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WHITE HOUSE OFFICE, CABINET SECRETARIAT, SUB-CABINET COMMITTEE,
MANAGEMENT PROGRAM FOR THE EXECUTIVE DEPARTMENTS
(Bradley H. Patterson, Jr., Coordination): Records, 1954-56

Pre-Accession
Processed by: TFS
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Linear feet: 3
Approximate number of pages: 5,300
Approximate number of items: 2,000

Literary rights in these records are in the public domain. These records were reviewed under provisions of the instrument of gift of Dwight D. Eisenhower signed April 13, 1960. Under that letter the following classes of documents are withheld from research use:

1. Papers that are security-classified until such classification shall be removed.
2. Papers the use of which may be prejudicial to the maintenance of good relations with foreign nations.
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 which might be used to injure, harass, or damage any living person.

SCOPE AND CONTENT NOTE

These records of the Cabinet Secretariat focus on the committee management program of the executive branch in 1955. The principal type of document in the collection is a questionnaire which indicates the name, membership and function of intradepartmental, interdepartmental, and public advisory committees in the executive branch. The questionnaires were completed by departments and agencies which were members of the committees, in response to a request from Bradley Patterson acting on behalf of the Cabinet Secretariat. There are no materials in the collection relating to actions taken as a result of this survey or to the thrust of the management program. Neither is there a significant volume of material on the substantive issues before the committees, as the statement of function is usually less than 100 words. Exceptions are noted by annotations in the container list. The fullest and most descriptive responses to the questionnaire were produced by the Central Intelligence Agency.

Other types of materials in the collection include memoranda and letters in response to Patterson's request. Usually these are transmittal documents, but they occasionally contain details of the committee management program, on the manner in which information on the committees was gathered, or on conclusions the agency had drawn from the survey. The most complete statement on the management program is in the folder labeled "Department of Defense."

The collection is arranged in three series. The first is organized by cabinet level department and the second by agency. The documents in the third series concern minor committees which were not identified with major agencies. The arrangement and folder titles were provide by the archivist.

SERIES DESCRIPTION

Box Nos. Series

- 1-5 I. DEPARTMENTS. Forms listing names of interdepartmental, intradepartmental, and public advisory committees on which each department was represented as the committees existed in 1955. Forms also list names of committee members, a brief statement of each committee's purpose, date and method of establishment, agency to which it reported, staff organization, frequency of meetings, names of subcommittees, level of security classification of committee work. Arranged alphabetically by department.
- 5-6 II. AGENCIES, BUREAUS, COMMISSIONS, AND COMMITTEES. Form and content of documents similar to Series I. Arranged alphabetically by agency.
- 7 III. MISCELLANEOUS. lists of members of bipartisan boards. Documents similar to those in Series I and II concerning minor committees which could not be identified as belonging to a major agency. Miscellaneous lists of committees.

CONTAINER LIST

<u>Box No.</u>	<u>Contents</u>
1	SERIES I: DEPARTMENTS Department of Agriculture (1)(2) Department of Commerce (1)
2	Department of Commerce (2)-(5) Department of Defense [Progress Report on Department of Defense Committee Management Program]
3	Department of Defense Public Advisory Committees [unclassified] Department of Defense Interdepartmental Committees [unclassified]
4	Department of Defense Interdepartmental Committees [classified] Department of Defense Supplemental Report (1)(2) Department of Health, Education, and Welfare [Interdepartmental Committee on Children and Youth] Department of Interior Department of Justice Department of Labor Post Office Department Department of State
5	Department of the Treasury SERIES II: AGENCIES, BUREAUS, COMMISSIONS, AND COMMITTEES Air Coordinating Committee

American Battle Monuments Commission

Atomic Energy Commission

Bureau of the Budget

Bureau of the Census

Business and Defense Services Administration

Central Intelligence Agency

Civil Aeronautics Authority--Civil Aeronautics Board

Civil Defense Coordinating Board

Civil Service Commission

Council of Economic Advisers

Council on Foreign Economic Policy

Economic Defense Advisory Committee

Export-Import Bank

Farm Credit Administration

Federal Civil Defense Administration

Federal Coal Mine Safety Board of Review

Federal Communications Commission

Federal Deposit Insurance Corporation

6 Federal Home Loan Bank Board

Federal Mediation and Conciliation Service

Federal Power Commission

Federal Reserve System

Federal Trade Commission

Foreign Claims Settlement Commission

Foreign Operations Administration

General Services Administration

Housing and Home Finance Agency

Indian Claims Commission

Interstate Commerce Commission

National Advisory Committee for Aeronautics

National Bureau of Standards

National Labor Relations Board

National Mediation Board

National Security Council [paper re structure of NSC; NSC Planning Board]

National Science Foundation

Office of Defense Mobilization

Railroad Retirement Board

Renegotiation Board

Securities and Exchange Commission

Selective Service System

Small Business Administration

Smithsonian Institution

Tennessee Valley Authority

United States Information Agency

Veterans Administration

7 SERIES III: Miscellaneous

Bipartisan Boards and Commissions [prepared by Republican Policy Committee, U.S. Senate]

Miscellaneous Boards and Commission (1)(2)

Miscellaneous Materials

END OF CONTAINER LIST