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HOPKINS

HOPKINS, WILLIAM

(OH-494)

386 pages

OPEN

Member, White House permanent staff, 1931-1971; Executive Clerk, 1948-1971; Executive Clerk, 1948-1971.

DESCRIPTION: Interview #1. [April 13, 1974; pp. 1-88] Background. Entry into government service, 1929. Bureau of Naturalization. Transfer to White House, October 1931. Previous Executive Clerks: Rudolph Forster, Maurice Latta. Hopkins' appointment as Executive Clerk, 1948. His assistants: Rita Ridenour, Herbert Miller, Wayne Hawks, John Ratchford, Noble Melencamp. Duties of the Executive Clerk. Organization of the permanent White House staff: (1) White House Mail Room: volume of mail; postal employees detailed to White House; screening and sorting of mail; indexing of mail in Central Files. (2) Correspondence Section: preparation of replies to routine letters; Lillian "Rusty" Brown; treatment of mail from government agencies; role of the Staff Secretary. (3) Telegraph Office: receipt of telegrams; preparation of replies; tabulation of comments; role of the office in handling White House transportation; relationship with the Press Secretary; exaggeration of telegram volume by the Press Secretary; separation of telephone and telegraph offices; sending of classified transmissions. (4) White House switchboard: duties of operators; movement from White House to Executive Office Building; log of phone calls. (5) White House Records Office: recording official presidential actions; preparation of executive nominations; detailed account of procedures for having President sign or veto Congressional bills; role of the Special Counsel to the President; use of cards in Records Office to index presidential actions. (6) White House Central Files: existence of individual office files; the Ann Whitman File; use of thermo fax; Eisenhower's dislike of large files; Betty Bonsteel; change of files at end of administration; the precedent file; retrieval of items from Central Files for staff. (7) Accounts, Purchases and Personnel Section: Frank Sanderson and Eisenhower's Sunday inauguration, 1957; selection of personnel; attitude of permanent staff toward their jobs; attitude of new administration to personnel hired under previous administrations; Truman-Eisenhower transition; Eisenhower-Kennedy transition. (8) Messenger and Miscellaneous Services Unit: mimeographing and messenger duties.

Interview #2. [November 14, 1974; pp 89-164] Comments on Eisenhower White House staff. Sherman Adams: his character; interest in personnel matters; records of positions requiring presidential appointments; Truman-Eisenhower transition; Adams' attitude toward White House Central Files; his demand for decisiveness from staff; detailed account of Adams' conduct of daily staff meetings. Jack Z. Anderson. Phillip Areeda. Evan Aurand and Edward Beach: display of military paintings. Detailed history of the White House mess: creation under Truman; transfer from White House to Navy control; use by the staff. J. William Barba. Stephen Benedict. Paul "Pete" Carroll: creation of staff secretariat; location of office space; Carroll's character. Earle Chesney. Dale Crittenberger. Robert Cutler: White House staff parties; Cutler's temper; Sherman Adams' attitude toward liquor and cigarettes: Fred Dearborn. Joseph Dodge: use of President's emergency fund; creation of special projects group. William Draper. John Eisenhower: location of staff secretary's office; drafting and editing of letters by the

President. Milton Eisenhower. Frank Evans. William Ewald. Arthur Flemming. Frederick Fox: preparation of presidential letters; answering letters from children.

Interview #3. [February 3, 1975; pp 165-242] Comments on Eisenhower white House staff: Andrew Goodpaster: location of staff secretary's office; Goodpaster's work habits; Arthur Minnich; staff access to the President. Gordon Gray. Robert K. Gray: ambitions of staff members; planning Cabinet meetings; need for Cabinet secretariat in later administrations; continuity of staff procedures during presidential transitions. Homer Gruenther: relations with members of Congress. James Hagerty publicity for administration's desegregation work. Robert Hampton: personnel matters; Charles Willis and patronage; movement of personnel operations from national committees to the White House staff. Bryce Harlow: work as congressional liaison and speechwriter management of staff in East and West Wings of the White House. Gabriel Hauge. Stephen Hess. Leo Hoegh. Emmet Hughes. C.D. Jackson. Roger Jones: growth of the White House budget; special projects fund; financing presidential commissions. David Kendall: proposed GAO audit of the White House. Meyer Kestnbaum. Robert Kieve. James Lambie. Arthur Larson.

Interview #4. [June 27, 1975; pp 243-294] Comments on Eisenhower White House staff: Albert Leman. Edward McCabe. Gerry McCabe. Mary Jane McCaffree. Kevin McCann. F. Moran McConihe. Paul McCracken. H. Roemer McPhee: procedures for Presidential action on legislation. I. Jack Martin. Charles Masterson. Robert Merriam. L. Arthur Minnich: staff secretary's office; lack of growth in Executive Clerk's office; preparation of Public Papers of the President. Robert Montgomery. Malcolm Moos. Gerald Morgan. E. Frederic Morrow: administration of special projects. Don Paarlberg. Bradley Patterson. John Patterson. Wilton Persons: answering letters from children; comparison of Persons and Sherman Adams. Val Peterson.

Interview #5. [August 18, 1976; pp 295-386] Comments on Eisenhower White House staff: David Peyton. Douglas Price. Howard Pyle. Max Rabb. Clarence Randall. Nelson Rockefeller. Stan Rumbough. Chris Russell. Robert Schulz. Fred Seaton: storage of Pentagon files at the White House staff, particularly Howard Crim of the Usher's Office. Murray Snyder. Elmer Staats. Tim Stanley: preparation of staff notes. Maurice Stans. Harold Stassen. John Steelman. Extensive discussion of presidential transitions: effect of temporary holdovers from previous administrations—John Steelman and Andrew Goodpaster; continuity of office functions; Truman-Eisenhower transition; political pressures on the permanent staff; overstaffing of the white House. Roger Steffan: removal of Louise Hackmeister. Thomas Stephens: examples of practical jokes. Lewis Strauss. Richard Streiff. Edward Tait and Charles Willis. Walter Tkach. Albert toner. Wayne Warrington. Gerald Weyrauch. Anne Wheaton. Ann Whitman: role in routing documents to the President. Charles Willis: White House messenger service. Philip Young. Mrs. Hopkins' work for Eisenhower in the War Department, 1934.

[Eisenhower Library Oral History Project, interview by Maclyn Burg, 1974-76]