

DECEMBER 2, 1972

Office of the White House Press Secretary
(Key Biscayne, Florida)

THE WHITE HOUSE

JOHN WESLEY DEAN, III
Biographical Data

John Dean has been Counsel to the President since July 27, 1970. Before coming to the White House, Mr. Dean was Associate Deputy Attorney General. He was appointed to that post in February, 1969 with principal responsibilities of developing the legislative program for the Department of Justice. He was also Chief Negotiator for the Government with demonstration leaders regarding demonstration permits and was the representative of the Attorney General to meet with Governors of the States to explain proposed model state drug legislation.

Mr. Dean was born on October 14, 1938 in Akron, Ohio and is a member of the Virginia Bar Association and the District of Columbia Bar Association. He received his LL. B. from Georgetown Law Center in 1965. He attended the American University Graduate School of Government and Public Administration in 1961-1962; attended Colgate University from 1957-1959; and received a B. A. degree from the College of Wooster, Wooster, Ohio in 1961.

Mr. Dean was Associate Director of the National Commission on Reform of Federal Criminal Law from 1967-1969; Chief Minority Counsel for the House Judiciary Committee of the U. S. House of Representatives from 1966-1967; and an associate of the law firm Welch and Morgan, Washington, D. C. in 1965.

Mr. Dean is married to the former Maureen Kane. They reside in Alexandria, Virginia.

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EPS-16

EXECUTIVE PROTECTIVE SERVICE
SECURITY REPORT

ALARM NO. _____

1.

Type:

☒ XXX

Security

Fire

Malfunction

Other

2. Date: March 13, 19723. Time: 0050 a.m.
p.m.

4. Name of Occupant:

Dean, John

5. Complainant, If Any:

6. Location: (Area, Room No. & Building)

Room 106 OEOB

7. Found by:

Officer C. W. Hollobaugh8. Details - Describe briefly (Recommendations, if any)

During my routine security check, I found safe number (Group1-151534) open. This safe contains materials marked "CONFIDENTIAL".

Disposition-(Action Taken):

I locked the safe and enclosed a copy of the Haldeman memo and EPS form 16.

CW Hollobaugh
Officer C. W. Hollobaugh, NH-Div.
Executive Protective Service Officer

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Safeguarding Classified and Sensitive Information

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The White House Police have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the White House Police will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. At present, green paper "burnbags" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under White House Police supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The provisions of this memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.



H. R. HALDEMAN
Assistant to the President