

Materials of
Hugh W. Sloan, Jr.
Among Nixon Presidential Historical Materials, 1969-74

The Presidential historical materials of Hugh Sloan 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, archivists reviewed the file group to identify personal and private materials (including materials that are outside the date span covered by the act) and non historical items. These items have been returned to Sloan.

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 description of each restricted document has been inserted at the beginning of each folder from which material has 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 A Document Control Record marks the original position of the withdrawn item.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: 10 linear inches

Approximate number of pages 1610

Biographical Note

1940, Nov. 1	Born, Princeton, N.J.
1963	A.B., Princeton University
1963-65	U.S. Navy
1965-66	Fund Raiser, Republican Congresssional Campaign Committee
1966-68	Member, Republican National Finance Committee
1968	Assistant Finance Director Nixon-Agnew Finance Committee
1968-69	Personal Aide to Mr. Nixon, Presidential Transition Committee
1969-71	Staff Assistant to the President
1971	Married Deborah Murray
	Finance/Campaign Expert, Citizens for Re-Election of the President
1972	Treasurer, 1972 Nixon Finance Committee (FCRP)
1973	Consultant, Finance Committee to Re-Elect the President (FCRP)

Special Files Materials*

Scope and Content Note

The materials of Hugh Sloan are dated 1963, 1967 and 1968-70. From the 1968 election until the inauguration, Sloan served as personal aide to Mr. Nixon. The Name and Subject Files series contain materials almost wholly from this period. The majority of these materials have been returned because they are dated before January 20, 1969. These files consist of correspondence to and from Nixon's major assistants: Dwight Chapin, H.R. Haldeman, John Whitaker and Rose Mary Woods.

Sloan joined the White House Staff as an assistant to Dwight Chapin on January 20, 1969. He served officially as a staff Assistant to the President in charge of appointments and scheduling until early March, 1971.

Under direction of Chapin, Sloan supervised the mail operation in the appointments office, which included handling all invitations to the President. He also was responsible for staffing and planning White House social functions.

The Chronological Files series contains materials indicative of Sloan's White House responsibilities. This series consists of several document types. First are Memoranda for the President. They are written in a set format, and they request the President's participation in the event, state the time required, the date of appointment, and list staff recommendations

*The 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 the materials of Hugh Sloan. As other groups of Sloan's materials are processed and described, the resulting finding aids will be attached.

for the President's handling of the event. These requests are made on behalf of political groups, personal acquaintances, and citizens. Included are memoranda dealing with the President's social and ceremonial activities, such as attendance at Sunday worship services and greeting foreign dignitaries. The memoranda included date and time of event, background information, and details (such as timetables and maps) of Presidential participation.

A second type of memoranda in the Chronological Files includes those written between staff members. They recommend which individuals and groups the President should meet. Henry Kissinger and Dwight Chapin are the prominent correspondents.

Other memoranda included relate to the Congressional Half Hour, which was a period set aside to enable the President to meet with selected Congressmen and their constituents.

An exit interview with Sloan was conducted by the Office of Presidential Papers and Archives on June 14, 1971.

Description of Series

<u>Container Nos.</u>	<u>Series</u>
1	<p>NAME FILES, 1963, 1967, 1968-69 [WITHDRAWN AND RETURNED]</p> <p>The following materials not subject to the Presidential Recordings and Materials Preservation Act were returned to the owner: copies of memoranda, letters, resumes, and newspaper clippings. Originals of letters, memoranda, invitations, schedules, notes, telephone call list, advertisements, newspaper clippings, telegrams, pamphlets. Arranged alphabetically by surname. Two files were retained.</p>
1-2	<p>CHRONOLOGICAL FILES, 1969-70</p> <p>Copies and a few originals of memoranda, schedules, agenda, and notes. Folders are arranged in chronological order. Material in folders generally arranged in chronological order by date of event or date scheduled.</p>
3	<p>SUBJECT FILES, 1968-69 [WITHDRAWN AND RETURNED]</p> <p>The following materials not subject to the Presidential Recordings and Materials Preservation Act were returned to the owner: copies of memoranda, letters, schedules, speeches, telegrams, newspaper clippings, notes, and an advertisement. Originals of letters, memoranda, schedules, appointments, telegrams, envelopes, notes, speech drafts, publications, a post card and an invitation. Arranged alphabetically by subject. One file was retained.</p>

Container List

<u>Container Nos.</u>	<u>Contents</u>
	NAME FILES, 1963, 1967, 1968-69 [WITHDRAWN AND RETURNED]
1	File Memo [Hugh Sloan Files] June 4, 1971
	Dwight Chapin--Personal [#1]
	[Withdrawal Records]
	CHRONOLOGICAL FILES, 1969-70
	September 1969
	October 1969
	November 1969
	December 1969
	January 1970
	February 1970
	March 1970
	April 1970
	May 1970
	June 1970
	SUBJECT FILE, 1968-69 [WITHDRAWN AND RETURNED]
	Staff Memos [Dec. 1968-Jan. 1969]
	[Withdrawal Records]