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WHITE HOUSE OFFICE, STAFF RESEARCH GROUP (Albert P. Toner And
Christopher H. Russell) Records, 1956-61

Pre-Accession
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|------------------------------------|--------|
| Linear feet: | 14.4 |
| Approximate number of pages: | 28,000 |
| Approximate number of index cards: | 2,000 |
| Approximate number of items: | 20,000 |

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 instrument 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

The documents in this collection were compiled by the White House Staff Research Group headed successively by Albert P. Toner and Christopher H. Russell. This office was under the immediate supervision of the Staff Secretary, General Andrew Goodpaster. The Research Group appears to have had two functions. First, from 1956 to the end of the administration it prepared on virtually a daily basis a two-page summary of information based upon inputs from the Cabinet, various agencies and bureaus, and the White House staff. These "Staff Notes" were circulated to the President, Sherman Adams, Wilton B. Persons, and Goodpaster. After Adams' departure from the staff in 1958, Bryce Harlow, Gerald Morgan, and Robert Merriam became regular recipients of "Staff Notes." The Vice-President also received copies of "Staff Notes" when he was in Washington. The function of these summaries was to inform the President and his senior aides of activities and policies of the departments and agencies which could not be gleaned from the press and routine meetings.

The first series of documents consists of inputs to "Staff Notes" from cabinet departments and agencies and the White House staff. The submissions are of uneven quality (the State Department submitted the most substantive material, in the largest quantity) and cover a wide variety of topics. Most of the submissions are one paragraph in length. Despite the terseness of the writing, these documents frequently offer statements of government policy or descriptions of programs not available elsewhere. Publications, information papers, and correspondence with individuals outside the government are occasionally attached to the submissions. Also, there are frequent memos by Toner to Goodpaster on the number and quality of each agency's submissions. These documents often provide candid comments on the level of cooperation between cabinet and bureau staffs and the White House.

Not all items submitted were published in "Staff Notes." Those rejected are noted with an "R" in the margin. Those items which were used are so noted by a number in the margin which indicates the issue number of "Staff Notes" in which they were published. The inclusive issue numbers appear in the folder title after the name of the submitting agency, except in those instances where a single folder contains all submissions for a department.

The second series contains carbon copies of the final editions of "Staff Notes," which seldom exceed two pages in length. Special and supplemental editions were also prepared and copies are included here.

The third series consists of two card indexes to both "Staff Notes" and the submissions. The second set, begun in 1959 and suspended in the summer of 1960, indexes items by subject and originating department and frequently contains detailed annotations. The first set is indexed only by subject and is not annotated.

The fourth document series is divided into four sub-series and contains a potpourri of items, some of which relate to the production of "Staff Notes" and some of which relate to a second function of the office: preparation of special reports, usually relating to foreign policy, for the White House. This series contains reports, publications, summaries, charts, and memos on a variety of domestic and foreign policy topics which were apparently gathered for preparation of the special projects. Some items are noted as having appeared in "Staff Notes." However, the end product of these research projects--the final reports--is not included in the collection.

Many items in this series are of limited significance. In this regard, the memos in Boxes 33 and 34 are mostly copies of transmittal and routing memos. The documents to which they were attached were not returned to the file. Also, most of the items in Boxes 36 to 38 deal with office routine and contain little substantive material.

The organization of the collection has been, in the main, provided by the archivist. Documents in the collection indicate that this file was apparently kept in two separate filing cabinets in the White House and was received by the Library in two shipments. As the point of division between the two accessions was chronological for each department, it has been necessary to integrate the two shipments. Information appearing in brackets [] is descriptive of major items or the inclusive dates of material in the folder, and was supplied by the archivist. Over two dozen NASA and Department of Defense photographs were removed from the collection and turned over to the Library's audio-visual section for preservation.

SERIES DESCRIPTION

| <u>Box No.</u> | <u>Series</u> |
|----------------|---|
| 1-23 | STAFF NOTES--SUBMISSIONS; Suggested items for "Staff Notes" from Cabinet departments, agencies, and White House staff. Arranged alphabetically by department and chronologically therein. |
| 24-27 | STAFF NOTES; Final copies of "Staff Notes" and "Supplemental Staff Notes." Arranged chronologically. |
| 28-30 | INDEX CARDS: Two sets of 3x5 cards giving subject references to "Staff Notes" and "Staff Notes Submissions." First set arranged alphabetically by subject and department. |
| 31-38 | MISCELLANEOUS; Sub-Series A: Subject File. Boxes 31-32. Memoranda and reports on foreign policy and domestic affairs 1956-1960. Arranged alphabetically. Sub-Series B: Memoranda. Boxes 32-43. Intra-White House memoranda and transmittal memoranda. Most concern White House staff operations. Sub-Series C: Special Projects. Box 35. Memoranda and reports gathered for preparation of special projects dealing with foreign policy. Arranged alphabetically. Sub-Series D: Miscellany. Boxes 35-38. Memoranda, reports, pamphlets pertaining to office procedures. |

CONTAINER LIST

| <u>Box</u> | <u>Folder Title</u> |
|------------|---|
| | <p style="text-align: center;">SERIES I: STAFF NOTES--SUBMISSIONS</p> |
| 1 | <p>Agriculture 1-49 [Trends in farm income. Crop summary--1956. PL 480. Farm commodity prices--Oct. 1956.]</p> <p>Agriculture 50-255 [Summaries of staff conferences and programs--discussions of foreign trade, legislation, domestic production and prices for 1957.]</p> <p>Agriculture 256-400 [Prices.]</p> <p>Agriculture 410-567 [Agricultural outlook for 1958, 1959.]</p> <p>Agriculture 568--</p> |
| 2 | <p>Atomic Energy Commission 1-725 [Statement on radioactive fallout. Strontium-90 in milk. Exchange of atomic information with foreign governments.]</p> <p>Atomic Energy Commission 726--</p> <p>Bureau of the Budget 1-400</p> <p>Bureau of the Budget 401--</p> <p>Civil Service Commission</p> <p>Commerce 1-300 [1958 Soviet Trade Fair. Most items focus on foreign economic policy.]</p> |
| 3 | <p>Commerce 301-488 [Most items focus on domestic economic conditions. One major memo on foreign investment development.]</p> <p>Commerce 489-624 [Weekly business indicators--1959. Impact of steel strike. Summary of comments by Adm. Rickover on nuclear-powered cargo ships. Memo on Soviet trade. Numerous items re Maritime Administration.]</p> <p>Commerce 625-725 [Weekly business indicators--1959. Impact of steel strike.]</p> |

- 4 Commerce 726--
Comptroller General
Defense 1-100 [Hungarian refugees. Impact of Suez crisis. Missile developments. Chemical warfare. Exchange and sale of military equipment to foreign governments.]
Defense 101-185 [April-Aug. 1957]
Defense 186-253 [Sept.-Nov. 1957]
- 5 Defense 254-356 [Telegram from Walter Reuther re placement of contracts for combat support vehicles. Summaries of defense contracts and their impact on local labor situation.]
Defense 357-400 [Pamphlet by DOD "Defense Procurement in Labor Surplus Areas."]
Defense 401-460 [Missile development.]
- 6 Defense 461-499 [Missile development.]
Defense 500-531 [Missile development.]
Defense 532-568 [Participation of small business in defense contracts. Missile development.]
Defense 569-605 [Enlisted personnel trends. Missile development.]
- 7 Defense 606-662 [July-Oct. 1959]
Defense 663-700 [Oct.-Dec. 1959]
Defense 701-749 [Jan.-April 1960]
- 8 Defense 750-810 [April-July 1960]
Defense 811-843 [July-Sept. 1960]
Defense 844-872 [Oct.-Dec. 1960]

- Defense 873-879 [Dec. 1960-Jan. 1961]
- Defense--Atlas Missile
- Defense--Missiles
- 9 Defense--Missile Firings (1)-(3) [Schedules and reports.]
- Development Loan Fund
- Disarmament Staff [Issues to be negotiated. Proposals. Plans.]
- Federal Aviation Agency
- Federal Civil Defense Administration [Action of governors" conference. Information paper on civil defense. Memo on continuity of state and local government. Activity report Jan.-July 1957.]
- Free Europe Committee
- General Services Administration
- 10 Health, Education and Welfare 1-100
- Health, Education and Welfare 101-200
- Health, Education and Welfare 201-400
- Health, Education and Welfare 401-473 ["Programs of HEW: An Executive Reference Book 1957-58." Memos on school integration. Middle East social welfare program.]
- Health, Education and Welfare 474-660 [Memos on integration--1959.]
- Health, Education and Welfare 661-700 [Memos on impact of school desegregation. Memos on contaminated cranberry scare--1959.]
- 11 Health, Education and Welfare 701-860 [School integration--1960. Implementation of Title V, Civil Rights Act of 1960.]
- Health, Education and Welfare 861--

- Health, Education and Welfare--Misc. [Publications on programs and trends--1960.]
- Housing and Home Finance Agency
- Interior 1-100
- Interior 101-400
- Interior 401-700
- 12 Interior 701--
- International Cooperation Administration 1-350 [Richards Mission to Middle East. Colombo Plan Nuclear Center. Asian Nuclear Center. Foreign economic policy. Foreign aid.]
- International Cooperation Administration 351-675
- International Cooperation Administration 676--
- Justice 1-100 [Civil rights and anti-trust matters.]
- 13 Justice 101-832
- Justice 833--
- Labor 1-300 [Most items contain labor statistics and trends.]
- Labor 301-430
- Labor 431-856
- Labor 857--
- 14 National Aeronautics and Space Administration 1-600 [Missile and satellite launchings. Evaluation of missions.]
- National Aeronautics and Space Administration 601-681
- National Aeronautics and Space Administration 682-780

- National Aeronautics and Space Administration 781-858 (1) [NASA's international activities. Speech by T. Keith Glennan on space exploration.]
- National Aeronautics and Space Administration 781-858 (2) [Press conference--Project Echo I. NASA-Industry Program Plans Conference.]
- National Aeronautics and Space Administration 859--
- 15 National Science Foundation
- Office of Civil and Defense Mobilization 396-600 [Speeches.]
- Office of Civil and Defense Mobilization 601-740
- Office of Civil and Defense Mobilization 741--
- Office of Defense Mobilization [Stockpiling of strategic materials. Oil imports.]
- Operations Coordinating Board 1-473 [Summary of world press and official reaction to Lebanon landings, Nixon's Latin American trip, nuclear testing, missile and satellite launchings, American racial problems, and other matters of international significance.]
- Operations Coordinating Board 474--
- 16 Post Office
- President's Council on Youth Fitness
- State Department 1-50 [July-Dec. 1956]
- State Department 51-70 [Dec. 1956-Feb. 1957]
- State Department 71-110 [Feb.-April 1957]
- 17 State Department 111-159 [April-July 1957]
- State Department 160-205 [July-Oct. 1957]
- State Department 206-254 [Oct.-Dec. 1957]
- State Department 255-289 [Dec. 1957-Jan. 1958]

- 18 State Department 290-346 [Jan.-April 1958]
State Department 347-405 (1) (2) [April-Aug. 1958]
State Department 406-466 (1) (2) [Aug.-Dec. 1958]
- 19 State Department 467-542 (1) (2) [Dec. 1958-May 1959]
State Department 543-638 (1) (2) [May-Sept. 1959]
State Department 639-743 (1) (2) [Sept. 1959-Mar. 1960]

State Department 744-792 [Mar.-June 1960]
- 20 State Department 793-860 [June-Nov. 1960]
State Department 861-- [Nov. 1960-Jan. 1961]

Treasury 1-175
Treasury 176-400
Treasury 401-700
Treasury 701--
- 21 United States Information Agency 1-350
United States Information Agency 351-525
United States Information Agency 526-625
United States Information Agency 626-839
- 22 United States Information Agency 840--
United States Information Agency--Reports
Veterans Administration

- White House A-F [Areeeda, Aurand, Beach, Bragdon, Catlett, Chesney, Draper, Ellsworth, Fox, Francis.]
- White House G-Hamlin [R. Gray, Hamlin. "The Republican Problem" by John Hamlin.]
- White House Harlow-Hauge [Harlow, Harr, Hauge.]
- 23 White House K-L [Killian, Kistiahowsky, Kimball, Lambie, Lyons.]
- White House M [McCabe, McPhee, Merriam, Minnich, Morgan.]
- White House N-Q [Paarlberg, Patterson, Pyle, Quesada.]
- White House R [Rabb, Randall.]
- White House S-V [Saulnier, Schultz, Siciliano, M. Snyder.]
- White House W-Z [Wallis, Wheeler, Williams.]

SERIES II: STAFF NOTES

- 24 Staff Notes 1-15 [July-Sept. 1956]
- Staff Notes 16-30 [Sept.-Oct. 1956]
- Staff Notes 31-50 [Oct.-Dec. 1956]
- Staff Notes 51-65 [Dec. 1956-Jan. 1957]
- Staff Notes 66-80 [Jan.-March 1957]
- Staff Notes 81-95 [March-April 1957]
- Staff Notes 96-110 [April-May 1957]
- Staff Notes 111-125 [May-June 1957]
- Staff Notes 126-140 [June-July 1957]
- Staff Notes 141-155 [July 1957]
- Staff Notes 156-170 [July-Aug. 1957]

- Staff Notes 171-185 [Aug. 1957]
- Staff Notes 186-200 [Sept. 1957]
- Staff Notes 201-215 [Sept.-Oct. 1957]
- Staff Notes 216-225 [Oct. 1957]
- Staff Notes 226-240 [Oct.-Nov. 1957]
- Staff Notes 241-255 [Nov.-Dec.1957]
- 25 Staff Notes 256-265 [Dec. 1957]
- Staff Notes 266-275 [Dec. 1957-Jan. 1958]
- Staff Notes 276-290 [Jan. 1958]
- Staff Notes 291-305 [Jan.-Feb. 1958]
- Staff Notes 306-320 [Feb.-March 1958]
- Staff Notes 321-335 [March 1958]
- Staff Notes 336-350 [March-April 1958]
- Staff Notes 351-360 [April 1958]
- Staff Notes 361-370 [April-May 1958]
- Staff Notes 371-380 [May-June 1958]
- Staff Notes 381-390 [June-July 1958]
- Staff Notes 391-400 [July 1958]
- Staff Notes 401-410 [Aug. 1958]
- Staff Notes 411-425 [Aug.-Sept.1958]
- Staff Notes 426-435 [Sept.-Oct. 1958]
- Staff Notes 436-450 [Oct.-Nov. 1958]

- 26 Staff Notes 451-465 [Nov.-Dec. 1958]
- Staff Notes 466-475 [Dec. 1958]
- Staff Notes 476-490 [Dec. 1958-Jan. 1959]
- Staff Notes 491-505 [Jan.-Feb. 1959]
- Staff Notes 506-520 [March 1959]
- Staff Notes 521-535 [April 1959]
- Staff Notes 536-550 [April-May 1959]
- Staff Notes 551-565 [May-June 1959]
- Staff Notes 566-580 [June-July 1959]
- Staff Notes 581-590 [July 1959]
- Staff Notes 591-600 [July 1959]
- Staff Notes 601-615 [Aug. 1959]
- Staff Notes 616-630 [Aug.-Sept. 1959]
- Staff Notes 631-645 [Sept.-Oct. 1959]
- Staff Notes 646-660 [Oct. 1959]
- Staff Notes 661-675 [Oct.-Nov. 1959]
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- 27 Staff Notes 676-685 [Nov.-Dec. 1959]
- Staff Notes 686-695 [Dec. 1959]
- Staff Notes 696-705 [Dec. 1959-Jan. 1960]
- Staff Notes 706-715 [Jan. 1960]
- Staff Notes 716-725 [Feb. 1960]
- Staff Notes 726-740 [Feb.-March 1960]

- Staff Notes 741-755 [March-April 1960]
- Staff Notes 756-765 [April-May 1960]
- Staff Notes 766-775 [May 1960]
- Staff Notes 776-790 [May-June 1960]
- Staff Notes 791-805 [June-July 1960]
- Staff Notes 806-815 [July-Aug. 1960]
- Staff Notes 816-825 [Aug. 1960]
- Staff Notes 826-840 [Aug.-Sept. 1960]
- Staff Notes 841-855 [Sept.-Oct. 1960]
- Staff Notes 856-870 [Oct.-Dec. 1960]
- Staff Notes 871-879 [Dec. 1960-Jan. 1961]
- 28 Index Cards for Staff Notes--Old System
- 29 Index Cards for Staff Notes--New System
- 30 Index Cards for Staff Notes--New System

SERIES IV: MISCELLANEOUS

Sub-Series A: Subject File

- 31 Cabinet Papers
- Civil Rights Reports
- Congressional Relations
- Council of Economic Advisers--Economic Indicators
- Council on Foreign Economic Policy

- Hamlin Progress Reports [Federal expenditure reports--1958.]
- Labor and the Economy
- Operations Coordinating Board Intelligence Notes [Brief reports on numerous foreign policy matters May 1957-April 1959.]
- Operations Coordinating Board--Foreign Broadcast Information Service
- Operations Coordinating Board--Misc. (1)
- 32 Operations Coordinating Board--Misc. (2)-(4)
- State Department--"Morrill Report" [International educational exchanges.]
- United States Information Agency--Daily Summaries
- United States Information Agency--Public Opinion
- Memos--Killian
- Memos--Karl Harr
- Memos--Inter-Office (1)
- 33 Memos--Inter-Office (2)
- Memos of Conversation
- Memos to Goodpaster, Maj. Eisenhower, or Minnich (1)-(3)
- 34 Memos to Goodpaster, Maj. Eisenhower, or Minnich (4) [Memo from T.W. Stanley on executive privilege and Presidential impoundment of appropriated funds. Statement on Inter-American economic problems.]
- Memos to Goodpaster, Maj. Eisenhower, or Minnich (5)-(7)
- Sub-Series C: Special Projects
- 35 Special Projects: Misc. [State Dept. memos re: Gaza Strip, St. Lawrence Seaway, Untouchable India.]

Special Projects: African Revolution

Special Projects: Aviation Policy

Special Projects: East-West Trade

Special Projects: Foreign Aid

Special Projects: International Trade

Special Projects: Kintner Study--"Forging a New Sword"

Special Projects: Military Assistance

Special Projects: U.S. Active Duty Military Personnel by Function

Special Projects: Moscow Fair or Exhibition

Special Projects: Oil Pipelines

Special Projects: Population

Special Projects: Public Opinion Summary

Special Projects: Soviet-Bulganin Letters Analysis

Special Projects: Soviet Education

Special Projects: Soviet Initiatives vs. the West

Special Projects: Sputnik, Missiles, and Related Matters

Special Projects: Successful Satellites

Special Projects: V.O.A. Broadcast Facilities

Sub-Series D: Miscellany

Misc.--USSR Party and Government Organization

Misc. Documents (1) (2) [ICA] (3) ["Current Economic Developments"--foreign economic policy.] (4)

Operation Alert--1957

Operation Alert--1958

- Operation Alert 1959-60
- Relocation Site and Emergency Mobilization Plan
- Staff Meetings
- Appropriations for Research Group
- Contracts and Directories
- 36 Procedures--Research Group [Procedure for briefing President. "How the Secretariat Aids Executive Action." "Staff Work for the President and the Executive Branch." "A Staff Plan for the President."]
- Personnel--Research Group
- Secretariat Samples
- List of Reports Received
- Receipts
- Press Clippings
- Staff Summary--Dummy Samples
- Sample of Staff Notes
- Mail Log (1) (2)
- 37 Document Logs
- 38 Review of Operations
- Memos for Agencies
- Agency Performance Data [Re Staff Notes]

END OF CONTAINER LIST