

UNDERSTANDING CROSS-REFERENCES IN WHITE HOUSE CENTRAL FILES - SUBJECT FILE



To be successful in the Subject File, a researcher should know how to recognize and exploit the many cross-references. When a White House file clerk received a new document the clerk would write, on the first page, the file locations assigned for the whole document and all cross-references to it. The clerk would then photocopy this first page to create the requisite number of cross-references.

File codes underneath (e.g. PR 7-1, CO158 etc) show the locations of cross-references. In this illustration, because the clerk underlined CO 158, you know you are looking at the one-page cross-reference that is at CO 158, the file code for "Countries-U.S.S.R."

THE WHITE HOUSE
WASHINGTON

EXECUTIVE
053
PR 7-1
THE PRESIDENT HAS SEEN...
CO158
053-1
FC 164

September 6, 1974

Dobrynin, Anatoly A.

LIMITED OFFICIAL USE

The top file code directs you to the location of the complete document. In this illustration, the full document will be at OS-3, the file code for "Outer Space - Manned Flight."

METING WITH SOVIET COSMONAUTS

Saturday, September 7, 1974
2:45 p. m. (10 minutes)
The Oval Office

From: Henry A. Kissinger

Low, George M.

Stafford, Thomas O.

Brand, James D.

Slayton, Donald K.

I. PURPOSE

Your purpose in greeting the cosmonauts is to call attention to the importance you attach to the 1975 joint manned space mission for the contributions it is making to US-USSR space cooperation, the strengthening of US-USSR cooperation generally, and the efforts of all countries working together on projects that broaden human knowledge. The meeting additionally will provide another signal to the Soviets of the continuity in US foreign policy.

II. BACKGROUND, PARTICIPANTS & PRESS ARRANGEMENTS

A. Background: The Soviet prime crew for the July 1975 Apollo-Soyuz test flight will be in Washington September 7-9, 1974 en route to the Johnson Space Center in Houston, Texas, for joint flight crew training. The US and Soviet crews last year had familiarization sessions at Star City in the Soviet Union and at the Johnson Space Center in Houston. They are mid-way in their first intensive training session.

The prime Soviet crew is made up of Lieutenant Colonel Aleksey Leonov, the first cosmonaut to walk in space, and Valeriy Kubasov, a civilian who was the flight engineer on the Soyuz 6 flight. The crews will be accompanied by Major General Vladimir Shatalov, Commander of Cosmonaut training at Star City in the USSR.

Every handwritten name or x-marked name shows the location of a cross-reference in the White House Central Files: Name File. In the illustration the names of the key event participants were cross-referenced. Names of White House staff and senior Executive Branch officials, however, were seldom cross-referenced.

LIMITED OFFICIAL USE

An additional marking such as "Oversize Attachment 5037" means that a bulky or odd-sized item was detached for special storage under its own retrieval number.

RECEIVED

SEP 11 1974

OPTIONAL FILES