

THE WHITE HOUSE
WASHINGTON

August 5, 1948

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Your attention is invited to the following statement made by the President at his press conference today:

"1. In responding to a written request from a Congressional committee for information relating to the employment of individuals, the department or agency may forward to the committee all unclassified routine papers (such as Civil Service Form 57, records of promotion, efficiency ratings, letters of recommendation, etc.).

2. No information of any sort relating to the employee's loyalty, and no investigative data of any type, whether relating to loyalty or other aspects of the individual's record, shall be included in the material submitted to a Congressional Committee. If there is doubt as to whether a certain document or group of documents should be supplied, the matter should be referred to the White House."

The provisions of the President's directive of March 13, 1948 are intended to apply to the records of former employees as well as persons now in the Federal service. Material should be supplied to Congressional committees only upon receipt of written requests.

In order that the personnel files of the departments and agencies may be available for operations at all times and maintained intact, it is suggested that photostatic copies be supplied in lieu of original documents.

/s/ Donald S. Dawson
DONALD S. DAWSON
Administrative Assistant
to the President

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