

DEPUTY UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

January 27, 1976

Memorandum for Mr. Buchen
The White House

As you know, Secretary Kissinger since he came to Washington in 1969 and until the present has maintained certain papers which are best described as memoranda of telephone conversations. You have requested that I describe these materials more fully.

The earliest such memorandum is dated January 21, 1969. Similar memoranda have been made during all the years of Secretary Kissinger's public service since that time and down to the present time.

As a rough estimate, I calculate that there are 20 file drawers of this material. It has not been indexed or catalogued in any way, except that the papers are maintained in chronological order.

As you know, Secretary Kissinger became Secretary of State on September 22, 1973 and from that date until November 3, 1975 held the Secretary's office in tandem with the office of Assistant to the President for National Security Affairs.

During the period in which Dr. Kissinger held both jobs, telephone conversation memoranda were prepared sometimes in his White House office and sometimes at the Department of State.

I have examined a sample of the memoranda for this period and it is frequently difficult to establish which memoranda were prepared as a result of his being Assistant to the President and which were prepared as a result of his being Secretary of State. We will examine this question further and if there is any basis on which we may clarify the question of attribution I will communicate with you further. At intervals since September 22, 1973 those

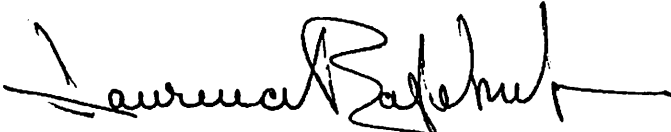
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memoranda prepared at the White House were sent over to this Department for filing with the Secretary's other files. All such memoranda have been kept at the State Department for convenience. The memoranda for the period prior to September 22, 1973 were brought to the Department within four weeks of Dr. Kissinger's swearing-in as Secretary.

With respect to subject matter, the memoranda cover a considerable range. However, the principal classifications which I would note are the following:

1. Memoranda of telephone conversations dealing with social engagements, both personal and official.
2. Memoranda of telephone conversations with diplomatic officials of foreign governments.
3. Memoranda of telephone conversations with officials of the United States Government.
4. Memoranda of telephone conversations with President Nixon and President Ford.
5. Memoranda of telephone conversations with representatives of news media.
6. Memoranda of telephone conversations with former personal or academic associates offering advice or requesting assistance from Dr. Kissinger with respect to issues both public, quasi-public, and personal.

You will appreciate that the above categories cannot under the circumstances be considered comprehensive; it would require enormous labor on my part to make a definitive catalog of the materials in question. This is more the job of a librarian than it is of anyone on Dr. Kissinger's staff.


Lawrence S. Eagleburger

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