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19 FEB 1955

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Director of Medical Services

SUBJECT: 1 White House Correspondence Referred to the Agency for Response

REFERENCE: 1 Memo fr Harace Esby for Cabinet Members and Agency Heads dtl 16 Feb 65, concerning same subject

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L. K. White
Deputy Director
for Support

Attachment

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THE WHITE HOUSE
WASHINGTON

Executive Registry
65-788

MEMORANDUM FOR CABINET MEMBERS
AND AGENCY HEADS

On February 3, 1964, the President sent to you a personal memorandum regarding the handling of White House mail referred to Departments or Agencies for response.

The volume of mail addressed to the President is increasing sharply. The White House referrals are increasing proportionately. While the President wishes to discuss this fully at the next meeting of the Cabinet, he has asked that the 1964 memorandum be supplemented immediately with the following:

1. That referred correspondence addressed to the President be replied to within 48 hours, excluding weekends and holidays.
2. That where initial acknowledgments are used, promising substantive responses later, such follow-up letters should be dispatched within five working days.
3. That all correspondence reflecting adequate return addresses be acknowledged with appropriate replies.

The special situations arising from unusually heavy mail flows regarding legislation, public issues or news developments may in some instances require improved procedures to assure that this prompt handling of White House referrals is accomplished efficiently and economically.

A report would be appreciated by February 20 on both the status of White House referrals currently at your Department or Agency and on innovations your offices find effective in meeting heavier-than-usual flows of White House and Congressional referrals.

Horace Busby
Special Assistant to the President

February 16, 1965

Document No. _____
Review of this document by CIA has determined that

- CIA has no objection to declass
- It contains information of CIA interest that must remain classified at TS S Q
- Authority: HR 70-2

It contains nothing of CIA interest.

Date 2/17/82 Reviewer 015985