

THE WHITE HOUSE
WASHINGTON

October 22, 1945

TO THE HEADS OF THE EXECUTIVE DEPARTMENTS AND AGENCIES:

The heads of all executive departments and agencies are requested to prepare and submit memoranda to the President when his official decisions are desired, especially when the decisions are to be given orally. This is essential to enable the President to have available complete information on matters which have been the subject of his official action, and will prevent the rather unsatisfactory result that sometimes occurs when matters are presented to the President orally with no written record thereof.

It is desired that the members of the Cabinet and the heads of the executive agencies present their memoranda to the President in duplicate. The original copy will be retained in the White House files.



MATTHEW J. CONNELLY
Secretary to the President