

DWIGHT D. EISENHOWER LIBRARY
ABILENE, KANSAS

WHITE HOUSE OFFICE: Index to Civilian Nominations, Appointments
and Commissions, 1913-61 (partly on microfilm)

Accessions 67-43, 70-88 and 83-13

Processed by: TB

Date Completed: April 2001

Linear feet:	1
Number of reels of microfilm:	18
Approximate number of pages (paper):	1200
Approximate number of items (paper):	1200

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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 about individuals which might be used to injure or harass them or members of their families.

SCOPE AND CONTENT NOTE

The White House Records Office was a permanent office staffed by civil service employees who remained in their jobs over the course of many administrations. The office was responsible for recording official presidential actions, such as signing legislation and appointing individuals to government positions. The head of the Records Office during the Eisenhower administration was A. Wayne Hawks, who reported to the Executive Clerk William Hopkins. In an oral history interview in 1974, Hopkins gave a detailed account of the work of the Records Office (see Eisenhower Library oral history interview 494, volume 1).

One of the main duties of the Records Office was to process the paperwork connected with the appointment of individuals to government positions. The staff transmitted the nomination to Congress if it required Senate confirmation and reported the status of the appointment to the government agencies concerned. The correspondence regarding the appointments was turned over to the White House Central Files once the appointment process was completed, and was removed from the White House by the departing president at the end of the administration.

In March 1913, at the start of the Wilson administration, the staff of the Records Office began to compile a card index to the presidential appointments. This appears to have been used for reference by the staff as it was retained in the Records Office over succeeding administrations and was not removed by the presidents when they left the White House. For each position filled by a presidential appointee, the Office staff prepared an "Appointment to Office" card. This gave the position title, the name of the person appointed to the position, and the date of the appointment. The cards were arranged by the agency in which the position was located. When an office holder left the position, the date of departure was noted on the card and a new entry was made for his successor. When new positions were created, the Office staff would usually note on the back of the card the authority, whether by law or executive order, under which the president could fill the position. New cards were also created for each position at the start of a new administration. Over several decades the indexes gradually expanded into a major source of information on the history of the organization of the federal government.

In 1933, at the start of the Roosevelt administration, the Office staff began to compile an alphabetical name index to the appointments. These entries were on index cards, and gave the name of the appointee, the position and the date of the appointment. The name cards were filed in two separate series, one for civilian nominations that required Senate confirmation, and one for presidential appointments that did not require Senate confirmation.

This collection contains copies of the indexes compiled by the White House Records Office. The bulk of the collection consists of three microfilm copies that were made during the Eisenhower administration. The first filming was done in mid-1957 and included only the Appointment to Office cards. This filming was of poor quality. In mid-1958 a second filming was done which included the Appointment to Office cards and the two name indexes. A third filming was done in mid-1959 and included only the Appointment to Office cards for the Eisenhower administration.

Since the filming was done while Eisenhower was still in office, none of the microfilms contained entries for his appointments during the last two years of his administration. In the late 1970s William Hopkins arranged to have electrostatic copies made of the Appointment to Office cards for the entire Eisenhower administration. Only the faces of the cards, which give the name and dates of the appointments, were copied, so the paper copies do not contain the historical notations on the backs that give the history of the positions. However, the cards often contain notations made in succeeding administrations that indicate when Eisenhower's appointees left office.

SERIES DESCRIPTION (MICROFILM)

Box Nos. Reel Nos. Series

- | | | |
|-----|-------|---|
| 1 | 1-6 | I. Appointment to Office Cards. 1913-58.

Index cards listing persons appointed to government positions, arranged by agency, and thereunder by title of the position. Filmed in mid-1958. |
| 1-2 | 6-8 | II. Presidential Appointments. 1933-58.

Card index of persons appointed to positions that did not require Senate confirmation, arranged alphabetically. Filmed in mid-1958. |
| 2 | 8-11 | III. Civilian Nominations to Senate. 1933-58.

Card index of persons nominated to positions requiring Senate confirmation, arranged alphabetically. Filmed in mid-1958. |
| 2-3 | 12-14 | IV. Appointment to Office Cards (Eisenhower Administration). 1953-59.

A filming of the Appointment to Office Cards for the Eisenhower administration, done in mid-1959. |
| 3 | 15-18 | V. Appointment to Office Cards. 1913-57.

A filming of the Appointment to Office Cards, done in mid-1957. Film is of poor quality. |

SERIES DESCRIPTION (Papers)

Box Nos. Series

4-5 VI. Appointment to Office Cards (Eisenhower Administration). 1953-61.
Electrostatic copies of the Appointment to Office Cards for the Eisenhower administration. Copies made in the late 1970s.

CONTAINER LIST

<u>Box No.</u>	<u>Reel No.</u>	<u>Contents</u>
1	1	Series I: Appointment to Office Cards (1958 filming) State State – United Nations State – Foreign Service – A to Turkey
	2	State – Foreign Service – UAR to Zanzibar State – International Organizations – A to P
	3	State – International Organizations – P to Z Agriculture Commerce Health, Education & Welfare Interior Labor Post Office Treasury Defense Defense – Army – A to Transportation [includes War Department prior to 1947]
	4	Defense – Army – Quartermaster to Miscellaneous Defense - Navy Defense – Air Force

Justice

Justice – States [appointments of US Attorneys, Marshals and District Court judges]

Independent Agencies – A to Atomic Energy Commission

5 Independent Agencies – Atomic Energy Commission to Ohio River Valley Water Sanitation Commission [includes Civil Service Commission lists of appointments to GS-18 level positions; District of Columbia government; Emergency Boards to resolve labor disputes; Executive Office of the President lists of disbursements from special presidential funds, including Emergency Fund, Disaster Relief Fund, Defense Production Fund and National Defense Fund]

6 Independent Agencies – Occupational Safety Conference to Youth

Series II: Presidential Appointments

A to Gl

2 7 Go to Sm

8 Sn to Z

Series III: Civilian Nominations to Senate

A to Co

9 Cr to J

10 K to Ri

11 Ro to Z

12 Series IV: Appointment to Office Cards
(Eisenhower Administration; 1959 filming)

State
Agriculture
Commerce
Health, Education & Welfare
Interior
Labor
Post Office
Treasury
Defense
Defense – Army
Defense – Navy
Defense – Air Force

- 3 13 Justice
 Independent Agencies – A to Farm Credit Administration
- 14 Independent Agencies – Federal Aviation Agency to Y
- 15 Series V: Appointment to Office Cards (1957 filming)
 State
 State – Foreign Service
 State – International Organizations
- 16 State – International Organizations (cont)
 Agriculture

Commerce

Health, Education & Welfare

Interior

Labor

Post Office

Treasury (to Coast Guard)

17 Treasury (Annual Assay Commission to Miscellaneous)

Defense

Defense – Army

Defense – Navy

Defense – Air Force

Justice

Independent Agencies – A to Educational Exchange

18 Independent Agencies – Emergency Boards to Y

4 Series VI: Appointment to Office Cards (Eisenhower Administration)

State

State – Ambassadors, Afghanistan to Ivory Coast

State – Ambassadors, Japan to Yugoslavia

State – International Organizations

State – United Nations

Treasury (1) (2)

Defense (1) (2)

Justice

Justice – Alabama to Guam [appointments to U.S. Attorneys, Marshals and District Court judges]

Justice – Hawaii to Michigan

Justice – Minnesota to Oregon

Justice – Pennsylvania to Wyoming

5 Interior

Post Office

Agriculture

Commerce

Labor

Health, Education & Welfare

Independent Agencies A-F

Independent Agencies G-W

Executive Office of the President

White House Office (1)(2)

END OF CONTAINER LIST