Linear feet:       14.4
Approximate number of pages: 28,000
Approximate number of index cards: 2,000
Approximate number of items: 20,000

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 instrument 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

The documents in this collection were compiled by the White House Staff Research Group headed successively by Albert P. Toner and Christopher H. Russell. This office was under the immediate supervision of the Staff Secretary, General Andrew Goodpaster. The Research Group appears to have had two functions. First, from 1956 to the end of the administration it prepared on virtually a daily basis a two-page summary of information based upon inputs from the Cabinet, various agencies and bureaus, and the White House staff. These “Staff Notes” were circulated to the President, Sherman Adams, Wilton B. Persons, and Goodpaster. After Adams’ departure from the staff in 1958, Bryce Harlow, Gerald Morgan, and Robert Merriam became regular recipients of “Staff Notes.” The Vice-President also received copies of “Staff Notes” when he was in Washington. The function of these summaries was to inform the President and his senior aides of activities and policies of the departments and agencies which could not be gleaned from the press and routine meetings.

The first series of documents consists of inputs to “Staff Notes” from cabinet departments and agencies and the White House staff. The submissions are of uneven quality (the State Department submitted the most substantive material, in the largest quantity) and cover a wide variety of topics. Most of the submissions are one paragraph in length. Despite the terseness of the writing, these documents frequently offer statements of government policy or descriptions of programs not available elsewhere. Publications, information papers, and correspondence with individuals outside the government are occasionally attached to the submissions. Also, there are frequent memos by Toner to Goodpaster on the number and quality of each agency’s submissions. These documents often provide candid comments on the level of cooperation between cabinet and bureau staffs and the White House.

Not all items submitted were published in “Staff Notes.” Those rejected are noted with an “R” in the margin. Those items which were used are so noted by a number in the margin which indicates the issue number of “Staff Notes” in which they were published. The inclusive issue numbers appear in the folder title after the name of the submitting agency, except in those instances where a single folder contains all submissions for a department.

The second series contains carbon copies of the final editions of “Staff Notes,” which seldom exceed two pages in length. Special and supplemental editions were also prepared and copies are included here.

The third series consists of two card indexes to both “Staff Notes” and the submissions. The second set, begun in 1959 and suspended in the summer of 1960, indexes items by subject and originating department and frequently contains detailed annotations. The first set is indexed only by subject and is not annotated.
The fourth document series is divided into four sub-series and contains a potpourri of items, some of which relate to the production of “Staff Notes” and some of which relate to a second function of the office: preparation of special reports, usually relating to foreign policy, for the White House. This series contains reports, publications, summaries, charts, and memos on a variety of domestic and foreign policy topics which were apparently gathered for preparation of the special projects. Some items are noted as having appeared in “Staff Notes.” However, the end product of these research projects--the final reports--is not included in the collection.

Many items in this series are of limited significance. In this regard, the memos in Boxes 33 and 34 are mostly copies of transmittal and routing memos. The documents to which they were attached were not returned to the file. Also, most of the items in Boxes 36 to 38 deal with office routine and contain little substantive material.

The organization of the collection has been, in the main, provided by the archivist. Documents in the collection indicate that this file was apparently kept in two separate filing cabinets in the White House and was received by the Library in two shipments. As the point of division between the two accessions was chronological for each department, it has been necessary to integrate the two shipments. Information appearing in brackets [ ] is descriptive of major items or the inclusive dates of material in the folder, and was supplied by the archivist. Over two dozen NASA and Department of Defense photographs were removed from the collection and turned over to the Library’s audio-visual section for preservation.
SERIES DESCRIPTION

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<th>Box No.</th>
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<td>1-23</td>
<td>STAFF NOTES--SUBMISSIONS; Suggested items for “Staff Notes” from Cabinet departments, agencies, and White House staff. Arranged alphabetically by department and chronologically therein.</td>
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<td>24-27</td>
<td>STAFF NOTES; Final copies of “Staff Notes” and “Supplemental Staff Notes.” Arranged chronologically.</td>
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<tr>
<td>28-30</td>
<td>INDEX CARDS: Two sets of 3x5 cards giving subject references to “Staff Notes” and “Staff Notes Submissions.” First set arranged alphabetically by subject and department.</td>
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<td>Agriculture 50-255 [Summaries of staff conferences and programs--discussions of foreign trade, legislation, domestic production and prices for 1957.]</td>
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<td>Agriculture 256-400 [Prices.]</td>
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<td>Agriculture 410-567 [Agricultural outlook for 1958, 1959.]</td>
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<td>Agriculture 568--</td>
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<td>2</td>
<td>Atomic Energy Commission 1-725 [Statement on radioactive fallout. Strontium-90 in milk. Exchange of atomic information with foreign governments.]</td>
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<td>Atomic Energy Commission 726--</td>
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<td>Bureau of the Budget 1-400</td>
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<td>Commerce 1-300 [1958 Soviet Trade Fair. Most items focus on foreign economic policy.]</td>
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<td>3</td>
<td>Commerce 301-488 [Most items focus on domestic economic conditions. One major memo on foreign investment development.]</td>
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4 Commerce 726--

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Defense 401-460 [Missile development.]

6 Defense 461-499 [Missile development.]

Defense 500-531 [Missile development.]

Defense 532-568 [Participation of small business in defense contracts. Missile development.]

Defense 569-605 [Enlisted personnel trends. Missile development.]

7 Defense 606-662 [July-Oct. 1959]


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