law program.]

Legislative Program (1) [Brief comments on numerous legislative topics 1955-60.]

Legislative Program (2) [Legislative program 84th Congress, 2nd session; 85th Congress; 86th Congress, 1st session.]

Medical Stockpiling [Civil defense.]

4 Mental Health

Mobilization Plan C

Mobilization Plan D Minus

National Civil Defense Plan

National Parks [Mission 66--Plans for increased park utilization--1955-56.]

Oceanography [IGY projects. National Academy of Sciences report.]

Operation Alert 1961

Operation Alert 1960

Operation Alert 1959

5 Operation Alert 1958

Operation Alert 1957

Operation Alert 1956

Operation Alert 1955 [Minutes of Interim Assembly.]

Operation Outdoors [Program for national forests.]

Orientation Program [Top level, non-career executives.]

Panama Canal [Plans--1960.]

6 Payments in Lieu of Taxes [Impact of Supreme Court decisions on administration

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policy.]

Public Advisory Committees (1)(2) [Procedures.]

Public Assistance Policy [Health Assistance for the aged.]

Regional Boundaries [Civil defense.]

Relocation Arc

Removal of Papers by Retiring Department and Agency Heads [Proposed changes in regulations. Comments on problems of national security documents and the establishment of the Dulles collection at Princeton and the Marshall Library.]

Scientific and Technological Information [Problems of publication and dissemination.]

Security [Federal employee security program.]

7 Soviet Economic Penetration (1)(2)

Stockpiling

Surplus Real Estate

Tax Reform

Telecommunications (1)(2) [Civil agencies.]

Territorial Allowances [Pay for federal employees.]

Transition Planning [Brookings Institution papers. Summary of departmental preparations.]

Verbatim Transcripts [Memos on policy against transcripts of committee meetings.]

8 Wartime Organization of the U.S. government

“Watchdogs”--USIA

White House Conference on Children and Youth

White House Emergency Plan
 Sub-Series B: Committee File

8 Aging

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Agricultural Surplus Disposal

Budget [Controls in apportioning appropriations.]

Civilian Compensation and Pay Systems

Committees

Contracts

Economic Growth and Stability

Engineers and Scientists [Reports on utilization in federal government.]

Energy Supplies and Resources [Reports.]

9 Facsimile Mail

Joint Federal-State Action Committee

Financial Policy for Post-Attack Operations

Foreign Economic Policy

Fund Raising within the Federal Service (1)(2)

Gifts from Foreign Governments

Government Activities Affecting Prices and Costs

Government Employment Policy [Survey of Negroes employed by federal government. Employment discrimination.]

Government Salaries and Benefits

International Health Policy

Investigations [Policy toward congressional investigations. Executive privilege.]

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11	<p>Soft Coal</p> <p>Telecommunications (1)(2) [Civil defense and international considerations.]</p> <p>Trade Policy</p> <p>Training of Scientists and Engineers</p> <p>Transport Policy and Organization (1)(2)</p> <p>Travel</p>
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Water Rights and Use

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- CP 2 [Minerals.]
- CP 3 [PL 480--Japan.]
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- CP 6 [Transportation.]
- CP 7 [Water policy.]
- CP 8 [PL 480.]
- CP 9 [Dollar sales of agricultural surplus to Soviet bloc.]
- CP 10 [Overseas personnel management.]
- CP 11 [State of the Union message--1955.]
- CP 12 [Return of German and Japanese assets.]
- CP 13 (1)(2) [Development of scientists and engineers.]
- CP 14 [Government competition with business.]
- CP 15 [Federal Employees Health Insurance Plan.]
- CP 16 [Training.]
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CP 23 [Wartime organization for economic stabilization.]

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CP 25 [Disposal of federal surplus real property.]

CP 26 [Low income farmers.]

CP 27 [Budget preparations.]

CP 28 (1)-(3) [Water resources policy.]

CP 29 [Operation Alert--1955.]

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CP 31 [Coordinated regional boundaries for war resources and related agencies.]

CP 32 [Civil defense legislative program.]

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CP 35 [Manpower planning.]

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