
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

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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)