

Originally Processed With FOIA(s):
2019-1493-S

FOIA Number:
2019-1493-S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: National Security Council
Series: H-Files
Subseries: IF Transition Files

OA/ID Number: 99016
Folder ID Number: 99016-003

Folder Title:
[NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Stack:	Row:	Section:	Shelf:	Position:
V	0	0	0	0

Withdrawal/Redaction Sheet

(George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Memorandum	For Paul Schott Stevens From: Nicholas Rostow Re: Request to Retain Records (3 pp.)	1/9/89	(b)(1)	
02. Memorandum	For Paul Schott Stevens From: Nelson Ledsky Re: Request to Retain Records (1 pp.)	1/5/89	(b)(1)	C
03. Memorandum	For Paul Schott Stevens Re: Request to Retain Records (1 pp.)	1/9/89	(b)(1)	
04. Paper	Re: Traditional NSC Agency Files (1 pp.)	n.d.	(b)(1)	C
05. List	Files for Retention (3 pp.)	n.d.	(b)(1)	
06. Memorandum	For Paul Schott Stevens From: Steven Farrar Re: Retention of Files (1 pp.)	1/6/89	(b)(1)	
07. List	Files to be Retained (3 pp.)	n.d.	(b)(1)	C
08. List	Defense Policy Group Files Proposed for Retention (1 pp.)	n.d.	(b)(1)	
09. Paper	Re: NSC Staff's Request to Make Certain Information Available to the Transition and to Retain Certain Information (1 pp.)	n.d.	(b)(1)	

Page 1 of 1

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries:

WHORM Cat.:

File Location: [NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Pinksheet Number: MB14488

OA/ID Number: 99016-003

Date Closed: 9/3/2019

FOIA/Sys Case #: 2019-1493-S

Re-review Case #:

P-2/P-5 Review Case #:

UNCLASSIFIED
with CONFIDENTIAL
Attachment

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

0167

January 13, 1989

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NICHOLAS ROSTOW *NR*
NANCY MENAN *Nancy Menan*
GEORGE VAN ERON *George Van Eron*

SUBJECT: Staff Requests to Retain Hard Copy Files and
Computer Files

Attached at Tab II are the requests of the Office of the Executive Secretary and thirteen other directorates to retain specific hard copy files beyond January 20, approximately 12-13 file drawers of material in total, you have not yet approved. The materials in these files include copies of presidential records; staff convenience copies of NSC agency records; and materials that are not agency records.

The Office of Counsel to the President has advised you (Tab IV) that the President has approved the NSC staff's request (Tab V) to retain copies of certain classes of presidential records beyond January 20, 1989. The Legal Adviser's Office has reviewed the list of requested files to be retained; to the extent that the materials include copies of presidential records, the NSC staff has received permission to keep such records.

The materials to be retained are being retained solely as background materials for General Scowcroft and his staff in their roles as advisors to the President. As such, unless and until the materials are used as part of the interagency process, they fall within the category of records the NSC has traditionally treated as presidential records. We believe it is advisable to authorize the retention of these files for a minimum period of time to ease the transition, but to require the staff to retire the files in order to minimize the likelihood that the presidential materials will become subject to the Freedom of Information Act as agency records.

At Tab III are the requests for retention of computer files you have not yet approved. The requests of the Office of the Executive Secretary, the Legal Adviser's Office, the Secretariat and the Near East and South Asian Affairs Directorate are consistent with their requests to retain hard copy records. The

UNCLASSIFIED
with CONFIDENTIAL Attachments

UNCLASSIFIED UPON
REMOVAL OF CLASSIFIED
ATTACHMENTS
MB 9/3/19

UNCLASSIFIED

2

with CONFIDENTIAL Attachments

Counselor's request to retain a small amount of information electronically would be more appropriately retained in hard copy.

Only the Arms Control Directorate has requested permission to retain a substantial electronic database; they have approximately 8400 cables relating to arms control negotiations they wish to retain as an ongoing resource. To the extent that the Arms Control Directorate uses this database in the Bush Administration as part of the interagency process (e.g. in developing negotiating positions through interagency groups), there is a strong legal argument that the database should be searched in order to comply with the Freedom of Information Act's reasonable search requirements. The Arms Control Directorate has also requested permission to erase their hard disks themselves.

RECOMMENDATION

1. That you review the attached memoranda from the directorates (Tab II) and approve their requests by sending all directors the memorandum at Tab I.

Approve _____

Disapprove _____

2. That you approve the requests of the Legal Adviser, the Secretariat, the Near East and South Asian Affairs Directorate and the Arms Control Directorate to retain certain computer files and that you ask the Counselor to run a hard copy of the computer files he wishes to retain.

Approve _____

Disapprove _____

3. That you instruct WHCA/WHSSS to work with the Arms Control Directorate to ensure timely and coordinated erasure of that Directorate's hard disks.

Approve _____

Disapprove _____

UNCLASSIFIED

with CONFIDENTIAL Attachments

Attachments

Tab I Stevens Memorandum to Directors
Tab II Requests to Retain Hard Copies of Files
 Tab A NSC Counselor
 Tab B Legal Adviser
 Tab C European and Soviet Affairs
 Tab D Near East and South Asian Affairs
 Tab E Asian Affairs
 Tab F Latin American Affairs
 Tab G Intelligence Programs
 Tab H International Programs/Technology Affairs
 Tab I International Economic Affairs
 Tab J Arms Control
 Tab K Defense Policy
 Tab L Information Policy
 Tab M Secretariat
 Tab N Executive Secretary
Tab III Requests to Retain Computer Files
 Tab A NSC Counselor
 Tab B Legal Adviser
 Tab C Near East and South Asian Affairs
 Tab D Arms Control
 Tab E Secretariat
 Tab F Executive Secretary
Tab IV Culvahouse to Stevens Memorandum
Tab V December 21, 1988 Stevens to Culvahouse Memorandum

~~CONFIDENTIAL~~

UNCLASSIFIED
with CONFIDENTIAL Attachments

3

Attachments

Tab I Stevens Memorandum to Directors
Tab II Requests to Retain Hard Copies of Files
 Tab A NSC Counselor
 Tab B Legal Adviser
 Tab C European and Soviet Affairs
 Tab D Near East and South Asian Affairs
 Tab E Asian Affairs
 Tab F Latin American Affairs
 Tab G Intelligence Programs
 Tab H International Programs/Technology Affairs
 Tab I International Economic Affairs
 Tab J Arms Control
 Tab K Defense Policy
 Tab L Information Policy
 Tab M Secretariat
 Tab N Executive Secretary
Tab III Requests to Retain Computer Files
 Tab A NSC Counselor
 Tab B Legal Adviser
 Tab C Near East and South Asian Affairs
 Tab D Arms Control
 Tab E Secretariat
 Tab F Executive Secretary
Tab IV Culvahouse to Stevens Memorandum
Tab V December 21, 1988 Stevens to Culvahouse Memorandum

UNCLASSIFIED
with CONFIDENTIAL Attachments

~~CONFIDENTIAL~~

MEMORANDUM FOR ALL DIRECTORS

FROM: PAUL SCHOTT STEVENS

SUBJECT: Retention of Files Beyond January 10, 1989

Your directorate may retain the Reagan Administration files you have designated after January 20, 1989 solely to assist General Scowcroft and his staff in advising the President. As you have been previously advised, these files should contain no original NSC agency or presidential documents.

You are hereby authorized to retain these files until no later than April 20, 1989. On or before April 20, 1989, the Secretariat will take custody of the files for shipment to the appropriate presidential library.

You are responsible for maintaining these files and ensuring that they are segregated from any new files that your Directorate creates during the Bush Administration. Should you or members of your directorate use the information in these files after noon on January 20, 1989 in the creation of documents in the interagency process (e.g. as supporting documents for decision memoranda in the interagency process or in issuing NSDDs, agendas for interagency meetings, etc.), the documents could then become Bush Administration agency records subject to the Freedom of Information Act.

Should you depart the NSC staff prior to April 20, 1989, you are responsible for ensuring that your successor is informed of the status of these files and the special responsibilities attached to retaining them.

Tab A	NSC Counselor
Tab B	Legal Adviser
Tab C	European and Soviet Affairs
Tab D	Near East and South Asian Affairs
Tab E	Asian Affairs
Tab F	Latin American Affairs
Tab G	Intelligence Programs
Tab H	International Programs/Technology Affairs
Tab I	International Economic Affairs
Tab J	Arms Control
Tab K	Defense Policy
Tab L	Information Policy
Tab M	Secretariat
Tab N	Executive Secretary

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

8943

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: PETER W. RODMAN *pmr*

SUBJECT: Retention of Files Beyond January 20, 1989

In connection with your memorandum on this subject of January 5, 1989, all my files of the Reagan Administration will be boxed up or available to be boxed up by January 10, 1989, as directed, with two exceptions.

First, I would like to retain my non-record personal files, consisting of correspondence, background material on my speaking engagements, schedules, financial files, personnel files, and other personal material. These files have been segregated.

Second, I wish to retain extra copies of selected substantive memoranda on key ongoing issues to which I would like to be able to refer in connection with my duties on the staff following January 20, 1989.

RECOMMENDATION:

That you approve my request.

Approve _____ Disapprove _____

Materials retained on ongoing topics include:

Middle East
U.S./Soviet Relations
Central America

From: NSPWR --CPUA
To: NSGVE --CPUA -UNCLASSIFIED-

Date and time 01/13/89 12:39:19

NOTE FROM: Peter Rodman
SUBJECT: Retention of Files Beyond January 20, 1989

As I indicated to Paul Stevens in a memorandum of January 9 on this subject (in response to his of January 5), I am retaining no record files other than a folder of duplicate (repeat, duplicate) copies of selected substantive memoranda on various ongoing national security issues to which I would like to be able to refer in connection with my duties on the staff following January 20.

These memoranda are on such topics as the Middle East, US-Soviet relations, and Central America, as well as a few drafts of speeches. They are mostly memoranda I wrote to General Powell, along with a cable or two and a few other policy papers.

I repeat: My record copies of these official papers are boxed up and have been retired as instructed. These are duplicates.

cc: RITTER --VAXC)-UNCLASSIFIED-

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Memorandum	For Paul Schott Stevens From: Nicholas Rostow Re: Request to Retain Records (3 pp.)	1/9/89	(b)(1)	

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries:

WHORM Cat.:

File Location: [NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Date Closed: 9/3/2019

OA/ID Number: 99016-003

FOIA/SYS Case #: 2019-1493-S

Appeal Case #:

Re-review Case #:

Appeal Disposition:

P-2/P-5 Review Case #:

Disposition Date:

AR Case #:

MR Case #:

AR Disposition:

MR Disposition:

AR Disposition Date:

MR Disposition Date:

RESTRICTION CODES

Freedom of Information Act (FOIA) - [5 U.S.C. 552(b)]

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

~~CONFIDENTIAL~~

Van --
concurrence please.
Thanks. Elaine 1/10

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

~~CONFIDENTIAL~~

0037

ACTION

January 5, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NELSON C. LEDSKY *NL*
SUBJECT: Request to Retain Records

We are in the process of retiring all files for the period leading up to January 20.

I believe it would be highly useful if we could retain a small amount of material covering US-Soviet relations with emphasis on the last meeting between the President and President Gorbachev in New York December 8, 1988.

I believe it would also be useful if we could retain material on the current CSCE meeting in Vienna which has not yet been concluded and which may run over beyond January 20. As part of this package we would like to retain a small amount a material on human rights, the CST mandate and the series of follow-on meetings after the Vienna sessions.

In addition, I would like to request permission to keep folders covering:

- Ongoing Greek Base Negotiations;
- Ongoing Negotiations with Cyprus;
- Spain: Base Negotiation Agreement Implementation;
- Our Continuing Consultations with the Portuguese over our Airbase in the Azores;
- US-FRG Consultations on Short-range Nuclear Systems and the Continuing Work on a Comprehensive Concept for Arms Control;
- Canada: Bilateral Issues;
- Greenland: Draft Study.

RECOMMENDATION

That you authorize me to retain the aforementioned material for continuity.

Approve _____ Disapprove _____

~~CONFIDENTIAL~~

Declassify on: OADR

DECLASSIFIED
PER NSC WAIVER, 1500 2021-02
By SS NARA, Date 9/13/24

~~CONFIDENTIAL~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NEAR EAST AND SOUTH ASIAN AFFAIRS DIRECTORATE
SUBJECT: Request to Retain Records

This Directorate requests that they be allowed to keep the following files beyond January 20. These files contain documentation from November to the present pertaining to ongoing issues and programs that will require the immediate attention of the Bush Administration.

Libya
Persian Gulf
Iran
Peace Process/PLO
Pakistan/India
Afghanistan

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 10, 1989

*Copy to
RMP
GVE
R. French*

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: JAMES A. KELLY *jak*
SUBJECT: Retention of Files

This Directorate intends to retain the following files for the reasons noted:

Record of US-China Talks	--	copy only, original sent to Archives; State Dept. records not complete; to be given to successor.
Record of US Commitments to China	--	copy only, original to Archives; to be given to successor.
Current Japan Issues for Presidential Trip and Prime Minister's Visit.	--	copies only, original to Archives. Current issues, given early meetings; to be given to successor.
Indochina ongoing Issues	--	copies only, original to Archives. Current negotiations in progress; to be given to successor.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: LATIN AMERICAN AFFAIRS DIRECTORATE

SUBJECT: Request to Retain Records

Following is a list of files that this directorate would like to keep beyond January 20.

Drug Legislation
Briefing books on the following trips

- o Central America
- o South America
- o Colombia
- o Grenada
- o Jamaica
- o Honduras
- o Mexico
- o Panama

(These briefing books were prepared by the State Department and serve as guidance for the in-country situation. They do not discuss policy formulation.)

Panama convenience files covering sanctions, negotiations,
working group meetings and press guidance
Brazil convenience files on supercomputers and nuclear
transfers

(The above two files relate to ongoing actions which require continuity into the new Administration.)

In addition to the above, this Directorate requests that they be allowed to keep files relating to ongoing actions which will not be completed by January 20.

~~CONFIDENTIAL~~

8943 Add-On

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

~~CONFIDENTIAL~~

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: BARRY KELLY *[Signature]*
SUBJECT: Retention of Files Beyond January 20, 1989

Attached is a listing of files which the Intelligence Directorate would like to retain and pass on to the new Administration staff.

Attachment

DECLASSIFIED
PER NSC WAIVER, #2017-03
By ME NARA, Date 9/3/19

~~CONFIDENTIAL~~

Declassify on: OADR

~~CONFIDENTIAL~~

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04. Paper	Re: Traditional NSC Agency Files (1 pp.)	n.d.	(b)(1)	C

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries:

WHORM Cat.:

File Location: [NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Date Closed: 9/3/2019	OA/ID Number: 99016-003
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Freedom of Information Act (FOIA) - [5 U.S.C. 552(b)]

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

8943 Add-0n

INFORMATION

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: TYRUS W. COBB *TC*

SUBJECT: Retention of Files Beyond January 20, 1989

In response to your memorandum of January 5, 1989, subject as above, I have attached a listing of files we wish to retain in the Directorate for Multilateral Programs and Technology Affairs beyond January 20, with a brief justification and parenthetical indication of the responsible staff member.

Attachment

Tab I Files for retention by Multilateral Programs and
Technology Affairs Directorate

Prepared by:
Don Tice *DT*

FILES FOR RETENTION

DIRECTORATE FOR MULTILATERAL PROGRAMS
AND TECHNOLOGY AFFAIRS

FOREIGN OPERATIONS (150 ACCOUNT) BUDGET ISSUES

File needed for continuous reference on FY89 and FY90 foreign assistance budget levels and country allocations. Papers on requests for transfer authority for security assistance funding needed to support ongoing action. (Saunders)

FY89 ARMS TRANSFER PROPOSALS

File needed to support ongoing action. The 1989 Javits Report of projected 1989 arms transfer notifications is under preparation and due to Congress by February 1. (Saunders)

LOW INTENSITY CONFLICT

File needed as precedent and to support ongoing action. The National Security Adviser has approved a series of recommendations for consideration by the next Administration. File is required to provide background for these recommendations. (Saunders)

TV MARTI

Current action with policy decisions to be addressed within the next two months. (Curtin)

UN FUNDING

Current action, centered on UN peacekeeping operations, with policy decisions pending. (Curtin)

SOUND BROADCASTING BY SATELLITE

Ongoing issue requiring continued NSC monitoring. (Tice)

DISPUTE RESOLUTION, INDIA--III (CONTRACT SANCTITY)

A determination in this case will be made before the end of the Reagan Administration, therefore, we must keep this file. (Onate)

E.O ON TRADE ACT OF 1988

Under active consideration now. (Leach)

INTERAGENCY COORDINATING COMMITTEE ON US-SOVIET EXCHANGES
(ICCUSA)

NSC currently has out tasking of interagency procedures for this committee. (Leach)

NATIONAL ACADEMY SCIENCES-US-USSR AGREEMENT

Important to two on-going projects under active consideration. (Leach)

TREATY OF TLATELOLCO

Initiative under active consideration now. (Leach)

US-USSR AGRICULTURE AGREEMENT

Important to two on-going US-Soviet exchange agreements now being renegotiated. (Leach)

US-USSR ATOMIC ENERGY AGREEMENT

Now under active consideration. (Leach)

US-USSR BASIC SCIENCES AGREEMENT

Two subordinate MOUs shortly to be negotiated. (Leach)

US-USSR CONSTRUCTION RESEARCH AGREEMENT

Important to two on-going US-USSR agreements now being renegotiated. (Leach)

US-USSR ENVIRONMENTAL AGREEMENT

Important to two other agreements now being renegotiated. (Leach)

US-USSR FISHERIES AGREEMENT

Important to two other agreements being renegotiated. (Leach)

US-USSR FUSION COOPERATION

Now under active consideration as a part of the Atomic Energy Agreement. (Leach)

US-USSR GENERAL EXCHANGES

Important to two other agreements being renegotiated. (Leach)

US-USSR HEALTH AGREEMENT

Important in other renegotiations. (Leach)

US-USSR HOUSING AGREEMENT

Important to renegotiations. (Leach)

US-USSR JOINT VENTURES

Under active consideration now. (Leach)

US-USSR STANDARDS AGREEMENT

Under active consideration now. (Leach)

US-USSR TRANSPORTATION AGREEMENT

Important to renegotiations. (Leach)

US-USSR NUCLEAR REACTOR SAFETY

Important to renegotiations. (Leach)

WHALES: US-JAPAN

Under active consideration now. (Leach)

US-USSR WORLD OCEAN AGREEMENT

Under active consideration now. (Leach)

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

ACTION

January 6, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: *SRC*
STEPHEN P. FARRAR

SUBJECT: Retention of Files Beyond January 20, 1989

The International Economic Affairs Directorate would like permission to retain the following files beyond January 20:

<u>Title of File</u>	<u>Reason for Retaining</u>
Agriculture	ongoing issue
Brazil	ongoing issue
Budget	ongoing issue
Debt	ongoing issue
EC	ongoing issue
Energy	ongoing issue
OECD	ongoing issue
Panama	ongoing issue
Paris Summit	ongoing issue
Sanctions	ongoing issue
Soviet Union	ongoing issue
Trade	ongoing issue
Western Lending to the Soviet Bloc	ongoing issue

RECOMMENDATION

That you approve my request to retain the above files after January 20.

Approve _____

Disapprove _____

cc: Nicholas Rostow

~~CONFIDENTIAL~~

CONFIDENTIAL

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

8943
add-on 6

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: BOB LINHARD *BL*
SUBJECT: Retention of Files

Pursuant your memo of January 5, 1989, attached is a list of files to be retained beyond January 20, 1989 by the Arms Control Directorate.

Attachment

Tab I List of Files to be Retained

DECLASSIFIED
PER NSC WAIVER, 2017-03
By *MB* NARA, Date 9/3/19

~~CONFIDENTIAL~~
Declassify on: OADR

~~CONFIDENTIAL~~

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
07. List	Files to be Retained (3 pp.)	n.d.	(b)(1)	C

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries:

WHORM Cat.:

File Location: [NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Date Closed: 9/3/2019

OA/ID Number: 99016-003

FOIA/SYS Case #: 2019-1493-S

Appeal Case #:

Re-review Case #:

Appeal Disposition:

P-2/P-5 Review Case #:

Disposition Date:

AR Case #:

MR Case #:

AR Disposition:

MR Disposition:

AR Disposition Date:

MR Disposition Date:

RESTRICTION CODES

Freedom of Information Act (FOIA) - [5 U.S.C. 552(b)]

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 9, 1989

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: ROGER G. DEKOR 

SUBJECT: Retention of Files Beyond January 20, 1989

A list of the files we propose to retain beyond January 20, 1989 is contained at Tab I. Retention of these limited files will facilitate the handling of ongoing issues and provide some continuity for the Defense Policy Group through the transition.

RECOMMENDATION:

That you approve our request for retaining the files listed at Tab I.

Approve _____ Disapprove _____

Attachment

Tab I Defense Group Files Proposed for Retention

Prepared by: 
William J. Grant

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
08. List	Defense Policy Group Files Proposed for Retention (1 pp.)	n.d.	(b)(1)	

Collection:

Record Group: Bush Presidential Records

Office: National Security Council

Series: H-Files

Subseries:

WHORM Cat.:

File Location: [NSC: Reagan-Bush Transition Background Materials - Volume I - January 1989] [3]

Date Closed: 9/3/2019	OA/ID Number: 99016-003
FOIA/SYS Case #: 2019-1493-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Freedom of Information Act (FOIA) - [5 U.S.C. 552(b)]

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM:

NANCY V. MENARD *NV*

SUBJECT:

Retention of Files -- Information Policy
Directorate

In accordance with your memorandum of January 5, 1989, the Information Policy Directorate should be granted permission for all case files (requests) logged into the DECLASS system to be retained beyond January 20, 1989. This request encompasses virtually all IPD files except for any outstanding actions items for NSC Secretariat systems (none on hand at this time).

Nick Rostow and George Van Eron concur.

RECOMMENDATION:

That you approve retention as above.

Approve _____

Disapprove _____

FILES RETAINED BY SECRETARIAT

Each of the categories below contain both hardcopy as well as on-line PROFS/VAX data.

- 1/ Computer VS1/VM data base management systems and their associated retrieval systems
- 2/ SOP and administrative office files
- 3/ various Walsh (IC) investigation files, to include:
 - non disclosure agreements & acknowledgements
 - termination statements
 - DOJ and IC related original memoranda
 - PROFS and VAX notes/folders directly related (to be retained on line)
 - Court order sealed documents in Secretariat custody
 - 3 IBM displaywriter 8inch diskettes
 - other memoranda
- 4/ PROFS and VAX notes/folders directed related to SOP re establishment of NSC staff user accounts
- 5/ Files related to on-going FBI (non-Walsh) investigations
- 6/ Copies of memoranda and VAX on-line documents which document retrieval results of on-going legal cases
- 7/ Transition books

From: NSCLM --CPUA
To: NSGVE --CPUA -UNCLASSIFIED-

Date and time 01/13/89 12:47:59

FROM: CATHY MILLISON
SUBJECT: Briefing Books

If at all possible we would like to keep one copy of a set of a briefing books which would be used mainly as sample formats in preparation of briefing books for the trip to Japan.

Tab A	NSC Counselor
Tab B	Legal Adviser
Tab C	Near East and South Asian Affairs
Tab D	Arms Control
Tab E	Secretariat
Tab F	Executive Secretary

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

8884

January 9, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: PETER W. RODMAN *PR*
SUBJECT: Disposition of Computer Files

This is in response to your memorandum of January 3, 1989, on this subject.

I hereby request an exception to the requirement of mandatory erasure of all computer files. I would like to retain:

- my personal address and phone lists
- my personal calendar/schedule

Similarly, I would like my Secretary, Joan Ritter, to be permitted to retain these records in her files.

RECOMMENDATION

That you approve my requests.

Approve _____

Disapprove _____

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

8884
Add-on

January 10, 1989

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NICHOLAS ROSTOW *NR*.

SUBJECT: Retention of Computer Files

Following is a list of computer files the Legal Adviser's Office would like to retain after January 20, 1989.

- Proposed Executive Order Governing Access to Classified Information
- Proposed Executive Order re Justice Procedures
- Memorandum on NSC Records
- Index of Recusals for the NSC Staff
- FOIA Related Draft Regulations
- FOIA Case Trading Information
- Indices of Office of Legal Adviser Files
- Authority: 5 U.S.C. 553
- Creation of Records
- NSC Records

This information is necessary for ongoing work. The material will be retained on a separate diskette so that all other diskettes and hard disk drives may be erased.

RECOMMENDATION

That you approve the Legal Adviser's Office retaining the above-listed computer files.

Approve _____

Disapprove _____

NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20506

January 10, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NEAR EAST AND SOUTH ASIAN AFFAIRS DIRECTORATE

SUBJECT: Request to Retain Computer Files

It is requested that this Directorate be allowed to keep two (2) floppy discs containing a presidential determination on Pakistan Nuclear Certification which is extremely lengthy and is a yearly task.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 5, 1989

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: BOB LINHARD *Bob*
SUBJECT: Disposition of Computer Files

In response to your memorandum of January 3 I request the following electronic files be retained through the change of Administration:

- The entire contents of the "DEFENSE" environment in Vax. This is a directorate wide file of incoming arms control cables dating back to 1986. It contains over 8400 cables and permits access to past reports from delegations. The environment consists entirely of incoming cables; there is no NSC generated material contained in it.
- Profs and A1 distribution lists. Because we attempt to keep each other informed of a variety of matters, we have created directory-wide distribution lists. While these can obviously be recreated, it is simpler simply to allow them to remain.

Over the course of the last two years there have been several Profs messages distributed to all users outlining certain Profs features. These are the only source of documentation for many of the Profs features installed in 1987 and 1988. Rather than attempt to segregate and retain these individual cables in a number of individual files, we recommend that they be reviewed by Admin and retransmitted to all Profs users the first day of the new Administration.

We have several administrative items which may go right down to the wire. Because of this, we would like to retain the files on computer hard disks until the last possible minute. To facilitate such retention and ease the burden on WHCA/WHSSS, and in recognition of the fact that the directorate has several members who are thoroughly familiar with PS2 computers, we propose to erase the files on all directorate hard disks ourselves, and certify to you that this has been done by close of business on January 19.

FILES RETAINED BY SECRETARIAT

Each of the categories below contain both hardcopy as well as on-line PROFS/VAX data.

- 1/ Computer VSI/VM data base management systems and their associated retrieval systems
- 2/ SOP and administrative office files
- 3/ various Walsh (IC) investigation files, to include:
 - non disclosure agreements & acknowledgements
 - termination statements
 - DOJ and IC related original memoranda
 - PROFS and VAX notes/folders directly related (to be retained on line)
 - Court order sealed documents in Secretariat custody
 - 3 IBM displaywriter 8inch diskettes
 - other memoranda
- 4/ PROFS and VAX notes/folders directed related to SOP re establishment of NSC staff user accounts
- 5/ Files related to on-going FBI (non-Walsh) investigations
- 6/ Copies of memoranda and VAX on-line documents which document retrieval results of on-going legal cases
- 7/ Transition books

From: STULTS --VAXC
To: NSGVE --CPUA

Date and time 01/13/89 11:14:40

From: Mary Kay Stults
Subject: again

UNCLASSIFIED

NATIONAL SECURITY COUNCIL

13-Jan-1989 11:13 EDT

UNCLASSIFIED

MEMORANDUM FOR:

George Van Eron

(VAN ERON)

FROM: Mary Kay Stults
(STULTS)

SUBJECT: again

NATIONAL SECURITY COUNCIL

10-Jan-1989 09:02 EDT

UNCLASSIFIED

MEMORANDUM FOR:

George Van Eron
Cathy Millison

(VAN ERON)
(MILLISON)

FROM: Mary Kay Stults
(STULTS)

SUBJECT: Retained Files

CC: Marybel Batjer
CC: Brenda I. Hilliard

(BATJER)
(HILLIARD)

Van, I plan to retain several standard formats that relate to visits, taskings, and meeting with the President. Assuming Vice President Bush retains the same format they can be easily adapted for use in the new Administration. These are on my mainframe and also in hard copy. Thanks

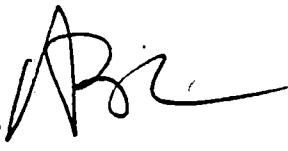
Cathy - Van had told me earlier to send him this note.

THE WHITE HOUSE

WASHINGTON

January 10, 1989

MEMORANDUM FOR DAN L. CRIPPEN
RHETT B. DAWSON
FRANK J. DONATELLI
MAX MARLIN FITZWATER
ALAN M. KRANOWITZ
MARI MASENG
NANCY J. RISQUE
FREDERICK J. RYAN, JR.
ROBERT H. TUTTLE
PAUL SCHOTT STEVENS ✓
REBECCA G. RANGE
ANNE L. ARMSTRONG
W. GLENN CAMPBELL
WILLIAM R. GRAHAM
BERYL W. SPRINKEL

FROM: ARTHUR B. CULVAHOUSE, JR. 
COUNSEL TO THE PRESIDENT

SUBJECT: Presidential Authorization to Provide or Retain Copies of Presidential Records

This memorandum is to advise you that the President has approved your request to provide to the President-elect's Transition Team, and to retain for the next Administration, the classes of Presidential records specified in your request. Please understand that the President provided this authorization subject to the understanding that, as the head of your office, you will take responsibility for ensuring that only useful and appropriate records in the authorized classes are provided or retained. Because Presidential records retained for the next Administration will become Presidential records of the Bush Administration and may be subject to further distribution, great care should be taken to avoid retaining sensitive materials that are not truly necessary for reference or ongoing business. Please do not hesitate to contact Counsel's Office with any questions you have concerning whether particular records can appropriately be provided to the Transition or retained for your successors.

Thank you for your assistance in this matter.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

8728
Add On

Rostow

December 21, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PAUL SCHOTT STEVENS *PS*

SUBJECT: Request for Permission to Make Copies of
Presidential Records Available to the Transition
Team and to Retain Copies of Presidential Records
Beyond January 20, 1989

The attached list (Tab A) sets forth the request of the NSC staff for permission to make copies of certain presidential records available to the transition and to retain copies of presidential records beyond January 20, 1989. To ensure that we have complied fully with your request, our list may be overinclusive -- specifically, the inclusion of an item on the list does not necessarily mean that all, or even any, of the documents in that category are copies of presidential records. We have listed for the White House Situation Support Staff (WHSSS) a general request to retain crisis management related documents; as I believe Dan Levin has mentioned to you, we will need to discuss with you the special considerations raised by WHSSS.

Any questions concerning the attached should be directed to Nick Rostow or Dan Levin.

Attachment

Tab A NSC Staff Request

NSC STAFF'S REQUEST TO MAKE CERTAIN
INFORMATION AVAILABLE TO THE TRANSITION AND
TO RETAIN CERTAIN INFORMATION BEYOND JANUARY 20, 1989

Requests Common to Multiple Directorates

- selected information on countries or ongoing issues within the Directorate's area of responsibility (for example, low intensity conflict; TV Marti; Technology transfer matters; POW-MIA; refugees; Middle East Peace process; Canada Free Trade Agreement; Paris Summit; Panama; Soviet Union; Brazil)
- precedents for recurring activities (for example, war powers reports; periodic reports to Congress; annual arms control guidance; presidential delegations of authority)
- information on the organization and functions of the office during the Reagan Administration

Directorate-Specific Requests

- crisis management related materials (WHSSS)
- selected legal materials on treaty interpretation, intelligence matters, separation of powers, executive privilege, use of force, war powers, international relations (Legal Adviser's Office)
- selected materials on policy, foreign military sales, nuclear nonproliferation, technology transfer (International Programs/Technology Affairs)
- summit preparation, arms control compartmented papers, arms control data base of reporting cables (Arms Control)
- selected materials on budget, debt, agriculture, OECD (International Economic Affairs)

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506
December 20, 1988

8728
Add ON

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: *fr* NICHOLAS ROSTOW *DL*

SUBJECT: Request to Retain Copies of Presidential Records
and to Provide Information to Transition Team

At Tab I is a memorandum from you to A. B. Culvahouse transmitting the NSC's request to provide information contained in presidential records to the transition and to retain copies of certain presidential records for use by NSC staff in the next Administration. The memorandum is divided into general requests that apply to more than one Directorate and also certain Directorate-specific requests. You note that inclusion of a category does not necessarily mean that all, or even any, of the documents in that category are presidential records. (However, I have excluded material which clearly includes only agency as opposed to presidential records.) You also note that we will be separately discussing the special circumstances raised by WHSSS with A. B. Culvahouse in the near future.

AM Nancy Menan, *GR* George Van Eron and *MD* Mike Donley concur.

RECOMMENDATION

That you sign the memorandum at Tab I.

Approve *pm*

Disapprove _____

Attachments

Tab I Memorandum to Culvahouse
Tab A NSC Staff Request

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506
December 7, 1988

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NICHOLAS ROSTOW *NR*

SUBJECT: Creation of Records

As requested, attached (Tab I) is a memorandum which you might suggest your successor issue to incoming NSC staff. It explains the obligation to create federal and presidential records and to enter such records into the Secretariat's system. Such a memorandum will buttress our legal position that computer files and convenience files do not contain "agency records" within the meaning of the Freedom of Information Act, and need not be searched in responding to FOIA requests.

Am
Nancy Menan and *Gr* George van Eron concur.

RECOMMENDATION

That you make the attached memorandum available to your successor.

Approve _____

Disapprove _____

Attachment

Tab I Memorandum to the NSC Staff

MEMORANDUM FOR THE NSC STAFF

FROM: [EXECUTIVE SECRETARY]

SUBJECT: Creation of Records

Members of the NSC staff have an ongoing responsibility to create written records pursuant to the Federal and Presidential Records Acts. The Federal Records Act requires the creation of records reflecting "the organization, functions, policies, decisions, procedures and essential transactions" of the NSC, and the Presidential Records Act requires the documentation of "the activities, deliberations, decisions, and policies" that reflect the performance of the President's constitutional duties.

Consistent with longstanding NSC policy and practice, information meeting the definition of a federal or presidential record is required to be formally entered into the Secretariat's record systems and may not be maintained solely in staff convenience files or in electronic mail or other computer files. Consequently, whenever you have information which should be recorded under the definition of a federal or presidential record, it is your responsibility to reduce it to written form and send it to the Secretariat for entry into a record system, unless it is already contained in a written record.

Any questions should be addressed to the Legal Adviser's Office.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

January 5, 1989

MEMORANDUM FOR THE NSC STAFF

FROM: PAUL SCHOTT STEVENS *pm*

SUBJECT: Retention of Files Beyond January 20, 1989

This memorandum sets forth the procedures for requesting permission to retain files beyond January 20, 1989 (a separate memorandum deals with the subject of computer files). With the end of the Reagan Administration, all NSC staff files must be retired on or before January 20, 1989, except those files specifically approved by me for retention beyond that date. This is the case regardless of whether one or more staff members in a Directorate are remaining on the NSC staff beyond January 20, 1989.

Each Directorate is responsible for submitting to me by January 9, 1989, a list of all files requested to be retained in Directorate files or in individual staff files beyond January 20. The list should be reasonably specific (file titles should suffice) and include an explanation of why there is a need to retain the file (for example, ongoing issue, useful precedent). You should request retention of as few files as possible. (You should have already requested permission for retention of copies of any presidential records you wish to retain; this list should include all files, whether federal records, presidential records, or nonrecord material.)

No exceptions can or will be made to this policy. Any Directorate failing to submit a request for permission to retain files by January 9, 1989, will have all of its files boxed and retired by Secretariat staff on January 10.

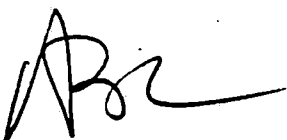
Any questions should be directed to the Legal Adviser's Office.

THE WHITE HOUSE

WASHINGTON

January 10, 1989

MEMORANDUM FOR DAN L. CRIPPEN
RHETT B. DAWSON
FRANK J. DONATELLI
MAX MARLIN FITZWATER
ALAN M. KRANOWITZ
MARI MASENG
NANCY J. RISQUE
FREDERICK J. RYAN, JR.
ROBERT H. TUTTLE
PAUL SCHOTT STEVENS ✓
REBECCA G. RANGE
ANNE L. ARMSTRONG
W. GLENN CAMPBELL
WILLIAM R. GRAHAM
BERYL W. SPRINKEL

FROM: ARTHUR B. CULVAHOUSE, JR. 
COUNSEL TO THE PRESIDENT

SUBJECT: Presidential Authorization to Provide or
Retain Copies of Presidential Records

This memorandum is to advise you that the President has approved your request to provide to the President-elect's Transition Team, and to retain for the next Administration, the classes of Presidential records specified in your request. Please understand that the President provided this authorization subject to the understanding that, as the head of your office, you will take responsibility for ensuring that only useful and appropriate records in the authorized classes are provided or retained. Because Presidential records retained for the next Administration will become Presidential records of the Bush Administration and may be subject to further distribution, great care should be taken to avoid retaining sensitive materials that are not truly necessary for reference or ongoing business. Please do not hesitate to contact Counsel's Office with any questions you have concerning whether particular records can appropriately be provided to the Transition or retained for your successors.

Thank you for your assistance in this matter.

Rostow

8891

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

December 28, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PAUL SCHOTT STEVENS *PS*

SUBJECT: Request to Retain Copies of Presidential Records

As promised in my December 21, 1988 memorandum, attached (Tab A) is a more detailed request on behalf of the White House Situation Support Staff to retain copies of certain presidential records beyond January 20, 1989.

Attachment

Tab A - WHSSS Request

Copies of Presidential Files Proposed for Retention by WHSSS

- Records of Past Crises/Incidents
- One year's worth of the following White House Situation Room (WHSR) files:

- WHSR Special Message Databases
- WHSR Incoming Message Database
- WHSR Outgoing Message Database
- WHSR Hotline Message Database
- WHSR Intelligence Products
- WHSR Duty Officer Logs

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

December 27, 1988

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: *for* *JK* NICHOLAS ROSTOW

SUBJECT: WHSSS Request to Keep Copies of Presidential
Records

At Tab I is a memorandum for A.B. Culvahouse transmitting WHSSS's request to retain copies of certain presidential records beyond January 20, 1989. In your earlier memorandum, you included a general request to retain crisis management related documents, and stated that a more detailed request would be forthcoming. The attached memorandum transmits that request (Tab A).

for *JK*
Mike Donley concurs.

RECOMMENDATION

That you sign the memorandum at Tab I.

Approve *PM*

Disapprove _____

Attachments

Tab I - Memorandum for Culvahouse
Tab A - WHSSS Request

NATIONAL SECURITY COUNCIL

Sept. 22

CRP,

Should I put out similar
instructions to our staff? No.

If so, in:

— my name, or

— Yours?

NOT
YET.
Do we
have a
problem?

✓ DM
9/29

→ — DM

Transition
file

WASHFAX RECEIPT
DEPARTMENT OF STATE

B

S/S #

MESSAGE NO. 031290 CLASSIFICATION Unclassified No. Pages 1
FROM: MLEVITSKY S/S 647-5301 7224
(Officer name) (Office symbol) (Extension) (Room number)
MESSAGE DESCRIPTION Presidential Transition Queries

EYES ONLY

TO: (Agency) NSCS DELIVER TO: PAUL STEVENS Extension 2224 Room No. GPWH
Executive Secretary
PERITO

FOR: CLEARANCE ☐ INFORMATION ☒ PER REQUEST ☐ COMMENT ☐

REMARKS:

S/S Officer:

Mel Levitsky



United States Department of State

Washington, D.C. 20520

MEMORANDUM FOR ALL ASSISTANT SECRETARIES AND BUREAU DIRECTORS

SUBJECT: Presidential Transition Queries

You will have seen press reports that transition work has begun in both the Bush and Dukakis campaign organizations. Until a Department transition coordinator is designated by the Secretary, all contacts and queries from Presidential transition personnel should be referred to the Executive Secretary for coordination and tasking.

Melvyn Levitsky

**Melvyn Levitsky
Executive Secretary**

CLM

THE WHITE HOUSE
WASHINGTON

8500

December 6, 1988

MEMORANDUM FOR KENNETH M. DUBERSTEIN

FROM: COLIN L. POWELL 
SUBJECT: Transition Designations

In response to your December 5, 1988 memo, please be advised that I will serve as the official point of contact with Mr. Ross and other personnel designated as the President-elect's transition team for the National Security Council.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506
December 7, 1988

8538

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NICHOLAS ROSTOW *NR*

SUBJECT: Ensuring an Orderly Transition

At Tab I is a memorandum to the Chief of Staff responding to his memorandum (Tab II) to General Powell concerning procedures governing granting access to information to members of the transition team. Your memorandum informs Mr. Duberstein that you are the point of contact for all transition related matters, and that you will take the necessary steps to ensure compliance with the policy governing access to information. If you deem it advisable, I will prepare a memorandum from you to the NSC staff reminding them that all transition team contacts are to be referred to you.

ghe
George Van Eron and Carol Paquette concur. *CP*

RECOMMENDATION

That you sign the memorandum at Tab I.

Approve _____

Disapprove _____

Attachments

Tab I Memorandum to Duberstein
Tab II Incoming

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

8538

MEMORANDUM FOR KENNETH M. DUBERSTEIN

FROM: PAUL SCHOTT STEVENS

SUBJECT: An Orderly Transition

This is in response to your December 6, 1988 memorandum to Colin Powell. Please be advised that I am the point of contact for all transition team contacts with the NSC staff. In that capacity, I will take the necessary steps to ensure compliance with the statement of policy concerning disclosure of information to members of the transition team.

Thank you for forwarding the material on Dennis Ross. I look forward to working with him to ensure an orderly transition.

logged

TIME STAMP

NATIONAL SECURITY COUNCIL
EXECUTIVE SECRETARIAT STAFFING DOCUMENT

SYSTEM LOG NUMBER: 8538

ACTION OFFICER: Rostow

DUE: 10 Dec 88

☐ Prepare Memo For Powell/Negroponte

☐ Prepare Memo Stevens to Peterson / Murr

☐ Prepare Memo For Dawson/Dolan

☐ Appropriate Action

☒ Prepare Memo Stevens

to Dubenstein

CONCURRENCES/COMMENTS*

PHONE* to action officer at ext. 6538

FYI

- ☐ ☐ Addis
- ☐ ☐ Andricos
- ☐ ☐ Batjer
- ☐ ☐ Beers
- ☐ ☐ Brintnall
- ☐ ☐ Brooks
- ☐ ☐ Burns
- ☐ ☐ Childress
- ☐ ☐ Cobb
- ☐ ☐ Cockell
- ☐ ☐ Cohen
- ☐ ☐ Curtin
- ☐ ☐ Danzansky
- ☐ ☐ Dekok
- ☐ ☐ Donley
- ☐ ☐ Ebner
- ☐ ☐ Farrar
- ☐ ☐ Fortier
- ☐ ☐ Grant

FYI

- ☐ ☐ Grimes
- ☐ ☐ Heiser
- ☐ ☐ Henhoeffer
- ☐ ☐ Jameson
- ☐ ☐ Kelly, B
- ☐ ☐ Kelly, J
- ☐ ☐ Kimberling
- ☐ ☐ Leach
- ☐ ☐ Ledsky
- ☒ ☐ Levin
- ☐ ☐ Lewis
- ☐ ☐ Linhard
- ☐ ☐ Lowenkron
- ☐ ☐ Mahley
- ☐ ☐ McCue
- ☐ ☐ Melby
- ☐ ☐ Menan
- ☐ ☐ Miskel
- ☐ ☐ Onate

FYI

- ☐ ☐ Paal
- ☐ ☐ Pastorino
- ☐ ☐ Perina
- ☐ ☐ Popadiuk
- ☐ ☐ Porter
- ☐ ☐ Rodman
- ☐ ☐ Rostow
- ☐ ☐ Saunders
- ☐ ☐ Snider
- ☐ ☐ Tahir-Kheli
- ☐ ☐ Tice
- ☐ ☐ Tillman
- ☐ ☐ Tobey
- ☐ ☐ Wiant
- ☒ ☐ Frank
- ☒ ☐ Paquette
- ☒ ☐ VAN Eron
- ☐ ☐ _____
- ☐ ☐ _____

INFORMATION

☐ Stevens

☐ Powell (advance)

☒ Perito

☐ Negroponte (advance)

☒ Secretariat

☐ Exec. Sec. Desk

COMMENTS

Logged By PZ

Return to Secretariat

1. CP
2. PSS

THE WHITE HOUSE

WASHINGTON

8538

December 6, 1988

MEMORANDUM FOR THE ASSISTANT TO THE PRESIDENT FOR
NATIONAL SECURITY AFFAIRS

FROM: KENNETH M. DUBERSTEIN *Ker D.*
SUBJECT: An Orderly Transition of the Presidency

Attached to this memorandum is a statement of policy concerning access to Presidential records. The statement reiterates the need to insure that contacts occur only between authorized personnel. It further spells out the steps necessary to insure that careful consideration is given to materials given to the transition team. Without appropriate procedures, any materials given the President-elect's transition members could become public information. Accordingly, extreme care is required in granting access to personnel records, proprietary information, market-sensitive information, and classified material. I urge you to see that this policy is followed scrupulously.

In conformance with the Presidential directive of November 18, and my memorandum of November 21, I verify that Dennis Ross of the President-elect's transition staff will require full access to key personnel and policies within your agency. I am forwarding copies of the executed Source of Funding statement (as provided under Section 5(b) of the Presidential Transition Act of 1963 as amended) and a Transition Standards of Conduct agreement executed by Dennis Ross for your files.

Attachment A: Policy Statement Concerning Information Disclosure to Transition Personnel

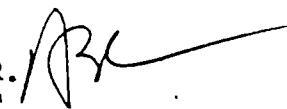
Attachment B: Source of Funding statement and Transition Standards of Conduct agreement

THE WHITE HOUSE

WASHINGTON

December 2, 1988

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: ARTHUR B. CULVAHOUSE, JR. 
COUNSEL TO THE PRESIDENT

SUBJECT: Disclosure of Information and Records to Members
of the President-elect's Transition Staff

Attached for your information is a copy of the Policy Statement Concerning Information Disclosure to Transition Personnel that has been circulated to the Cabinet and agency heads of the Executive Branch. As government officials charged with protecting sensitive government information, you should follow the guidance provided in that memorandum for deciding which records and information may be made available for persons who assist the President-elect during the transition period.

Because the records of members of the White House Office staff and certain others */ are Presidential records which are subject to the terms of the Presidential Records Act (and not federal records subject to the Freedom of Information Act), certain additional protections as specified below must be accorded those records in order to preserve for the President his right to protect sensitive information from public disclosure.

- o With respect to Presidential records, only information and copies of documents that are already in the public domain should be disclosed to an authorized member of the President-elect's transition team without the express authorization of the President. For purposes of this memorandum only, "public domain" information and records include not only those that have been widely disseminated to the public but those that have been provided to the Congress and to select members of the public.

*/

The requirements of the Presidential Records Act apply to all records of the White House Office, the Office of Policy Development, the Council of Economic Advisers, the President's Foreign Intelligence Advisory Board and the President's Intelligence Oversight Board. Those requirements also apply to certain records of the National Security Council and to records produced or received by the Director of the Office of Science and Technology Policy in his role as science advisor to the President.

- o Original copies of Presidential records should not be provided to an authorized member of the transition under any circumstances (such original copies are to be deposited with the National Archives pursuant to the Presidential Records Act).
- o Copies of Presidential records not currently in the public domain should be provided to an authorized member of the transition only with the express authorization of the President. Likewise, non-publicly-available information contained in Presidential records should not be orally shared with an authorized member of the transition in the absence of the President's authorization. To ensure that the information needs of the President-elect's transition team are met in an expeditious fashion, White House offices should, as soon as possible, submit to the Counsel to the President written requests to disclose to the transition the general classes of Presidential records and non-publicly-available information they believe will be of use to the transition. Counsel's Office will compile from those requests a single generic request, submit it to the President for authorization, and notify the affected offices as to whether such authorization has been granted.

Attachment

POLICY STATEMENT CONCERNING
INFORMATION DISCLOSURE TO TRANSITION PERSONNEL

The Presidential Transition Act directs all government officials to take appropriate lawful steps to promote an orderly transition. To effect an orderly transition, the President-elect and his associates must become knowledgeable about current government policies and operations so that they can begin making informed decisions immediately upon taking office. As a general matter, most of the information needs of the President-elect's transition team can be met by providing them with access to public information.

In limited circumstances, however, it will be necessary to provide specified transition personnel with access to non-public information or records, thereby raising concerns about safeguarding sensitive government information and preserving the important constitutional and statutory protections accorded such information. While transition personnel are not federal government employees, the Department of Justice advises that the significant governmental interest in providing non-public information to legitimate members of the President-elect's transition team under appropriate circumstances is sufficient to ensure that the primary constitutional and statutory protections afforded that information are not waived. To ensure that those important protections are preserved, however, extreme care must be taken by current government employees in providing sensitive information to members of the transition. To aid in that effort, the following statement provides uniform guidance to departments and agencies for deciding when records and information may be made available to persons who assist the President-elect during the transition period. Any disputes between department and agency personnel and members of the President-elect's transition staff over the meaning or application of these policies should be referred to the department or agency General Counsel who shall consult with the Counsel to the President.

Threshold Determination As to Status As Legitimate Transition Team Member

In order to protect the President and the President-elect from possible embarrassment and to avoid unnecessary interference with ongoing government operations, it is important that departments and agencies verify that the individuals who seek access to government information or employees are, in fact, legitimate members of the President-elect's transition team. Consequently, the departments and agencies should, before they have any dealings with individuals representing themselves as members of the President-elect's transition team, establish the following:

- o That member has met the applicable public disclosure requirements of the Presidential Transitions Effectiveness Act.
- o That member's name appears on the President-elect's official list of transition contacts for the relevant department or agency, which will be provided to that department or agency by the White House.

Public Information

Once the department or agency has established that an individual is a legitimate member of the President-elect's transition team (i.e., has met the two requirements specified above), the department or agency should provide that person with all public information or records requested. As a general matter, departments and agencies should use the Freedom of Information Act and the Privacy Act as guidelines for determining whether information may or may not appropriately be made available as public information. Information or records that ordinarily would be made available to the public under FOIA and the Privacy Act should be considered to be public information.

Guidelines for Access to Non-Public Information

As a general matter, the departments and agencies should consider providing non-public information to authorized members of the transition only where that information is necessary to effect an orderly transition.

- o Before providing any non-public information to a member of the transition, the department or agency must establish that such individual is a legitimate member of the President-elect's transition team as specified above and meets the following requirements:
 - (1) That member has provided to the relevant department or agency the written agreement to comply with certain standards of conduct that is specified in the Presidential Directive For Transition Standards of Conduct;
 - (2) That member has a demonstrable need for access to the information; and
 - (3) That member has no financial or business interest in that information that would create an appearance of a conflict of interest (e.g., non-public market information about particular agricultural products or labor statistics or trade figures should not be provided to a transition member affiliated with one of the major brokerage houses). Any preliminary determination that such member has a conflicting business or financial interest

should be raised as appropriate by the department or agency General Counsel with the Counsel to the President.

- o Before providing any classified information to a member of the transition, the department or agency must, in addition to the requirements for disclosure of non-public general information detailed above, establish pursuant to Executive Order 12356 the following:
 - (1) That member has the security clearances necessary to have access to that information, and
 - (2) That member has signed the requisite non-disclosure agreement.
- o In general, information protected by the Attorney-Client Privilege should not be disclosed to any member of the transition. The Department of Justice advises that, as a consequence of such disclosure, the privilege in such information may be waived.
- o To avoid violation of the Privacy Act, official personnel folders, performance evaluation information, and information from a Form SF-171 Personal Qualification Statement should not be disclosed without the express written consent of each respective employee. Resumes or summaries of personal information may be made available if the department or agency has determined that such information is public information.

Procedures for Protection of Non-Public Information from Subsequent Disclosure

- o Before providing non-public information to a member of the President-elect's transition who would otherwise be authorized under the guidelines established above, the department or agency should take all necessary steps to protect against subsequent disclosure of such information, including:
 - (1) Briefing the transition member before access is granted on the importance of maintaining the constitutional and/or statutory safeguards afforded the non-public information;
 - (2) Clearly labelling non-public records provided to transition personnel with a warning against subsequent disclosures to unauthorized individuals, including unauthorized members of the transition team.
 - (3) Specifically advising transition members that non-public information provided to them cannot be

shared with other transition personnel unless they have verified with the relevant department or agency that such other transition personnel meet the requirements for access to that information.

- (4) Where advisable, prohibiting the transition member from removing records containing non-public information from the offices of the department or agency.

November 14, 1988

MEMORANDUM FOR:

FROM: C. Boyden Gray
Counsel to the President-Elect

SUBJECT: Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:

Dennis Ross
6113 Madawaska Rd.
Bethesda, MD 20814

2. Most recent employment (whether full time or part time,

public or private, or volunteer): Foreign Policy Advisor to the George Bush For President Campaign

3. Source or sources of funding which will support your transition activities. Office of the President-Elect

Dennis Ross
Signature

12/1/88
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being-permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Dennis B. Ross

Signature

12/1/88

Date

Name and Address:

Dennis Ross

6113 Hadawaska Rd.

Bethesda, MD 20814

THE WHITE HOUSE

WASHINGTON

December 5, 1988

1. CP 8500
2. PSS

MEMORANDUM FOR THE NATIONAL SECURITY ADVISOR TO THE PRESIDENT

FROM: KENNETH M. DUBERSTEIN *Ken D.*
SUBJECT: TRANSITION DESIGNATIONS

In conformance with the Presidential directive of November 18, and my memo of November 21, I verify that Dennis Ross of the President-elect's transition staff will require access to your agency. I am forwarding copies of the executed Source of Funding statement (as provided under Section 5(b) of the Presidential Transition Act of 1963 as amended) and a Transition Standards of Conduct agreement executed by Dennis Ross for your files.

Dennis Ross has been designated a "transition office contact." He is charged by the President-elect's transition team solely with gathering additional background data. Additional transition office contacts may be designated. The names of these individuals will be verified through my office prior to any contact with your agency. Questions on verification should be directed to my office immediately.

The additional background material being sought, coupled with that already supplied pursuant to my memo of November 21, will be used to prepare briefing books for the President-elect's "transition officers" assigned to your agency. These transition officers, which will be named in the near future, will actually head the President-elect's transition effort in your agency.

I request that either you or your deputy be the official point of contact for the President-elect's transition team. It is our belief, and the desire of the President-elect's transition team, that you or your deputy should be the nexus for communications to insure proper coordination and full compliance with requests to the extent practicable. Please advise my office of your designation of the official point of contact for the President-elect's transition team.

November 14, 1988

MEMORANDUM FOR:

FROM: C. Boyden Gray
Counsel to the President-Elect

SUBJECT: Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:

Dennis Ross
6113 Madawaska Rd.
Bethesda, MD 20814

2. Most recent employment (whether full time or part time, public or private, or volunteer): Foreign Policy Advisor to the George Bush For President Campaign

3. Source or sources of funding which will support your transition activities. Office of the President-Elect

Dennis Ross
Signature

12/1/88
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Dennis B. Ross
Signature

12/1/88
Date

Name and Address:

Dennis Ross
6113 Madawaska Rd.
Bethesda, MD 20816

UNCLASSIFIED
NSC/S PROFILE

RECORD ID: 8808500
RECEIVED: 06 DEC 88 11

TO: POWELL

FROM: DUBERSTEIN, K

DOC DATE: 05 DEC 88
SOURCE REF:

KEYWORDS: TRANSITION

PERSONS: ROSS

SUBJECT: TRANSITION DESIGNATIONS

ACTION: APPROPRIATE ACTION DUE DATE: 09 DEC 88 STATUS: S

STAFF OFFICER: STEVENS LOGREF:

FILES: NS NSCIF: CODES:

D O C U M E N T D I S T R I B U T I O N

FOR ACTION
STEVENS

FOR CONCURRENCE
ROSTOW

FOR INFO
MERCHANT
~~NEGROPONTE~~
~~PERITO~~
POWELL
VAN ERON

COMMENTS: _____

DISPATCHED BY _____ DATE _____ BY HAND W/ATTCH

OPENED BY: NSEF CLOSED BY: DOC 1 OF 1

UNCLASSIFIED

VAN ECKON

THE WHITE HOUSE

WASHINGTON

8244

November 18, 1988

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President-elect's transition team has recently issued a statement regarding the ethical standards that will apply to all individuals serving in the President-elect's transition. A copy of those transition standards of conduct is attached.

The President-elect has indicated that specific individuals (including both private citizens and detailees from the Government) will be designated to serve as members of the transition teams assigned to specific Departments and agencies, as contemplated by the Presidential Transitions Effectiveness Act (P.L. 100-398).

Accordingly, in order to ensure an effective and orderly transition, while maintaining public confidence, I am directing that the personnel of each Federal Department or agency cooperate with authorized transition team members, to the extent permitted by law and consistent with the performance of official duties. The White House Chief of Staff will verify those individuals of the President-elect's transition team designated to work in your Department or agency. The Office of the White House Chief of Staff will confirm that the designated transition team members have provided statements concerning their most recent employment and sources of funding, as required by P.L. 100-398, and copies of their written agreements to comply with the President-elect's standards of conduct.

Any information regarding noncompliance with the standards of conduct of the President-elect should be referred by you, or your designee, to the General Counsel of your Department or agency, who should consult with the Counsel to the President as to the appropriate action to be taken. The Counsel to the President may consult as appropriate with the Counsel to the President-elect.

Ronald Reagan

COPY

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.
5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Signature

COPY

Date

Name and Address:

THE WHITE HOUSE

WASHINGTON

December 9, 1988

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: KENNETH M. DUBERSTEIN *K. Duberstein*

SUBJECT: Identification of Members of the President-elect's Staff Authorized to Communicate with Departments and Agencies

The Office of the President-elect has selected certain of its employees and volunteers to assume responsibilities (such as for Presidential personnel decisions, for Congressional affairs, and for providing legal and policy advice to the President-elect) which require that they contact appropriate staff at the Departments and agencies from time to time to discuss a range of issues. The names of those employees and volunteers appear on the attached list.

In accordance with the President's Directive of November 18, 1988 and the Policy Statement Concerning Information Disclosure to Transition Personnel forwarded earlier, I am verifying that the individuals whose names appear on the attached list have been authorized to communicate with all Departments and agencies. I am also confirming that those individuals have provided statements concerning their most recent employment and sources of funding and copies of their written agreements to comply with the President-elect's standards of conduct.

Please understand that these individuals are not designated transition office contacts for your Department and agency, but are legitimate members of the President-elect's transition staff who should be provided with access to public information as defined in the Policy Statement Concerning Information Disclosure. Unless I inform you otherwise and provide you with copies of their Source of Funding Statements and Transition Standards of Conduct Agreements, these individuals are not to be provided with access to non-public information.

Thank you for your assistance in this matter.

ATTACHMENT A: Certain Members of the Staff of the Office of the President-elect Authorized to Communicate with Departments and Agencies.

ATTACHMENT B: Explanation of Transition Contacts

ATTACHMENT A

Certain Members of the Staff of the Office of the President-elect Authorized to Communicate with Departments and Agencies

Co-Director's Office

Fred Bush	Mary Lukens
George Bush, Jr.	Kathleen Shanahan
Tom Collamore	John Sununu
Michael Farren	Diane Terpeluk
Craig Fuller	Bob Grady
Robert Teeter	

Public Liaison Office

Dave Demarest	Bobbie Kilberg
---------------	----------------

Press Office

David Prosperi	Sheila Tate
----------------	-------------

Office of the Vice President-elect

Fred Fielding	Daniel F. Evans, Jr.
---------------	----------------------

Transition Policy Office

Richard D. English	Martha Johnston
Austen Furse	Lehman Li
John Gardner	Jim Pinkerton
Lloyd Green	Peter Scott
Otto Wolff	Kate Moore
Marshall Breger	

Personnel Office

David Hansen	Ross Starek
--------------	-------------

Legal Counsel's Office

Boyden Gray	John Schmitz
William Barr	Wendell Willkie
Richard Hauser	Sherrie Marshall

Chief of Staff Designee's Office

Ed Rogers

Congressional Affairs Office

Gary Andris	Steve Britt
Martha Johnston	Janet Mullins
Tom Scully	Mary Tinsley

ATTACHMENT B

Explanation of Transition Contacts

To facilitate an orderly transition, the Transition's information-gathering and review process is divided into two phases.

The first phase is the Transition Office Contact ("TOC") phase. The TOCs are a group of people designated to make the initial contacts with a Department or agency. TOCs are primarily arranged according to department and area of specialization. For example, the TOC group responsible for the Department of Agriculture is also responsible for the Farm Credit Administration. For efficiency's sake, a TOC leader is designated to coordinate transition efforts.

Keeping with the requirements of law, the Transition sends a TOC member's name, along with a disclosure of funding document and a signed copy of the transition standards of conduct, to the White House, and then to the General Services Administration. The White House in turn notifies the particular Department or agency of the identity of the person or persons authorized to serve as TOCs.

It should be noted that TOCs have not been designated for all agencies and Departments and that a person can serve on more than one TOC team.

After a person is named to a TOC team, he/she begins to gather and analyze the information provided by the particular department (in books and briefings) and then prepares material to be used in the second phase of the Transition process by the Secretary-designee.

That second phase is called the Transition Team phase. Transition Teams are more senior and ideally are headed by the Secretary-designee for the particular department. The Transition Team's role is twofold: to continue the information-gathering process, as well as to facilitate hands-on administration of the department after the Inauguration and Senate confirmation. The Transition Teams are subject to the same reporting requirements as the TOCs.

Finally, there is a group of approximately 40 individuals at the President-elect's transition office who are not TOC or Team members but who because of their particular responsibilities may need to discuss a range of issues with appropriate staff at various departments and agencies. These individuals are listed in Attachment A of this memorandum.

UNCLASSIFIED
NSC/S PROFILE

RECORD ID: 8808620
RECEIVED: 12 DEC 88 15

TO: POWELL

FROM: DUBERSTEIN, K

DOC DATE: 09 DEC 88
SOURCE REF:

KEYWORDS: TRANSITION

PERSONS:

SUBJECT: IDENTIFICATION OF MEMBERS OF PRES - ELECT STAFF AUTHORIZED TO
COMMUNICATE W/ DEPARTMENTS & AGENCIES

ACTION: APPROPRIATE ACTION DUE DATE: 15 DEC 88 STATUS: S

STAFF OFFICER: STEVENS

LOGREF:

FILES: NS NSCIF: CODES:

D O C U M E N T D I S T R I B U T I O N

FOR ACTION
STEVENS

FOR CONCURRENCE

FOR INFO
BATJER
DONLEY
NEGROPONTE
PERITO
POWELL
ROSTOW
VAN ERON

COMMENTS: _____

DISPATCHED BY _____ DATE _____ BY HAND W/ATTCH

OPENED BY: NSJEC

CLOSED BY:

DOC 1 OF 1

UNCLASSIFIED

DRAFT

3170

POLICY STATEMENT CONCERNING
INFORMATION DISCLOSURE TO TRANSITION PERSONNEL

The Presidential Transition Act directs all government officials to take appropriate lawful steps to promote an orderly transition. To effect an orderly transition, the President-elect and his associates must become knowledgeable about current government policies and operations so that they can begin making informed decisions immediately upon taking office. As a general matter, most of the information needs of the President-elect's transition team can be met by providing them with access to public information.

In limited circumstances, however, it will be necessary to provide specified transition personnel with access to non-public information or records, thereby raising concerns about safeguarding sensitive government information and preserving the important constitutional and statutory protections accorded such information. While transition personnel are not federal government employees, the Department of Justice advises that the significant governmental interest in providing non-public information to legitimate members of the President-elect's transition team under appropriate circumstances is sufficient to ensure that the primary constitutional and statutory protections afforded that information are not waived. To ensure that those important protections are preserved, however, extreme care must be taken by current government employees in providing sensitive information to members of the transition. To aid in that effort, the following statement provides uniform guidance to departments and agencies for deciding when records and information may be made available to persons who assist the President-elect during the transition period.

Threshold Determination As to Status As Legitimate Transition Team Member

In order to protect the President and the President-elect from possible embarrassment and to avoid unnecessary interference with ongoing government operations, it is important that departments and agencies verify that the individuals who seek access to government information or employees are, in fact, legitimate members of the President-elect's transition team. Consequently, the departments and agencies should, before they have any dealings with individuals representing themselves as members of the President-elect's transition team, establish the following:

- o That member has met the applicable public disclosure requirements of the Presidential Transitions Effectiveness Act.

DRAFT

- o That member's name appears on the President-elect's official list of transition contacts for the relevant department or agency, which will be provided to that department or agency by the White House.

Public Information

Once the department or agency has established that an individual is a legitimate member of the President-elect's transition team (i.e., has met the two requirements specified above), the department or agency should provide that person with all public information or records requested. As a general matter, departments and agencies should use the Freedom of Information Act and the Privacy Act as guidelines for determining whether information is or is not public. Information or records that ordinarily would be made available to the public under FOIA and the Privacy Act should be considered to be public information.

Guidelines for Access to Non-Public Information

As a general matter, the departments and agencies should consider providing non-public information to authorized members of the transition only in the limited circumstances where that information is necessary to effect an orderly transition.

- o Before providing any non-public information to a member of the transition, the department or agency must establish that such individual is a legitimate member of the President-elect's transition team as specified above and meets the following requirements:
 - (1) That member has provided to the relevant department or agency the written agreement to comply with certain standards of conduct that is specified in the Presidential Directive For Transition Standards of Conduct;
 - (2) That member has a demonstrable need for access to the information; and
 - (3) That member has no financial or business interest in that information that would create an appearance of a conflict of interest (e.g., non-public market information about particular agricultural products or labor statistics or trade figures should not be provided to a transition member affiliated with one of the major brokerage houses).
- o Before providing any classified information to a member of the transition, the department or agency must, in addition to the requirements for disclosure of non-public general information detailed above, establish pursuant to Executive Order 12356 the following:

DRAFT

- (1) That member has the security clearances necessary to have access to that information, and
 - (2) That member has signed the requisite non-disclosure agreement.
- o Information protected by the Attorney-Client Privilege should not be disclosed to any member of the transition under any circumstance.
 - o To avoid violation of the Privacy Act, official personnel folders, performance evaluation information, and information from a Form SF-171 Personal Qualification Statement should not be disclosed without the express written consent of each respective employee. Resumes or summaries of personal information may be made available if the department or agency has determined that such information is public information.

Procedures for Protection of Non-Public Information from Subsequent Disclosure

- o Before providing non-public information to a member of the President-elect's transition who would otherwise be authorized under the guidelines established above, the department or agency should take all necessary steps to protect against subsequent disclosure of such information, including:
 - (1) Briefing the transition member before access is granted on the importance of maintaining the constitutional and/or statutory safeguards afforded the non-public information;
 - (2) Clearly labelling non-public records provided to transition personnel with a warning against subsequent disclosures to unauthorized individuals, including unauthorized members of the transition team.
 - (3) Specifically advising transition members that non-public information provided to them cannot be shared with other transition personnel unless they have verified with the relevant department or agency that such other transition personnel meet the requirements for access to that information.
 - (4) Where advisable, prohibiting the transition member from removing records containing non-public information from the offices of the department or agency.

THE WHITE HOUSE

WASHINGTON

December 21, 1988

MEMORANDUM FOR THE ASSISTANT TO THE PRESIDENT FOR
NATIONAL SECURITY AFFAIRSFROM: KENNETH M. DUBERSTEIN *KMD*

SUBJECT: TRANSITION DESIGNATIONS

In conformance with the Presidential directive of November 18, I verify that Jeff Hughes of the President-elect's transition staff will require access to your department. I am forwarding copies of the executed Source of Funding statement (as provided under Section 5(b) of the Presidential Transition Act of 1963 as amended) and a Transition Standards of Conduct agreement executed by Jeff Hughes for your files.

Jeff Hughes has been designated a "transition office contact." He is charged by the President-elect's transition team solely with gathering additional background data. Additional transition office contacts may be designated. The names of these individuals will be verified through my office prior to any contact with your agency. Questions on verification should be directed to my office immediately.

The background material being sought will be used to prepare briefing books for the President-elect's "transition officers" assigned to your agency. These transition officers, which will be named in the near future, will actually head the President-elect's transition effort in your agency.

Attachment: Source of Funding statement and Transition
Standards of Conduct agreement

48
1. *CL*
2. *Staff*

Hughes

November 14, 1988

MEMORANDUM FOR:

FROM:

C. Boyden Gray
Counsel to the President-Elect

SUBJECT:

Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:
JEFFREY L. HUGHES
10415 COLLINGHAM DRIVE
FAIRFAX, VA. 22032
2. Most recent employment (whether full time or part time, public or private, or volunteer):
NATIONAL SECURITY COUNCIL, Rm 303
THE WHITE HOUSE
3. Source or sources of funding which will support your transition activities.
DETAIL (FROM NSC/DOD)

Jeffrey L. Hughes
Signature

Nov 29, 1988
Date

WPB
12/15/88
for DDD
*+ State*TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition. ✓
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities. ✓

5. I understand that my commitment to abide by these requirements may be made public and that this document will be available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in dismissal from the transition and that other sanctions may be imposed as appropriate. ✓

Jeffrey L. Hughes
Signature

Nov 29, 1988
Date

Name and Address:

JEFFREY L. HUGHES
10415 COLLINGHAM DRIVE
FAIRFAX, VA. 22032

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

November 22, 1988

MEMORANDUM FOR ARTHUR B. CULVAHOUSE, JR.

FROM: PAUL SCHOTT STEVENS *PS*
SUBJECT: Support for Presidential Transition

Dennis Ross, who now works in the office of the President-elect, has requested (see attached) that the NSC detail Jeffrey L. Hughes, a member of our Situation Support Staff, to the Transition Organization through January 27, 1989. At Colin Powell's suggestion, I discussed this with John Tuck who in turn urged that I bring it to your attention. As a member of the Situation Support Staff, Mr. Hughes occupies a Defense Communications Agency (DCA) billet, and serves the NSC under a Memorandum of Understanding which we have entered into with DCA. Our legal and administrative staff is looking into whether it will be possible to honor the request insofar as this aspect of his current duties is concerned. There is of course a larger issue of whether and under what circumstances it is permissible to support the transition effort in the way requested. I might add that Dennis' memo, in stating that I "offered" the services of Mr. Hughes, is not quite correct. When Dennis raised this, I said we would help in any way possible and would look into the matter on receiving a formal, authoritative request from the Transition.

In order to respond to Dennis, I would appreciate having your guidance as soon as possible. Thank you for your assistance.

Attachment
Incoming Memorandum

cc: Colin L. Powell
Michael B. Donley
Nicholas Rostow
Carol Paquette

OFFICE OF THE PRESIDENT-ELECT
WASHINGTON, D.C. 20270

MEMORANDUM

TO: Paul Schott Stevens
FROM: Dennis B. Ross *DR*
DATE: November 21, 1988
SUBJECT: Detailing Jeffrey Hughes for Transition

In several previous conversations, you have suggested that it would be possible to detail a member of your staff -- Jeffrey L. Hughes -- to the Transition Organization. As Director of National Security Affairs Policy Development, I greatly appreciate this kind offer. Mr. Hughes' security clearances, plus the working relationship I have developed with him over time, will prove very useful to me in the coming days of the transition.

You may receive another request from the Transition Personnel Office. But I have obtained formal approval at my end and I would like to ensure that a piece of paper reached you sooner rather than later. It would be useful to detail Mr. Hughes starting today, November 21, 1988, through the end of the transition on January 27, 1989. I hope this request is sufficient for you and Colin. If there are any questions, please call me at (202)673-2903.

cc: Robert Teeter

*PSS;
Show to J. Tucker
AND GET GUIDANCE
ON DETAILING PEOPLE.
THERE MAY BE A
LEGAL ISSUE. ON
SUBSTANCE
HAVE NO
OBJECTION
IF HE IS
OTHERWISE
AVAILABLE*

THE WHITE HOUSE

8825

WASHINGTON

December 20, 1988

1. CP
2. PSS

MEMORANDUM FOR THE ASSISTANT TO THE PRESIDENT FOR
NATIONAL SECURITY AFFAIRS

FROM:

KENNETH M. DUBERSTEIN *Ken D.*

SUBJECT:

TRANSITION DESIGNATIONS

In conformance with the Presidential directive of November 18, I verify that the following listed individuals of the President-elect's transition staff will require access to your department:

Lauren McDonald
Doug Mulholland

Richard Haas
Andrew Carpendale

I am forwarding copies of executed Source of Funding statements (as provided under Section 5(b) of the Presidential Transition Act of 1963 as amended) and Transition Standards of Conduct agreements executed by each of these individuals for your files.

Ms. McDonald, Mr. Mulholland, Mr. Haas and Mr. Carpendale have been designated "transition office contacts." They are charged by the President-elect's transition team solely with gathering background data. Additional transition office contacts may be designated. The names of these individuals will be verified through my office prior to any contact with your agency. Questions on verification should be directed to my office immediately.

The background material being sought will be used to prepare briefing books for the President-elect's "transition officers" assigned to your agency. These transition officers, which will be named in the near future, will actually head the President-elect's transition effort in your agency.

Attachment A: Source of Funding statement and Transition
Standards of Conduct agreement

November 14, 1988

MEMORANDUM FOR:

FROM: C. Boyden Gray
Counsel to the President-Elect

SUBJECT: Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address: LAUREN ELIZABETH McDONALD
3291-B SUTTON PLACE, N.W.
WASHINGTON, D.C. 20016
2. Most recent employment (whether full time or part time, public or private, or volunteer): BUSH-QUAYLE '88
SURVEY RESEARCH ANALYST
& RESOURCE ALLOCATION
- 3: Source or sources of funding which will support your transition activities. Salary from Transition

Lauren E. McDonald
Signature

28 Nov, 1988
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in dismissal from the transition and that other sanctions may be imposed as appropriate.

Lauren E. McDonald

Signature

28 Nov., 1989

Date

Name and Address:

LAUREN E. McDONALD
3291-B SUTTON PLACE, N.W.
WASHINGTON, D.C. 20016

November 14, 1988

MEMORANDUM FOR:

FROM:

C. Boyden Gray
Counsel to the President-Elect

SUBJECT:

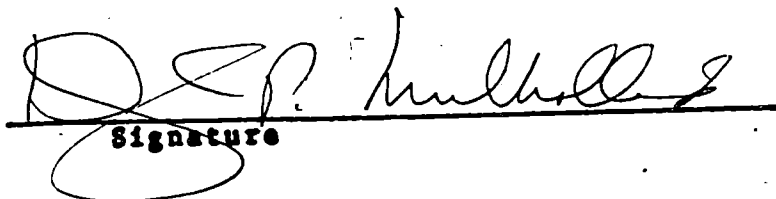
Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:
DOUGLAS PAUL MULHOLLAND
1102 CEDAR WAY
ROCKVILLE, MARYLAND 20854
2. Most recent employment (whether full time or part time, public or private, or volunteer): BUSH-QUAYLE '88

3. Source or sources of funding which will support your transition activities.

FEDERAL RETIREMENT INCOME


Signature

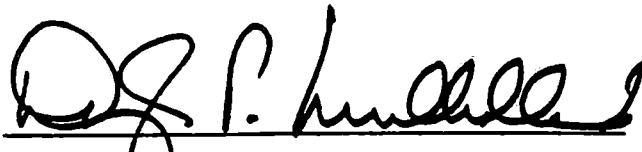
11/23/88
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.


Signature

Jan 16, 1988
Date

Name and Address:

DOUGLAS P. MULHOLLAND
1102 CEDRUS WAY
ROCKVILLE, MD. 20854

November 14, 1988

MEMORANDUM FOR:

FROM:

C. Boyden Gray
Counsel to the President-Elect

SUBJECT:

Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:

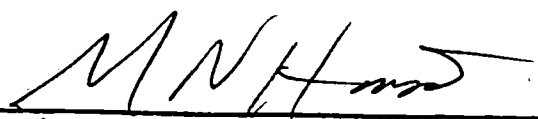
Richard W. Harris 4320 Ellicott Street
Washington DC 20016

2. Most recent employment (whether full time or part time, public or private, or volunteer):

Professor, John F. Kennedy School of Gov't, Harvard Univ.

3. Source or sources of funding which will support your transition activities.

Harvard University


Signature

12/15/88
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Richard N. Haass

Signature

11/17/88

Date

Name and Address:

Richard N. Haass
4320 Ellicott ST NW
Washington DC 20016

November 14, 1988

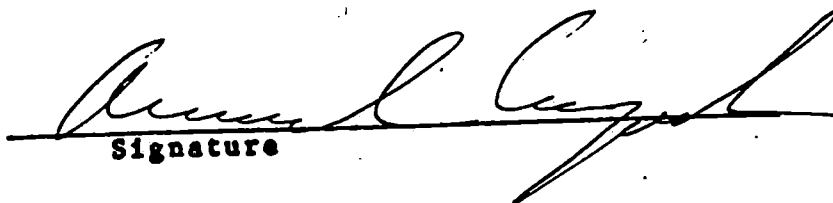
MEMORANDUM FOR:

FROM: C. Boyden Gray
Counsel to the President-Elect

SUBJECT: Employment and Funding Disclosures Statement
for Members of Department and Agency
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address: Andrew M. Carpenter
430 Newberry Ave, SE
Washington DC 20003
2. Most recent employment (whether full time or part time,
public or private, or volunteer): George Bush for Pres
3. Source or sources of funding which will support your
transition activities. 1) Transition salary 2) Savings


Signature

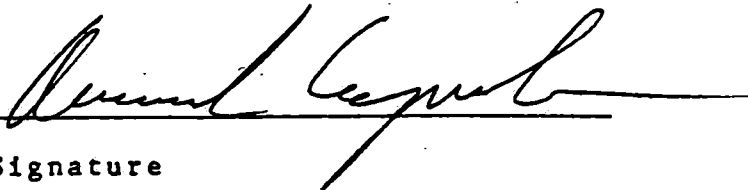
11/28/88
Date

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.

5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.


Signature

10/15/88
Date

Name and Address:

Andrew Carpenter
430 New Jersey Ave, SE
Wash, DC 20003

UNCLASSIFIED
NSC/S PROFILE

RECORD ID: 8808825
RECEIVED: 21 DEC 88 18

TO: POWELL

FROM: DUBERSTEIN, K

DOC DATE: 20 DEC 88
SOURCE REF:

KEYWORDS: TRANSITION

LEGAL ISSUES

PERSONS: MCDONALD, LAUREN
MULHOLLAND, DOUG

HAAS, RICHARD
CARPENDALE, ANDREW

SUBJECT: TRANSITION DESIGNATIONS

ACTION: FOR RECORD PURPOSES

DUE DATE: 24 DEC 88

STATUS: C

STAFF OFFICER: STEVENS

LOGREF: 8808244

FILES: WH

NSCIF:

CODES:

D O C U M E N T D I S T R I B U T I O N

FOR ACTION

FOR CONCURRENCE

FOR INFO

BATJER
DONLEY
MERCHANT
PAQUETTE
PERITO
ROSTOW
STEVENS
VAN ERON

COMMENTS: _____

DISPATCHED BY _____ DATE _____ BY HAND W/ATTCH

OPENED BY: NSGAD

CLOSED BY: NSGAD

DOC 1 OF 1

UNCLASSIFIED

UNCLASSIFIED
ACTION DATA SUMMARY REPORT

RECORD ID: 8808825

DOC ACTION OFFICER

CAO ASSIGNED ACTION REQUIRED

001

X 88122118 FOR RECORD PURPOSES

System - Record
purposes - info to
MB, MBD, RMD,
CNR, GVE, CAP

— PM

UNCLASSIFIED

OFFICE OF THE PRESIDENT-ELECT

FOR IMMEDIATE RELEASE
December 16, 1988

Contact: 673-2800

TRANSITION STAFF ROSTER
As Of 12/15/88

DONLEY
STEVENS

pm
Hold for further reference

Office of the Co-Directors

Craig Fuller	OVP
Robert Teeter	V
Mike Farren	P
Nancy Jones	P
Mary Lukens	P
Betsy Muir	P
Barbara Ruth	P
Chris Schroeder	P
Peggy Swift	P

Senior Advisors

James A. Baker III	P
Lee Atwater	V
George W. Bush	V
John Sununu	V
Sharon Botwin	P
Sharon Dale	P
Ellen Forrest	P
Howard Hills	P
Caron Jackson	P
Carol Lancaster Milano	P
Tracy Lee	P
Missy Martin	P
Ed Rodriguez	P
Debra Romash	P
Ed Rogers	P
Amy Swartz	P
Alice Taussig	P
Pat Thompson	P
Margaret D. Tutwiler	P
Doug Wead	P
Katie Winkeljohn	P
Fred Zeder	P

Strategic Planning

Josh Gilder	P
Robert Grady	P
Everett Wallace	P

Counsel's Office

C. Boyden Gray	OVP
Leslie Gromis	P
Sherrie Marshall	P
Ken Rapuano	P
John Schmitz	P
Peter Watson	P
Wendell Willkie	P

Congressional Affairs

Janet Mullins	P
Stephen Britt	P
Tina Crisp	P
James Dahlem	P
Martha Johnston	P
Margaret Liu	P
Mary Tinsley	P
Velva Walter	P

National Security Affairs

Dennis Ross	P
Andrew Carpendale	P
Kevin Callwood	P
Jeffrey Hughs	P
Lauren McDonald	P
Deborah Noble	P

Office of the First Lady

Kelly Luce	P
------------	---

Press Office

Sheila Tate	P
Roxanne Bell	P
Amy Casner	P
Alix Glenn	P
Floyd Jones	P
Cathryn C. Layfield	P
David Prosperi	P
David Sander	P

Policy Development

Jim Pinkerton	P
Stephanie Blessey	P
Mary Jane Burgess	P
Irene Carpenter	P
Reid Detchon	P
Peggy Dooley	P
Will Eagle	P
Richard English	P
Austin Furse	P
John Galletta	P
John Gardner	P
Margaret Garikes	P
Jean Golub	P
Lloyd Green	P
Lehman D.	P
Tony Lopez	P
Emily Mead	P
Brad Mitchell	P
Gretchen Pagel	P
Richard Porter	P
Peter Scott	P
Bob Simon	P
Karen Stockmeyer	P
Sara Sumner	P
Robert Zoellick	P

VP Elect

Dan Evans	V
James Carroll	P
Mary Moses Cochran	P
Thomas Duesterberg	P
Cynthia Ferneau	P
Fred Fielding	V
Henry Galleher	P
Eva Marie Grace	P
Robert Guttman	P
Anne Hathaway	P
Cecile Kremer	P
Maclyn MacKay	P
Daniel Murphy	P
Jeffrey Nesbit	P
Stephanie Prince	P
Henry Sokolski	P
Carolyn Washington	P

Office of Presidential Personnel

Chase Untermyer	P
Theodore C. Barreaux	P
Darcy Campbell	P
Pam Covington	P
Nelson Crowther	P
Adriene Davis	P
Robert Estrada	P
Marilyn Fletcher	P
Elizabeth Gable	P
Martha Goodwin	P
Anne Gwaltney	P
David Hansen	P
Leslie Harrison	P
Christopher Hicks	P
Diane Landis	P
Ted Lewis	P
Brenda Meister	P
Helen Mobley	P
Brad Muller	P
Jeannette Naylor	P
Danielle Rosenberg	P
Ross Starek	P
Bob Thibeault	P
Michael Thieman	P
Martha Walls	P
Wylie H. Whisonant	P

Public Affairs

David Demarest	P
Charles Bacarisse	P
Margaret S. Camp	P
Andrew Card	P
Melissa Compton	P
Sarah DeCamp	P
Kristen Gear	P
Mary Kate Grant	P
Paul Luthringer	P
Sara Maltby	P
Christina Martin	P
Molly Osborne	P
Dan Schnur	P
Caroline Vincent	P
Joseph P. Watkins	P
Chriss Winston	P
Kris Yankowski	P

Office of Management

David Ryder	P
Albert Short	P
Otto Wolff	P
Kim Kimball	P
Dolores Ulman	P

Administration

Dennis Dolan	P
Mark Berumen	P
Pauline Bridgeman-Twomey	P
John Cline	P
Brian Graf	P
Erik Hoghaug	P
Jon Kernodle	P
Todd Moore	P
John Ostronic	P
Richard Rineer	P

Comptroller

David Nummy	P
Kevin Brousseau	P
Marjorie Dore	P
Peter Weber	P

Correspondence

John Rivers	P
Jacqueline Arends	P
Edward Marshall	P
Suzanne Valenzuela	P
Thomas VanHare	P
Dacia Willis	P

Personnel

Virginia Sagredo	P
Randy Cooper	P
Clare Erekson	P
Judith Fox	P
Linda Hammer	P

Security

Robert Gambino	P
Luke Gardner	P
Russell Miller	P
Kim Peterson	P

Office of the
Vice-President

Jan Bermeister	OVP
Tom Collamore	OVP
Marianne Fronce	OVP
Mark McIntyre	OVP
Kathleen Shanahan	OVP
Kathy Smith	OVP
David Tell	OVP
Diane Terpeluk	OVP

As of 12/15/88, The Office of The President-Elect consists of:

173	Paid Staff Members
349	Volunteers
10	Office of the Vice-President

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

8152

November 22, 1988

ACTION

MEMORANDUM FOR ALL SENIOR DIRECTORS

FROM: NICHOLAS ROSTOW *NR*
SUBJECT: Reporting of Foreign Gifts

This memorandum is for the benefit of all members of the professional staff.

As the end of the Administration approaches, you are reminded that the Secretary of State is required by law publicly to report on an annual basis the receipt and disposition of all gifts received from foreign governments worth \$180 or more by United States Government employees, their spouses or dependents.

All such gifts received should continue to be turned over, for appropriate handling and for reporting purposes, to:

Mr. John Hilboldt
Director, Gift Unit
Room 457, OEOB

The Secretary of State also is required to make an annual report to Congress about any gifts worth \$180 or more and given by the United States Government to any foreign individual. If you or any member of your staff gave a gift to a foreign individual on behalf of the United States Government in Fiscal Year 1987 or Fiscal Year 1988, please report the gift (identification of the gift given, date and recipient of the gift, cost and approximate value of gift) by C.O.B. November 28, 1988 to:

Ms. Robin Frank
Assistant Legal Adviser
Room 374A, OEOB

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

March 5, 1987

MEMORANDUM FOR THE NSC STAFF

FROM: GRANT S. GREEN, JR. 

SUBJECT: PROFS and A1

The following is provided in response to questions from new incoming staff regarding PROFS and the electronic mail systems.

PROFS (on the IBM system) and A1 (on the VAX system) are the two basic computer systems that allow members of the NSC staff to communicate information electronically among each other. PROFS/A1 is an internal electronic system that is used for information that would otherwise be handled by phone. Items requiring staff action should be typed, logged, and processed through the normal record systems, i.e., Systems I, II and IV.

Should you be tasked for action via PROFS/A1, the PROFS/A1 note should be printed and made part of the package forwarded for action by the principals.

Each note should be appropriately classified. If it contains SCI information, special category, or compartmented intelligence, so specify.

White House Communications Agency (WHCA) takes a daily snapshot of PROFS data files on all USERIDS. These are "written over" after seven days except Saturday's snapshot, which is retained for two weeks and then "written over." The Technical Support Staff for the VAX uses essentially the same "write-over" procedures, but monthly.

WHCA responses to requests for access to NSC data are coordinated with the NSC.

Attached for your convenience is a brief PROFS/A1 users fact sheet. Should you have further questions or computer problems, please call George Van Eron, ext. 7386.

Attachment

PROFS/A1 User fact sheet

P R O F S / V A X

PROFS (IBM) and ALL-IN-1 (Vax/A1) is an internal electronic system, cleared to the SCI level.

Every effort should be taken to keep information stored in the system to a minimum. Please review your NOTELOG and files frequently and retain only those items needed for future reference.

Enter the appropriate classification at the top of each note or document. If it contains special category or compartmented information, so specify.

The PROFS in-basket and A1's 'Reading New Mail' function is used to receive incoming notes and/or documents. You should not retain notes in the PROFS in-basket. You should file or delete your notes as soon as possible. The more notes in your PROFS in-basket, the slower is machine response time.

A1 automatically files your notes in a 'read' file.

NOTELOGS & 'Read File'

Notelogs and 'Read Files' are used to store the notes you have filed plus all of your outgoing notes. You should review information stored in the system each week and retain only those notes that are needed.

DOCUMENTS

Documents are more formal than PROF notes and require a knowledge of some special functions. If you expect to use this feature, please contact the PROFS or A1 administrators on ext. 6330 or 5132, respectively.

HELP

There is a user assistance feature already built into both PROFS and A1. It is called HELP. In PROFS, you access the HELP feature through PF9 from any PROFS screen. This will give you access to an on-line USERS guide.

In addition, there is a "Helpme" assist facility which provides access to a variety of useful programs, e.g., NOTELOG maintenance, RECALL note feature, set-up calendar access, create nicknames, send a reminder, etc.

In A1, you simply use the yellow gold key on the upper right part of the keyboard together with the letter H. This feature will display an easy-to-read users guide that will explain the features you are interested in.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

February 27, 1987

MEMORANDUM FOR GRANT S. GREEN

FROM: GEORGE VAN ERON *Van Eron*

SUBJECT: PROFS and All-In-One Electronic Systems

Per your request, I have prepared a memorandum from you to the NSC Staff explaining the basic information on the electronic systems that support the NSC. This should be helpful in briefing the new staff on PROFS and All-In-One.

WHCA had concurred.

PA
Paul Stevens, Brenda Reger, Ron St. Martin, Robert Pearson concurs. *R. St. M.*

RECOMMENDATION:

That you sign the memorandum to the NSC Staff.

APPROVE _____

DISAPPROVE _____

*Bob / Grant**3.4.87*

*Revised per Grant's request.
Brenda covered in house
content earlier - on leave now.*

Van

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

MEMORANDUM FOR THE NSC STAFF

FROM: GRANT S. GREEN, ~~DIR.~~

SUBJECT: PROFS and A1

The following is provided in response to questions from new incoming staff regarding PROFS and the electronic mail systems.

PROFS (on the IBM system) and A1 (on the VAX system) are the two basic computer systems that allow members of the NSC staff to communicate information electronically among each other. PROFS/A1 is an internal electronic system that is used for information that would otherwise be handled by phone. Items requiring staff action should be typed, logged, and processed through the normal record systems, i.e., Systems I, II and IV.

Should you be tasked for action via PROFS/A1, the PROFS/A1 note should be printed and made part of the package forwarded for action by the principals.

Each note should be appropriately classified. If it contains SCI information, special category, or compartmented intelligence, so specify.

White House Communications Agency (WHCA) takes a daily snapshot of PROFS data files on all USERIDS. These are "written over" after seven days except Saturday's snapshot, which is retained for two weeks and then "written over." The Technical Support Staff for the VAX uses essentially the same "write-over" procedures, but monthly.

WHCA responses to requests for access to NSC data are coordinated with the NSC.

Attached for your convenience is a brief PROFS/A1 users fact sheet. Should you have further questions or computer problems, please call George Van Eron, ext. 7386.

Attachment

PROFS/A1 User fact sheet

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

MEMORANDUM FOR THE NSC STAFF

FROM: GRANT S. GREEN, JR.

SUBJECT: PROFS and A1

is provided.
In response to questions from new incoming staff regarding PROFS and the electronic mail systems, the following should help

PROFS (on the IBM system) and A1 (^{members of the}on the VAX system) are the two basic computer systems that allow NSC staff to communicate information electronically ^{to each other}. PROFS/A1 is an internal electronic system that is used for information that would otherwise be handled by phone. Items requiring ^{staff}action should be typed, logged, and processed through the normal record systems, i.e., Systems I, II and IV.

Should you be tasked for action via PROFS/A1, the PROFS/A1 note should be printed and made part of the ~~action item~~ ^{package} forwarded for action by the principals.

Each note should be appropriately classified. If it contains SCI information, special category, or compartmented intelligence, so specify.

White House Communications Agency (WHCA)

WHCA takes a daily snapshot of PROFS data files on all USERIDS. These are "written over" after seven days except Saturday's snapshot, which is retained for two weeks and then "written over". The Technical Support Staff for the VAX uses essentially the same ~~back up~~ ^{write over} procedures but ~~on a monthly basis~~ ^{monthly}.

WHCA responses to requests for access to NSC data are coordinated with the NSC.

Attached for your convenience is a ^{brief} PROFS/A1 Users ^{FACTS} Guide. Should you have further ~~if you have any~~ questions or computer problems, please call George Van Eron, ext. 7386.

~~Thank you.~~

Attachment

PROFS/A1 User ~~Guide~~ *first sheet*

P R O F S / V A X

PROFS (IBM) and ALL-IN-1 (Vax/A1) is an internal electronic system, cleared to the SCI level.

Every effort should be taken to keep information stored in the system to a minimum. Please review your NOTELOG and files frequently and retain only those items needed for future reference.

Enter the appropriate classification at the top of each note or document. If it contains special category or compartmented information, so specify.

The PROFS in-basket and A1's 'Reading New Mail' function is used to receive incoming notes and/or documents. You should not retain notes in the PROFS in-basket. You should file or delete your notes as soon as possible. The more notes in your PROFS in-basket, the slower your response time.

is machine
A1 automatically files your notes in a 'read' file.

NOTELOGS & 'Read File'

Notelogs and 'Read Files' are used to store the notes you have filed plus all of your outgoing notes. You should review information stored in the system each week and retain only those notes that are needed.

DOCUMENTS

Documents are more formal than PROF notes and require a knowledge of some special functions. If you expect to use this feature, please contact the PROFS or A1 administrators on ext. 6330 or 5132 respectively.

HELP

There is a user assistance feature already built into both PROFS and A1. ~~In PROFS it is called "Helpme" or (PF-9) and in A1 it is called "Help", or Cold 2 (PF-2).~~

use PF3 from program menu.

Insert

It is called HELP. In PROFS, you access the HELP feature through PF9 from any PROF screen. This will give you access to an on-line USERS guide.

In addition, there is a 'HELPME' assist facility which provides access to a variety of useful programs i.e. NOTELOG maintenance, RECALL note feature, set-up calendar access, create nicknames, send a reminder etc..

In A1, you simply use the yellow gold key on the upper right part of the keyboard together with the letter H. This feature will display an easy to read users guide that will explain the features you are interested.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

1338

February 26, 1987

MEMORANDUM FOR THE NSC STAFF

FROM: GRANT S. GREEN, ~~GR~~

SUBJECT: Correspondence for FCC & CLP

Effective immediately all correspondence to Mr. Carlucci and LTG Powell will be signed only by the appropriate Senior Director. In those instances where a Senior Director is not available (leave, travel, etc.), papers will be forwarded by the designated acting office head. "Thru-to" format is not acceptable, however, a "prepared by" line on the bottom of each memo should be included.

The Secretariat will continue to staff actions to individual staff officers within each directorate to ensure that actions reach the drafting officer as soon as possible.

February 18, 1987

NOTE FOR ALL PROFS USERS

FROM: GRANT S. GREEN

SUBJECT: PROFS and A1

In response to questions from new incoming staff regarding PROFS and the electronic mail systems, the following should help.

PROFS (on the IBM system) and A1 (on the VAX system) are the two basic computer systems that allow NSC staff to communicate information electronically with each other. PROFS/A1 is an internal electronic system which is used for information which would otherwise be handled by phone. Items requiring action should be typed, logged and processed through the normal record systems i.e. Systems I, II and IV.

Should you be tasked for action via PROF's/A1, the PROF/A1 note should be printed and made part of the action item forwarded for action by the principals.

Each note should be appropriately classified. If it contains SCI information, special category or compartmented intelligence, so specify.

WHCA takes a daily snapshot of PROFS data files on all USERIDS. These are written over after seven days except Saturday's snapshot which is retained for two weeks and then written over. The Technical Support Staff for the VAX use essentially the same back-up procedures but on a monthly basis.

WHCA responses to requests for access to NSC data are coordinated with the NSC.

If you have any questions or computer problems, please call George Van Eron ext. 7386. thank you.

PROFS / VAX

PROFS (IBM) and ALL-IN-1 (Vax/A1) is an internal electronic system, cleared to the SCI level.

Every effort should be taken to keep information stored in the system to a minimum. Please review your NOTELOG and files frequently and retain only those items needed for future reference.

Enter the appropriate classification at the top of each note or document. If it contains special category or compartmented information, so specify.

The PROFS in-basket and A1's 'Reading New Mail' function is used to receive incoming notes and/or documents. You should not retain notes in the PROFS in-basket. You should file or delete your notes as soon as possible. The more notes in your PROFS in-basket, the slower your response time.

A1 automatically files your notes in a 'read' file.

NOTELOGS & 'Read File'

Notelogs and 'Read Files' are used to store the notes you have filed plus all of your outgoing notes. You should review information stored in the system each week and retain only those notes that are needed.

DOCUMENTS

Documents are more formal than PROF notes and require a knowledge of some special functions. If you expect to use this feature, please contact the PROFS or A1 administrators on ext. 6330 or 5132 respectively.

PROFS and ALL-IN-1 is an internal electronic system, ^{cleared to the} ~~which is used~~ ^{SCI level.} for information which would otherwise be handled by phone.

~~Although~~ ^{is} ~~the system is~~ System High, that is, ^{is} cleared for SCI, ~~however~~ certain special categories CANNOT be put into the system. See the NSC Security Officer if you need further information on this subject.

WHCA and the Technical Support Staff provide enough space on the computer as required to process your notes and documents.
 Every Effort should be taken to keep your file to a minimum.

^{Please} ~~You should~~ review your NOTELOG ^{frequently} and files ~~each week~~ and retain ^{only} ~~only these items that are needed.~~

^{Enter} ~~Appropriate~~ ^{needed} classification ~~(must be entered)~~ at the top ~~(and bottom)~~ of each note or document.

PROFS IN-BASKET ^{do}

The PROFS in-basket is used to receive incoming PROF notes. You ~~should NOT~~ retain notes in the in-basket. You ~~should~~ file or delete ~~your incoming~~ notes as soon as possible. The more notes ~~in~~ your in-basket, ^{the} slower your response time.

NOTELOGS

Notelogs ~~are used to~~ store ~~the~~ notes ^{plus} you have ~~filed~~ ^{plus} and all of your outgoing notes. If you do not want to file an outgoing note, enter .NL at the beginning of any blank line of the note and continue with your text on the following line.

HELPME

^{Please consult} ~~The HELPME feature~~ ^{often} ~~is highly recommended.~~ ~~(This function will~~ ^{It} ~~enable you to work with your NOTELOGS and other functions,~~ ^{allow} ~~e.g.,~~ ^{allow} ~~RECALL, Phone message. Easy-to-use prompts are available for~~ ~~accessing your individual NOTELOGS and allowing you to easily~~ ~~search, print, delete or rename your logs.~~

DOCUMENTS

Documents are more formal than PROF notes and require a knowledge of some special functions. If you expect to use this facility, please contact the PROFS administrator on ext. 6330.

All-in-One (AI)

AI works different from PROFS but performs essentially the same functions.

a. Reading New Mail (RN). Once you have read a new note, it is automatically transferred to your "read" file until you file it elsewhere or delete it. Your outgoing notes are also automatically filed.

b. Deleting (D). Deleted documents are stored in your personal electronic wastebasket and can be recalled until you empty your wastebasket (EW), which you should do once a week.

c. Printing (P). Letter quality copies of your work can be printed on the printer in your office area.

DOCUMENTS

Documents are prepared using the same word processing skills employed in drafting electronic notes. Documents are stored in your personal word processing (WP) account until you file, transmit, print or delete them.

If you have any questions on the PROFS system, call ext. 6330, regarding the VAX system, call 5132.

PROFS / VAX

PROFS (IBM) and ALL-IN-1 (Vax/A1) is an internal electronic system, cleared to the SCI level. ~~certain special categories CANNOT be put into the system. See the NSC Security Officer if you need further information on this subject.~~

Every effort should be taken to keep information stored in the system to a minimum. Please review your NOTELOG and files frequently, retaining only needed items. *needed for future reference.*

Enter ^{the} appropriate classification at the top of each note or document. *those* A. INSERT / F...

The PROFS in-basket and A1's 'Reading New Mail' function is used to receive incoming notes and/or documents, ~~so~~ you should not retain notes in the PROFS in-basket. You should file or delete your notes as soon as possible. The more notes in your PROFS in-basket, the slower your response time.

A1 automatically files your notes in a 'read' file.

NOTELOGS & 'Read File'

Notelogs and 'Read Files' ^{are} used to store the notes you have filed plus all of your outgoing notes. You should review information stored in the system each week and retain only those notes that are needed.

DOCUMENTS

Documents are more formal than PROF notes and require a knowledge of some special functions. If you expect to use this facility, please contact the PROFS or A1 administrators on ext. 6330 or 5132 respectively.

Help

There is a USER ASSISTANCE feature ^{already} built into both Profs and ~~VAX~~ A1. In Profs it is CALLED ~~HELP~~ "Helpme" ~~PF 9~~ (PF ~~key~~ 9) And in VAX, ~~key~~ ^{key} "Help" on Gold 2.

PF 2

ALL-IN-ONE

All-in-One is an office automation product which combines word processing and electronic mail. The system is System High, that is, cleared for TS/SCI information. File space is virtually unlimited.

a. Reading New Mail (RN)

Once you have read a new note, it is automatically transferred to your "read" file until you file it elsewhere or delete it.

b. Printing (P)

Letter quality copies of your work can be printed on the printer in your office area.

c. Deleting (D)

Deleted documents are stored in your personal electronic wastebasket and can be recalled until you empty your wastebasket (EW), which you should do once a week.

d. Refiling Documents (RFD)

A note or document may be cross-filed into different folders. An index of all your folders is readily available, and it is easy to print an index of an entire folder or your entire file system.

DOCUMENTS

Documents are prepared using the same word processing skills employed drafting electronic mail. Documents are stored in your personal word processing account until you print them or transmit them to another VAX or Profs user. Once transmitted to a Profs account, they can be resent to a DisplayWriter file.

GESCAN

You can search the cables and newswires on an ad hoc or continual basis from your terminal. Once a document of interest is located, you can print it on your office printer, file it electronically for future reference, "mail" it electronically to another VAX or Profs user, or send it to your own All-in-One account for inclusion in your word processing account.

Querris can also be built tailored to your needs for daily review or ongoing review of C&A

February 18, 1987

NOTE FOR ALL PROFS USERS

FROM: GRANT S. GREEN

SUBJECT: PROFS and A1

In response to questions from new incoming staff regarding PROFS and the electronic mail systems, the following should help.

PROFS (on the IBM system) and A1 (on the VAX system) are the two basic computer systems that allow NSC staff to communicate information electronically with each other. PROFS/A1 is an internal electronic system which is used for information which would otherwise be handled by phone. Items requiring action should be typed, logged and processed through the normal record systems i.e. Systems I, II and IV.

Should you be tasked for action via PROF's/A1, the PROF/A1 note should be printed and made part of the action item forwarded for action by the principals.

Each note should be appropriately classified. WHCA and Technical Support personnel will brief you individually on how to do this.

WHCA takes a daily snapshot of PROFS data files on all USERIDS. These are written over after seven days except Saturday's snapshot which is retained for two weeks and then written over. The Technical Support Staff for the VAX use essentially the same back-up procedures but on a monthly basis.

WHCA and Technical Support staff will brief you on an on-going basis on how to maintain your files.

WHCA responses to requests for access to NSC data are coordinated with the NSC.

That is different from ~~the~~ memo last week

*2/19
JVS
Need instructions
on how staff are
to treat PROFS notes
DX
BS*



OFFICE OF THE VICE PRESIDENT
WASHINGTON

January 8, 1987

MEMORANDUM FOR GRANT GREEN
Executive Secretary
National Security Council

THROUGH: Don Gregg *DG*
FROM: Samuel Watson *Sam*
SUBJECT: NSC Profs System

Grant,

Yesterday, when we talked, I forgot to mention the NSC profs system to you.

OVP/NSA has been working with WHCA to install IBM PCs and we would like your permission to sign us on to the profs system as soon as the machines are installed. We would want access for Don Gregg, myself, Terry Mattke, Doug Menarchik, and John Owens.

**National Security Council
The White House**

System # _____

Package # _____

DOCLOG _____ A/O _____

	SEQUENCE TO	HAS SEEN	DISPOSITION
Bob Pearson	<u>1/3</u>	<u>P</u>	_____
Grant Green	_____	_____	_____
Colin Powell	_____	_____	_____
Frank Carlucci	_____	_____	_____
Grant Green	_____	_____	_____
NSC Secretariat	_____	_____	_____
Situation Room	_____	_____	_____
<u>BBR/gve</u>	<u>2</u>	_____	<u>Comment</u>

I = Information	A = Action	R = Retain	D = Dispatch	N = No further Action
-----------------	------------	------------	--------------	-----------------------

cc: VP Regan Buchanan Other _____

COMMENTS

Should be seen by: _____

(Date/Time)

No problem!
B

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

0349

January 15, 1987

MEMORANDUM FOR DONALD GREGG

FROM: GRANT S. GREEN

SUBJECT: Profs Capability

The NSC concurs with your request that Don Gregg, Sam Watson, Terry Mattke, Doug Menarchik and John Owens have access to the NSC profs system when the installation of WHCA IBM PCs is complete in the Office of the Vice President.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

Van

October 7, 1988

MEMORANDUM FOR THE NSC STAFF

FROM: PAUL SCHOTT STEVENS *PS*
SUBJECT: Recusals Related to Employment Interviews

This memorandum is a reminder that you must recuse yourself from any matters involving any non-government entity with which you are discussing potential employment. Recusal also may be required with respect to matters that might have a substantial effect on an industry or business sector in which you are pursuing possible post-government employment. You should notify Nicholas Rostow, the Designated Agency Ethics Official, of any non-government entities with which you are discussing possible employment and discuss with his office questions you may have regarding recusals, including the scope thereof. The Legal Adviser's Office will notify the Secretariat that you are to be recused from matters involving those entities; you also should take appropriate steps within your Directorate to ensure that you do not work on matters from which you are recused.

Attached at Tab A are Office of Government Ethics guidelines on this subject. I encourage you to review them carefully. Any questions should be directed to the Legal Adviser's Office.

Attachment

Tab A - Office of Government Ethics Guidelines

Negotiation for Future Employment: Practical guidelines addressing criminal and regulatory concerns

With less than two years remaining in this administration, numerous officials may be leaving their government positions to pursue other employment. A government employee is generally not barred from seeking other employment while in the government, even if the prospective employer has dealings with his agency.* It is important, however, that government employees are aware of the restrictions of 18 U.S.C. § 208, a criminal conflicts of interest law that prohibits government employees from taking official acts which affect personal financial interests or financial interests of associated persons and organizations. Included among these disqualifying financial interests are those of a person or organization with whom the employee 1) is negotiating or 2) has any arrangement concerning prospective employment.

The following are general definitions of the substantive terms of the elements of an offense under § 208:

- financial interest - exists if, given all the circumstances relating to the potential outcome of a matter, there is a substantial probability of financial gain or loss to the federal employee.

* Department of Defense employees, after April 16, 1987, will be under new prohibitions pursuant to the 1987 National Defense Authorization Act that may severely restrict post government employment opportunities. DOD Ethics officials should be consulted on specific application of the new law and its implementing regulations.

- official act - personal and substantial participation in a matter — through decision, approval, disapproval, recommendation, advice, investigation or otherwise.
- negotiate - act or process of communicating or conferring with another so as to arrive at some form of agreement.

In this area of § 208 enforcement, matters are decided on a case-by-case basis because the key terms (i.e. "negotiation", "financial interest") don't lend themselves to simple, clear-cut application; therefore, evidence of a potential violation of §208 is rarely obvious. However, beyond the criminal implications of § 208, Executive Order 11222 and its implementing regulations also apply, which require Government employees to avoid any action which might result in, or create the appearance of, using public office for private gain, giving preferential treatment to any organization or person, losing independence or impartiality of action, or weakening the confidence of the public in the integrity of the government. Thus it is a much broader standard of disqualification than that imposed by § 208.

An employee should avoid acting on matters which directly affect a person or organization if:

- The employee has made contact with the person or organization, either directly or through an intermediary, inquiring about future employment. The Office of Government Ethics does not view the mass distribution of resumes, without additional communications, as being included within this proscription.

- The person or organization has unilaterally expressed an interest to the employee, either directly or through an intermediary, in employing him in the future. Depending on the particular circumstances involved, the employee may avoid having to disqualify himself on matters directly affecting the person or organization by indicating unequivocally that he is not interested in future employment with such employer; disqualification will be required, however, if the employee leaves open any opportunity to pursue further discussions.
- There is an informal or tacit understanding that the employee will join (or return to) the person or organization upon leaving government. However, the mere announcement of departure to pursue private business interests without any employment related contact by or with a prospective employer, standing alone, should not be the basis for requiring disqualification.

The foregoing possibilities could have criminal and/or standards of conduct implications. Thus, it is up to the employee to determine whether he is, or may be, involved in a particular matter that directly affects the prospective employer. If he determines that he is so involved, he should refrain from participating in any aspect of the matter and take appropriate steps to insulate himself from influencing its outcome. In most instances, the employee will know whether a matter within his official responsibility will directly affect the prospective employer. If he lacks adequate knowledge, but suspects a nexus because of the subject matter involved, he should make a good faith effort to obtain additional information by consulting appropriate government officials. If, on the basis of this information, he is uncertain about whether the nexus is sufficient to require disqualification, he should seek advice from his Designated Agency Ethics Official.

Written records should be made of how each issue of disqualification is addressed and resolved. Records should be made of:

- Steps taken to insulate oneself from a matter for which disqualification is required, including the delegations or transferral of authority.
- Responses to unsolicited expressions of interest from prospective employers as well as employment-related contacts.
- Conclusions concerning the need for disqualification and consultations with other government officials involved in providing information or advice.

Above all, each employee should take the time to reacquaint himself with agency specific rules applicable to standards of conduct.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

October 7, 1988

ACTION

MEMORANDUM FOR PAUL SCHOTT STEVENS

FROM: NICHOLAS ROSTOW *NR*

SUBJECT: Recusals Related to Employment Interviews

At Tab I is a memorandum for the staff reminding them that they should recuse themselves from matters involving any non-government entity with which they are discussing employment. The desirability of such a memorandum at this time was discussed at A.B. Culvahouse's transition meeting yesterday; Culvahouse will be circulating a similar memorandum to White House offices soon.

RECOMMENDATION

That you sign the memorandum at Tab I.

Approve *NR*

Disapprove _____

Attachments

Tab I - Memorandum for the Staff

Tab A - OGE Guidelines

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

November 18, 1988



MEMORANDUM FOR EOP AGENCY NON-CAREER STAFF

FROM: RAYMOND P. KOGUT
DIRECTOR OF PERSONNEL *RPK*

SUBJECT: INFORMATION FOR STAFF DEPARTING FEDERAL SERVICE

During the period of Presidential Transition, many employees may resign from Government service on or before January 20, 1989. To provide more convenient assistance to those departing staff members, a new Personnel Support Office will open on November 21, 1988, and remain open until further notice in Room 19, Old Executive Office Building. The initial hours of operation are from 10:00 a.m. to 2:00 p.m., Monday through Friday. These hours may be expanded to meet your needs for service. The phone number of this new office is 456-1601.

Staff members who may depart are encouraged to visit the office soon to obtain comprehensive personnel, payroll, and other information in preparation for their departure from Government service.

Some general information about the procedures and effects of leaving Federal employment is attached. The Personnel Support Office will supply more specific information tailored to individuals.

Attachment

Employee Benefits Information on Leaving Government Service

Annual Leave

A staff member who leaves Government service with a balance of annual leave is paid a lump sum amount equal to the number of hours of annual leave times their hourly rate of base pay. Special rules apply if you are not currently covered by the annual leave system (e.g., Presidential Commissioned staff). In this case, if there is a balance of leave that was held from a prior position, it is paid at the hourly rate it was earned immediately before you were appointed to a position not subject to the annual leave provisions. The lump sum payment is generally issued with the last regular payroll check.

The 1988 leave year will end on December 31, 1988. If you depart on or before December 31, 1988, the entire balance of annual leave will be included in your lump sum payment. If you depart on or after January 1, 1989, and the balance is greater than 240 hours on December 31 (except for Senior Executive Service staff) your excess over 240 hours will be forfeited and the lump sum will be reduced by the amount of forfeited leave.

Sick Leave

Sick leave is forfeited when you leave Federal service. Your sick leave will be restored to your account if you return to Government service within three years of your resignation date. Special rules apply for using your sick leave balance if you retire under the Civil Service Retirement System (CSRS).

Health Benefits

If you are covered by a health benefits insurance plan at the time you resign, your coverage with that plan will continue for 31 days after the end of the pay period in which you resign. All health benefits plans may be converted to private plans during the extended 31 days of coverage. These conversion policies are not meant as long-term, all inclusive, medical insurance plans. Conversion plans are much different than the plans you are familiar with.

On December 2, 1988, the EOP will hold a "Health Fair" in Room 2010, NEOB, from 9:00 a.m. to 4:00 p.m. Most insurance plan carriers will be represented at the Fair. This will be an opportunity to talk to representatives of the insurance companies about conversion policies or other general questions. We urge you to attend.

Life Insurance

Life insurance protection, but not the accidental death and dismemberment provisions, continues for 31 days after you resign. This extension gives you an opportunity to convert all or a part of your life insurance to an individual policy, without taking a medical examination. If you resign, you will receive a form which provides information on conversion.

Retirement--Refund of Contributions

Civil Service Retirement System (CSRS)

If you leave Federal employment before completing five years of civilian service, you will not have a vested right to a future annuity at age 62. Your only right is to a refund of your retirement deductions. Unless you expect to return to Federal service, you may want to apply for the refund. The forms to apply to the Office of Personnel Management are available from the Personnel Support Office. If the refund covers service for one year or less or for more than five years, no interest is paid. If for more than one year but less than five years, interest is paid with the refund. Should you return to Federal service under the CSRS system after receiving the refund, you may redeposit the refund, with interest, to receive full credit for that service.

Federal Employees Retirement System (FERS)

You may request a refund of your retirement contributions, as indicated under CSRS above, with the following differences. Interest is paid on the full amount of refund, but you may not make a future redeposit. All service credit under FERS is permanently forfeited when you receive a refund, i.e., it will not be credited toward a future annuity should you return to Federal service.

CSRS or FERS Retirement

Whenever a person serving under a non-career type appointment is separated during a change of Administration, the separation is considered to be involuntary. If you meet certain requirements of age and service, you may apply for an annuity under CSRS or FERS based on discontinued service. This only applies if you:

- o have 20 years of service at age 50 or greater, or
- o have 25 years of service at any age

The annuity is reduced if you are under the age of 55

Generally, a person is eligible for voluntary retirement under both CSRS and FERS if they meet any of the following:

- o 30 years of service at age 55 or greater
- o 20 years of service at age 60 or greater
- o 5 years of service at age 62 or greater

Individual counseling is available for those who meet the age and service requirements for retirement and expect to retire from Federal service within the next year. Call the Personnel Support Office (456-1601) to schedule an appointment.

Thrift Savings Plan (TSP)

Persons who have been contributing to the Thrift Savings Plan may withdraw their savings when they leave Federal service. If you have less than five years of Federal service, you must transfer your savings to an Individual Retirement Account (IRA) or to another qualified retirement plan. For those with longer service, several other options are available. FERS-covered employees in non-career appointments with two or more years of Federal service are entitled to withdraw the automatic one percent contribution made by the Government in addition to their own contributions and the Government's match. The Personnel Support Office will provide you with a full package of information tailored to each individual's situation.

Unemployment Compensation

A non-career appointee is considered to be involuntarily separated during a change of Administration. If you are unemployed after resignation because of the change of Administration, you may be eligible for unemployment compensation benefits from the D.C. Department of Employment Services. Information is available at the Personnel Support Office on the procedures for applying for these benefits.

THE WHITE HOUSE

WASHINGTON

December 8, 1988

8587

MEMORANDUM FOR PAUL SCHOTT STEVENS
SPECIAL ASSISTANT TO THE PRESIDENT AND EXECUTIVE
SECRETARY, NATIONAL SECURITY COUNCIL

FROM: ARTHUR B. CULVAHOUSE, JR. *Br*
COUNSEL TO THE PRESIDENT

SUBJECT: Presidential Records Act Briefing

As specified in my December 1, 1988 memorandum on the Presidential Records Act obligations of departing staff, Counsel's Office is planning on holding one or more briefings in the next month to provide further guidance on the disposition of Presidential records for interested staff members. We have scheduled such a briefing for December 15, at 10:00 a.m., to be held in Room 450.

In addition to interested members of the staff, I would like to ensure that, for each of the relevant offices in the White House and Executive Office of the President, this briefing is attended by the Administrative officer or other individual responsible for maintaining that office's records and ensuring their transfer to the Office of Records Management. Consequently, I am requesting that you forward to my office the name of that individual with the understanding that he or she will attend the December 15 briefing. I would appreciate receiving that name by c.o.b. December 9, 1988.

Thank you for your assistance in this matter.

Handwritten:
→ *Manor will*
go

THE WHITE HOUSE

WASHINGTON

December 6, 1988

8511

1. CL
2. Pss

MEMORANDUM FOR KENNETH M. DUBERSTEIN
M. B. OGLESBY
COLIN L. POWELL ✓
JOHN C. TUCK
DAN L. CRIPPEN

FROM: ARTHUR B. CULVAHOUSE, JR.
COUNSEL TO THE PRESIDENT



SUBJECT: Non-Reimbursable Detailees

Attached is a Counsel's Office analysis of the legal difficulties that arise in connection with non-reimbursable detailees to the Transition staff

Attachment

THE WHITE HOUSE

WASHINGTON

December 2, 1988

MEMORANDUM FOR THE FILE

FROM: ARNOLD INTRATER *AI*
GENERAL COUNSEL
OFFICE OF ADMINISTRATION

KATHLEEN D. KOCH *KDK*
ASSOCIATE COUNSEL TO THE PRESIDENT

PATRICIA MACK BRYAN *PMB*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Placement of Personnel of the Office of the President-Elect on the White House Payroll

At least certain members of the President-elect's transition staff have recently expressed an interest in placing a number of staff members from the Office of the President-elect on the White House payroll and having the White House then "detail" those individuals back to work on the transition without reimbursement to the White House. In our view, such an approach is extremely problematic -- it would violate the express terms of the Presidential Transition Act of 1963 as well as the legal obligation to spend monies that Congress has allocated to the White House only for "official" White House purposes. See 31 U.S.C. § 1301 (government funds can be used only for the purposes for which they were appropriated) and 3 U.S.C. § 105(d)(2) (funds are appropriated to the President for the official expenses of the White House).

The White House originally contemplated allowing a limited number of senior members of the President-elect's transition staff (i.e., three or four) to be placed on the White House payroll, as long as they were engaged in transition work that would be of substantial benefit to the White House as well as to the President-elect, without reimbursement from the Office of the President-elect. Based on our subsequent research, however, Counsel's Office now believes that the circumstances under which non-reimbursable "details" from the White House would be legal are even more restrictive than originally contemplated -- in our view, non-reimbursable details (or non-reimbursable services provided to the Office of the President-elect) are legally defensible only if the individual on the White House payroll is providing services that primarily benefit the White House and President Reagan.

Even if legal, by engaging in what may well appear to be a questionable practice of manipulating the White House payroll to avoid expending transition monies, this approach seems antithetical to the President-elect's public commitment to adherence to rigorous ethical standards. Moreover, these legal and appearance problems are exacerbated by the fact that the Presidential Transition Effectiveness Act of 1988 expressly provides for the Comptroller General to audit the Office of the President-elect's expenditure of public and private funds and the fact that use of civilian detailees (reimbursed and non-reimbursed) by the White House Office has been the subject of much recent scrutiny by both the General Accounting Office and the Congress. */ An audit of this transition is inevitable as is evidenced from the fact that the GAO has audited all public expenditures under the Transition Act and published reports on them for all transitions from 1968 onward.

Because of these problems, Counsel's Office continues to advise that only individuals who will be providing services of primary benefit to this White House be placed on the White House payroll on a non-reimbursable basis. Because a considerable amount of confusion had been created by what we viewed to be a somewhat result-oriented draft memorandum prepared by the General Services Administration concluding that the White House is free to detail personnel to the Office of the President-elect on a non-reimbursable basis (as well as GSA's waffling with respect to its legal conclusions), we requested the views of the Office of Legal Counsel on this issue. OLC has advised us informally that it is its preliminary view that we are correct in concluding that, except in the limited circumstances described above, reimbursement from the transition for individuals placed on the White House payroll is necessary.

OLC preliminarily agrees with us that the transition office's failure to reimburse the White House would appear to be in direct contravention of section 3(a)(2) of the Presidential Transition Act of 1963. That section specifies "that any employee of any agency of any branch of the Government may be detailed to such staffs [i.e., the transition staff] on a reimbursable basis with the consensus of the head of the agency." Congress' commitment to requiring the Office of the President-elect to reimburse those federal entities from which employees are detailed is reaffirmed by the fact that, while the Transition Act originally allowed non-reimbursable details, the Act was specifically amended in

*/

In July of 1987, GAO issued a report to Congress which was highly critical of the White House Office "misuse" of non-reimbursable detailees. Rhett Dawson, Assistant to the President for Operations, made a significant personal commitment to the Congress to modify White House Office procedures on detailees. We expect Congress to continue to express an interest in monitoring White House use of detailees.

1976 to require that such details be made only on a reimbursable basis.

Despite the language of section 3(a)(2) (and its legislative history) GSA offered a series of rationales, some of which it has now recanted, for the proposition that the White House need not be reimbursed for employees it details to the Office of the President-elect. Originally, GSA concluded that any federal agency employee (from the White House or elsewhere) could serve on the staff of the Office of the President-elect without reimbursement during his or her vacation time (accrued for those who accrue vacation and unlimited for those at higher salary levels where the official is not on a formal leave accrual system). While Counsel's Office does not question the legal propriety of allowing federal government employees to "volunteer" such vacation time as they have accrued, the applicability of this "volunteer" theory to officials who do not actually accrue vacation is somewhat problematic. Moreover, at least the appearance problem of allowing officials to take such extended and unaccrued leave is heightened considerably in the situation where individuals are placed on the White House payroll for no other reason than taking leave to work on the transition.

GSA later circulated to the Office of the President-elect a draft memorandum to the file containing the following conclusions: (1) employees of the White House **/ are not employees of an agency and, consequently, reimbursement is not necessary for their services; (2) the legislative history of the 1976 amendments requiring reimbursement indicates that Congress intended only to limit non-reimbursable details of Federal agency employees and not non-reimbursable details of members of the White House Office; (3) the services of members of the White House fall within the scope of their official duties making a non-reimbursable detail acceptable; and (4) no detail is necessary for White House employees who perform services for the Office of the President-elect because such services are within the ambit of the official responsibilities of those employees.

In our most recent conversation with them, GSA recanted the first two conclusions found in its draft memorandum. GSA now bases its conclusion that reimbursement is not necessary largely on its view that "transition" services are within the ambit of the official responsibilities of members of the White House, thereby making a detail unnecessary. While Counsel's Office agrees that

**/

While GSA's opinion is, in actuality, of broader applicability -- by its terms it seems to apply to both the Executive Office of the President and the Office of the Vice President -- to avoid confusion we have discussed their opinion only as it relates to the White House Office. We have not reviewed the propriety of GSA's legal conclusions with respect to their applicability to the Office of the Vice President.

in some cases White House officials may be called upon to perform responsibilities that directly benefit both the Office of the President-elect and the White House, it is our preliminary conclusion that the GSA view is too broad. While outgoing transition activities are clearly within the official responsibilities of White House employees, many incoming transition activities will not be. In our view, determinations as to whether the services of an individual legitimately fall within official White House responsibilities must be made on a case-by-case basis.

Most recently, members of the legal staff serving the Office of the President-elect have requested that certain individuals who have been formally designated by the President-elect to serve in a particular position within the White House beginning January 20, be placed on the White House payroll as "designees;" analogizing to the typical manner of handling designees at the departments and agencies, they urge that no reimbursement from transition funds is necessary. Both Counsel's Office and OLC concur that the departments and agencies can continue to treat their designees in the customary fashion (e.g., place them on the payroll as special government employees) and, therefore, need not seek reimbursement from the transition fund as long as the individual confines himself or herself to the actions of a designee. Of course, it is our view that any individual on the payroll of a department or agency before January 20 is serving President Reagan. Unlike the situation in the departments and agencies, however, the entire White House is, in essence, re-created with each new Administration, making it difficult to argue that the President-elect's White House designees can in any meaningful way be serving President Reagan. Consequently, both Counsel's Office and OLC tentatively have concluded that this "designee" theory cannot be used to place individuals on the White House Office payroll without reimbursement from the transition account.

Finally, it is important to understand that, assuming that the general legal impediment to placing individuals on the White House payroll and detailing them on a non-reimbursable basis to the Office of the President-elect can be overcome, those persons who are designated to become members of the White House staff must meet all of the ordinary legal and ethical requirements for White House employment. These include:

1. Compliance with all financial disclosure requirements, which could include the publicly disclosable SF-278 covering assets, liabilities and employment for the past 23 months.
2. Submission of a Personal Data Statement.
3. Completion of FBI security clearance forms and a background investigation by the FBI.

UNCLASSIFIED
NSC/S PROFILE

RECORD ID: 8808511
RECEIVED: 06 DEC 88 16

TO: POWELL

FROM: CULVAHOUSE, A

DOC DATE: 06 DEC 88
SOURCE REF:

KEYWORDS: TRANSITION

LEGAL ISSUES

PERSONS:

SUBJECT: NON REIMBURSABLE DETAILEES TO TRANSITION STAFF

ACTION: FOR RECORD PURPOSES

DUE DATE: 09 DEC 88

STATUS: C

STAFF OFFICER: ROSTOW

LOGREF:

FILES: WH

NSCIF:

CODES:

D O C U M E N T D I S T R I B U T I O N

FOR ACTION

FOR CONCURRENCE

FOR INFO
MERCHANT
PAQUETTE
PERITO
ROSTOW
STEVENS
VAN ERON

COMMENTS: _____

DISPATCHED BY _____ DATE _____ BY HAND W/ATTCH

OPENED BY: NSGAD

CLOSED BY: NSGAD

DOC 1 OF 1

UNCLASSIFIED

UNCLASSIFIED
ACTION DATA SUMMARY REPORT

RECORD ID: 8808511

DOC ACTION OFFICER

001

CAO ASSIGNED ACTION REQUIRED

X .88120616 FOR RECORD PURPOSES

UNCLASSIFIED

