

THE WHITE HOUSE
WASHINGTON

2168

August 16, 1974

MEMORANDUM FOR: AMB. DONALD RUMSFELD
MR. PHILIP BUCHEN
SECRETARY ROGERS C. B. MORTON
HON. CLAY WHITEHEAD ✓

FROM: ~~DAVID PARKER~~

SUBJECT: Approved Presidential Activity

Please take the necessary steps to implement the following and confirm with Mrs. Nell Yates, ext. 2699. The appropriate briefing paper should be submitted to Dr. David Hoopes.

Event: Meeting with Transition Team

Date: Tuesday, August 20, 1974 Time: 3:30 p.m. Duration: 2 hrs.

Location: The Oval Office.

Participants: As above--or to be determined by above individuals if additions are to be made.

Press Coverage: White House Photographer

Purpose: To receive recommendations of Transition Team.

cc: Mr. Hartmann 2574
Mr. Marsh

Dr. Hoopes
Mr. Jones
Mr. O'Donnell
Mr. Rustand
Mr. Wardell
Mr. terHorst
Mrs. Yates

except 4:45-6:00