

## FOLDER TITLE LIST and SUBCATEGORY DESCRIPTIONS

**Collection: White House Central Files, Subject Files**  
**Series: White House Administration [NAID 591664]**

<http://discoverlbj.org/exhibits/show/loh/pres/whcf>

### WHITE HOUSE ADMINISTRATION (WH)

**For list of folder titles, see page 7.**

#### **Scope and content note:**

Material in this category pertains to the operation, maintenance and administration of the White House, the Executive Office Building, and other temporary offices of the President. Includes material on finances, personnel, procurement, office space and transportation. 9'5". (1'4" restricted).

Related material is filed under the following subject categories: transitions to incoming administration (FG 11-8), White House Theatre (AR 7).

- Date range: 1963-1969
- 10 linear feet, 6 linear inches
- Available for research (Open)
- One or more folder scans are available on DiscoverLBJ.org. See folder list for details.

#### **Subcategories:**

WH WHITE HOUSE ADMINISTRATION

Material on White House Office procedural matters including overtime authorizations for the staff, and handling of personal mail. Mostly cross references. 3/4".

WH 1 ACCOUNTING

Consists of lists of expenditures from Special Projects appropriations; memoranda regarding payment on bills incurred by staff while performing official functions, and possible reduction of expenditures by the White House Office. 1'. (4 items restricted).

WH 2 BUDGET

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Material on authorized budgets for the White House Office. Mostly cross references. 1/2".  
(3 items restricted).

### WH 3 BUILDINGS - GROUNDS

Floor plans for different parts of the White House; thank you letters for visits with the President at Camp David; memoranda on furnishings and decorations for the White House, upkeep and improvement of the grounds around the White House; memoranda on the design for the new Executive Office Building. 8-3/4". (9 items restricted).

### WH 3/AR ART

This file was not used. See WH 3-1.

WH 3/CM/FURNITURE This file was not used. See WH 3-1.

### WH 3-1 FURNISHINGS

Material on paintings loaned by museums to the White House, biographical information on artists represented in the White House; requests by staff for paintings and new furnishings for their offices. 2-1/4". (3 items restricted).

### WH 3-2 BUILDINGS MANAGEMENT

Memoranda on maintenance and operation of the White House; requests for working spaces for the press.---[Attached to EX WH 3 11/4/66 is the "White House Operation and Maintenance Agreement between the White House, National Park Service, and the General services Administration".]

### WH 3-2-1 CONFERENCE ROOMS

Material on the use of the Cabinet and Fish rooms and lighting and furniture in these rooms. Mostly cross references. 1/4".

### WH 3-2-2 OFFICE SPACE

Requests from staff members for office space in the White House and Executive Office Building. 3-1/4". (2 items restricted).

### WH 3-2-3 PARKING SPACE

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Contains complaints about the White House parking situation and requests for parking places. 3/4". (1 item restricted).

### WH 3-3 ARCHITECTURE

Floor plans, memoranda, feasibility studies, and estimated costs for renovations and maintenance of the White House and the Executive Office Building; memoranda on the possibility of turning the fish room or the White House theatre into the television studio. 5-1/2". (6 items restricted).

### WH 4 CONTRACTS

Consists of orders for pens, platforms for pens, and books needed by the White House Office; bids from contractors for construction of a communications enclosure adjacent to the Situation Room; costs for providing furniture for staff rooms in the White House; list of equipment needed by the mail and correspondence sections. This file contains a large amount of cross reference material. 1/2". (9 items restricted).

### WH 5 OFFICE MANAGEMENT

Memoranda outlining procedures to follow in preparation of letters for the President's signature, drafting statements for the President, sending messages of greeting, referring correspondence to government agencies; form letter samples; memoranda describing the duties of the correspondence section. 2-3/4". (4 items restricted).

### WH 5-1 MAIL (Parts of GEN WH 5-1 were opened 9/73)

Material concerned with the handling and answering of mail at the White House including streamlining of mail policies, management of Presidential mail, replies to critical mail, answering of congressional mail; lists of staff and their areas of expertise for answering mail requests; letters expressing views on the Vietnam War; Department of Defense analysis of mail received dealing with Vietnam; tabulations of mail received on various domestic issues; weekly reports on the subject and disposition of mail addressed to President Johnson. [Filed EX WH 5-1, 2/24/65, are two memos on views of a Cabinet meeting dealing with the handling of White House Correspondence. Filed EX WH 5-1, 6/1/65, is a mail distribution guide giving chief responsibilities of various Presidential and staff assistants.] 2' 5-1/4". (1-3/4" restricted).

### WH 5-1-1 MAIL REPORTS

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Weekly summaries of Presidential mail and its content. (These summaries include mail that was referred to agencies). The General File was not used. 4".

### WH 5-2 RECORDS

Memoranda on material that should be sent to White House Central Files; records of Presidential foreign policy decisions; movement of Presidential papers from the White House to the Johnson Library; control and disposition of White House Office papers. 3/4". (1 item restricted).

### WH 6 PERSONNEL-MANAGEMENT

Requests for temporary aid for White House Staff Offices, White House passes for new and detailed employees; departure letters from summer and full time employees of the White House Office to staff members or the President; procedural matters in employment of personnel; partial list of staff in the White House Office. This file contains a large amount of cross reference material. 5". (1/2" restricted).

### WH 6-1 APPLICANTS

Memoranda on possible employment at the White House, additional personnel for the White House Office, suggested candidates to be speechwriters for the President. 1". (3 items restricted).

WH 6-1/A-Z APPLICANTS Material concerned with obtaining jobs at the White House or in government service, including recommendations, resumes, biographic information and sample speeches. 1' 10-3/4". (4" restricted).

WH 7 This file was not used.

### WH 8 PROTECTION

Presidential itineraries; memoranda on protection of the President, Vice President and candidates in the 1964 Presidential race, and Department of Defense assistance to the Secret Service.

### WH 8-1 ACCIDENT-FIRE

Memoranda on defective wiring in the Oval Room, improvement in fire fighting equipment and techniques relating to helicopter flights in and out of the White House grounds. Most of this file is cross reference material. 3/4". (2 items restricted).

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### WH 8-2 CIVIL DEFENSE

One item on testing emergency power for the White House. -1/2". (1 item restricted).

### WH 8-3 PHYSICAL

Material on issuance of White House passes to new staff members and members of the press, clearances for workmen at the White House, checking of the White House communications system. 2-1/2". (9 items restricted).

WH 9 This file was not used.

### WH 10 STAFF MEETINGS

Agenda, memoranda and list of topics covered at weekly staff meetings (these meetings reviewed various Presidential directives, as well as discussing policy problems); summaries of these meetings for the President; memoranda on discontinuing and reinstituting these meetings. The General File was not used. 2-1/4". (7 items restricted).

### WH 11 SUPPLIES-MATERIALS-SERVICES

Memoranda and correspondence concerned with obtaining supplies or services for the White House Office including stationery, extra copies of Challenge to Americans, magazines, teleprompter equipment, public address system, typing equipment, furniture, and photographic support for the White House Photo Office. 6-1/2". (1/2" restricted).

### WH 12 TELECOMMUNICATIONS

Material concerned with maintenance and improvement of telecommunications equipment at the White House and the LBJ ranch. 3-1/4". (7 items restricted).

### WH 12-1 WHITE HOUSE COMMUNICATIONS AGENCY

Memoranda on White House Communications Agency's responsibilities and audio coverage of the President. This file contains a large amount of cross reference material. 1-3/4". (5 items restricted).

### WH 13 TRAVEL-TRANSPORTATION

Material on curtailing the use of the Presidential aircrafts, the propriety of paying travel expenses for White House employees, and transportation billed to the D.N.C. 1". (6 items restricted).

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### WH 13/A-Z TRAVEL-TRANSPORTATION/A-Z

Requests for travel expenses from staff members to attend foreign meetings and conferences. 3/4".

### WH 14 VEHICLES

Material on the use of aircraft and automobiles by the President; requests from Mrs. Johnson's staff for travel expenses. This file is primarily cross reference material. 1/2".

#### WH 14-1 AIRPLANE-HELICOPTER

Material on the use of Presidential airplanes and helicopters including flight certificates (certificates sent to those who rode on Presidential aircrafts), manifests (list of those who are to ride on the Presidential aircraft); thank you letters to the President from those who were invited to ride on Presidential aircraft; flight forecasts; memoranda on possible magazine articles on the Presidential airplanes and procuring new Presidential helicopters or airplanes. 1'8-1/2". (1" restricted).

#### WH 14-2 AUTOMOBILES

Memoranda and lists on proper and improper use of White House cars. 2-1/2". (7 items restricted).

#### WH 14-3 YACHT

Material on maintenance and usage of Presidential yachts and thank you letters for cruises. 2-1/2". (6 items restricted).

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### Folder Title List

Box No.	Folder Title	Inclusive Dates
1	EX WH	
	GEN WH	
	EX WH 1	
	GEN WH 1	
	EX WH 2	
	GEN WH2	
	EX WH 3	11/22/63 - 5/31/67
2	EX WH 3	6/1/67 - 1/20/69
	GEN WH 3	11/22/63 - 4/15/66
	3	
	EX	
3	GEN WH 3	4/16/66 1/20/69
	EX WH 3/AR (see EX WH 3-1)	
	GEN WH 3/AR 4 (see GEN WH 3-1)	
	EX WH 3/CM/Furniture (see EX WH 3-1)	
	GEN WH 3/CM/Furniture (see GEN WH 3-1)	
	EX WH 3-1	
	GEN WH 3-1	
4	EX WH 3-2	

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	GEN WH 3-2	
	EX WH 3-2-1	
	GEN WH 3-2-1	
5	EX WH 3-2-2	
	GEN WH 3-2-2	
	EX WH 3-3	11/22/63-11/30/66
6	EX WH 3-3	12/1/66-1/20/69
	GEN WH 3-3	
	EX WH 4	
	GEN WH 4	
7	EX WH 5	
	GEN WH 5	
	EX WH 5-1	11/22/63 - 4/8/65
8	EX WH 5-1	4/9/65 - 1/18/66
9	EX WH 5-1	1/19/66-11/10/66
10	EX WH 5-1	11/11/66 - 8/31/68
11	EX WH 5-1	9/1/68 - 1/20/69
	GEN WH 5-1	11/22/63 - 11/9/64
12	GEN WH 5-1	11/10/64 - 1/20/69



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13	EX WH 5-1-1	11/22/63 - 12/18/67
14	EX WH 6	
	GEN WH 6	
	EX WH 6-1	
	GEN WH 6-1	
	EX WH 6-1/A-P	
15	EX WH 6-1/Q-Z	
	GEN WH 6-1/A-F	
16	GEN WH 6-1/G-McEZ	
17	GEN WH 6-1/McF-SCZ	
18	GEN WH 6-1/SD-Z	
	EX WH 8	11/22/63-9/30/67
19	EX WH 8	10/1/67-1/20/69
	GEN WH 8	
	EX WH 8-1	
	GEN WH 8-1	
	EX WH 8-2	
	GEN WH 8-2	
	EX WH 8-3	11/23/63 - 4/30/66

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20	EX WH 8-3	5/1/66 - 1/20/69
	GEN WH 8-3	
	EX WH 10	
21	EX WH 11	
22	GEN WH 11	
	EX WH 12	
	GEN WH 12	
23	EX WH 12-1	
	GEN WH 12-1	
	EX WH 13	
	GEN WH 13	
	EX WH 13/A-Z	
	GEN WH 13/A-Z	
	EX WH 14	
	GEN WH 14	
	EX WH 14-1	11/22/63 - 6/30/65
24	EX WH 14-1	7/1/65 - 11/7/66
25	EX WH 14-1	11/8/66 - 8/29/67
26	EX WH 14-1	8/30/66-8/31/68
27	EX WH 14-1	9/1/68-1/20/69

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	GEN WH 14-1	
28	EX WH 14-2	
	GEN WH 14-2	
	EX WH 14-3 <i>SCANNED</i>	
	GEN WH 14-3	