## Lyndon Baines Johnson Library Accession Record

Title	
Name of collection Presidential Memoranda for Heads of Departments and Agencies, 1963-1969  Accession number 66-1/5 Date Received 5/20/81	14. Subject Areas Agriculture
Name of producer John Ratchford	Arts - cultural affairs Atomic energy
Kind of producer <u>Office of Executive Clerk in the White House</u>	Business - economics Commodities Countries
	Education Federal aid X Federal government
Record type Memoranda from the President and his Aides to	Finance Foreign official
Heads of Departments and Agencies, 1963-1969.	Foreign affairs Health Housing Human rights
Nature of files Reference Set of Memoranda maintained by	Insurance International organiza
White House Executive Clerk	Judicial - legal matte Labor - management
	Local government
Form of reproduction Printed and carbon copies	Meetings - conferences National security-defer Natural resources
Quantity three linear inches; no restrictions	Outer space Peace
Dates of records 11/19/63-1/13/69	Political affairs President (personal)
Name of donor President Lyndon B. Johnson	Public relations Publications
Address	Reports - statistics Safety
Restrictions on use President Johnson's deed of gift,	Sciences Social affairs Speeches - messages
August 13, 1965	States - territories
	Tariffs Transportation
Published notices	Trips Veterans Affairs Welfare Other (specify)
ons associated with	Other (specify)
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Part II Biographic/Administrative Note

collection Presidential Memoranda for Heads of Departments and Agencies, 1963-1969

Accession number 66-1/5

The copies of Presidential Memoranda for Heads of Departments and Agencies are a reference set maintained by the Office of Executive Clerk in the White House. The memoranda were part of a larger file spanning the terms of Presidents Johnson, Nixon, and Ford. It included a few memoranda for the years 1948-1961.

When John Ratchford, White House Executive Clerk, retired January 12, 1980, he sent the file to the White House Central Files. January 14, 1980, the White House Central Files transferred the material to the National Archives, Office of Presidential Libraries, which then shipped the files to Atlanta to the Carter Presidential Materials Project Staff. In May 1981, the memoranda from the Johnson years were transferred to the Johnson Library.

Part III Description

collection Presidential Memoranda for Heads of Departments and Agencies, 1963-1969

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The memoranda are directives and messages from President Johnson concerning actions to be taken within agencies and the Executive Branch, general messages concerning ceremonies or events to take place, and memoranda transmitting reports. Occasionally, the memoranda were issued on behalf of the President by Special Assistants to the President.

## FOLDER TITLE LIST

Box 1 President Johnson (Nov. 23, 1963 - 1964)
President Johnson (1965)
President Johnson (1966)
President Johnson (1967)
President Johnson (1968 - Jan. 20, 1969)