

Originally Processed With FOIA(s):

FOIA Number:

S

# FOIA MARKER

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

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**Record Group/Collection:** George H.W. Bush Presidential Records  
**Collection/Office of Origin:** Speechwriting, White House Office of  
**Series:** Administrative Files  
**Subseries:** Alpha File, 1989-1993

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**OA/ID Number:** 13906  
**Folder ID Number:** 13906-009

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**Folder Title:**  
Memos-Equipment, 2/89-1/92

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Stack:	Row:	Section:	Shelf:	Position:
<b>G</b>	<b>18</b>	<b>29</b>	<b>3</b>	<b>3</b>

---

THE WHITE HOUSE  
WASHINGTON

MEMORANDUM

TO: Rose Zamaria  
FROM: Chriss Winston *cw*  
RE: Computers, etc.  
DATE: February 13, 1989

Communications Director David Demarest has asked me to give you our requests for computers, printers, FAX machines and other electronic equipment. Our equipment needs to be compatible with the equipment that is used in Advance.

We need the following:

- 14 IBM AT
- 6 IBM XT
- 6 Letter quality printers
- ✓3 Laser Jet printers (This would allow us to return the printer belonging to WH Administration.)
- ✓1 FAX machine
- / -3 3 1/2 inch disc hard drives for three of the IBM AT computers
- / -3 Lotus softwares installed and training
- ~~1 Small electric calculator~~ *cancelled*



This equipment is needed as soon as possible particularly due to the speechwriting demands that are ongoing. We would appreciate any help that you can give us to expedite this request. If you have any questions, please do not hesitate to call Drucie Scaling at extension 7943 or 2930.

Thank you so much for your help.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

MEMO TO: Drucie Scaling  
THROUGH: Kristin Clark Taylor   
FROM: Cheryl Kienel   
DATE: February 14, 1989  
SUBJ: Squawk Boxes

As we discussed earlier, the Media Relations Staff is in need of at least two squawk boxes (speakers connected to the Press Office's PA system). Because of the large number of calls we receive requiring information from Marlin Fitzwater's daily briefings or other Press Briefings, it is imperative that we are continuously apprised of any new information released.

One box can be placed in Kristin's office (Room 119); the other in the reception area of Room 121.

We would appreciate any help you could give us in expediting this process.

Thanks.

cc: Chriss Winston

THE WHITE HOUSE  
WASHINGTON

MEMORANDUM

MEMO TO: Drucie Scaling  
THROUGH: Kristin Clark Taylor *KCT*  
FROM: Cheryl Kienel *CK*  
DATE: February 14, 1989  
SUBJ: Squawk Boxes

As we discussed earlier, the Media Relations Staff is in need of at least two squawk boxes (speakers connected to the Press Office's PA system). Because of the large number of calls we receive requiring information from Marlin Fitzwater's daily briefings or other Press Briefings, it is imperative that we are continuously apprised of any new information released.

One box can be placed in Kristin's office (Room 119); the other in the reception area of Room 121.

We would appreciate any help you could give us in expediting this process.

Thanks.

cc: Chriss Winston

*Drucie  
Pls make this happen  
CK*

THE WHITE HOUSE  
WASHINGTON

February 14, 1989

TO: Bonnie Newman  
FROM: David Demarest *DD*  
RE: Need for space

We have now been able to find and hire four speechwriters for the Communications department. Before doing this, we had asked two of the previous speechwriters to stay until March to help with the upcoming speeches. We now need more space to accommodate these new people coming on board.

Although we need this particular space temporarily, we will also need it in the future for what we hope will be several detailees assigned to Public Liaison.

Room 191 and 193 are now vacant. Would it be possible for us to add these rooms to our space? Long-term, we will probably need these two offices and two more.

We appreciate your help with this matter.

*denied*

THE WHITE HOUSE  
WASHINGTON

February 15, 1989

TO: Rose Zamaria

FROM: Chriss Winston *W*

RE: Computers

Pursuant our previous memo requesting more office space, we need three IBM AT computers and Quitewriter printers as soon as possible for the three new speechwriters that have come on board.

We are facing the task of preparing the President's speeches for the Asian trip. These have to be ready by Monday.

Thank you for your help with this matter.

File  
Equipment  
Req. complete

THE WHITE HOUSE  
WASHINGTON

February 18, 1989

TO: Rose Zamaria  
FROM: David Demarest  
RE: Squawk boxes

The Media Relations staff is in need of 2 squawk boxes (speakers connected to the Press Office's PA system) for their offices. Their need is due to the large number of calls they receive requiring information from Marlin Fitzwater's daily briefings or other Press briefings. As you can see it is imperative that they are continuously apprised of any new information released.

I would appreciate any help you could give me in expediting this matter.

*complete*

*Dine*

THE WHITE HOUSE  
WASHINGTON

March 3, 1989

TO: Rose Zamaria  
FROM: David Demarest *DD*  
RE: Tape recorders

The Media Relations division of Communications needs two (2) hand-held tape recorders. They are needed for recording statements made at briefings, stake-outs and other Press events. This will help to increase the accuracy of the Media Relations division when they are communicating with "local" media in the States.

Thank you for your help in this matter.

THE WHITE HOUSE

WASHINGTON

March 3, 1983

TO: Rose Zamaria  
FROM: David Demarest  
RE: Tape recorders

The Media Relations division of Communications needs two (2) hand-held tape recorders. They are needed for recording statements made at briefings, stake-outs and other Press events. This will help to increase the accuracy of the Media Relations division when they are communicating with "local" media in the States.

Thank you for your help in this matter.

MEMORANDUM

TO: Drucie Scaling  
FROM: Cheryl Kienel *CK*  
DATE: March 1, 1989  
RE: Hand-held tape recorders

The Media Relations Office is in need of two hand-held tape recorders. They will be used for recording statements made at briefings, stake-outs and other press meetings. The information will be used to keep more accurate records of events covered by Media Relations.

Thanks.

Drucie

THE WHITE HOUSE  
WASHINGTON

March 8, 1989

TO: Bonnie Newman *BN*  
FROM: David Demarest  
RE: Telephone system

As we discussed in our meeting with Andy Card, our telephone system needs to be reworked. Drucie Scaling on my staff met with Steve Will today to determine our needs.

In the meeting this morning, it was decided that we didn't need the types of equipment that we presently have in many of our offices. The present plan is to downgrade 24 telephones and remove 2 entirely. This will be a savings of \$460.80 per month in the Communications department phone charge.

It is my understanding that Alex Negy has now sent his recommendation to you. Thank you for all of your help.

*Chuss!*

THE WHITE HOUSE  
WASHINGTON

Date: March 14, 1989

**TO:** DAVID DEMAREST

**FROM:** ROSE ZAMARIA *Rz*  
Special Assistant to the President  
and Director  
of White House Operations

SUBJECT: Beepers

Although pagers are issued only to Commissioned Officers or their equivalent, I am approving 5 pageboys to be shared among the staff. Hope this will be helpful.

Ducci

THE WHITE HOUSE  
WASHINGTON

March 6, 1989

TO: Rose Zamaria  
FROM: David Demarest *DD*  
RE: Beepers

The members of the Speechwriter and Research departments need to have personal pagers. When changes in the President's speeches need to be made, it is most important that we are able to contact them immediately. We will need 8 units for this area.

The area of Media Relations needs two pagers. There are many times that their work takes them away from their desks. It is most important that we can find them when we need them for various reasons.

We will need a total of 10 pagers to cover all of these departments.

Thank you for your help in this matter.

THE WHITE HOUSE

WASHINGTON

March 20, 1989

TO: Rose Zamaria  
FROM: David Demarest *DD*  
RE: VHS/VCR

About 6 weeks ago I requested a VHS/VCR for my office. I am still in need of this as well as two of my other offices.

Chriss Winston has to view a tape today and does not have a place to do so. Therefore we need one of the VCR's definitely today as early as possible.

Also Media/Relations needs a VCR. This would help them be more efficient in their duties.

This would make a total of three VCR's for Communications.

Thank you so much for your help.

*Received!  
for Chriss*

THE WHITE HOUSE

WASHINGTON

March 20, 1989

TO: Rose Zamaria  
FROM: David Demarest *DD*  
RE: Credenza

We need a credenza to put a computer and printer on for Sharon Botwin in my office. At this time she is working under very adverse conditions even though she does appreciate her new equipment.

Thank you so much for your help in this matter.

COPY

THE WHITE HOUSE  
WASHINGTON

March 21, 1989

MEMORANDUM TO ALL MEMBERS OF THE COMMUNICATIONS STAFF

FROM: Drucie Scaling *DS*

RE: FAX machine

HOORAY!!!! We finally have our brand new, very own FAX machine for Communications. It is located in Room 122 in the reception area.

If you know that you will be receiving a FAX, it would be nice if you would come down or call to see if it is in. Otherwise we will try to call after one comes in as soon as possible.

The telephone FAX number is (202)456-6218.

THE WHITE HOUSE  
WASHINGTON

COPY

April 4, 1989

TO: Sharon Mitchell

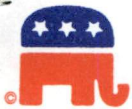
FROM: Drucie Scaling *DS*

RE: Displaywriters

This is an update for your inventory. At this time we have 7 Displaywriters and 9 5218 printers. Their locations are as follows:

Room	Quietwriters	Printers
128	1	2
126 1/2	1	1
126		1
125-27-29	3	1
120		1
121	1	1
118		1
117-19	1	1

If you need any other information, please let me know. Thanks a million!



Republican  
National  
Committee

Mark Goodin  
Director of Communications

*Chris*

*Done*

April 5, 1989

MEMORANDUM

TO: DAVE DEMAREST  
ASSISTANT TO THE PRESIDENT FOR COMMUNICATIONS

FROM: MARK GOODIN  
DIRECTOR, COMMUNICATIONS

RE: COMPUTER LINK

I know this is a bad time with everything else you have on you, but I wanted to remind you that we desperately need to have your shop move forward on linking your computer with ours at the RNC. As you will see from the attached memo to me, the Office of Policy Development and the Office of Intergovernmental Affairs are already linked to our system. I know you have been busy, but please see what you can do to free this situation up. It is in both of our best interests that we get this done as quickly as possible.

My best to you and your gang.

*Chris  
This is being done  
Finished & installed*



# Republican National Committee

**Don Todd**  
Director of Opposition Research

## MEMORANDUM

TO: Mark Goodin  
Director of Communications

THROUGH: Don Todd *DT*  
Director of Opposition Research

FROM: John Schilling *JS*  
Marketing/Field Coordinator

DATE: April 4, 1989

SUBJECT: White House Modem Update

I just wanted to update you on the modem situation at the White House. Right now Emily Mead in the office of Policy Development and Irwin Wilcox in the office of Intergovernmental Affairs are both up and running.

I have been trying to reach Kristin Geer in White House Communications for over a week and have not received any return calls. The last time I spoke with Kristin, she said the modem would not be there until at least March 20th.

As you know, we receive talking points from White House Communications once or twice a week. We then run the document through the Kurzweil and put it on the VAX so it can be dispersed through the NETWORK. Once we get them hooked up to the system, we can do it all electronically. It has now become a question of when they are going to get it done.

cc: Debbie Messick

THE WHITE HOUSE  
WASHINGTON

April 26, 1989

COPY

TO: Bonnie Newman  
FROM: Chriss Winston *W*

The Office of Communications needs to have two more desks. Some of our interns are here and in the near future more will be arriving.

I would appreciate your help in making this happen.

*Delivered*

THE WHITE HOUSE  
WASHINGTON

COPY

April 12, 1989

TO: Deputy Chief Daniel B. Jenkins  
FROM: Drucie Scaling *DS*  
Administrative Assistant for Communications  
RE: Burn Bag list

Will you please add Rooms 117 (all three offices) and 119 to the list of rooms that you pick up material that is to be burned.

Thank you for your help in this matter.

THE WHITE HOUSE  
WASHINGTON

April 26, 1989

COPY

TO: Bonnie Newman  
FROM: Chriss Winston *W*  
RE: Computers

I would appreciate it if the Office of Communications could have either three IBM/AT or IBM/XT PC's. I have several areas that are doing projects that require more than the Displaywrite machines that we are presently using.

Your help in making this happen would be most appreciated.

*delivered*

THE WHITE HOUSE  
WASHINGTON

May 1, 1989

COPY

TO: Bonnie Newman  
FROM: David Demarest  
RE: Personal pager

I would appreciate it if you would assign a pager to Stephanie Rodemeyer. Stephanie types the speeches and prints the cards for the President's speeches. There are many weekends that she has to come back in to work. Therefore it is necessary for my office to be able to reach her at any time.

Thank you for your help in making this happen.

THE WHITE HOUSE  
WASHINGTON

COPY

May 8, 1989

MEMORANDUM TO CHIEF DANIEL B. JENKINS

FROM: Drucie Scaling *DS*

RE: Burn Bag pickup

Will you please add Room 126 OEOB to the Burn Bag pick-up list.  
Your help in making this happen will be appreciated.

Thank you.

THE WHITE HOUSE

WASHINGTON

May 10, 1989

COPY

MEMORANDUM

TO: SAIC CLINT L. HOWARD  
Room 23 OEOB

FROM: Drucie Scaling *DS*  
Room 122, Ext. 2170

THRU: Chriss Winston *cu*  
Deputy Assistant to the  
President for Communications

RE: Locks

This morning George Saunders was in our office and noted that we didn't have locks on all of our office doors. He indicated that we needed to be locking our doors at night. Will you please come by or send someone to do a survey for us.

The rooms that will be included in this survey will be: 109, 111, 111 1/2, 116, 117, 118, 119, 120, 121, 122, 123, 125, 126, 126 1/2, 127, 128 and 129. The contact person will be Drucie Scaling.

Thank you for your help in making this happen.

THE WHITE HOUSE  
WASHINGTON

Date: 5-16

TO: *Chriss Winston*

FROM:

PAUL W. BATEMAN *PWB*  
Deputy Assistant to the President  
for Management and Director  
of the Office of Administration

*Ok on Pagers,  
except for Rett (i'll  
explain, later). Each  
person will be assigned  
their very own! Thanks  
for your patience.*

THE WHITE HOUSE  
WASHINGTON

May 15, 1989

*Paul -  
Per our conversation...  
Thank you so much  
see this.  
Thanks  
Chriss*

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston *cu*  
THRU: David Demarest *DD*  
RE: Personal Pagers

I want to thank you for the use of your pager this past weekend. We would have had great difficulty if you had not been so generous. Per your conversation with Drucie Scaling on Friday evening, here is the list of the people that would be using the pagers. They are:

✓ Mark Davis	Speechwriter
✓ Christina Martin	Researcher
✓ Mark Lange	Speechwriter
Rett Wallace	Researcher
✓ Dan McGroarty	Speechwriter
✓ Peggy Dooley	Researcher
✓ Ed McNally	Speechwriter
✓ Bob Simon	Researcher
✓ Curt Smith	Speechwriter
✓ Stephanie Blessey	Researcher

On a separate memo, we had requested that Stephanie Rodemeyer have her own pager. Stephanie is the clerical that is responsible for the speech cards and hard copy that goes to the President. This is most important as she is "on call" for the Office of Communications at all times. There are few weekends that she isn't called in at some time.

If you need any more information, please call Drucie Scaling at Ext. 2170. Thank you for all of your help.

THE WHITE HOUSE  
WASHINGTON

COPY

July 18, 1989

MEMORANDUM TO SAIC CLINT L. HOWARD  
ROOM 23 0EOB

FROM: Drucie Scaling *DSS*  
Room 122, Ext. 2170

RE: Room Keys

Per my conversation with Kevin Robbins regarding the people who need keys for the following rooms.

<u>ROOM</u>	<u>PERSON OR PEOPLE</u>
109-111-111 1/2	Stephanie Blessey Peggy Dooley Bob Simon Christina Martin Everett Wallace
116	Mark Davis Mark Lange
117	Mary Kate Grant Holly Williamson Cheryl Kienel
118	Dan McGroarty
119	Kristin Taylor
120	Curt Smith
121	Paul Luthringer
122	Drucie Scaling Kristin Gear Stephanie Rodemeyer Kim Newsom Chriss Winston

ROOMPERSON or PEOPLE

123

Barrie Tron  
Maria Sheehan

125-127-129

Lisa Battaglia  
Jeff Vogt  
Joseph Watkins  
Shiree Sanchez  
Sarah DeCamp  
Kathy Jeavons

126

Ed McNally

126 1/2

Scott Sutherland  
This room is also used as a  
conference room. Therefore, Chriss  
Winston, Sichan Siv, Bobbie Kilberg  
and Doug Wead also need keys.

128

Sichan Siv  
Bobbie Kilberg  
Doug Wead  
Molly Osbourne  
Dan Godzich  
Kathy Rust  
Susan Loud  
Charles Bacarisse

Chriss Winston and Drucie Scaling also need a master key for all  
rooms.

THE WHITE HOUSE  
WASHINGTON

Date

8/2

TO:

Mary Kate

FROM:

ROBERT J. PORTMAN  
Associate Counsel  
to the President

Please call with  
any questions.

—Rob

~~DRAFT~~

THE WHITE HOUSE  
WASHINGTON

August 2, 1989

MEMORANDUM FOR MARY KATE GRANT  
SENIOR WRITER FOR PUBLIC AFFAIRS

FROM: ROBERT J. PORTMAN  
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Request for Approval of a Modified Telephone Modem

Pursuant to your staffing memorandum of July 21, 1989, Counsel's Office has reviewed the above-referenced proposed purchase of a modified telephone modem. Based on our understanding that the RNC link-up was approved for use in the prior Administration and that the modem is only to be used for the transmission of publicly-available information, we have no legal objection to the proposed purchase of a modified modem.

Thank you for bringing this matter to our attention.

### WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING

Date Correspondence Received (YY/MM/DD)   1  /  1  /  

Name of Correspondent: Mary Kate Grant

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Request for approval of a modified telephone modem which is program to dist the computer system at the RNC

**ROUTE TO:**

**ACTION**

**DISPOSITION**

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>Croft</u>	ORIGINATOR	<u>89,07,31</u>			<u>  1  /  1  /  </u>
<u>Croat 15</u>	R, A	<u>89,08,01</u>			<u>89,08,11</u>
		<u>  1  /  1  /  </u>			<u>  1  /  1  /  </u>
		<u>  1  /  1  /  </u>			<u>  1  /  1  /  </u>
		<u>  1  /  1  /  </u>			<u>  1  /  1  /  </u>

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
Send all routing updates to Central Reference (Room 75, OEOB).  
Always return completed correspondence record to Central Files.  
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# RECORDS MANAGEMENT ONLY

## CLASSIFICATION SECTION

No. of Additional Correspondents: \_\_\_\_\_ Media: \_\_\_\_\_ Individual Codes: \_\_\_\_\_

Prime Subject Code: \_\_\_\_\_ Secondary Subject Codes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

**SIGNATURE CODES:**

- CPn - Presidential Correspondence
  - n - 0 - Unknown
  - n - 1 - George Herbert Walker Bush
  - n - 2 - George Bush
  - n - 3 - George
- CLn - First Lady's Correspondence
  - n - 1 - Barbara Bush
  - n - 2 - Barbara
  - n - 3 - Bar
  - n - 4 - Mrs. Barbara Bush
- CBn - Presidential & First Lady's Correspondence
  - n - 1 - Barbara & George Bush
  - n - 2 - Barbara & George

**MEDIA CODES:**

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

THE WHITE HOUSE  
WASHINGTON

059082CU

July 21, 1989

MEMORANDUM TO THE OFFICE OF THE COUNSEL TO THE PRESIDENT

THROUGH:           CHRISS WINSTON *W*  
                  DEPUTY ASSISTANT TO THE PRESIDENT  
                  FOR COMMUNICATIONS

FROM:             MARY KATE GRANT *MKG*  
                  SENIOR WRITER FOR PUBLIC AFFAIRS

SUBJECT:           REQUEST FOR APPROVAL OF A MODIFIED TELEPHONE MODEM

At the present time, the IBM PC in my office is equipped with a telephone modem which is programmed to dial the computer system at the RNC. This allows us to check announcements on the RNC computer bulletin board, and download information as needed. We can also send information (speeches, talking points, etc) for distribution to the governors, Congressional leadership, state chairmen, and those who have access to the RNC computer network. However, the system as it exists now allows us only to type in a specific message, not send an entire file -- and only to the RNC.

We are requesting approval for reprogramming the modem to allow us to upload files to any phone number. This will allow us not only to send more complete information to the RNC, but will allow the writers to send their assignments for editing to Chriss Winston after hours, who has an IBM modem at home. This will increase efficiency and decrease work time in the office.

A reprogrammed modem will also allow us to send publicly-available press releases, speeches, etc. to the general public, as the volume of requests for these throughout the Communications office is increasing. Sending them by modem to those who are equipped with computers would be very helpful. We see no legal difference between sending information by fax, messenger, mail or modem, only a technical one. To us, sending by modem when possible is more convenient and time-saving, and often less expensive.

Thank you for your consideration. I look forward to your response in this matter, as the computer assistance office must have Counsel's approval in writing before they can begin reprogramming.

THE WHITE HOUSE  
WASHINGTON

COPY

August 2, 1989

MEMORANDUM TO SHARON MITCHELL

FROM: Drucie Scaling *DS*

THRU: Chriss Winston *W*

The following names are the people that will need a PROFS identification number. They are:

Kathy Jeavons <i>129</i>	Chriss Winston <i>122</i>
Sarah DeCamp <i>129</i>	Stephanie Rodemeyer <i>122</i>
Sichan Siv <i>128</i>	Kim Newsom <i>122</i>
Shiree Sanchez <i>129</i>	Kristen Gear <i>122</i>
Jeff Vogt <i>129</i>	Drucie Scaling <i>122</i>
Bobbie Kilberg <i>128</i>	Curt Smith <i>120</i>
Molly Osborne <i>128</i>	Dan McGroarty <i>118</i>
Charles Bacarisse <i>128</i>	Mark Davis <i>116</i>
Doug Wead <i>128</i>	Mark Lange <i>116</i>
Kathy Rust <i>128</i>	Christina Martin <i>111</i>
Scott Sutherland <i>126 1/2</i>	Stephanie Blessey <i>111</i>
Lisa Battaglia <i>129</i>	Bob Simon <i>111</i>
Susan Loud <i>128</i>	Peggy Dooley <i>111</i>
Kristin Taylor <i>119</i>	Ed McNally <i>126</i>
Cheryl Kienel <i>117</i>	Joe Watkins <i>129</i>
Barrie Tron <i>123</i>	Maria Sheehan <i>123</i>
Paul Luthringer <i>121</i>	Holly Williamson <i>117</i>
	Mary Kate Grant <i>117</i>

Thank you for all of your help.

Sharon } 251  
Dave } WW  
Sara }

Have copy

2 - 128 ✓

2 - 122 ✓

Circuits

2 - 128 ✓

4 - 122 ✓

3 - 117 ✓

1 - 111 ✓

Requested

✓ 129-2

✓ 121-1

✓ 123-1

✓ 118-1

✓ 116-2

✓ 120-1

✓ 126-1

✓ 119-1

THE WHITE HOUSE  
WASHINGTON

**TO:**

**FROM: CHARLES BACARISSE**  
**Office of Public Liaison**

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration		<b>NO: 25962</b>		1. Org. Code
<b>FACILITY REQUEST</b>		2. Charged To: (GSA Use Only)		
READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM				
<b>I. ADMINISTRATIVE COORDINATOR</b>				
3. Name Drucie Scaling		4. Office/Acct. WHO/COM	5. Room(s) No. 122	6. Phone 2170
<b>II. WORK TO BE PERFORMED FOR</b>				
7. Name <i>DEMAREST, David F.</i>		8. Office/Acct. <del>2xFL/WW</del> WHO/COM	9. Room(s) No. 2F1/WW	10. Phone 7620
<b>III. WORK ORDERS</b>				
11. CONSTRUCTION/CARPENTRY <input type="checkbox"/> Shelves <input type="checkbox"/> Chair Slide <input type="checkbox"/> Desk/Chair Repair <input type="checkbox"/> Locksmith Services <input type="checkbox"/> Door Signs <input type="checkbox"/> Other (Plans <u>must</u> accompany request)				
12. DECORATOR SERVICES <input type="checkbox"/> Select Furniture <input type="checkbox"/> Touch-up Furniture <input type="checkbox"/> Reupholster Furniture <input type="checkbox"/> Painting <input type="checkbox"/> Carpet				
13. MOVING <input type="checkbox"/> Furniture <input type="checkbox"/> Safes <input type="checkbox"/> Data Processing Equip. <input type="checkbox"/> Other (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper)				
14. ELECTRICAL <input type="checkbox"/> Outlet <input type="checkbox"/> Coax cable <input type="checkbox"/> Heating/Air Conditioning <input type="checkbox"/> Other				
15. TELEPHONE SERVICES <i>AT CREDENZA ADJACENT TO LOCATION OF SET # 332-B, INSTALL RJ-11 JACK WITH A-LEAD CONTROL TO SHARE X 7627 WITH OUTBOARD GFE (STU-III).</i>				
16. CLEANING				
17. AGENCY AUTHORIZATION <i>Drucie Scaling</i>		18. DATE <i>11-2-89</i>	19. FACILITIES AUTHORIZATION	
			20. DATE	

THE WHITE HOUSE  
WASHINGTON

COPY

December 27, 1989

MEMORANDUM TO ROSE ZAMARIA

FROM: Drucie Scaling *DS*  
Administrative Officer  
for Communications  
Ext. 2170

THRU: David F. Demarest, Jr. *DD*  
Assistant to the President  
for Communications

RE: Replacement of Chairs

I have three (3) chairs in the Office of Communications that need to be replaced. Two of them have been repaired before. The third one has a hole in the seat that will soon be ruining clothes.

Two are secretary chairs and the third is an executive chair. However, I will also be needing another executive chair for the new Commissioned Officer that will be starting work this next week. Altogether, I need two (2) secretary chairs and two (2) executive chairs.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

February 9, 1990

MEMORANDUM TO DEPUTY CHIEF DANIEL B. JENKINS  
ROOM 409 OEOB

FROM: Drucie Scaling *DS*  
Administrative Officer for Communications  
Room 122 OEOB  
Ext. 2170

THRU: Chriss Winston *W*  
Deputy Assistant to the President  
for Communications and Director of  
Speechwriting

RE: Burn Bags

In your recent revision of the pick-up of burn bags, many of our rooms were deleted. We would appreciate it if in the future when you decide to revise this schedule, you would please consult with us. We will be more than happy to work with you.

This time you put every Speechwriter for the President on the schedule to have their "burn material" picked up **except one**. As you can imagine, this made him very unhappy and wonder "why" he had not been included.

All other areas of the Office of Communications were completely left off of the list. This has also caused problems, i.e....why do the Speechwriters have their "burn material" picked up and none of the rest of us do?

I would appreciate it if you would contact me so that we can work out a mutually agreeable schedule. The one we presently have is not working very well.

Thank you for your help with this matter.

THE WHITE HOUSE  
WASHINGTON

*Completed*

May 14, 1990

COPY

MEMORANDUM FOR PAUL BATEMAN

FROM: Chriss Winston<sup>cw</sup>  
Deputy assistant to the President  
for Communications and Director  
of Speechwriting

THRU: David F. Demarest, Jr.  
Assistant to the President  
for Communications

RE: Computer for New Speechwriter

The Office of Communications newest speechwriter, Beth Hinchliffe, is now here. Her office will soon be ready and we need to have a computer for her.

We need this computer as soon as possible as she has already been assigned several speeches for the President.

Thank you for your help with this matter.

THE WHITE HOUSE  
WASHINGTON

June 8, 1990

COPY

MEMORANDUM FOR CHRISS VIEN

FROM; Drucie Scaling *DS*  
Communications Administrative Officer  
Room 122, Ext. 2170

RE: Note Pads

Maria Sheehan would like to have notepads printed. Attached, please find a sample of what she wants.

Thank you for your help in making this happen.

Make copy -  
find room #  
for Al Nagy &  
take to him  
Trax

THE WHITE HOUSE  
WASHINGTON

TO:

FROM: MARIA EITEL SHEEHAN  
DEPUTY DIRECTOR, MEDIA RELATIONS  
Rm. 117 OEOB, Ext. 7150

THE WHITE HOUSE  
WASHINGTON

COPY

June 12, 1990

MEMORANDUM FOR SHARON MITCHELL

FROM: Drucie Scaling SS.  
Communications Administrative Officer  
Room 122, Ext. 2170

RE: Moving PC's, etc.

Will you please move the PC in room 117 (far left room as you walk in door) to room 117 (far right room as you walk in door.) It will still need to be hooked to the printer in the far left room.

There is a QuietWriter printer in room 125 that needs to be installed in room 195. The printing program will need to be changed as the PC has been used on a laser printer.

Also there is a laser printer in room 117 (center room) that needs to be installed in room 126.5 with a spooler put on it.

I appreciate your help in making this happen as soon as possible. Thanks!

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THE WHITE HOUSE  
WASHINGTON

June 14, 1990

MEMORANDUM FOR AL NAGY

FROM: Drucie Scaling *DS*  
Communications Administrative Officer  
Room 122 OEOb, Ext. 2170

RE: Telephones

Since we have reorganized our office, it is necessary to make some changes.

Two telephones were located in room 126.5 before it was divided. However, the ring for all of the lines coming into that area is only on one of the telephones in one of the rooms now that the wall was built. I need to have extension 2721 ring on station #94F and extension 2683 ring on station #94AT with a ringer in each room.

At the present time they share a common intercom line of 63. Understandably, we will need another intercom line.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

October 3, 1990

COPY

MEMORANDUM FOR PAUL BATEMAN

FROM: Drucie Scaling <sup>DS</sup>  
Communications Administrative Officer  
Room 122 OEOB, Ext. 2930

THRU: David F. Demarest <sup>DFD</sup> Jr.  
Assistant to the President  
for Communications

Chriss Winston <sup>W</sup>  
Deputy Assistant to the President  
for Communications and Director  
of Speechwriting

RE: Computers

Again, I want to thank you for all of the new equipment you have provided the Office of Communications. It is certainly wonderful to have the same systems throughout the White House.

I know that you are endeavoring to replace all of the old equipment and I certainly understand your position in not wanting to keep any of it around. However, if our department is not scheduled for anymore in the immediate future, I would appreciate it if we could please have the old XT's to use only as word processors in the interim. We would never expect them to be connected to PROFS, OASIS or any other system. They would be for WORD PROCESSING ONLY! It is much faster and much more efficient to type on a word processor than on a typewriter or wait for a PC to become available. This would alleviate a great deal of frustration throughout our office.

Too, I know that you are well aware of our problems and have been most sympathetic to them. However, it is very hard to have to be constantly "kicking" someone off of their computer in order to get your work done. It is not only frustrating, but it is time consuming and not an efficient way to do business.

I would appreciate hearing your thoughts on this as soon as possible in order to answer the many questions that are asked everyday. Thank you for your consideration.

THE WHITE HOUSE

WASHINGTON

October 19, 1990

COPY

MEMORANDUM FOR PAUL BATEMAN

THROUGH: David F. Demarest, Jr.  
Assistant to the President  
for Communications

Chriss Winston  
Deputy Assistant to the President  
for Communications and Director  
of Speechwriting

FROM: Drucie Scaling  
Communications Administrative Officer  
Room 122 OEOB, Ext 2930

SUBJECT; Computers

In reference to our past memos on the Office of Communications computer needs, I would like to request eleven (11) additional PC's. As I indicated before, this will alleviate a bad situation and will move us toward more efficient productivity.

If you have any more questions, please do not hesitate to call. I will be more than happy to help you. Again, thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

October 3, 1990

10/5

MEMORANDUM FOR PAUL BATEMAN

FROM: Drucie Scaling *DS* ← *To*  
Communications Administrative Officer  
Room 122 OEOB, Ext. 2930

THRU: David F. Demarest Jr.  
Assistant to the President  
for Communications

Chriss Winston *W*  
Deputy Assistant to the President  
for Communications and Director  
of Speechwriting

RE: Computers

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*How many?*

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*Janie, Thanks for your kind words. It would be helpful if I had some idea of the numbers of PCs we're talking about?  
FB*

THE WHITE HOUSE  
WASHINGTON

April 2, 1991

COPY

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest Jr. *DD*  
Assistant to the President  
for Communications

FROM: Drucie Scaling *DS*  
Communications Administrative Officer  
Room 122 OEOB, Ext. 2930

RE: Call Forwarding

I would like to request that "Call Forwarding" be installed on the Office of Communications telephones in David Demarest's office. This would enable his office to "forward" their telephone calls to Room 122 in the OEOB when they have to be absent from their phones. This would be more efficient than having to send a staff member to cover their phones for short periods of time.

Thank you for your help with this matter.

file  
equipment  
requests

January 17, 1992

MEMORANDUM FOR CHRIS VEIN

FROM: Drucie Scaling  
Communications Administrative Officer  
Room 122 OEOB, Ext. 2930

RE: Laser Printer

Due to the rearrangement of office space for Intergovernmental Affairs, room 164 will no longer have direct access to a printer. Will it be possible to get another laser printer for this room.

If you have further questions, please call me. I appreciate your consideration of this matter.

# Research (4)

## Current

11 XT  
1 dot mat. ps. (epson) (P)

## request

3 at's  
1 laser jet ps.

# Speechwriting (5)

## curr.

3 at's III  
2 laser jets II  
1 5218 (P)

## request

2 at  
2 elec. switchers

DRAFT

# Media rel. (4)

## curr

1 display writer <sup>118 121</sup> III  
daisy wheel ps.  
1 5218 (P) IIII

27

## req.

3 AT's  
1 laser jet

# Public Affairs (7)

## curr

3 XT's  
1 epson (P)  
1 quietwriter (P)  
1 Display writer (P)  
1 IBM 5218 (P)

## req.

3 AT's  
2 laser jets  
1 new keyboard

# Media Relations

Krusten	XT	gw
Barne	XT	clunk ✓
Paul	AT	gw
Cheryl	AT	gw

20 AT's      2 XT  
 1 clunk      3 gw

# Public Affairs

Chris	AT	gw
Krusten	AT	gw
Druce	XT	gw
Mary Kate	AT	gw
Sara	AT	gw
Holly	XT	gw
Cleval	AT	laser

5 AT's      2 XT's  
 6 gw      1 laser

Sharon	AT
Dave	XT

(14) 1 AT      1 XT  
 19 AT's      10 XT's      5 clunkers

# Speechwriting / Research

Dan	AT	clunk
Curt	AT	clunk
Mork	AT	clunk
Mark	AT	clunk
Clerical	AT	laser
Bob	Clunk	gw *
Stephanie		gw *
Peggy		gw *
Gina		gw *
Rita		gw *

5<sup>✓</sup> AT's      5<sup>✓</sup> clunks  
 4 clunk 1 laser 1 gw

Public Liaison

Bobbie	- xt	gw
Pickon	- AT	gw
Dang	- AT	gw
Charles	- AT *	
Les	- AT *	
Molly	- AT *	
Sara	} 5 xt'	gw
Kathy		gw
Shree		gw
Joe		gw
Jeff		gw
Susan	AT	laser

6<sup>v</sup> AT's    6<sup>v</sup> xt's  
8 gw    1 laser

XT      AT'S      laser jet  
###      ###      /  
5      5

Clunker  
3 ### 1  
6

letter quality  
~~### ###~~  
### ### //  
12 <sup>18</sup> pms/ds  
6

Clunker  
###

quietwriter  
### ### ### ### 1  
6 needed

laser jet  
1111  
3 needed

Rose Jamaica

~~propp~~

Public liaison (12)

curr.

req.

~~8 AT's~~

2 AT's II

2 graphics writers II

7 AT's

5218 (P) III

2 laser jets

Display writer III

Lap top I

word perfect

data base program

3 3 1/2" hard drive disks

fox

18 AT

6 laser jets

Demarest -

1 AT - Sharon

1/2 PT

loaned a laser jet by OA  
will have to be replaced by  
WA.