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Christine Dodson

NSC: Papers from state et al don't go thru  
~~the~~ WH system.

Delivered → NSC, even if addressed  
to WH.

If from another agency, Staff keep  
open first. Profile.

Into NSC; if routine to Hutchison;  
then to Buzinski

Kettle come over to NSC

Memor incoming from Intergood  
with for policy implications  
→ then to Dodson.

Optm staffing in NSC to kick Hutchison;  
all staffing would then be done.  
- NSC wld indicate clearance

? of clearances in WH of highly classified  
material  
- Hutchison spot checks to see if really  
cleared

Record decision + send back  
- send info feedback.

Cong staff must be fully cleared. WH Security Officer in NSC person.

Cable Traffic

Situation Room supports WH back reports to National Security Advisor.

? of what is NSC interested where cables come over from state.

Gen DeLoach + General Odium responsible for Situation Room list as to who in NSC would collect.

Situation Room

Brezinski + one or two others from Situation Room.

Sit Room can't distribute very easily

NSC had double in Ford what now

discussion

\* Minutes of NSC mtgs to President from Nat Security Advisor

3 principal mtgs a week

90% principals attended mtgs.

Crisis Mgt.

very ANA 9AN re han

~15,000 cables/year

## IX. White House Tracking of National Security Documents

The attached memorandum describes the routing procedures within the Carter White House for documents addressed to the President.

Please note the underlined part under (1) ENTRY. It indicates that correspondence addressed to the President from national security agencies (State, Defense, CIA, ICA, AID, etc.) bypass the normal White House routing and get delivered unopened to the office of the Assistant to the President for National Security Affairs or the NSC Mailroom.

Items from agencies such as Treasury, Commerce, etc. which could be on foreign or international economics matters are forwarded to the APNSA or the NSC after they are first opened and read by the President's Staff Secretary.

The basic NSC agencies (State, Defense, CIA) in fact deliver directly to the NSC mailroom, the Situation room or the Office of the Assistant to the President for National Security Affairs.

## PRESIDENTIAL MEMORANDA CIRCULATION

Effective immediately, memoranda sent by Department and Agency heads to the President will be handled in the following manner:

### (1) ENTRY

All memoranda intended for the President, except those dealing with national security affairs and foreign policy, should be sent to the attention of the President's Staff Secretary, Rick Hutcheson. The Staff Secretary will circulate these memoranda to Cabinet members and among the White House Staff, as appropriate. Establishing this central paperflow point at the White House will enable all parties to determine precisely the status of any memorandum submitted to the President.

Memoranda from Cabinet members dealing with national security affairs and foreign policy should be forwarded to the Assistant to the President for National Security Affairs for handling within the NSC decision-making system.

### (2) INTERNAL ROUTING

After consulting with Jack Watson and Stuart Eizenstat, the Staff Secretary will circulate certain domestic issue memoranda from Cabinet members among other Cabinet officers who are involved with the issue. The author of a memorandum will receive a copy of the routing slip so that he or she will know who else is being asked to comment. Responses to such memoranda will be submitted to the Staff Secretary using the attached staffing form.

### (3) DECISION FOLLOW-UP

The Staff Secretary will notify all appropriate parties of the President's decision with respect to domestic issues. In some cases, the memorandum will be a summary of the President's decision, prepared by Jack Watson or Stuart Eizenstat. In the case of memoranda dealing with national security affairs and foreign policy, the memoranda with the President's decisions and comments will be forwarded to Zbigniew Brzezinski for appropriate handling.

### (4) DEADLINES

Memoranda for the President should indicate deadlines for Presidential action, taking care to distinguish between deadlines of convenience and those of genuine urgency.

(5) CONTENT AND LENGTH

Memoranda for the President should be as short as possible; attachments should be minimized. Where possible, alternative courses of action and anticipated consequences should be presented.

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