The Special Assistants’ Chronological Series contains approximately 13,500 pages of correspondence, memoranda, and memoranda of conversations spanning the period from December 30, 1952 to June 19, 1959. This series consists largely of copies of outgoing correspondence and memoranda prepared by Secretary Dulles’ special assistants, Phyllis Bernau, D.E. Boster, Richard Drain, Joseph Greene, John W. Hanes Jr., William Macomber, Roderic O’Connor, and David W. Peacock. Much of this material is comprised of routine acknowledgements of the receipt of letters, books and other materials mailed to Secretary Dulles, denials of requests for appointments or other services, and correspondence pertaining to a variety of miscellaneous non-official matters. Sprinkled throughout this series, however, are memoranda and letters reflecting Secretary Dulles’ views on official policy issues, memoranda of conversations with officials including occasional foreign officials, and correspondence and memoranda on personnel, political and patronage matters. This correspondence often includes form letters sent by Secretary Dulles’ special assistants to members of the public on foreign relations or State Department actions or personnel of a controversial or public interest nature, such as, for example, the Bricker Amendment, arms control, the nomination of Charles Bohlen as U.S. Ambassador to the USSR, and loyalty-security issues. Copies of some of these “flimsies” may be found elsewhere in the Dulles Papers. Little incoming correspondence can be found in this series.

As of May 2001 54 documents totalling 64 pages in this series remained security-classified following a staff systematic declassification review of all series within the Dulles Papers. A small quantity of material remains closed for reasons of personal privacy in accordance with Secretary Dulles’ letter of gift.
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