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WHITE HOUSE OFFICE, CABINET SECRETARIAT:
Records 1953-61

Accession 67-21, 67-60, 70-74
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The records of the Cabinet Secretariat were received by the Dwight D. Eisenhower Library in three installments: August 1966, April 1967, and March 1970.

Linear feet:	16
Approximate number of pages:	25,600
Approximate number of index cards:	600
Approximate number of items:	10,000

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 letter 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 Cabinet Secretariat was formed in 1954. The first secretary to the Cabinet was Maxwell M. Rabb. He was succeeded in this post in 1958 by Robert K. Gray.

The purpose of the Cabinet Secretariat was to insure that the President received the most thorough advice possible from his Cabinet with a minimum of staff work. To this end, the Secretariat prepared the agenda for Cabinet meetings and screened formal presentations to the Cabinet. This function insured that presentations made to the Cabinet were limited to subjects and proposals that had been thoroughly studied at lower levels of the executive branch and were, therefore, ready for consideration by the Cabinet and the President. Another task of the Cabinet Secretariat was the distribution of information papers and drafts of Cabinet Papers to the Cabinet in advance of meetings at which these papers and the topics on which they focused would be discussed. Each Cabinet member was expected to study these papers in advance of the meeting and to come to the meeting ready to advise the President. The Secretariat also maintained records of Cabinet actions and minutes of meetings. Further, it provided administrative support to Cabinet committees.

The first document series in this collection focuses on topics considered by the Cabinet. Although no subject is treated extensively, the most frequently mentioned subjects are civil defense and administration of the executive branch. On the latter topic, this series contains revealing documents on President Eisenhower's view of the role of his Cabinet and on the disposition of presidential papers after the close of his administration. Numerous topics in domestic affairs are treated in this series. The most significant foreign policy topic represented is foreign economic policy. There is little material on other aspects of American foreign policy. While these items are dated from 1953 to 1961, the bulk of the materials are dated 1955 to 1960. The types of documents in this series include Cabinet Papers for Consideration (drafts of Cabinet Papers for Action), Cabinet Papers for Action, Cabinet Agenda, minutes of Cabinet meetings, and a card index to the Records of Action. Filed with these documents are memoranda, reports, draft legislation, and a small amount of correspondence on numerous topics brought before the Cabinet. This series also contains documents created by Cabinet committees.

A small series documents the work of the Sub-Cabinet (Under Secretaries of the Cabinet departments) which met formally though not regularly from 1954 to 1956. There were several reasons for convening this body. First, it could focus attention on day-to-day administrative problems within the departments. Second, it could facilitate coordinated implementation of Cabinet policy. Third, it provided "dry-run" review of presentations destined for Cabinet presentation to eliminate unnecessary details and insure Cabinet comprehension. Fourth, it provided a sense of participation in the decision-making process of the administration on the part of Sub-Cabinet officers. The small number of formal papers created by this group focuses on domestic issues and administrative matters.

The final series contains reports, memoranda, and press releases on subjects that were considered for the Cabinet agenda but were rejected or were brought to the Secretariat's attention too late for inclusion. Also included is a miscellany of papers and reports on defense, foreign policy,

economic policy, and personnel management which were distributed to the Cabinet. Finally, there is a briefing prepared for the President and the Cabinet on staff work for the White House.

The arrangement of this collection was provided by the archivist.

SERIES DESCRIPTION

Box Nos. Series

1-29 CABINET

Sub-Series A: Subject File. Boxes 1-8

Memoranda, reports, draft legislation, draft cabinet papers, notes, correspondence on numerous topics brought before the cabinet. Subjects covered are domestic issues and problems in government administration. Several folders on foreign policy. Dated 1953-61. Arranged alphabetically by subject.

Sub-Series B: Committee File. Boxes 8-12.

Memoranda and draft cabinet papers created by cabinet committees on domestic issues and foreign economic policy. Arranged alphabetically by subject. Dated 1954-60.

Sub-Series C: Cabinet Papers. Boxes 13-19.

Cabinet Papers for Consideration, Cabinet Papers for Action, memoranda, reports on numerous domestic policy topics, government administration, and some foreign policy issues. Dated 1954-60. Arranged numerically.

Sub-Series D: Cabinet Information Papers. Boxes 19-22.

Information papers on topics similar to Sub-Series C. Dated 1954-60. Arranged numerically.

Sub-Series E: Index. Box 23.

Card index to Cabinet Records of Action, 1954-60. Arranged alphabetically by subject.

Sub-Series F: Records of Action. Box 24.

Cabinet Records of Action on topics similar to those in Sub-Series C and D. Dated 1954-60. Arranged Chronologically.

Sub-Series G: Chronological File. Box 24-25.

Annotated cabinet agenda. Summaries of meetings. Suggested changes in cabinet papers. Attendance rosters. Memoranda. Correspondence. Dated 1953-61. Arranged chronologically.

Sub-Series. H: Agenda. Box 26

Cabinet Agenda. Dated 1954-61. Arranged chronologically.

Sub-Series I: Minutes. Box 26.

Minutes of cabinet meetings 1953-59. Arranged chronologically.

Sub-Series J: Notes. Boxes 27-29.

Short-hand notes of cabinet meetings 1955-60. Arranged chronologically.

30 SUB-CABINET: Notes on actions taken by the Sub-Cabinet. Sub-Cabinet papers on several domestic issues. Dated 1954-56. Arranged in four sub-series.

31-34 MISCELLANEOUS: Suggested items for cabinet agenda. Summaries of cabinet meetings in 1953 and 1954. Reports. Memoranda. Briefing on the Cabinet Secretariat. Dated 1953-60. Arranged in four sub-series.

CONTAINER LIST

Box No. Contents

Sub-Series A: Subject File

- 1 Air Cargo Proposal [drafts of proposal and legislation; comments on proposal by FAA, Defense Dept., Treasury Dept.; Saulnier; dated 1959]
- Air Pollution
- Alcoholism among the Indians [health of Indian children]
- Alien Property
- Anti-Trust
- Atomic Energy [effects of high-yield nuclear explosions; civil effects of tests; background information on Nevada nuclear tests; peaceful uses of atomic energy]
- Automation
- Barter [international trade]
- Buy American [proposals; review of program--1960]
- Cabinet Papers [disposition of Presidential papers; safeguarding information]
- Career Executive Program [proposals to implement Hoover Commission recommendations]
- Century 21
- Chemicals and Food
- Civil Defense of the Nation's Capitol
- 2 Civil Rights [Report of Committee on Government Contracts; Executive branch cooperation with Commission on Civil Rights--1959]
- Clean Streams
- Comprehensive Planning of Public Works Facilities

Conflict of Interest

Continuous Activation of Relocation Sites

Convict Labor

Cooperatives [correspondence by Robert Anderson and George Humphrey]

Cuba [illegal flights]

Cultural Activities [government-wide coordination]

Dependents [relocation of dependents of federal employees as civil defense measure]

Discrimination [grant programs]

Drought Areas [report—1958; long-range action for western drought area]

Ellis Island

Emergency Action Papers

Emergency Stand-By Legislation

3 Entertainment Allowances

Executive Office Organization for Management Activities

Facilities

Fine Arts in Government

Helium Program

Highway Program

Hoover Commission [progress reports; Legislative implementation]

Human Resources for Economic Development [foreign aid]

Inspection Services [standard of conduct of federal employees--1953]

Inter-American Highway

Labor Policy

Law [DDE's view of role of cabinet; revision of "Connolly Reservation" to the International Court; World Rule of Law program]

Legislative Program (1) [brief comments on numerous legislative topics 1955-60]

Legislative Program (2) [Legislative program 84th Congress, 2nd session; 85th Congress; 86th Congress, 1st session]

Medical Stockpiling [civil defense]

4 Mental Health

Mobilization Plan C

Mobilization Plan D Minus

National Civil Defense Plan

National Parks [Mission 66--Plans for increased park utilization--1955-56]

Oceanography [IGY projects; National Academy of Sciences report]

Operation Alert 1961

Operation Alert 1960

Operation Alert 1959

5 Operation Alert 1958

Operation Alert 1957

Operation Alert 1956

Operation Alert 1955 [minutes of Interim Assembly]

Operation Outdoors [program for national forests]

Orientation Program [top level, non-career executives]

Panama Canal [plans--1960]

- 6 Payments in Lieu of Taxes [impact of Supreme Court decisions on administration policy]
- Public Advisory Committees (1)(2) [procedures]
- Public Assistance Policy [health assistance for the aged]
- Regional Boundaries [civil defense]
- Relocation Arc
- Removal of Papers by Retiring Department and Agency Heads [proposed changes in regulations; comments on problems of national security documents and the establishment of the Dulles collection at Princeton and the Marshall Library]
- Scientific and Technological Information [problems of publication and dissemination]
- Security [federal employee security program]
- 7 Soviet Economic Penetration (1)(2)
- Stockpiling
- Surplus Real Estate
- Tax Reform
- Telecommunications (1)(2) [civil agencies]
- Territorial Allowances [pay for federal employees]
- Transition Planning [Brookings Institution papers; summary of departmental preparations]
- Verbatim Transcripts [memos on policy against transcripts of committee meetings]
- 8 Wartime Organization of the U.S. government
- “Watchdogs”--USIA
- White House Conference on Children and Youth
- White House Emergency Plan

Sub-Series B: Committee File

Aging

Agricultural Surplus Disposal

Budget [controls in apportioning appropriations]

Civilian Compensation and Pay Systems

Committees

Contracts

Economic Growth and Stability

Engineers and Scientists [reports on utilization in federal government]

Energy Supplies and Resources [reports]

9 Facsimile Mail

Joint Federal-State Action Committee

Financial Policy for Post-Attack Operations

Foreign Economic Policy

Fund Raising within the Federal Service (1)(2)

Gifts from Foreign Governments

Government Activities Affecting Prices and Costs

Government Employment Policy [survey of Negroes employed by federal government; employment discrimination]

Government Salaries and Benefits

International Health Policy

Investigations [policy toward congressional investigations; Executive privilege]

- 10 Irradiation Preservation of Food
 - Jurisdiction in Federally Owned Lands
 - Leaders Meeting
 - Migratory Labor
 - Minerals
 - National Goals
 - National Security Council
 - Non-Military Defense
 - Oil Imports
 - Personnel Security
 - Price stability for Economic Growth [notes of meetings]
 - Radiation Council
 - Railroad Study Group
 - Rural Development Program
 - Science and Technology
 - Small Business

- 11 Soft Coal
 - Telecommunications (1)(2) [civil defense and international considerations]
 - Trade Policy
 - Training of Scientists and Engineers
 - Transport Policy and Organization (1)(2)
 - Travel
 - Urban Area Assistance Programs

- 12 User Charges (1)-(3)
 Water Resources Policy (1)-(3)
 Water Rights and Use
 Sub-Series C: Cabinet Papers
- 13 CP 1 [UN technical assistance]
 CP 2 [minerals]
 CP 3 [PL 480--Japan]
 CP 4 [foreign economic policy]
 CP 5 [Buy-American Act]
 CP 6 [transportation]
 CP 7 [water policy]
 CP 8 [PL 480]
 CP 9 [dollar sales of agricultural surplus to Soviet bloc]
 CP 10 [Overseas personnel management]
 CP 11 [State of the Union message--1955]
 CP 12 [return of German and Japanese assets]
 CP 13 (1)(2) [development of scientists and engineers]
 CP 14 [government competition with business]
 CP 15 [Federal Employees Health Insurance Plan]
 CP 16 [training]
 CP 17 [sub-cabinet]
 CP 18 [Defense Production Act]
- 14 CP 19 [energy policy]

- CP 20 [reductions in budget requests]
- CP 21 [Renegotiation Act]
- CP 22 [OCDM regional control centers]
- CP 23 [wartime organization for economic stabilization]
- CP 24 [anti-trust]
- CP 25 [disposal of federal surplus real property]
- CP 26 [low income farmers]
- CP 27 [budget preparations]
- CP 28 (1)-(3) [water resources policy]
- CP 29 [Operation Alert--1955]
- CP 30 [conflict of interest statutes]
- CP 31 [coordinated regional boundaries for war resources and related agencies]
- CP 32 [civil defense legislative program]
- 15 CP 33 [rental of limousines]
- CP 34 [cotton exports]
- CP 35 [manpower planning]
- CP 36 [current appraisal of the farm situation]
- CP 37 [program for depressed localities]
- CP 38 [flood insurance]
- CP 39 [postal rate increase]
- CP 40 [employment of experts and consultants]
- CP 41 [water resources policy]

- CP 42 [State of the Union message]
- CP 43 [National parks]
- CP 44 [support of the President's budget]
- CP 45 [emergency action papers]
- CP 46 [aging]
- CP 47 [fund raising in the executive branch]
- CP 48 [civil rights]
- CP 49 [charges for government services]
- CP 50 [mutualization of government lending and insurance agencies]
- 16 CP 51 [jurisdiction in federal lands]
- CP 52 [legislative coordination]
- CP 53 [federal-state-local relations]
- CP 54 [cost of living allowances]
- CP 55 [defense industry tax amortization policy]
- CP 56 [Operation Alert--1956]
- CP 57 [Holiday schedules]
- CP 58 [removal of papers by retiring agency heads]
- CP 59 [State of the Union message--1957]
- CP 60 [disposal of excess materials in the national stockpile]
- CP 61 [Federal employee pay]
- CP 62 [actions for western drought area]
- CP 63 [President's statement on budget]
- CP 64 [airways modernization]

- CP 65 [employment of state and local convict labor in performance of federal contracts]
- CP 66 [long-range agricultural policy]
- CP 67 [aviation facilities planning]
- 17 CP 68 [water rights and use]
- CP 69 [policy concerning restrictions on consumer installment credit]
- CP 70 [basic research]
- CP 71 [top-level non-career executives]
- CP 72 [public works]
- CP 73 [career executive program]
- CP 74 [legislative program for agriculture]
- CP 75 [interest rates for government lending agencies]
- CP 76 [State of the Union--1958]
- CP 77 [railroads]
- CP 78 [stockpiling]
- CP 79 [civil defense]
- CP 80 [gifts from foreign governments]
- CP 81 [conservation of helium]
- 18 CP 82 [public advisory committees]
- CP 83 [airline equipment investment program]
- CP 84 [commission on government security]
- CP 85 [civil defense]
- CP 86 [government scientific programs]

- CP 87 [Operation Alert]
- CP 88 [publication and dissemination of scientific information]
- CP 89 [State of the Union message--1959]
- CP 90 [projected Office of Executive Management]
- CP 91 [unified federal-civilian communications system]
- CP 92 [Operation Alert--1959]
- CP 93 [oil imports]
- CP 94 [activation of emergency agencies]
- CP 95 [Emergency Plan D-Minus]
- CP 96 [Supreme Court decisions affecting federal immunity from state and local taxation]
- CP 97 [Century 21 Exposition]
- CP 98 [Federal Relocation Arc]
- CP 99 [barter policy and limitations]
- CP 100 [financial policy for post-attack operations]
- 19 CP 101 [area assistance]
- CP 102 [coordination of international educational and cultural affairs]
- CP 103 [Operation Alert--1960]
- CP 104 [transportation policy and program]
- CP 105 [chemicals and food]
- CP 106 [Survival Item Program: Medical Supplies]
- CP 107 [government employment policy]
- CP 108 [Isthmian Canal plans--1960]

CP 109 [radiation protection]
CP 110 [transfer of executive responsibilities]
CP 111 [Operation Alert--1961]
CP 112 [communications satellite development]

Sub-Series D: Cabinet Information Papers

CI 1 [special assistants for cabinet coordination]
CI 2 [domestic economy]
CI 3 [committees]
CI 4 [inspections]
CI 5 [relocation]
CI 6 [International cultural activities]
20 CI 7 (1)(2) [Cabinet action status reports 1954-60]
CI 8 [relocation program]
CI 9 [PL 480--Pakistan and Yugoslavia]
CI 10 [surplus farm commodity distribution to needy families]
CI 11 [desegregation]
CI 12 [Bracero program]
CI 13 [anti-trust]
CI 14 [jurisdiction in federal lands]
CI 15 [public debt management]
CI 16 [food production]
CI 17 [skills of the work force]
CI 18 [windfall profits]

- CI 19 [disarmament]
- CI 20 [agriculture--1955]
- CI 21 [legislative program]
- CI 22 [Operation Alert]
- CI 23 [overseas use of speeches]
- CI 24 [Salk Vaccine]
- CI 25 [farm commodities]
- CI 26 [White House Conference on Education]
- 21 CI 27 [rural development program]
- CI 28 [Great Plains Agricultural Conference]
- CI 29 [wheat referendum]
- CI 30 [real property holdings]
- CI 31 [agency relocation tests]
- CI 32 [reorganization plans]
- CI 33 [Hoover reports]
- CI 34 [water resources]
- CI 35 [Organization for Trade Cooperation]
- CI 36 [natural gas bill]
- CI 37 [Senior civil service]
- CI 38 [Operation Alert --1956]
- CI 39 [mobilization]
- CI 40 [payments in lieu of taxes]
- CI 41 [Hoover Commission recommendations]

- CI 42 [Hell's Canyon issue]
- CI 43 [small business]
- CI 44 [Operation Alert--1957]
- CI 45 [budget]
- CI 46 [fiscal policy]
- CI 47 [Operations Coordinating Board]
- CI 48 [basic research]
- CI 49 [Joint Federal-State Action Committee]
- CI 50 [budgeting civil defense activities]
- CI 51 [Cordiner Report--Professional and technical compensation for military personnel]
- 22 CI 52 [legislative recommendations]
- CI 53 [Executive Assistant to the President for Administration]
- CI 54 [proposed consolidation of ODM and FCDA]
- CI 55 [human behavior in disaster]
- CI 56 [proposed national civil defense plan]
- CI 57 [passport legislation]
- CI 58 [American exhibit-Moscow]
- CI 59 [cooperation with Canada in defense]
- CI 60 [status of Presidential emergency documents]
- CI 61 [New Delhi World Agricultural Fair]
- CI 62 [assessment of Khrushchev's visit]
- CI 63 [National Cultural Center]

CI 64 ["On the Beach"]
CI 65 [government contracts]
CI 66 [Democrats' economic program]
CI 67 [refugees]
CI 68 [Commission on National Goals]
CI 69 [illegal flights over Cuba]
CI 70 [air pollution]
CI 71 [civil defense]
CI 72 [Cuban refugees in Florida]

Sub-Series E: Index

23 Card Index to Cabinet Records of Action 1954-60

Sub-Series F: Records of Action

24 Approved Records of Action [June 1958-Dec. 1960]
Cabinet Records of Action (1) [July 1958-Dec. 1960]
Cabinet Records of Action (2) [Jan. 1957-June 1958]
Cabinet Records of Action (3) [Oct. 1954-Dec. 1956]

Sub-Series G: Chronological File

Cabinet Chronological File Dec. 1953-Dec. 1955 [annotated agenda; summaries of Cabinet meetings; suggested changes for Cabinet Papers; rosters of those attending Cabinet meetings; memoranda; correspondence]
Cabinet Chronological File Jan. 1956-Dec. 1956
25 Cabinet Chronological File Jan. 1957-Dec. 1957
Cabinet Chronological File Jan. 1958-May 1958

Cabinet Chronological File May 1958-Dec. 1958

Cabinet Chronological File Jan. 1959-Dec. 1959

Cabinet Chronological File Jan. 1960-Jan. 1961

Sub-Series H: Agenda

26 Cabinet Agenda (1)(2)

Sub-Series I: Minutes

Cabinet Minutes Nov. 20, 1953-Dec. 17, 1954

Cabinet Minutes Jan. 3, 1955-Dec. 16, 1955

Cabinet Minutes Jan. 16, 1956-Dec. 14, 1956

Cabinet Minutes Jan. 9, 1957-Dec. 2, 1957

Cabinet Minutes Jan. 3, 1958-Dec. 19, 1958

Cabinet Minutes Jan. 16, 1959-

Sub-Series J: Notes

27 Notes re Shorthand Notes

Notes 1955 (1)(2)

Notes 1956 (1)(2)

28 Notes 1957 (1)(2)

Notes 1958 (1)(2)

29 Notes 1958 (3)

Notes 1959 (1)-(3)

Notes 1960 (1)(2)

SERIES II: SUB-CABINET

Sub-Series A: Agenda and Meeting File

30 Sub-Cabinet [origin and organization]

Sub-Cabinet Agenda [administration accomplishments; topics for discussion]

Sub-Cabinet Meeting April 23, 1954 [notes on actions taken re conduct of federal employees, school segregation, labor]

Sub-Cabinet Meeting May 4, 1954

Sub-Cabinet Meeting May 18, 1954

Sub-Cabinet Meeting June 1, 1954

Sub-Cabinet Meeting June 15, 1954

Sub-Cabinet Meeting June 29, 1954 [exemptions from Civil Service requirements]

Sub-Cabinet Meeting July 13, 1954

Sub-Cabinet Meeting August 13, 1954 [Japanese tariff negotiations]

Sub-Series B: Sub-Cabinet Papers

SCP 1 [committee management]

SCP 2 [aging]

SCP 3 [committee management]

SCP 4 [cost of living allowances for federal employees]

SCP 5 [fund raising]

Sub-Series C: Sub-Cabinet Information Papers

SCI 1 [Governors' Conference--1955]

SCI 2 [lead and zinc]

SCI 3 [committee management]

SCI 4 [fund raising]

SCI 5 [surplus commodity distributions by CARE]

Sub-Series D: Sub-Cabinet Records of Action

Sub-Cabinet Records of Action Master File

SRA 1 [employee security]

SRA 2 [interdepartmental cooperation in field of aging; committee management; lead and zinc imports]

SRA 3 [committee management]

SRA 4 [fund raising within the federal establishment]

SRA 5 [cost of living allowances]

SERIES III: MISCELLANEOUS

Sub-Series A: Agenda Planning

31 Cabinet Agenda Planning--General

Cabinet Agenda Items that "Might Have Been" (1) [press releases; clippings; report of Cabinet Committee on Small Business; agriculture budget]

Cabinet Agenda Items that "Might Have Been" (2) [report on Inter-American Development Bank; Attorney General's report on "Deceptive Practices in Broadcasting;" press releases; clippings]

Cabinet Agenda Items Recommended and Rejected (1) [use of excess industrial property in foreign aid; science and foreign affairs]

Cabinet Agenda Items Recommended and Rejected (2) [aviation facilities planning; high energy accelerator physics]

Cabinet Agenda Items Recommended and Rejected (3) [scientific research and the federal government]

32 Cabinet Agenda Items Recommended and Rejected (4)

Sub-Series B: Meetings

Cabinet Meetings Feb. 2, 1953-Dec.11, 1953 [summaries sent to George Humphrey]

Cabinet Meetings Jan. 20, 1954-Aug. 20, 1954

Sub-Series C: Miscellaneous

Cabinet Assistants

Cabinet Miscellaneous Distributions (1) [personnel management; civil defense; 1960 budget; CIA analysis of Soviet manpower]

Cabinet Miscellaneous Distributions (2) [State Dept. Paper on Cuba; strategic striking force; views of Secretary Anderson on U.S. economy in 1960]

Cabinet Miscellaneous Distributions (3) [oil imports; Social Security]

33 Cabinet Gifts

Committee Management Program

Economists in Government

Little Cabinet

Miscellaneous Cabinet File

Proposals to Improve Cabinet Procedures

Top Level Non-Career Executives (1)(2) [orientation program]

Vice-President [empty]

Sub-Series D: Cabinet Secretariat--Origin and Organization

Origins of Cabinet Secretariat

Cabinet Secretariat: Design, Purpose, and Function [briefing for the President and the Cabinet]

34 Briefing Charts [illustrations for briefing in previous folder] oversize)

END OF CONTAINER LIST