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WHITE HOUSE OFFICE, CABINET SECRETARIAT, SUB-CABINET COMMITTEE,
MANAGEMENT PROGRAM FOR THE EXECUTIVE DEPARTMENTS
(BRADLEY H. PATTERSON, JR., COORDINATION): Records, 1954-56

Pre-Accession
Processed by: TFS
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Linear feet: 3
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Literary rights in these records are in the public domain. These records were reviewed under provisions of the instrument of gift of Dwight D. Eisenhower signed April 13, 1960. Under that letter the following classes of documents are withheld from research use:

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

These records of the Cabinet Secretariat focus on the committee management program of the executive branch in 1955. The principal type of document in the collection is a questionnaire which indicates the name, membership and function of intradepartmental, interdepartmental, and public advisory committees in the executive branch. The questionnaires were completed by departments and agencies which were members of the committees, in response to a request from Bradley Patterson acting on behalf of the Cabinet Secretariat. There are no materials in the collection relating to actions taken as a result of this survey or to the thrust of the management program. Neither is there a significant volume of material on the substantive issues before the committees, as the statement of function is usually less than 100 words. Exceptions are noted by annotations in the container list. The fullest and most descriptive responses to the questionnaire were produced by the Central Intelligence Agency.

Other types of materials in the collection include memoranda and letters in response to Patterson's request. Usually these are transmittal documents, but they occasionally contain details of the committee management program, on the manner in which information on the committees was gathered, or on conclusions the agency had drawn from the survey. The most complete statement on the management program is in the folder labeled "Department of Defense."

The collection is arranged in three series. The first is organized by cabinet level department and the second by agency. The documents in the third series concern minor committees which were not identified with major agencies. The arrangement and folder titles were provide by the archivist.

SERIES DESCRIPTION

Box Nos. Series

- 1-5 I. DEPARTMENTS. Forms listing names of interdepartmental, intradepartmental, and public advisory committees on which each department was represented as the committees existed in 1955. Forms also list names of committee members, a brief statement of each committee's purpose, date and method of establishment, agency to which it reported, staff organization, frequency of meetings, names of subcommittees, level of security classification of committee work. Arranged alphabetically by department.
- 5-6 II. AGENCIES, BUREAUS, COMMISSIONS, AND COMMITTEES. Form and content of documents similar to Series I. Arranged alphabetically by agency.
- 7 III. MISCELLANEOUS. lists of members of bipartisan boards. Documents similar to those in Series I and II concerning minor committees which could not be identified as belonging to a major agency. Miscellaneous lists of committees.

CONTAINER LIST

<u>Box No.</u>	<u>Contents</u>
1	SERIES I: DEPARTMENTS Department of Agriculture (1)(2) Department of Commerce (1)
2	Department of Commerce (2)-(5) Department of Defense [Progress Report on Department of Defense Committee Management Program]
3	Department of Defense Public Advisory Committees [unclassified] Department of Defense Interdepartmental Committees [unclassified]
4	Department of Defense Interdepartmental Committees [classified] Department of Defense Supplemental Report (1)(2) Department of Health, Education, and Welfare [Interdepartmental Committee on Children and Youth] Department of Interior Department of Justice Department of Labor Post Office Department Department of State
5	Department of the Treasury SERIES II: AGENCIES, BUREAUS, COMMISSIONS, AND COMMITTEES Air Coordinating Committee

<u>Box No.</u>	<u>Contents</u>
5 (cont.)	American Battle Monuments Commission
	Atomic Energy Commission
	Bureau of the Budget
	Bureau of the Census
	Business and Defense Services Administration
	Central Intelligence Agency
	Civil Aeronautics Authority--Civil Aeronautics Board
	Civil Defense Coordinating Board
	Civil Service Commission
	Council of Economic Advisers
	Council on Foreign Economic Policy
	Economic Defense Advisory Committee
	Export-Import Bank
	Farm Credit Administration
	Federal Civil Defense Administration
	Federal Coal Mine Safety Board of Review
	Federal Communications Commission
	Federal Deposit Insurance Corporation
6	Federal Home Loan Bank Board
	Federal Mediation and Conciliation Service
	Federal Power Commission
	Federal Reserve System

<u>Box No.</u>	<u>Contents</u>
6 (cont.)	Federal Trade Commission
	Foreign Claims Settlement Commission
	Foreign Operations Administration
	General Services Administration
	Housing and Home Finance Agency
	Indian Claims Commission
	Interstate Commerce Commission
	National Advisory Committee for Aeronautics
	National Bureau of Standards
	National Labor Relations Board
	National Mediation Board
	National Security Council [Paper re structure of NSC. NSC Planning Board]
	National Science Foundation
	Office of Defense Mobilization
	Railroad Retirement Board
	Renegotiation Board
	Securities and Exchange Commission
	Selective Service System
	Small Business Administration
	Smithsonian Institution
	Tennessee Valley Authority
	United States Information Agency
	Veterans Administration

Box No. Contents

7 SERIES III: Miscellaneous

Bipartisan Boards and Commissions [Prepared by Republican Policy Committee,
U.S. Senate]

Miscellaneous Boards and Commission (1)(2)

Miscellaneous Materials

END OF CONTAINER LIST