

FOIA Marker

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Office of Administration - Office of the Chief Operating Officer - Human Resources Management Division

General Files

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	21	5	4	1	61691	59478		

Folder Title:

Cruz, Heidi S., USTR, SSN: [(b)(6)]

Withdrawn/Redacted Material

The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Form	Form VA-4	2	02/27/2001	P6/b6;
002	Report	Employee Data Transferred	5	10/08/2002	P6/b6;
003	Report	Employee Data Transferred	5	10/08/2002	P6/b6;
004	Form	Notification of Personnel Action	1	10/05/2002	P6/b6;
005	Form	Notification of Personnel Action	1	01/13/2002	P6/b6;
006	Form	Notification of Personnel Action	1	07/27/2001	P6/b6;
007	Form	Notification of Personnel Action	1	02/02/2001	P6/b6;

COLLECTION TITLE:

Office of Administration - Office of the Chief Operating Officer - Human Resources Management Division

SERIES:

General Files

FOLDER TITLE:

Cruz, Heidi S., USTR, SSN: [(b)(6)]

FRC ID:

61691

RESTRICTION CODES

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

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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

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DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
008	Form	Notification of Personnel Action	1	02/07/2001	P6/b6;
009	Memorandum	Receipt of Salary Checks, Leave and Earnings Statements - From: M. Shallenberger	1	02/27/2001	P6/b6;
010	Check	[Check]	1	N.D.	P6/b6;
011	Form	Faststart Direct Deposit [with attachments]	4	02/27/2001	P6/b6;

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**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503**

MEMORANDUM FOR NEW EMPLOYEES

FROM: M. Shallenberger *M. Shallenberger*
ASSOCIATE DIRECTOR
HUMAN RESOURCES MANAGEMENT DIVISION

SUBJECT: Receipt of Salary Checks, Leave and Earnings Statements

As an employee of the Executive Office of the President, you are required to have your salary checks sent by direct deposit to a financial institution.** Please complete the Direct Deposit Sign-Up Form (Standard Form 1199a) to initiate direct deposit.

You must also designate an address where you would like your Leave and Earnings Statement (LES) mailed. To designate the address for your LES, please provide the information that is requested below and return all forms to the Human Resources Management Division, Room 4013, New Executive Office Building, as soon as possible. If you have any questions or need further information, please call the Human Resources Management Division on (202) 395-1088.

**Note: The only exclusions to this policy will be for temporary employees; employees for whom hardship exists; and employees in remote locations with no financial institution available within a reasonable distance.

PLEASE PRINT: NAME Heidi Suzanne Nelson
ADDRESS (b)(6)

SSN (b)(6) AGENCY USTR

SIGNATURE *[Signature]* DATE 2/12/01

VD #
2/27/01

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- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

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

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

Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

Withdrawal Marker

The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Form	Faststart Direct Deposit [with attachments]	4	02/27/2001	P6/b6;

**This marker identifies the original location of the withdrawn item listed above.
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COLLECTION:

Office of Administration - Office of the Chief Operating Officer - Human Resources Management Division

SERIES:

General Files

FOLDER TITLE:

Cruz, Heidi S., USTR, SSN: [(b)(6)]

FRC ID:

61691

OA Num.:

NARA Num.:

FOIA IDs and Segments:

2015-0311-F

2015-0093-F

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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