

PAPERS AND OTHER HISTORICAL MATERIALS
OF
DWIGHT L. CHAPIN
DEPUTY ASSISTANT TO THE PRESIDENT



Nixon Presidential Materials Staff
National Archives and Records Administration

Processed by
Robin Roberts
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**Materials of
Dwight L. Chapin
Among Nixon Presidential Materials, 1969-73**

The Presidential historical materials of Dwight L. Chapin, Deputy Assistant to the President, are in the custody of the National Archives and Records Service, General Services Administration, under the provisions of Title I of the Presidential Recordings and Materials Preservation Act of 1974 (P. L. 93-526, 88 Stat. 1695) and implementing regulations. In accordance with the act and regulations, archivists reviewed the file group to identify personal and private materials as well as non-historical items. These materials have been returned to Chapin.

Materials covered by the act have been archivally processed and are described in this register. Items, which are security classified or otherwise restricted under the act and regulations, have been removed and placed in a closed file. A Document Withdrawal Record (GSA Form 7279) with a description of each restricted document has been inserted at the beginning of each file folder from which materials have been removed. A Document Control Record marks the original position of the withdrawn item. Employees of the National Archives will review periodically the unclassified portions of closed materials for the purpose of opening those which no longer require restriction. Certain classified documents may be declassified under authority of Executive Order 12065 in response to a Mandatory Review Request (GSA Form 7277) submitted by the researcher.

Linear feet of material: 17 linear feet, 6 linear inches
Approximate number of pages: 39,000

Dwight L. Chapin Biographical Note

Dwight Lee Chapin was born in Wichita, Kansas on December 2, 1940. He was a field worker on Richard Nixon's 1962 gubernatorial campaign while he was still in college. In 1963, Chapin graduated from the University of Southern California. He was then hired as an Advertising Assistant at the J. Walter Thompson advertising agency in Los Angeles, which also employed future Nixon White House Chief of Staff, H. R. Haldeman.

In 1967-68, Chapin worked as a Personal Aide to Richard Nixon during his presidential campaign. After Nixon's election victory, Chapin became Special Assistant to the President in charge of appointments and travel. He held that position from 1968 until he became Deputy Assistant to the President, serving as appointments secretary, in 1971. Chapin was named one of the year's ten Outstanding Young Men by the United States Junior Chamber or Jaycees organization for his contribution to President Nixon's visit to China. Chapin remained in his role as Deputy Assistant until he left the White House Staff in March 1973. He then worked as Director of market planning at United Air Lines but was convicted in 1974 of two counts of making "false material declarations" before the grand jury that investigated Richard Nixon's 1972 presidential campaign and given a federal prison sentence. Chapin served his time at Lompoc Federal Corrections Institute from August 10, 1975 to April 2, 1976.

From the time of his 1974 conviction, Chapin was in the employ of W. Clement Stone Enterprises of Chicago, Illinois. After his 1976 release from prison, Chapin became Vice President of the same company but left in 1977 to become publisher and President of *Success Unlimited* Magazine. He ran the magazine for two years before going to work for the international public relations firm Hill & Knowlton in 1979.

In 1986, he created a new business endeavor named Chapin Enterprises. He also remained active in politics and worked on George H. W. Bush's 1988 presidential campaign. Chapin later went on to work in East Hampton, New York as a business consultant, mentor and public speaker.

Special Files Materials*
Staff Member and Office Files
Dwight L. Chapin
Scope and Content Note

Dwight L. Chapin served as appointments secretary to President Richard M. Nixon from 1969 to 1973. The responsibilities of this position included scheduling the daily appointments of the President, maintaining the long-range planning calendar, supervising Presidential advance men for both foreign and domestic travel, preparing the daily schedule for foreign trips, and acting as liaison between the White House and media consultants. The materials in this file group reflect all aspects of Chapin's job and are arranged in six series: Notes, Chronological File, Memoranda, Subject Files, China Trip Files, and Telephone Logs.

During the years 1969-73, H. R. Haldeman, President Nixon's chief of staff, conducted daily early morning staff meetings, which Chapin regularly attended. The handwritten notes, which he took at these meetings, comprise the Notes series. These notes pertain to the full range of topics discussed at the meetings. Major topics include Viet Nam, Honor America Day, and reactions to protesters, as well as scheduling considerations. In addition, there are occasional references to Donald Segretti, Herbert Kalmbach, and to the Watergate scandals. Many of the subjects covered in the Notes are developed more fully in memoranda and letters in the chronological files.

The Chronological File parallels the Notes series and is composed primarily of memoranda from Chapin to other White House staff members. Principal recipients include H. R. Haldeman, John D. Ehrlichman, John W. Dean, III, Ronald H. Walker, Ronald Ziegler, and Lawrence M. Higby. Although the memoranda deal primarily with scheduling problems, they also pertain to such subjects as political strategy, use of television and the press in political campaigning, public opinion polls, details of advance trips, and White House staffing patterns and procedures.

The Memoranda series includes memoranda originated by H. R. Haldeman and sent to Chapin during the period 1969-71. These memoranda concern primarily scheduling problems. Many contain annotations indicating decisions reached or suggestions for further study.

The Subject Files, like the chronological files, reflect the major areas of Chapin's responsibilities. Within the series are file folders pertaining to members of Chapin's staff and topics of recurring interest, such as advance man resumes and schedule planning. The material includes background information compiled to help Chapin prepare outgoing memoranda, or related to incoming memoranda. There is extensive material relating to the 1972 Republican National Convention and public opinion polls.

During 1971 and 1972, in addition to his scheduling duties, Chapin served as chief advance man for President Nixon's trip to the People's Republic of China. The materials found in the China Trip Files

* White House Special Files Unit maintained files considered sensitive either for reason of political content or security classification. This scope and content note does not describe all of the materials of Dwight L. Chapin. As other groups of Chapin's materials are processed and described, the resulting finding aids will be attached.

detail the arrangements for this trip. Included are memoranda on the gifts presented to Chinese officials by the President, the establishment of a ground satellite communications system between China and the United States, itineraries for President and Mrs. Nixon, descriptions of cultural events and historical sites which the official party visited, arrangements of support personnel and the press corps, and plans for the reciprocal banquet hosted by President Nixon.

The Telephone Logs provide a record of all calls to or from Chapin's office that were made through the White House switchboard. Occasionally there is a typed or handwritten note in the log indicating the subject or purpose of a particular telephone call. Chapin's telephone logs for the period October 1971 through October 1972 are located among the files of John W. Dean III.

Two photographs of gifts which President Nixon presented to Chinese officials on his State visit to China, and a composite photograph of 55 Presidential advance men have been removed to the audiovisual collection and replaced with electrostatic copies. Three copies of blue prints for Duplex Villa at the Key Biscayne Hotel in Florida have been transferred to an oversize container at the end of the file group. The Staff Member and Office Files of the White House Central Files contain an additional 22 cubic feet of Chapin material.

Description of Series

<u>Container Nos.</u>	<u>Series</u>
1 - 6	<p>NOTES, 1969-73</p> <p>Handwritten notes of meetings, including discussion of pending legislation and the administration position on certain issues, such as, the draft lottery, the anti-ballistic missile program Viet Nam, Honor America Day, demonstrations, appointments scheduling, and travel. The Notes series parallels the subjects in the Chronological File. Arranged chronologically by month and thereunder in reverse chronological order.</p>
7 - 17	<p>CHRONOLOGICAL FILE, 1969-73</p> <p>Carbons and photocopies of letters, memoranda, telephone talking points, daily and weekly schedules, and trip itineraries and arrangements. Correspondents include Chapin and H. R. Haldeman, Ron Walker, Larry Higby, President Nixon, John Ehrlichman, John Dean, members of the First Family and other White House staff members. Arranged chronologically by month and thereunder alphabetically by surname of staff member.</p>
18	<p>MEMORANDA, 1969-71</p> <p>Copies of memoranda from H. R. Haldeman to Chapin, many containing handwritten notes indicating further action to be taken. Also included are a few memoranda to or from other staff members. Arranged chronologically.</p>
19 - 25	<p>SUBJECT FILES, 1969-72</p> <p>Originals, carbons, and photocopies of memoranda, correspondence, speeches, notes, planning calendars, graphs, press releases, delegate lists, polls, and clippings. Subjects covered included resumes and personnel actions, advance men, scheduling, foreign and domestic travel, use of media, opinion polls, the Democratic and Republican National Conventions. Arranged alphabetically by Subject.</p>
26 - 34	<p>CHINA TRIP FILES, 1971-72</p> <p>Originals, carbons, and photocopies of memoranda, correspondence, schedules, and cablegrams. Topics include gifts, the President's itinerary, room assignments, support personnel, and security arrangements. Arranged for the most part by subject, with subject groupings unarranged.</p>

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TELEPHONE LOGS, 1969-71

Printed forms, entitled "The White House Washington Telephone Memorandum," with spaces for the following information: out, in, time placed, subject discussed, name, and action. Under the "Name" and "Action" headings, there are occasional notes, messages, and return telephone numbers. Forms contain logs of both incoming and outgoing calls between Chapin's office and White House staff members, Federal agencies, and members of the public. Arranged chronologically.

Preservation Note: Holdings maintenance was performed on the collection in November and December 2011 in order to ensure the longevity of the documents. In some instances, the previous number of folders and/or boxes in a collection may have been increased. This finding aid has been updated to reflect any changes. The previous version of the finding aid is available upon request.

Container List

Box No.

Folders

NOTES, 1969-73

- | | |
|----------|---|
| 1 | 7:45 A.M. MEETING - CHAPIN [Mar.-Oct. 1969] [1 of 3]
7:45 A.M. MEETING - CHAPIN [Mar.-Oct. 1969] [2 of 3]
7:45 A.M. MEETING - CHAPIN [Mar.-Oct. 1969] [3 of 3]
CHAPIN, DWIGHT – NOTES 8/10/69 - 10/31/69 [1 of 4]
CHAPIN, DWIGHT – NOTES 8/10/69 - 10/31/69 [2 of 4]
CHAPIN, DWIGHT – NOTES 8/10/69 - 10/31/69 [3 of 4]
CHAPIN, DWIGHT – NOTES 8/10/69 - 10/31/69 [4 of 4]
CHAPIN, DWIGHT – NOTES 11/1 - 12/31/69 [1 of 3]
CHAPIN, DWIGHT – NOTES 11/1 - 12/31/69 [2 of 3]
CHAPIN, DWIGHT – NOTES 11/1 - 12/31/69 [3 of 3]
CHAPIN, DWIGHT – NOTES 1/1 - 3/31/70 [1 of 3]
CHAPIN, DWIGHT – NOTES 1/1 - 3/31/70 [2 of 3]
CHAPIN, DWIGHT – NOTES 1/1 - 3/31/70 [3 of 3]
CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [1 of 6]
CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [2 of 6]
CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [3 of 6] |
| 2 | CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [4 of 6]
CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [5 of 6]
CHAPIN, DWIGHT – NOTES - 4/1 - 5/30/70 [6 of 6]
CHAPIN, DWIGHT L. – NOTES - 6/1/1970 [1 of 4]
CHAPIN, DWIGHT L. – NOTES - 6/1/1970 [2 of 4]
CHAPIN, DWIGHT L. – NOTES - 6/1/1970 [3 of 4]
CHAPIN, DWIGHT L. – NOTES - 6/1/1970 [4 of 4]
CHAPIN – NOTES July 1970 [1 of 3]
CHAPIN – NOTES July 1970 [2 of 3]
CHAPIN – NOTES July 1970 [3 of 3]
CHAPIN, DWIGHT L. – NOTES Aug. 1970 [1 of 2]
CHAPIN, DWIGHT L. – NOTES Aug. 1970 [2 of 2]
CHAPIN, DWIGHT – NOTES Sept. Oct. 1970 [I] [1 of 4]
CHAPIN, DWIGHT – NOTES Sept. Oct. 1970 [I] [2 of 4]
CHAPIN, DWIGHT – NOTES Sept. Oct. 1970 [I] [3 of 4]
CHAPIN, DWIGHT – NOTES Sept. Oct. 1970 [I] [4 of 4] |

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- CHAPIN, DWIGHT – NOTES Sept. Oct. 1970 [III]
 - CHAPIN, DWIGHT – NOTES Nov. 1970 [1 of 2]
 - CHAPIN, DWIGHT – NOTES Nov. 1970 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES December 1970 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES December 1970 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES Jan. 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES Jan. 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES Feb. 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES Feb. 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES March 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES March 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES April 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES April 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES May 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES May 1971 [2 of 2]
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- CHAPIN, DWIGHT L. – NOTES June 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES June 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES July 1971 [1 of 2]
 - CHAPIN, DWIGHT L. – NOTES July 1971 [2 of 2]
 - CHAPIN, DWIGHT L. – NOTES AUGUST 1971 [1 of 4]
 - CHAPIN, DWIGHT L. – NOTES AUGUST 1971 [2 of 4]
 - CHAPIN, DWIGHT L. – NOTES AUGUST 1971 [3 of 4]
 - CHAPIN, DWIGHT L. – NOTES AUGUST 1971 [4 of 4]
 - CHAPIN, DWIGHT L. – NOTES SEPT. 1971 [1 of 3]
 - CHAPIN, DWIGHT L. – NOTES SEPT. 1971 [2 of 3]
 - CHAPIN, DWIGHT L. – NOTES SEPT. 1971 [3 of 3]
 - CHAPIN, DWIGHT – NOTES - Oct. & Nov. [1 of 4]
 - CHAPIN, DWIGHT – NOTES - Oct. & Nov. [2 of 4]
 - CHAPIN, DWIGHT – NOTES - Oct. & Nov. [3 of 4]
 - CHAPIN, DWIGHT – NOTES - Oct. & Nov. [4 of 4]
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- CHAPIN NOTES - 12/71 thru 04/72 [1 of 4]
 - CHAPIN NOTES - 12/71 thru 04/72 [2 of 4]
 - CHAPIN NOTES - 12/71 thru 04/72 [3 of 4]
 - CHAPIN NOTES - 12/71 thru 04/72 [4 of 4]
 - CHAPIN NOTES - 5/72 thru [5/1-5/31/1972] [1 of 3]
 - CHAPIN NOTES - 5/72 thru [5/1-5/31/1972] [2 of 3]
 - CHAPIN NOTES - 5/72 thru [5/1-5/31/1972] [3 of 3]
 - CHAPIN, DWIGHT L. – NOTES 6/72-7/72 [1 of 3]
 - CHAPIN, DWIGHT L. – NOTES 6/72-7/72 [2 of 3]
 - CHAPIN, DWIGHT L. – NOTES 6/72-7/72 [3 of 3]
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CHAPIN, DWIGHT L. – NOTES - November 1972 [2 of 2]
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CHAPIN, DWIGHT L. - DAILY MEETINGS [Apr. 3, 1972 - Feb.
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CHAPIN, DWIGHT L. - DAILY MEETINGS [Apr. 3, 1972 - Feb.
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CHRONOLOGICAL FILE

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TELEPHONE CALLS - CHAPIN - Feb. 1971 [2 of 2]
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TELEPHONE CALLS - CHAPIN DWIGHT L. APRIL 1971 [1 of 3]
TELEPHONE CALLS - CHAPIN DWIGHT L. APRIL 1971 [2 of 3]
TELEPHONE CALLS - CHAPIN DWIGHT L. APRIL 1971 [3 of 3]
TELEPHONE CALLS - DWIGHT CHAPIN - MAY 1971 [1 of 2]
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CHAPIN, DWIGHT L. - TELEPHONE CALLS JUNE 1971 [1 of 2]
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CHAPIN, DWIGHT L. TELEPHONE CALLS - July 1971 [1 of 3]
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CHAPIN, DWIGHT L. TELEPHONE CALLS - July 1971 [3 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS AUG. 1971 [1 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS AUG. 1971 [2 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS AUG. 1971 [3 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS SEPT. 1971 [1 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS SEPT. 1971 [2 of 3]
CHAPIN, DWIGHT L. - TELEPHONE CALLS SEPT. 1971 [3 of 3]
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CHAPIN, DWIGHT L. - TELEPHONE CALLS - December '72
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CHAPIN TELEPHONE CALLS - Jan. 1973 [2 of 2]

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