The records of the Cabinet Secretariat were received by the Dwight D. Eisenhower Library in three installments: August 1966, April 1967, and March 1970.

Linear feet: 16
Approximate number of pages: 25,600
Approximate number of index cards: 600
Approximate number of items: 10,000

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.
The Cabinet Secretariat was formed in 1954. The first secretary to the Cabinet was Maxwell M. Rabb. He was succeeded in this post in 1958 by Robert K. Gray.

The purpose of the Cabinet Secretariat was to insure that the President received the most thorough advice possible from his Cabinet with a minimum of staff work. To this end, the Secretariat prepared the agenda for Cabinet meetings and screened formal presentations to the Cabinet. This function insured that presentations made to the Cabinet were limited to subjects and proposals that had been thoroughly studied at lower levels of the executive branch and were, therefore, ready for consideration by the Cabinet and the President. Another task of the Cabinet Secretariat was the distribution of information papers and drafts of Cabinet Papers to the Cabinet in advance of meetings at which these papers and the topics on which they focused would be discussed. Each Cabinet member was expected to study these papers in advance of the meeting and to come to the meeting ready to advise the President. The Secretariat also maintained records of Cabinet actions and minutes of meetings. Further, it provided administrative support to Cabinet committees.

The first document series in this collection focuses on topics considered by the Cabinet. Although no subject is treated extensively, the most frequently mentioned subjects are civil defense and administration of the executive branch. On the latter topic, this series contains revealing documents on President Eisenhower’s view of the role of his Cabinet and on the disposition of presidential papers after the close of his administration. Numerous topics in domestic affairs are treated in this series. The most significant foreign policy topic represented is foreign economic policy. There is little material on other aspects of American foreign policy. While these items are dated from 1953 to 1961, the bulk of the materials are dated 1955 to 1960. The types of documents in this series include Cabinet Papers for Consideration (drafts of Cabinet Papers for Action), Cabinet Papers for Action, Cabinet Agenda, minutes of Cabinet meetings, and a card index to the Records of Action. Filed with these documents are memoranda, reports, draft legislation, and a small amount of correspondence on numerous topics brought before the Cabinet. This series also contains documents created by Cabinet committees.

A small series documents the work of the Sub-Cabinet (Under Secretaries of the Cabinet departments) which met formally though not regularly from 1954 to 1956. There were several reasons for convening this body. First, it could focus attention on day-to-day administrative problems within the departments. Second, it could facilitate coordinated implementation of Cabinet policy. Third, it provided “dry-run” review of presentations destined for Cabinet presentation to eliminate unnecessary details and insure Cabinet comprehension. Fourth, it provided a sense of participation in the decision-making process of the administration on the part of Sub-Cabinet officers. The small number of formal papers created by this group focuses on domestic issues and administrative matters.

The final series contains reports, memoranda, and press releases on subjects that were considered for the Cabinet agenda but were rejected or were brought to the Secretariat’s attention too late for inclusion. Also included is a miscellany of papers and reports on defense, foreign policy,
economic policy, and personnel management which were distributed to the Cabinet. Finally, there is a briefing prepared for the President and the Cabinet on staff work for the White House.

The arrangement of this collection was provided by the archivist.
SERIES DESCRIPTION

Box Nos.  Series
1-29   CABINET

Sub-Series A: Subject File. Boxes 1-8
Memoranda, reports, draft legislation, draft cabinet papers, notes, correspondence on numerous topics brought before the cabinet. Subjects covered are domestic issues and problems in government administration. Several folders on foreign policy. Dated 1953-61. Arranged alphabetically by subject.

Sub-Series B: Committee File. Boxes 8-12.
Memoranda and draft cabinet papers created by cabinet committees on domestic issues and foreign economic policy. Arranged alphabetically by subject. Dated 1954-60.


Information papers on topics similar to Sub-Series C. Dated 1954-60. Arranged numerically.

Sub-Series E: Index. Box 23.

Cabinet Records of Action on topics similar to those in Sub-Series C and D. Dated 1954-60. Arranged Chronologically.

Sub-Series G: Chronological File. Box 24-25.
Sub-Series. H: Agenda. Box 26


Sub-Series I: Minutes. Box 26.

Minutes of cabinet meetings 1953-59. Arranged chronologically.


Short-hand notes of cabinet meetings 1955-60. Arranged chronologically.


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Cooperatives [correspondence by Robert Anderson and George Humphrey]

Cuba [illegal flights]

Cultural Activities [government-wide coordination]

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