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Office of the First Lady(Michael O'Mary): Rm 102 OEOB (1/15/98)

Videos

1. HRC: "Dream It, Achieve It": 6/13/97
2. " : San Diego Union Tribune, Univ of Cali @ San Diego: "Sol. Comm. For."
3. " : Gospel Tribute: 6/13/97
4. " : Charlayne Hunter-Gault Tribute: 6/13/97
5. " : LaSalle Univ: 6/13/97
6. " : Children's Memorial Hospital Message
7. " : Briefings General
8. " : Videos
9. " : College of New Rochelle: Sr. Dorothy Ann...: 6/13/97
10. " : Amos House: 6/13/97
11. " : Israel Bonds: 5/15/97
12. " : Kid Witness News: 5/15/97
13. " : Just Think: Paris Summit: 5/15/97
14. " : Catholic Health Assoc.
15. " : Cissie Swig: 6/25/97
16. " : Jack Moore: 5/2/97
17. " : Assoc. of Family & Conciliation Crts: 5/15/97
18. " : Childrens' Book Event: 5/15/97
19. " : Peace Links: 5/15/97
20. " : Forer Child Advocacy Award: 4/3/97
21. " : Amer. Intl Health Alliance: 4/3/97
22. " : CDEG-Minnesota: 4/3/97
23. " : Global Air Chiefs: 4/3/97
24. " : Video Briefings
25. " : Not Happening Videos
26. " : Paquin School: 4/23/97 I.
27. " : Idea City: 4/23/97
28. " : CARE: 4/23
29. " : Dem. Party of AR: 4/23/97
30. " : Hammogram PSA: 4/23/97
31. " : Chicago Tribune: 4/23/97
32. " : Paquin School: 4/23/97 II.
33. " : Guarini Center: 4/23/97
34. " : Videos 3/5/97-Drafts

Columns

- | | |
|-----------------------|------------------------------------|
| 1. HRC : Column Ideas | 4. " : Column Tryout Background #1 |
| 2. " : Extra Columns | 5. " : Mother Teresa |
| 3. " : Columns | |

File:
Archive
List

Office of the First Lady(Michael O'Mary): Rm 102 OEOB (1/15/98)

Issues and Topics

1. South America #3
2. Peace Corps #1
3. October
4. Children Accomplishments
5. ECDC Final Report
6. Young Girls
7. College Board
8. Greek Patriach
9. Grandmothers of Plaza de Mayo
10. Ireland
11. South America #2
12. South America #1
13. Vetos and Welfare Reform
14. Carter, Rosalynn and Habitat For Humanity
15. Op-Eds Welfare
16. State Welfare Examples
17. Clinton/Gore Position Papers
18. Latin America Trip Info 5/4/97-5/12/97
19. American Legion Aux.
20. National Commision on Public Service
21. Jobs for the Future
22. Fuel Tax and Tax Bill Info
23. Netday-Technology and Edu
24. Nurses
25. Smoking
26. Fathers/Fatherhood
27. Literacy/Reading Recovery
28. Education
29. Civil War
30. Veterans
31. Violence/Crime: Juveniles
32. Peace Corps #2
33. Children's Health Insurance
34. Refugees
35. Service
36. Accomplishments June 1997

38. Food Safety
37. Child Immunizations

Miscellaneous

1. Send to David
2. Speechwriter Applicants
3. Staffing
4. Outgoing Corresponding
5. Incoming Corresponding
6. Faxes Sent
7. Miscellany

Office of the First Lady(Michael O'Mary): Rm 102 OEOB (1/15/98)

Events and Speeches

1. American Bar Assoc-10th Ann. of Bar
2. Medal of Freedom 1/13
3. Chicago
4. Joyce McCarten
5. Margaret Brend Awards
6. Congressional Awards Reception 9/24/97
7. Chica
8. Black Caucus Foreign Policy Conference 9/12/97
9. Sculpture Garden Reception 9/15/97
10. Africare
11. Charter Schools
12. Speeches/Panama
13. Quotes
14. HRC/American Symphony Orchestra League 6/13/97
15. HRC/USA Today Volunteer Lunch 5/1/97
16. HRC/Teen Pregnancy Event 5/1/97
17. HRC/Jordan Peace Corps 4/30/97
18. HRC/Carl Anthony Intro 4/29/97
19. HRC/Council of Jewish Federations 4/16/97
20. HRC/The President's Garden 4/9/97
21. HRC/Mrs. Canada School Visit 4/8/97
22. HRC/AR Children's Hospital 3/11/97
23. HRC/Congressional Club Lunch 5/21
24. HRC/Women's Magazine Editors 5/21/97
25. Girl Scouts 85th Ann. 5/31/97
26. HRC/Parents Magazine Lunch 5/22/97
27. HRC/Finca/Microcredit 7/24/97
28. HRC/Microcredit Initiative Lunch 7/24/97
29. HRC/Youth Leadership List 7/30/97
30. HRC/WLF Cleveland 6/18/97
31. HRC/Quantico 6/9/97
32. CA Endowment Dinner 5/18/97
33. Senate Spouse's Lunch 5/14/97
34. HRC/Reach Out and Read 6/10/97
35. HRC/Patty Murray-DSCC 6/23/97
36. HRC/Americorps Drop-By 4/29/97

Office of the First Lady(Michael O'Mary): Rm 102 OEOB (1/15/98)

Events and Speeches

- 37. Service Summit Remarks 4/29/97
- 38. HRC/Univ. Of Louisville 4/24/97
- 39. HRC/Princeton 4/25/97
- 40. HRC/WH Endowment Reception/Dinner 4/30/97
- 41. HRC/King Juan Carlos NY 4/8/97
- 42. HRC/Europe 5/26/97-5/29/97
- 43. HRC/Ohio Univ. 6/14/97
- 44. HRC Africa News Clips
- 45. Speech Reference
- 46. HRC E. Europe Speeches
- 47. HRC/Council of Foreign Relations 3/19/96
- 48. HRC/Society for Research in Child Dev. 4/3/97
- 49. HRC/Walpole Society 4/3/97
- 50. HRC/Aberdeen Press and Journal 3/97
- 51. HRC/Steve Lettane 2/20/97
- 52. HRC/Girl Scouts Background 3/11/97

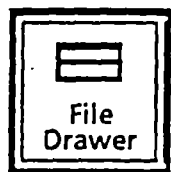
TO:

DATE:

FROM:

OFFICE OF RECORDS MANAGEMENT

Room , Extension

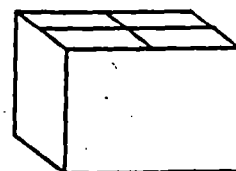


So you want to retire office files!

Here are ten simple *Do's* and *Dont's* to make your task easier.

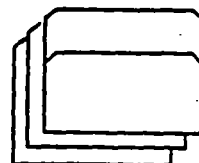
- DO:** Put each carton together correctly.
Press the bottom flaps down inside the carton.
Tuck the top flaps when full.

*Don't leave the bottom flaps upright.
Don't tape the bottom or top flaps.*



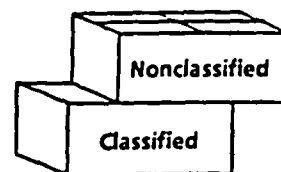
- DO:** Use manila file or accordeon folders.

Don't use "hanging folders" or binders.



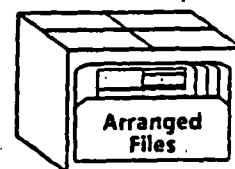
- DO:** Send security classified documents separately.

Don't mix with nonclassified material.



- DO:** Place the files upright in the carton.

Don't lay them down.



- DO:** Arrange the files in the carton as they are in the file drawer.

Don't rearrange them.

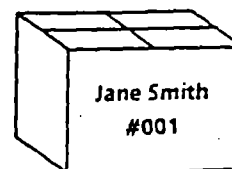
- DO:** Prepare an inventory with staff and office name describing the file arrangement and listing the file folder labels.

Don't send without inventory.



- DO:** Place a copy of the inventory inside the carton.

Don't tape it to the outside.

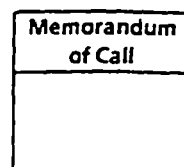


- DO:** Mark the carton with the staff member's name and office and the carton's number.

Don't send the carton unidentified.

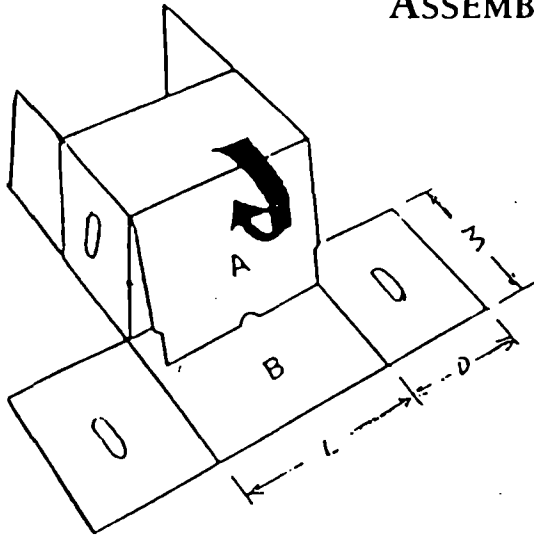
- DO:** Call regarding carton(s) pick up.

Don't send without advance notice.

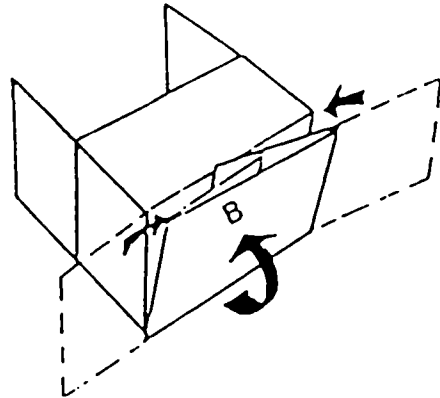


- DO:** CALL WITH ANY QUESTIONS.

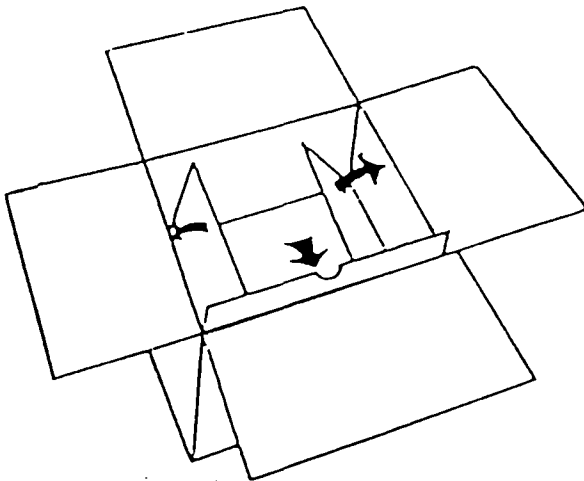
ASSEMBLY INSTRUCTIONS



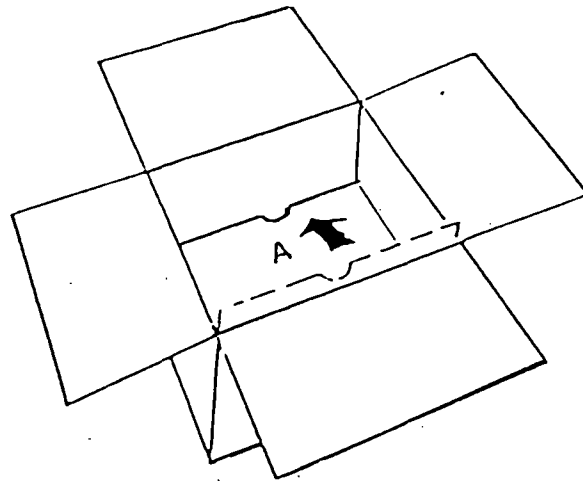
STEP 1. Square up box on its side, and fold flap A inside.



STEP 2. Fold extensions over on flap B, and fold to closed position.



STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.



STEP 4. Lower flap A to bottom of box.

STEP 5. Fold all flaps in (small flaps first, large flaps last).

