Interview #1. Selling idea of a Cabinet Secretariat to the Cabinet members and DDE. Organization of Cabinet Secretariat. Note-taking at Cabinet meetings. How the Secretariat operated: use of Agenda; importance of Sherman Adams; importance of Cabinet Assistants in each executive department; post-Cabinet-meeting briefings with Cabinet Assistants; Records of Action. Key reasons why DDE used Cabinet as he did. Attendance at Cabinet meetings. Preservation of Cabinet material as historical records: sending documents to Abilene; propriety of White House staff members publishing diaries and memoirs. General comments and anecdotes about DDE and DDE as one who presided over Cabinet meetings; purpose of the Cabinet Secretariat. Short observations about Adams, John Foster Dulles, Ezra Taft Benson, Arthur Summerfield, and Henry Cabot Lodge.

[Columbia Oral History Project Interview by Paul L. Hopper, 1968]