

OFFICE OF THE FIRST LADY

Archiving/Copying Progress Report

(November 21, 2000)

Item	Person in Charge	Status
Files in OEOB 100	Eric Woodard/ Bridget Hennessey/ Chad Lupinacci/ Tania Shapiro-Barr	Being organized, archiving in progress
Files in OEOB 101	Matthew Nelson	Being organized, archiving in progress
Files in OEOB 102	Huma Abedin/ Dee Lambert/	Being organized, archiving in progress
Files in OEOB 103/104	Gayleen Dalsimer/ Heather Beaton	Being organized, archiving in progress
Files in OEOB 185.5	Jamie Vavonese/ Sarah Hinsch	Not many – files that are there ready to be archived
Files in OEOB 174	Huma Abedin/ Kim Henry Dee Lambert	Being organized, archiving in progress
Briefing binders in OEOB 197	Daniela Nanau	Being organized, archiving in progress
Files/Binders in OEOB 190	Laura Schiller	Being organized, archiving in progress
Melanne's trip books in OEOB 100	Tania Shapiro-Barr	Have been cleaned up – ready to be put in boxes
Comprehensive trip books in OEOB 102	Huma Abedin/ Kim Henry/ Dee Lambert	Being cleaned up, country by country -- should be ready to archive in Nov.
Public Schedule binders	Jamie Vavonese/ Sarah Hinsch	Original set ready to be archived
Private Schedule binders	Jamie Vavnonese/ Sarah Hinsch	2 sets copied
HRC's rolodex	Huma Abedin/	Computer files being cleaned up (this is

Melanne's rolodex	Kim Henry Dee Lambert Luisa Blanchfield/ Chad Lupinacci	about 80-90% done), will be printed out labels/rolodex cards Done
Speech binders in OEOB 103	Gayleen Dalsimer/ Heather Beaton	Copied.
Speech index	Gayleen Dalsimer/ Heather Beaton	In very good shape, has been updated to Jan. 2000 – being brought up to present
Travel index international/domestic by place/by date	Robert Mizani	Has been updated to June 2000, will continue to be updated to Dec. '00
Column index/Column Binders in OEOB 102	Matthew Nelson	Already copied/both copies being updated continuously
The "Grid"	Matthew Nelson	Being updated continuously
Staff/Alumni Directories	Eric Woodard	Being updated continuously
→ Child care/work/family issue binder	Heather Beaton	6 binders need to be copied,
Foster care/Adoption issue binder	Bridget Hennessey	4 binders copied.
→ Youth development/after school violence issue binders	Dee Lambert	3 binders need to be copied
→ Education issue binders	Luisa Blanchfield	8 binders need to be copied
Health (binders 1-6)	Sarah Hinsch	6 binders copied
Health (binders 7-13)	Chad Lupinacci	7 binders copied
Beijing issue binder	Bridget Hennessey	1 binder needs to be copied
Civil society/democracy bldg. issue binder	Dee Lambert	2 binders need to be copied
Women and girls issue binders	Eric Morse Tania Shapiro-Barr	4 binders completed, waiting for sign off
→ Early Childhood Development issue binders	TBD	2 binders need to be copied

Breast Cancer issue binders	Tania Shapiro-Barr	2 binders copied
Gulf War Illness issue binder	Tania Shapiro-Barr	1 binder copied
Vital Voices issue binder	Bridget Hennessey	binder being created
Microenterprise issue binder	Chad Lupinacci	binder being created
Arts issue binder	Heather Beaton	binder being created
White House preservation	Chad Lupinacci	binder being created
Philanthropy and Service	Tania Shapiro-Barr	2 binders completed, waiting for sign off
Immunizations/Children's Health	tbd	
DC	tbd	
Data Entry Project	Daniela Nanau/ Eric Woodard/ Bridget Hennessey/ Chad Lupinacci/ Tania Shapiro/ Sarah Hinsch/ Heather Beaton	completed up to August 1996
Electronic versions of Public Schedules, Speeches, Columns, "The Grid", Travel Index, Speech Index, Staff/Alumni Directories	Eric Woodard Katie Lelyveld	the extent to which these records are available electronically, they will be organized on the OFL h: drive and transferred to CD-ROM – list of files passed to admin
WHODB	Shirley Sagawa/ Capricia Marshall	
WW 2 nd Floor	Pam Cicetti/ Ann O'Leary Heather Howard Eric Morse	
Social Office	Capricia Marshall	
First Lady Correspondence	Alice Pushkar	

Early Childhood Development

Child Care

Adoption

Youth Development/ After school/ Violence

Health Reform

Immunizations

Children's Health

Breast Cancer

Gulf War Illnesses

Vital Voices

Beijing

Civil Society/ Democracy Building

Women and Girls Education

Microenterprise

District Columbia

Arts

Millennium Council Projects

White House Preservation

Philanthropy

Service



Eric W. Woodard

10/03/2000 03:25:52 PM



Record Type: Record

To: See the distribution list at the bottom of this message

cc: See the distribution list at the bottom of this message

Subject:

This is a friendly reminder about....

THE ISSUE BINDERS!

Not that we don't have **ten million** other projects going on...(schedules, trip binders, the database, archive boxes, speech indexes, etc., etc.) but this one is important, too....

We've finally received permission to start taking binders that've already been completed down to the print shop (Rm. 084). Here's what you do...

- take all pages out of a binder (be careful not to get materials mixed up or out of order)
- leave all dividers/tabs in the empty binder -- you'll have to divide things up again once everything has been copied -- (if you want, stick a colored piece of paper between sections of the original so you'll know where sections start and end)
- once you've put the pages in a neat stack, take them down to the print shop -- you'll fill out a form to go with your order. Please place the order from the First Lady's Office, in my name with your name in parentheses, 66266 for the telephone number. Indicate 1 copy per binder. The print shop will call OEOB 100 when your order is ready, and we'll let you know.
- when you get your original and the copy back, put the original binder back together - and then construct a new binder (with labels, etc.) for the copy.

We don't want to overwhelm the print shop... so everybody should each take two or three binders worth down every week or so -- start now so we're able to get everything copied...

Binders that are basically done that just to be finalized and copied

Child care/work and family issues (6 binders):	Heather
Foster care/Adoption (2 binders):	Bridget
Youth development/after school/violence (3 binders):	Dee
Education (8 binders):	Luisa
Health (binders 1-6):	Sarah
Health (binders 7-13)	Chad
Beijing (1 binder):	Bridget
Civil society/democracy building (2 binders):	Dee
Women and Girls (4 binders):	Tania
Early Childhood Development (2 binders):	TBD

Breast Cancer (2 binders):	TBD
Gulf War Illness (1 binder):	TBD

Binders that are partly done that need to be finalized and copied

Vital Voices:	Bridget
Microenterprise:	Chad
Arts:	Heather
White House Preservation:	Chad
Philanthropy and Service:	Tania
Immunizations/Children's Health:	TBD
DC:	TBD

Everyone has a lot to do...the TBDs (to be decided) will go to whoever is able to get to them first....

Attached (as a reminder) are some good guidelines for those who will be working on new binders...



Archive3.doc Archive4.doc

Please ask me if you have any questions, need help finding a binder, or are having trouble getting started....

Thanks, Eric W.

Message Sent To:

Bridget T. Hennessey/WHO/EOP@EOP
 Allyson D. Lambert/WHO/EOP@EOP
 Luisa V. Blanchfield/WHO/EOP@EOP
 Heather Beaton/WHO/EOP@EOP
 Chad A. Lupinacci/WHO/EOP@EOP
 Sarah C. Hinsch/WHO/EOP@EOP
 Tania Shapiro-Barr/WHO/EOP@EOP

Message Copied To:

Shirley S. Sagawa/WHO/EOP@EOP
 Matthew L. Nelson/WHO/EOP@EOP
 Daniela E. Nanau/WHO/EOP@EOP
 Ann O'Leary/OPD/EOP@EOP
 Heather H. Howard/OPD/EOP@EOP
 Eric J. Morse/OPD/EOP@EOP
 Gayleen P. Dalsimer/WHO/EOP@EOP
 Catherine M Lelyveld/WHO/EOP@EOP
 Eric W. Woodard/WHO/EOP@EOP

The Big Issue Binder Project (as of 9/14/00)

Children

Early Childhood Development: ~~scribbled out~~

Child care/work and family issues: 6 binders (Heather)

Foster care/Adoption: 2 binders (Bridget)

Youth development/after school/violence: 3 binders (Dee)

Education: 8 binders (Luisa)

Health

Health reform: 13 binders (Sarah)

Immunizations/Children's Health: ??? (Luisa)

Breast Cancer: 2 binders

Gulf War Illness: 1 binder

[Arts - Heather]

International

* Vital Voices: ????? Bridget

Beijing: 1 binder (Bridget)

Civil society/democracy building: 2 binders (Luisa)

Women and Girls: (Tania) 7

Microenterprise: 2 binders (?) (Chad)

Other

DC - Dee*

Arts: 1-2 binders (?)

Millennium Council:

* White House Preservation: ((Chad))*

Philanthropy and Service: ????????? (Sarah)

Women's Domestic Policy - Tania

Intern Archiving Assignments 6/00

Topic

Intern

Early Childhood Development
Child Care/Work & Family
Foster Care/Adoption
Youth development/afterschool/violence
Education

Jay Nelson
Katie Lelyveld
Katie Lelyveld
Ezara Hoffman
Katie Lelyveld/Anna Hartog

Health Reform
Children's Health/Immunizations
Breast Cancer
Gulf War Illness

Katie Lelyveld
Kate Rosenbloom
Katie Lelyveld
Todd Gloria

Beijing
Civil Society/Democracy Building
Microenterprise

Todd Gloria
Todd Gloria
Caroline Marvin

Arts
Millennium Council

Katie Lelyveld
Millennium Assignments

TOPICS to be assigned next round

Vital Voices
Women and Girls
DC
White House Preservation
Philanthropy and Service

TO: All Interns

FROM: Eric Woodard, MaryEllen McGuire

RE: First Lady Archiving Project

DATE: June 14, 2000

Since our June 13th archive meeting there have been several questions on what to do next. Below is a step by step guide on what to do, where to go and whom to ask. Keep in mind when working with staff documents to be sensitive to staff members' needs. If you walk into an office to collect documents and someone is especially busy or already overwhelmed with a number of interns, go back at another time. Never barge in without asking and always ask permission before using a staff members' documents. Also, be sure to make copies of documents for your binder; NEVER take originals.

1. **Familiarize yourself with your topic-** Go to the First Lady's website (www.whitehouse.gov), paying particular attention to her "Issues" section. Ask MaryEllen (Rm101) for a copy of grid topics relevant to your subject area. Ask Eric (Rm 100) for a copy of First Lady accomplishments in your area of interest.
2. **Develop a key words list-** Develop a list of keywords/names/organizations that you should be looking for when developing your topic. Run this list by Eric or MaryEllen before you go on to step 3.
3. **Compile an event list for your topic-** Going through schedules and using your key words list, compile an events list for your topic area. Schedules can be found in the scheduling office or in the Conference Room. Create your event list file on a disk so it is always available to you. Eric has disks. If you have any questions about an event's relevance to your topic, ask Eric or MaryEllen. Also, have Eric or MaryEllen proof your comprehensive list when you are finished.
4. **Put together a topic binder-** Get a 3-inch binder from Eric and using your event list as an index, create a tab for each event in date order (past to present). All supplies should come from Eric. Each tab should have the event name (abbreviate if need be) and date.
5. **Pull briefings-** Pull briefings for each of your events and make copies for your binders. Briefings are in Room 197. Brenda is your contact person here. There is a copy machine in the room for you to use. Original briefings and briefing books may NEVER leave 197.
6. **Speeches-** Go to the press office (Rm 103) to pull and copy remarks for your events. Speeches are indexed by date in the yellow binders on the wall. Many of the First lady's speeches can also be accessed on our website or on the H drive (Eric can show you). Keep in mind that not every speech has been transcribed. If you are having trouble locating a particular speech, Jen Smith can let you know whether a transcript exists.

7. **Columns-** Go to MaryEllen (Rm 101) to pull and copy columns relevant to your topic. Columns are in date order and are cross-referenced by subject area.
8. **Press-** Go to the press office (Rm 103) to pull articles Mrs. Clinton may have written on your topic. Get these directly from Jen. Please note that not all topics will have corresponding articles.
9. **Bring your book to Eric or MaryEllen for a proof.**
10. **You're done!** Move on to the next topic.

**OFFICE OF THE FIRST LADY
INTERN ARCHIVING MEETING
WED. 6/27/00 - 10:30 AM, OEOB 100**

- I. Opening Remarks – Shirley Sagawa
- II. Introduction of New Interns
- III. Individual Progress Reports
- IV. Goals for Next 2 Weeks/Questions

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TO: All Interns

FROM: Eric Woodard, MaryEllen McGuire

RE: First Lady Archiving Project

DATE: June 14, 2000

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Intern Archiving Assignments 6/00

Topic	Intern
Early Childhood Development	Jay Nelson
Child Care/Work & Family	Katie Lelyveld
Foster Care/Adoption	Katie Lelyveld
Youth development/afterschool/violence	Ezara Hoffman
Education	Katie Lelyveld/Anna Hartog
Health Reform	Katie Lelyveld
Children's Health/Immunizations	Kate Rosenbloom
Breast Cancer	Katie Lelyveld
Gulf War Illness	Todd Gloria
Beijing	Todd Gloria
Civil Society/Democracy Building	Todd Gloria
Microenterprise	Caroline Marvin
Arts	Katie Lelyveld
Millennium Council	Millennium Assignments

TOPICS to be assigned next round

Vital Voices
Women and Girls
DC
White House Preservation
Philanthropy and Service

Summer '00

The Big Issue Binder Project

Children

Early Childhood Development (Jay/Julie): 90% done – in binder

Child care/work and family issues (Katie L.): **Done – in binder**

Foster care/Adoption (Katie L.): 90% done – in binder

Youth development/after school/violence (Ezara): 90% done – in binder

Education (Katie L.): 70% done – in binder

Health

Health reform (Katie L./Julie): 70% done – in binder

Immunizations/Children's Health: ~~????~~ (Katie/Eric M./Melissa)

Breast Cancer (Katie L./Julie): **Done – in binder**

Gulf War Illness (Todd): **Done – in binder**

International

Vital Voices: ?????

Beijing (Todd): 50% done – not in binder

Civil society/democracy building (Manu): 90% done – in binder

Women and Girls (Kate D.): 50% done – not in binder

Microenterprise (Caroline): 70% done – in binder

Other

DC *Women's Domestic (Equal pay, rights, domestic violence,
Security, Sr. women's issues)*

Arts: ?????

Millennium Council:

White House Preservation:

Philanthropy and Service: ?????????

The Big Issue Binder Project (as of 9/14/00)

Children

Early Childhood Development:

Child care/work and family issues: 6 binders

Foster care/Adoption: 2 binders

Youth development/after school/violence: 3 binders

Education: 8 binders

Health

Health reform: 13 binders

Immunizations/Children's Health: ????

Breast Cancer: 2 binders

Gulf War Illness: 1 binder

International

Vital Voices: ?????

Beijing: 1 binder

Civil society/democracy building: 2 binders

Women and Girls:

Microenterprise: 2 binders (?)

Other

DC

Arts: 1-2 binders (?)

Millennium Council:

White House Preservation:

Philanthropy and Service: ?????????

Materials That Need to Be Accessible to the First Lady After the Administration

On Paper

Public Schedules
 Private Schedules
 Speech Index
 Column Index
 Archive Inventories
 International Travel List by Date
 International Travel List by Country
 Domestic Travel List by Date
 Domestic Travel List by State
 Trip Books
 Issue Binders
 Selected Files
 Staff Directory
 The "Grid"
 Speech Binders (?)
 Address/Rolodex Information

On Disk/CD-Rom

Public Schedules
 Private Schedules
 Speeches (when available)
 Columns (when available)
 The "Grid"
 Addresses/Rolodex Information
 International Travel List by Date
 International Travel List by Country
 Domestic Travel List by Date
 Domestic Travel List by Country
 Staff Directory

Suggested Topics for Legacy Materials:

- a description of the general mission and work performed by the office
- a general summary of position descriptions
- an explanation of how the workload is divided among personnel
- a description of processes and procedures followed by the office
- a summary of key resources used by the office
- a summary of key contacts with whom the office works and how to contact them
- copies of form letters or correspondence

List of White House offices and estimates of boxes of Presidential files in those offices that need to be inventoried and prepared for shipment to the Office of Records Management.

<u>Office</u>	<u>Boxes</u>	<u>Office</u>	<u>Boxes</u>
Advance Office	36	Intern Office	18
Aids Policy	93	Legislative Affairs	187
Cabinet Affairs	105	Management and Administration	221
Chief of Staff	116	Millenium Council	170
Communications	49	NEC	538
Conference Center	20	OPL (includes Women's Office)	313
Correspondence	94	Photo Office	138
Counsel's Office	667	Political Affairs	136
Domestic Policy	370	POTUS Daily Diary	142
Environmental Initiatives	29	Presidential Personnel	431
Envoy for the Americas	52	Press Office	171
First Lady	436	Scheduling	217
IGA	91	Security Office	243
Initiative for One America	41	Speechwriters	205
Intern Office	18	Visitors Office	30

Total: 5359

THE WHITE HOUSE
WASHINGTON

**MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE
OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY
COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF
ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN
INTELLIGENCE ADVISORY BOARD**

FROM: JOHN PODESTA, CHIEF OF STAFF 

RE: PRESERVATION OF STAFF RECORDS

DATE: SEPTEMBER 14, 2000

As we are now in the last year of the Clinton Administration, this is a good time for all staff in the Executive Office of the President to review the laws governing the disposition of their files as they continue to archive all appropriate material. Archiving the files that have been created during this Administration is an extremely important task. Staff files and donated personal records will be the nucleus of the Clinton Presidential Library. These records will be critically important to scholars and historians for many years to come.

The attached memorandum describes White House policy for departing staff regarding the appropriate treatment of your files. Listed below are some of the principal points for staff in the above-listed offices to bear in mind as you archive your files.

- The Presidential Records Act requires the preservation of Presidential records. Almost all work-related material created or received by personnel in the above offices will be a Presidential record. Do not discard Presidential records, although you do not have to preserve identical copies.
- Vice Presidential records should be treated in the same manner as Presidential records, although they are maintained separately.
- You may take copies of Presidential records when you leave only when all of the following conditions are met: The document must be a copy, not an original.

It must not be classified, and it must not contain confidential communications to or from the President or his senior advisors, material from personnel files and personal information the disclosure of which might constitute an unwarranted invasion of personal privacy, trade secrets, law enforcement information, or any other information the disclosure of which is prohibited by law. Each staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B.

- You do not need to preserve work-related but “non-record” material, such as certain notes for your own use and drafts not circulated to others. You may take such material with you when you leave, but only subject to the conditions given above.
- Personal records should be filed separately from Presidential records. Materials relating to a political campaign generally are personal records. You may take personal records with you, or discard them, when you leave. However, consider donating to the Archives any personal records that will create a fuller record of the accomplishments of the Clinton Administration for future historians.
- Continue to send Presidential records not needed for ongoing business to Records Management. Print out or copy to a diskette any Presidential records that exist only in your computer for inclusion with your records (do not include Lotus Notes email unless you have been instructed otherwise).
- Do not discard any of your files that you know are covered by subpoenas or document requests.

Each office within the White House Office has one or more Transition Coordinators who will be trained to assist you in the appropriate indexing and disposition of your files. A list of the WHO Transition Coordinators is attached to this memorandum. Staff in other EOP offices may call the Office of Records Management, counsel within their office, White House counsel at 6-7909, or counsel in the Office of the Vice-President at 6-7022, with any specific questions.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD.

FROM: BETH NOLAN, COUNSEL TO THE PRESIDENT *Bn*

DATE: SEPTEMBER 14, 2000

SUBJECT: PRESERVATION OF PRESIDENTIAL RECORDS

This memorandum describes your obligations under the Presidential Records Act ("PRA") and how to prepare your records for delivery to the White House Office of Records Management prior to your departure. Staff records have been vital as we have worked to achieve the goals of the Clinton Administration, and they will continue to play a crucial role in the Clinton Library by documenting our achievements for future scholars and historians. Vice Presidential records are similarly important and will also be preserved in a Library.

The Presidential Records Act

The Presidential Records Act ("PRA") governs the ownership, maintenance and disposition of Presidential records. 44 U.S.C. 2201 *et seq.* The requirements of the PRA apply to all records of personnel in the White House Office, including the White House Military Office, the Office of the Vice President, the Office of Policy Development, the Council of Economic Advisors, the President's Foreign Intelligence Advisory Board, and the National Security Council.¹ Under the PRA, records of the Office of the Vice President are Vice Presidential records and are subject to the provisions of the PRA in the same manner as Presidential records. Both Presidential and Vice Presidential records are collectively referred to as "Presidential records" in this memorandum.

Presidential records are the property of the United States. They should be filed separately from personal records or non-record material. Presidential records must not be discarded. They must be preserved and sent to the Office of Records Management, which will maintain them for the duration of the Administration. Those offices that have an agreement to send their Presidential records directly to the National Archives and Records Administration ("NARA"), should continue that practice.

¹ The requirements of another statute, the Federal Records Act, apply to all records of personnel in the Council on Environmental Quality, the Office of Administration, the Office of Management and Budget, the Office of National Drug Control Policy, the Office of Science and Technology Policy, and the United States Trade Representative.

I. Records Covered by the Presidential Records Act

Presidential records are defined in the Act as "documentary materials regardless of physical form that are created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President, whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory or other ceremonial or official duties of the President." Documentary materials refers collectively to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording. The term includes but is not limited to correspondence, memoranda, documents, papers, pamphlets, electronic word processing files and emails, models, pictures, films, and audio and electronic recordings. All Presidential records must be preserved. You do not have to preserve identical copies. Documents -- even drafts -- circulated to others in the course of conducting activities that relate to Presidential duties are almost always Presidential records.

Electronic Presidential records/databases. If you have Presidential records that exist only in your computer, print them out or copy them to a clearly labeled diskette, so they can be filed with your other Presidential records. Do not print out emails in the standard Lotus Notes application, as they are being archived automatically. If you created an electronic database containing Presidential record information, or are the staff member responsible for maintaining such a database, promptly contact the Transition Coordinator for your office, or the Office of Records Management so that they and the OA Office of Information Services and Technology ("IS&T") can include this database along with the appropriate technical information in the material transferred to NARA.

Restrictions on material that may be taken by staff on their departure. Staff members will be permitted to take with them extra copies of Presidential records created or received by the staff member that had previously been made for the staff member's convenience. No original records may be taken. Further, no document may be taken if it contains the following:

- classified information;
- confidential communications to or from the President or his senior advisers;
- law enforcement information;
- information in personnel files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- trade secrets or sensitive commercial or financial information; or
- any other information the disclosure of which is prohibited by law.

All other copies of Presidential records must be sent to the Office of Records Management for eventual deposit in the President's Library.

To ensure compliance with this policy, each departing staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B as part of the official checkout procedures. The agreement obligates the staff member to comply with the policy outlined above, and to refrain from disclosing the contents of any Presidential records to third parties without the President's consent. The agreement is

designed to protect the integrity of White House decision-making processes and to preserve the President's ability under the Constitution and the PRA to control the distribution of these kinds of records.

If you have an unusual circumstance you would like to raise regarding the copy of a particular Presidential record, call the White House Counsel's office at 6-7909.

II. Records in the Office of the Vice President

The PRA expressly provides that records of the Office of the Vice President are Vice Presidential records and subject to the provisions of the PRA in the same manner as Presidential records, although they are maintained separately. Thus, materials created or received in the Office of the Vice President should be treated in accordance with the guidance given in this memorandum. Personnel in the Office of the Vice President should consult with Ferne Mosley at 6-7022 for additional guidance regarding the filing and disposition of Vice Presidential records.

III. Other Types of Records

You may have other types of documentary materials in your files that are not subject to the preservation requirements of the PRA, as discussed below. These types of materials should be filed separately from your Presidential records.

1. Non-records. The PRA does not require you to preserve non-record materials such as the following:

- preliminary drafts of correspondence, memoranda or reports, kept for your own use and not circulated to others;
- work sheets and informal notes that contain information reflected in final documents and that do not document policy development or execution;
- copies of the 'clips' or other clippings or news summaries so long as they have not been annotated, organized or arranged for an official purpose;
- catalogs, trade journals and other publications received from other government agencies, or private firms and institutions and that are maintained for reference purposes;
- extra copies of documents produced only for convenience, when those copies are clearly so identified.

All of your documents should be reviewed carefully, however, because documents in the categories listed above may nonetheless constitute Presidential records. Particularly in the White House, drafts, working papers and other similar materials often document policy development, significant decisions or other matters related to the execution of Presidential duties. If there is any reasonable doubt, treat the material as a Presidential record. If the material is clearly of nonrecord status, you may discard it.

Administrative material, such as telephone directories, organizational charts and press releases, may not be Presidential records, but may nonetheless be of great utility to presidential scholars many years hence. We recommend preserving such material.

You may take non-record material when you depart, but only under the same conditions that are prescribed above for Presidential records. If you have a question regarding a particular document, call the White House Counsel's office at 6-7909.

2. Personal records. The category of "personal records" includes private papers, such as material accumulated before entering government service, personal photographs, insurance claim forms, purely personal correspondence, and personal diaries or journals that staff members sometimes keep in their offices. It also includes certain kinds of political materials, i.e., those relating exclusively to (a) the President's own election as President, (b) the Vice President's campaign for the presidency, (c) the election of a particular individual or individuals to Federal, State, or local office, or (d) private political associations. To be considered "personal," however, these materials must have no relation to or direct effect upon the execution of the President's official or ceremonial duties. Personal and political material should be filed separately from your Presidential records. You may remove personal records on your departure or donate them to NARA for the Clinton Library or the Vice President's library.

Donation of personal records to Clinton Library. If you have personal materials that could assist future scholars in building a comprehensive picture of the achievements of the Clinton Administration, you are most welcome to donate these materials to the Clinton Library, or in appropriate circumstances, to the Vice President's library. Let your office Transition Coordinator or the White House Counsel's office know of your intent and that person will put you in touch with a professional archivist from NARA.

Documents subject to a subpoena or document request. Documents in your possession may be responsive to a request for documents or a subpoena directed to the White House. Do not discard documents if you are aware that they are or have been responsive to a subpoena or document request.

No classified material may be removed from your office at any time, without compliance with the rules applicable to such materials.

The above discussion does not exhaust the universe of possible rules applicable to your files. If you have any questions about the record status or appropriate disposition of any material in your office, please contact Ann Bushmiller of the White House Counsel's Office for advice at 456-7909 or Ferne Mosley in the Office of the Vice President at 6-7022.

IV. Preparation of Presidential Records for Delivery to the Office of Records Management

As staff members continue to prepare your files for transfer to the Office of Records Management or to NARA, you should review your records and ensure that personal material you wish to take with you has been separated from your Presidential records. If you have any

Presidential records that exist only in your computer, reduce them to paper or copy them to a clearly labeled diskette. You do not need to print out emails in the standard Lotus Notes application, as they are being archived automatically. Ask your Transition Coordinator or records management specialist for further advice regarding emails if you are under specific instructions to preserve all of your email records.

You should index your files by preparing a typed inventory of the titles of the file folders. Place a typed copy of this inventory inside each box and provide Records Management with a computer disk of the inventory to all files being sent. Some Presidential records may be particularly sensitive, such as files relating to presidential appointments, which contain personal information. Note on the index that a particular file contains sensitive personal information. Under the PRA restrictions and the Freedom of Information Act ("FOIA") exemptions, as well as in accordance with constitutional and common law privileges, most sensitive Presidential records can be protected from public access for a period of 12 years, and longer in some cases. (Regardless of public availability, all such materials will be available to President Clinton, his designated representatives, and the Vice President, as applicable.)

As mentioned above, you should notify your Transition Coordinator or the Office of Records Management about any electronic databases you created or maintained that contain Presidential record material. Also notify these personnel of any stand-alone PC systems that have been used to generate Presidential records in your files, along with the hardware and software requirements. If you are transferring any electronic records on computer disks, CD-ROM, or tapes please indicate the software that has been used. It is extremely important that you indicate whenever a box of files includes electronic media. This will assist in ensuring that the information created on these systems and diskettes can be permanently preserved and accessed at the Clinton Library.

Consult with your Transition Coordinator or the Office of Records Management if you have additional questions on how to prepare your files for delivery to Records Management.

V. Delivery of Presidential Records to the Office of Records Management.

As part of the official checkout procedures, departing staff members must certify that they have transferred their Presidential records to the Office of Records Management. Upon the completion of the Clinton Administration, NARA will assume legal custody of Clinton Presidential records for eventual deposit at the Clinton Library. Vice Presidential records will be maintained separately in storage with Records Management and NARA prior to their transfer to a library.

To ensure the transfer of Presidential records to NARA in a timely manner at the completion of the Administration, you should, as soon as possible, deliver to the Office of Records Management those Presidential records that are not needed for ongoing business. These records can, of course, be retrieved if they later become needed. Staff members should transfer all of their remaining files to the Office of Records Management as they depart.

WHO TRANSITION COORDINATORS

<u>EOP Office</u>	<u>Transition Coordinator</u>	<u>Backup Coordinator</u>
Advance	Roger Kiley	
AIDS Policy	Cheryl Bauerle	
Cabinet Affairs	Raj Adlakha	Anne Bovaird
Chief of Staff	Carolyn Wu	
Communications	Todd Cohen	
Conference Center	Sheila Smith	
Correspondence	Matt Sonne	
Counsel	Kirstin Pflomm	
Domestic Policy Council	Sarah Lucas	
Environmental Initiatives	Angela Mizeur	
Executive Clerk	Tim Saunders	
First Lady	Eric Woodard	
Intergovernmental Affairs	Scott Beale	Alison Cantu
Interns	Kendee Yamaguchi	
Legislative Affairs	Josh Ackil	
Management & Administration	Kelli McClure	Brooks Scoville
Millennium Council	Jane Englestad	Beth Mohsinger
Military Office	Gerald Suarez	
National Economic Council	David Tseng	Elliott Baer
One America	Adrian Miller	
Oval Office	Betty Currie	
Photography	Marilyn Jacanin	
Political Affairs	Jaimme Collins	
Presidential Personnel	Pete Dagher	
Press	Missy Owens	
Public Liaison	Joe Ratner	
Records Management	Terry Good	Lee Johnson
Scheduling	Shannon Butler	
Special Envoy to the Americas	Sharon Liggett	
Speechwriting	Josh Gottheimer	
Staff Secretary	Carol Cleveland	
Telephone Service	Kathy McKeown	
Travel	Archana Ayyappan	
Visitors	Holly Thoden	
White House Operations	Faye Granger	Edd Olds

APPENDIX A

DEPARTURE AGREEMENT REGARDING COPIES OF PRESIDENTIAL RECORDS

Agreement between President William J. Clinton and _____
(hereinafter "Staff Member"), dated _____.

1. Staff Member understands and acknowledges that "Presidential records" are documentary materials which relate to or have an effect upon the performance of the President's constitutional, statutory, ceremonial and official duties, including but not limited to written documents, models, pictures, films and audio and electronic recordings, and which either originated in or were received by staff within the following components of the Executive Office of the President:

White House Office
Office of the Vice President
National Security Council
Office of Policy Development
Council of Economic Advisers
President's Foreign Intelligence Advisory Board

2. Staff Member hereby requests permission to remove from existing "office convenience" files extra copies of Presidential records created or received by Staff Member, other than those containing:

- (1) classified information;
- (2) confidential communications to or from the President or his senior advisors;
- (3) law enforcement information;
- (4) information in personal files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- (5) trade secrets or sensitive commercial or financial information; or
- (6) any other information the disclosure of which is prohibited by law.

3. In consideration of President Clinton's approval to remove extra copies as set forth in paragraph 2, Staff Member accepts the obligation set forth in paragraphs 4, 5, and 6.

APPENDIX B

4. To the extent he or she has not already done so, Staff Member hereby agrees to deliver to the White House Office of Records Management the originals and all copies of any Presidential records in Staff Member's possession or control, other than those extra copies set forth in paragraph 2, or those extra copies which the Staff Member has been authorized to leave behind for the incoming Administration, prior to the termination of Staff Member's employment as a member of the Clinton Administration.

5. Staff Member hereby agrees to seek, and to wait for the receipt of, written approval by President Clinton or his designee before publishing or disclosing to any third person any materials which contain the complete or partial text or content of any non-public Presidential record or copy of such record. President Clinton agrees that his approval shall not be conditioned on reviewing or approving any comment the Staff Member plans to make about such record and shall be limited solely to the publication or disclosure of the complete or partial text or content of such paper.

6. Nothing contained herein limits a Staff Member's right to disclose the complete or partial text or content of Presidential record in response to a valid and enforceable subpoena, provided that, before disclosure, Staff Member gives reasonably prompt notice of the issuance of such a subpoena to President Clinton and to counsel for the incumbent President. If either decides to object on grounds of the President's (or former President's) constitutional or statutory authority to control the release of such material, Staff member agrees to defer disclosing the material subject to the objection until such objection has been withdrawn or judicially resolved.

7. This agreement may be enforced by proceedings for injunction or damages or both.

_____ Date	_____ Name of Departing Staff Member
	William J. Clinton
	By: _____
_____ Date	_____ His Authorized Representative

WOODARD, ERIC W.
WHITE HOUSE OFFICE

FIRST LADY

DECE

White House Transition Coordinators

September 14, 2000

- 1) Welcome
- 2) Personnel Planning
- 3) Overview and Briefing on the Presidential Records Act
- 4) Preparing Legacy Materials
- 5) Questions and Other Issues

Next Meeting: Tuesday, October 3rd
 4:00 – 5:00 pm
 Room 180, EEOB

Office of the First Lady Big Issue Binder Project

1. Consult **Grid** for events related to your topic (see Eric – Room 100).
2. Create tentative **list** (date and event) of appropriate grid items.
3. Check the three **column** binders in Shirley's office (room 101) for columns the First Lady has written, pertaining to your topic, and photocopy them. Add these column dates with each column name to your list.
4. Get a **binder** from Room 100 and make tabs with the date of each event and column to store what you find. Also, ask Eric for solid colored (blue, green, etc) paper to separate each document under each tab in your binder:

Tab with date + schedule + colored paper + speech + colored paper + briefing + colored paper + news articles

Consult the binders in the press office (room 103) for examples in case you have questions.

5. Most **public schedules** can be found on the H Drive under First Lady's Public Schedules or in the Scheduling office. Find the schedule for each event date on your list and print to include in your binder. This will allow those consulting your binders in the future to know exactly to whom the First Lady was speaking as well as other events in her day. (If time permits, create the most comprehensive binder you can by sorting through each daily schedule of the administration to ensure you have included every meeting, event, etc. on your topic).
6. Pull corresponding **speeches** for each event on your list from the H Drive: FL Speech, the Internet, or if all else fails, the binders of speeches in rooms 103 or (last resort) room 197. Photocopy or print these speeches and place them with the corresponding tab in your binder.
7. Room 190 holds all the First Lady's **briefings** in consecutive order. The briefing she was given for your particular event may have been written on that day or a few days before. Check these binders for the briefings corresponding to the events on your list, photocopy them and put them in your binder under the appropriate tabs.
8. Lexis Nexis is a fabulous research device that allows you to track down every article from everywhere. According to what key words you type, you can find **articles** generally related to your topic or specifically related to the event on your list. Track down as best as you are able the specific article and include each under the appropriate tab.
9. **Congratulations!** You have completed an amazingly important project that will be so helpful for the First Lady, her staff and those interested in her life and work in years to come.



Eric W. Woodard

09/15/2000 10:07:02 AM



Record Type: Record

To: See the distribution list at the bottom of this message

cc: Michael Malone/OA/EOP@EOP, Terry W. Good/WHO/EOP@EOP, Lee R. Johnson/WHO/EOP@EOP

Subject: Archiving in Hillaryland

As a friendly reminder, here are some interesting numbers about archiving and the Office of the First Lady...

Records Management estimates that there are **436** archive boxes worth of material in the First Lady's Office.

Right now, there are **35** working days till the election and only **50** working days till January 20!

So as an office, on average -- between today and January 20 -- we need to be archiving about **9** boxes every working day!

HAVE YOU THOUGHT ABOUT ARCHIVING TODAY?!?

Please let me know if you have questions or need help with archiving...thanx a lot, Eric W.

Message Sent To: _____

September 18, 2000

TO: White House Operations (Tel. 62500, OEOb 1)

From: Eric Woodard, Office of the First Lady (Tel. 66266, OEOb 100)

This is to request authorization to use the OEOb print shop for copying a series of binders over the next few months

- 1) As part of the archiving effort, our office has compiled a series of 3" binders to reflect the First Lady's accomplishments in a number of areas. We are now at the point where we need to copy each of these binders – so there is one copy for the archives and one for the First Lady to use in whatever future official capacity she assumes (either as a Senator, or as part of the former President's office). A list of the binders we want to copy is shown below:

Child care/work and family issues: 6 binders
Foster care/Adoption: 2 binders
Early Childhood Development: 2 binders
Youth development/after school/violence: 3 binders
Education: 8 binders
Health reform: 13 binders
Breast Cancer: 2 binders
Gulf War Illness: 1 binder
Beijing: 1 binder
Civil society/democracy building: 2 binders

- 2) Additionally, as part of our archiving effort, we need to make copies of all the First Lady's schedules from 1993 to now. Currently, these schedules are kept in 1" binders (1 month/binder). We request authorization to reproduce all eight years worth of the First Lady's schedules....again: 1 copy for the archives, and 1 copy for the First Lady's use in whatever future official capacity she assumes.

Being able to use the OEOb print shop will not only allow us to copy these materials much more quickly, but will also significantly reduce the wear and tear on the feeder of our office copier (which isn't designed for high volume). Moreover, using the print shop will allow our interns to focus on other elements of our archiving effort – instead of wrestling with our photocopier all day. We intend to bring 3 or 4 binders/week down to the print shop over the course of the next several months, so as to avoid creating a tremendous extra workload down there. We're trying to be proactive by starting this project now, understanding the archiving needs of the White House will only increase as we get closer to January.

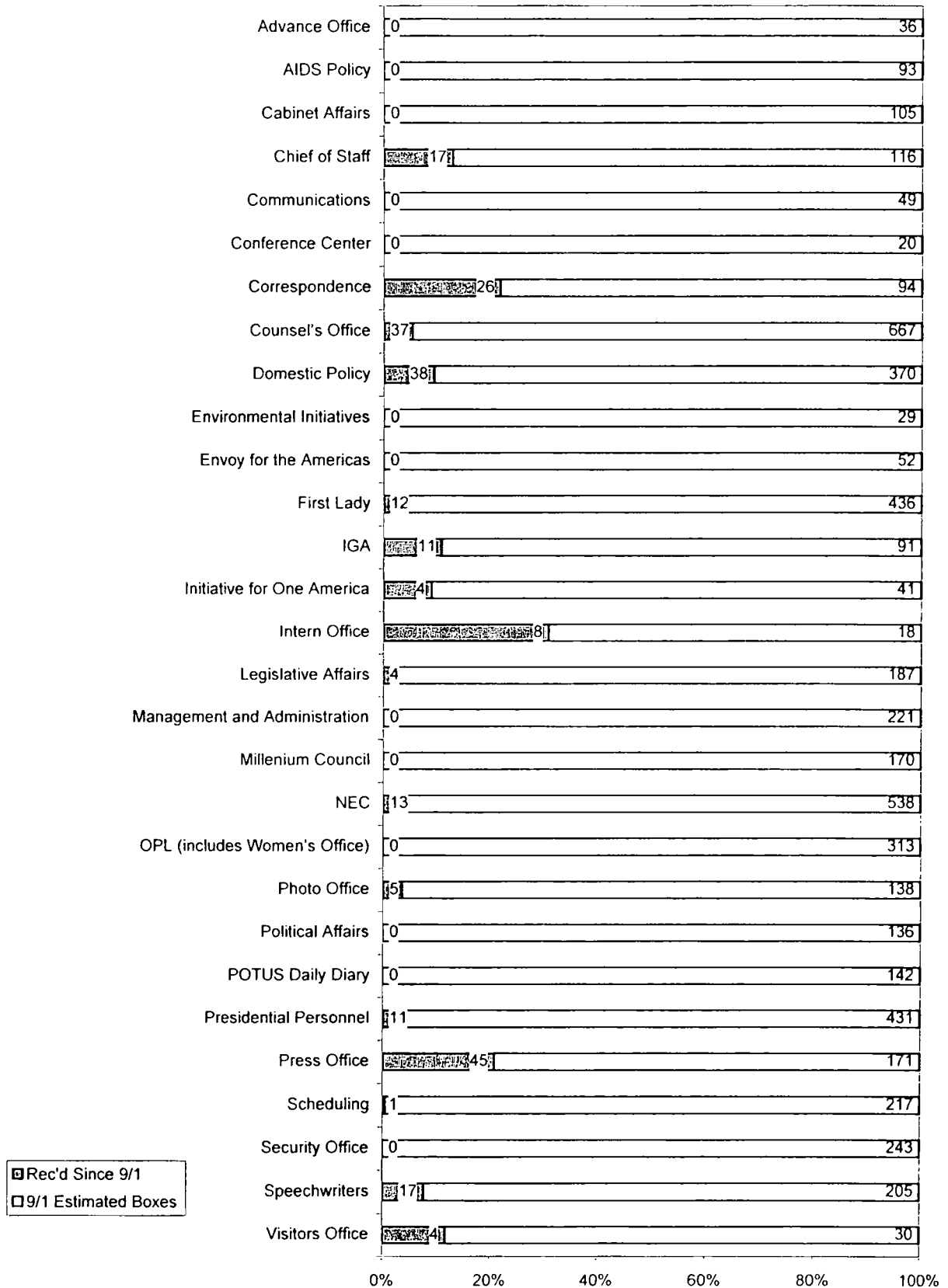
Please let us know if we can provide any information that would be helpful for this request...thanks a lot, Eric

October 6, 2000

Listed below are estimates as of September 1, 2000 of boxes of Presidential files that were identified as needing to be inventoried and prepared for shipment to the Office of Records Management. Below each office is a line indicating the total number of those estimated boxes that have been received in ORM since September 1, 2000.

<u>Office</u>	<u>Boxes</u>	<u>Office</u>	<u>Boxes</u>
Advance Office	36	Legislative Affairs	187
Rec'd since 9/1:	0	Rec'd since 9/1:	4
AIDS Policy	93	Management and Administration	221
Rec'd since 9/1:	0	Rec'd since 9/1:	0
Cabinet Affairs	105	Millenium Council	170
Rec'd since 9/1:	0	Rec'd since 9/1:	0
Chief of Staff	116	NEC	538
Rec'd since 9/1:	17	Rec'd since 9/1:	13
Communications	49	OPL (includes Women's Office)	313
Rec'd since 9/1:	0	Rec'd since 9/1:	0
Conference Center	20	Photo Office	138
Rec'd since 9/1:	0	Rec'd since 9/1:	5
Correspondence	94	Political Affairs	136
Rec'd since 9/1:	26	Rec'd since 9/1:	0
Counsel's Office	667	POTUS Daily Diary	142
Rec'd since 9/1:	37	Rec'd since 9/1:	0
Domestic Policy	370	Presidential Personnel	431
Rec'd since 9/1:	38	Rec'd since 9/1:	11
Environmental Initiatives	29	Press Office	171
Rec'd since 9/1:	0	Rec'd since 9/1:	45
Envoy for the Americas	52	Scheduling	217
Rec'd since 9/1:	0	Rec'd since 9/1:	1
First Lady	436	Security Office	243
Rec'd since 9/1:	12	Rec'd since 9/1:	0
IGA	91	Speechwriters	205
Rec'd since 9/1:	11	Rec'd since 9/1:	17
Initiative for One America	41	Visitors Office	30
Rec'd since 9/1:	4	Rec'd since 9/1:	4
Intern Office	18		
Rec'd since 9/1:	8		
		Total Estimated:	5359
		Total Rec'd Since 9/1:	253

Presidential Records Archiving Progress Since 9/1 As Of 10/6/2000



Transition Coordinators

November 2, 2000

- 1) Office Updates
- 2) Archiving Update No personal stuff in white boxes
- 3) Supply Clearinghouse
Rm 011 EEOB supply drop off beginning Nov 27th MWF 10am-12pm
before ordering new supplies check clearinghouse 2pm-4pm
- 4) Communication with President-Elect's Transition Team
until Podesta talk to incoming chief of staff and informs ~~media~~
Personal only give transition team public use info
- 5) Cutoff Date for Personnel Actions
- 6) Transition Resources
creating transition resource center late Nov.
assist personal about benefits and what not.
- 7) Other Business

November 2, 2000

Listed below are revised estimates as of October 20, 2000 of boxes of Presidential files that were identified as needing to be inventoried and prepared for shipment to the Office of Records Management. Below each office is a line indicating the total number of those estimated boxes that have been received in ORM since September 1, 2000.

Office	Boxes	Office	Boxes
Advance Office	36	Legislative Affairs	187
Rec'd since 9/1:	0	Rec'd since 9/1:	8
AIDS Policy	93	Management and Administration	442
Rec'd since 9/1:	0	Rec'd since 9/1:	120
Cabinet Affairs	105	Millenium Council	170
Rec'd since 9/1:	7	Rec'd since 9/1:	0
Chief of Staff	116	NEC	538
Rec'd since 9/1:	16	Rec'd since 9/1:	14
Communications	49	OPL (includes Women's Office)	313
Rec'd since 9/1:	0	Rec'd since 9/1:	21
Correspondence	94	Political Affairs	136
Rec'd since 9/1:	51	Rec'd since 9/1:	0
Counsel's Office	867	POTUS Daily Diary	142
Rec'd since 9/1:	61	Rec'd since 9/1:	0
Domestic Policy	370	Presidential Personnel	431
Rec'd since 9/1:	49	Rec'd since 9/1:	11
Environmental Initiatives	29	Press Office	171
Rec'd since 9/1:	0	Rec'd since 9/1:	35
Envoy for the Americas	52	Scheduling	217
Rec'd since 9/1:	0	Rec'd since 9/1:	6
First Lady	436	Security Office	243
Rec'd since 9/1:	32	Rec'd since 9/1:	16
IGA	91	Speechwriters	205
Rec'd since 9/1:	32	Rec'd since 9/1:	17
Initiative for One America	41	Total Estimated:	5574
Rec'd since 9/1:	8	Total Rec'd Since 9/1:	504

MEMORANDUM FOR MRS. CLINTON

FROM: Melanne Verveer, Shirley Sagawa, and Eric Woodard

RE: Archiving and Transition

DATE: December 29, 2000

Over the last six months, Shirley and Eric have organized an archiving effort to ensure that Office of the First Lady materials are dispersed appropriately at the end of the Administration. Here is a list of major items and our recommendations regarding storage or transfer of the materials. We have discussed these recommendations with the staff involved, as well as Tamara Luzzatto.

In general, we have followed these principles:

-- If you will need the material on a regular basis in your Senate office, copies of the material will be transferred there (although there is very limited shelf space, as you know)

-- If you need occasional access to the materials, and they are personal, they should be transferred to accessible storage space (such as your DC house or commercial storage, TBD)

-- If you need occasional access to the materials, and they are official records, they must be transferred to the archives. (Please note that any materials sent to the office can be retrieved by you with ? hours? days? notice)

We understand that Bruce Lindsay is organizing the transfer of some of your personal materials to free storage space in Arkansas provided by the National Archives.

Finally, please note that all of your staff members' files are being archived along with other White House records. These materials are being indexed using the following categories:

Early childhood development	Breast cancer	DC
Child care	Gulf war illnesses	Arts
Adoption	Vital Voices	Millennium Council projects
Youth development/afterschool/	Beijing	White House preservation
violence	Civil society/democracy	Philanthropy
Health reform	building	Service
Immunizations	Women and girls education	
Children's health	Microenterprise	

You will be able to have these indexes searched by computer to identify all files that have been archived in these categories. These files can then be retrieved by the archives for your use.

Those
requiring
ready
access

that those
most
needed
be
available
in the
Senate
office
and
not
in the
archives

material duplicate made 9 such
materials as schedules, trip books, speeches, etc.
need for
some
from
Senate
personal
papers

Archiving/Materials Disposition Recommendations

Item	Recommended Disposition
Public schedule binders	Originals to archives
Private schedule binders	One copy to Senate Office One copy TBD
Schedule index	Copies to archives, Senate, others TBD

*Note--sortable, computerized index of schedules is complete up to 1997. Work to continue by your Senate staff. Hard copies of monthly schedule through 2001 available in a binder.

Briefing binders	Archives
------------------	----------

*Note--the briefing materials, because they are keyed to the schedule, can be searched by using the schedule index.

Speech binders	Original to archives Copy to Senate
----------------	--

Electronic copies of speeches	Copies to archives, Senate, others TBD
-------------------------------	--

*Note--electronic files of speeches available only post-1997

Speech index	Original to archives Copy to Senate
--------------	--

Trip books	One set to archives Melanne's set TBD with 5 binders Set with 5 binders <i>Melanne's is the other</i>
------------	---

Electronic travel index	Copies to archives, Senate, others TBD
-------------------------	--

HRC electronic/paper rolodex	Huma Abedin
------------------------------	-------------

Column binders	Originals to archives Copy to Senate
----------------	---

Electronic/paper column index and copies	Copies to archives, Senate, others TBD
--	--

"The Grid"(policy accomplishments binder)	Original to archives Copy to Senate Electronic copies TBD
---	---

Staff/Alumni/ae Directory

Senate (Eric Woodard)

Issue Binders

Originals to archives
Copy to Senate

*Note—issues binders include speeches, briefings, schedules, columns, press clips, and miscellaneous information pertaining to HRC's record on the following issues:

Child care/work/family
Foster care/adoption
Youth development/afterschool/violence
Education
Health
Civil society/democracy building
Women and girls
Early childhood development
Breast cancer
Gulf War Illness
Vital Voices
Microenterprise
Arts
Philanthropy and Service
Immunization/Children's Health

WHODB

Archives
Copy to Senate

*Note—we are still exploring how to convert the data in WHODB to the database program that you will use in the Senate.

Official correspondence

Archives

Personal correspondence

TBD

*Note—Pam and Milli have about 35 boxes of personal correspondence

Book files

TBD

*Note—Pam and Shirley have about 10 boxes of files relating to Buddy and Socks and Invitation to the White House

Personal files (kept by Huma, Kelly, Patti)

TBD

*Note—there are about 10 boxes relating to personal matters that you will probably want transferred to your DC house

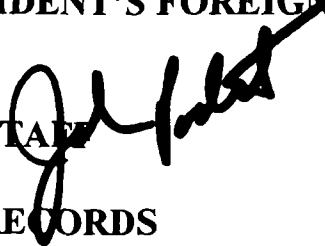
To Be Archived
November 16, 2000

Fldy on 'East_wing' (H:)

H:/
H:/Accomplishments
H:/Approach
H:/Columns
H:/Columns/1999 Columns
H:/Columns/2000 Columns
H:/Data/FI
H:/Database
H:/First Lady Schedules/1993 Public
H:/First Lady Schedules/1994 Public
H:/First Lady Schedules/1995 Public
H:/First Lady Schedules/1996 Public
H:/First Lady Schedules/1997 Public
H:/First Lady Schedules/1998 Public
H:/First Lady Schedules/1999 Public
H:/First Lady Schedules/2000 Public
H:/FL Yearly Events Lists
H:/Flspeech/
H:/Flspeech/1993 – 1995 Transcripts
H:/Flspeech/1996 Transcripts
H:/Flspeech/1997 Speeches as Prepared
H:/Flspeech/1997 Transcripts
H:/Flspeech/1998 Speeches as Prepared
H:/Flspeech/1998 Transcripts
H:/Flspeech/1999 Speeches as Prepared
H:/Flspeech/1999 Transcripts
H:/Flspeech/2000 Transcripts
H:/Flspeech/2000speech
H:/Flspeech/Column
H:/Flspeech/Index
H:/Flspeech/Mail
H:/Flspeech/Other
H:/Flspeech/Staff and Intern Folders
H:/Flspeech/Staff and Intern Folders/Katie
H:/Releases
H:/Releases/1997
H:/Releases/1998
H:/Releases/1999
H:/Releases/2000
H:/Releases/Foreign Trips
H:/Releases/State Dinners

THE WHITE HOUSE
WASHINGTON

**MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE
OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY
COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF
ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN
INTELLIGENCE ADVISORY BOARD**

FROM: JOHN PODESTA, CHIEF OF STAFF 
RE: PRESERVATION OF STAFF RECORDS
DATE: DECEMBER 7, 2000

Many staff members are now in the midst of indexing their files and preparing them to be sent to the White House Office of Records Management. I appreciate the time that staff members are taking to perform this extremely important task.

In order to facilitate completion of this task, attached is a copy of the memorandum regarding the preservation of staff records covered by the Presidential Records Act that was first circulated in September. The Act covers both Presidential and Vice Presidential records. Note in particular Appendices 2 and 3, which are authorization forms regarding copies of Presidential records you wish to take with you when you leave. Although Appendix 3 was available at your ethics training and transition briefings, it was not previously attached to the memorandum. Sign Appendix 2 if you wish to take copies of any Presidential records with you for personal use. You must also sign Appendix 3 and if you wish to show a Presidential record to a third party, for example, as a writing sample. Send the completed forms to the Office of White House Counsel. Copies of only limited kinds of Presidential records may be kept by staff, as described in more detail in the memorandum.

If you have questions about getting your files ready for Records Management or about what documents may be taken with you when you leave, call Records Management at 456-2240 or the Office of White House Counsel at 456-7909.

THE WHITE HOUSE
WASHINGTON

**MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE
OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY
COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF
ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN
INTELLIGENCE ADVISORY BOARD**

FROM: JOHN PODESTA, CHIEF OF STAFF 

RE: PRESERVATION OF STAFF RECORDS

DATE: SEPTEMBER 14, 2000

As we are now in the last year of the Clinton Administration, this is a good time for all staff in the Executive Office of the President to review the laws governing the disposition of their files as they continue to archive all appropriate material. Archiving the files that have been created during this Administration is an extremely important task. Staff files and donated personal records will be the nucleus of the Clinton Presidential Library. These records will be critically important to scholars and historians for many years to come.

The attached memorandum describes White House policy for departing staff regarding the appropriate treatment of your files. Listed below are some of the principal points for staff in the above-listed offices to bear in mind as you archive your files.

- The Presidential Records Act requires the preservation of Presidential records. Almost all work-related material created or received by personnel in the above offices will be a Presidential record. Do not discard Presidential records, although you do not have to preserve identical copies.
- Vice Presidential records should be treated in the same manner as Presidential records, although they are maintained separately.
- You may take copies of Presidential records when you leave only when all of the following conditions are met: The document must be a copy, not an original.

It must not be classified, and it must not contain confidential communications to or from the President or his senior advisors, material from personnel files and personal information the disclosure of which might constitute an unwarranted invasion of personal privacy, trade secrets, law enforcement information, or any other information the disclosure of which is prohibited by law. Each staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B.

- You do not need to preserve work-related but “non-record” material, such as certain notes for your own use and drafts not circulated to others. You may take such material with you when you leave, but only subject to the conditions given above.
- Personal records should be filed separately from Presidential records. Materials relating to a political campaign generally are personal records. You may take personal records with you, or discard them, when you leave. However, consider donating to the Archives any personal records that will create a fuller record of the accomplishments of the Clinton Administration for future historians.
- Continue to send Presidential records not needed for ongoing business to Records Management. Print out or copy to a diskette any Presidential records that exist only in your computer for inclusion with your records (do not include Lotus Notes email unless you have been instructed otherwise).
- Do not discard any of your files that you know are covered by subpoenas or document requests.

Each office within the White House Office has one or more Transition Coordinators who will be trained to assist you in the appropriate indexing and disposition of your files. A list of the WHO Transition Coordinators is attached to this memorandum. Staff in other EOP offices may call the Office of Records Management, counsel within their office, White House counsel at 6-7909, or counsel in the Office of the Vice-President at 6-7022, with any specific questions.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD.

FROM: BETH NOLAN, COUNSEL TO THE PRESIDENT *Bn*

DATE: SEPTEMBER 14, 2000

SUBJECT: PRESERVATION OF PRESIDENTIAL RECORDS

This memorandum describes your obligations under the Presidential Records Act ("PRA") and how to prepare your records for delivery to the White House Office of Records Management prior to your departure. Staff records have been vital as we have worked to achieve the goals of the Clinton Administration, and they will continue to play a crucial role in the Clinton Library by documenting our achievements for future scholars and historians. Vice Presidential records are similarly important and will also be preserved in a Library.

The Presidential Records Act

The Presidential Records Act ("PRA") governs the ownership, maintenance and disposition of Presidential records. 44 U.S.C. 2201 *et seq.* The requirements of the PRA apply to all records of personnel in the White House Office, including the White House Military Office, the Office of the Vice President, the Office of Policy Development, the Council of Economic Advisors, the President's Foreign Intelligence Advisory Board, and the National Security Council.¹ Under the PRA, records of the Office of the Vice President are Vice Presidential records and are subject to the provisions of the PRA in the same manner as Presidential records. Both Presidential and Vice Presidential records are collectively referred to as "Presidential records" in this memorandum.

Presidential records are the property of the United States. They should be filed separately from personal records or non-record material. Presidential records must not be discarded. They must be preserved and sent to the Office of Records Management, which will maintain them for the duration of the Administration. Those offices that have an agreement to send their Presidential records directly to the National Archives and Records Administration ("NARA"), should continue that practice.

¹ The requirements of another statute, the Federal Records Act, apply to all records of personnel in the Council on Environmental Quality, the Office of Administration, the Office of Management and Budget, the Office of National Drug Control Policy, the Office of Science and Technology Policy, and the United States Trade Representative.

I. Records Covered by the Presidential Records Act

Presidential records are defined in the Act as "documentary materials regardless of physical form that are created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President, whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory or other ceremonial or official duties of the President." Documentary materials refers collectively to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording. The term includes but is not limited to correspondence, memoranda, documents, papers, pamphlets, electronic word processing files and emails, models, pictures, films, and audio and electronic recordings. All Presidential records must be preserved. You do not have to preserve identical copies. Documents -- even drafts -- circulated to others in the course of conducting activities that relate to Presidential duties are almost always Presidential records.

Electronic Presidential records/databases. If you have Presidential records that exist only in your computer, print them out or copy them to a clearly labeled diskette, so they can be filed with your other Presidential records. Do not print out emails in the standard Lotus Notes application, as they are being archived automatically. If you created an electronic database containing Presidential record information, or are the staff member responsible for maintaining such a database, promptly contact the Transition Coordinator for your office, or the Office of Records Management so that they and the OA Office of Information Services and Technology ("IS&T") can include this database along with the appropriate technical information in the material transferred to NARA.

Restrictions on material that may be taken by staff on their departure. Staff members will be permitted to take with them extra copies of Presidential records created or received by the staff member that had previously been made for the staff member's convenience. No original records may be taken. Further, no document may be taken if it contains the following:

- classified information;
- confidential communications to or from the President or his senior advisers;
- law enforcement information;
- information in personnel files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- trade secrets or sensitive commercial or financial information; or
- any other information the disclosure of which is prohibited by law.

All other copies of Presidential records must be sent to the Office of Records Management for eventual deposit in the President's Library.

To ensure compliance with this policy, each departing staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B as part of the official checkout procedures. The agreement obligates the staff member to comply with the policy outlined above, and to refrain from disclosing the contents of any Presidential records to third parties without the President's consent. The agreement is

designed to protect the integrity of White House decision-making processes and to preserve the President's ability under the Constitution and the PRA to control the distribution of these kinds of records.

If you have an unusual circumstance you would like to raise regarding the copy of a particular Presidential record, call the White House Counsel's office at 6-7909.

II. Records in the Office of the Vice President

The PRA expressly provides that records of the Office of the Vice President are Vice Presidential records and subject to the provisions of the PRA in the same manner as Presidential records, although they are maintained separately. Thus, materials created or received in the Office of the Vice President should be treated in accordance with the guidance given in this memorandum. Personnel in the Office of the Vice President should consult with Ferne Mosley at 6-7022 for additional guidance regarding the filing and disposition of Vice Presidential records.

III. Other Types of Records

You may have other types of documentary materials in your files that are not subject to the preservation requirements of the PRA, as discussed below. These types of materials should be filed separately from your Presidential records.

1. Non-records. The PRA does not require you to preserve non-record materials such as the following:

- preliminary drafts of correspondence, memoranda or reports, kept for your own use and not circulated to others;
- work sheets and informal notes that contain information reflected in final documents and that do not document policy development or execution;
- copies of the 'clips' or other clippings or news summaries so long as they have not been annotated, organized or arranged for an official purpose;
- catalogs, trade journals and other publications received from other government agencies, or private firms and institutions and that are maintained for reference purposes;
- extra copies of documents produced only for convenience, when those copies are clearly so identified.

All of your documents should be reviewed carefully, however, because documents in the categories listed above may nonetheless constitute Presidential records. Particularly in the White House, drafts, working papers and other similar materials often document policy development, significant decisions or other matters related to the execution of Presidential duties. If there is any reasonable doubt, treat the material as a Presidential record. If the material is clearly of nonrecord status, you may discard it.

Administrative material, such as telephone directories, organizational charts and press releases, may not be Presidential records, but may nonetheless be of great utility to presidential scholars many years hence. We recommend preserving such material.

You may take non-record material when you depart, but only under the same conditions that are prescribed above for Presidential records. If you have a question regarding a particular document, call the White House Counsel's office at 6-7909.

2. Personal records. The category of "personal records" includes private papers, such as material accumulated before entering government service, personal photographs, insurance claim forms, purely personal correspondence, and personal diaries or journals that staff members sometimes keep in their offices. It also includes certain kinds of political materials, i.e., those relating exclusively to (a) the President's own election as President, (b) the Vice President's campaign for the presidency, (c) the election of a particular individual or individuals to Federal, State, or local office, or (d) private political associations. To be considered "personal," however, these materials must have no relation to or direct effect upon the execution of the President's official or ceremonial duties. Personal and political material should be filed separately from your Presidential records. You may remove personal records on your departure or donate them to NARA for the Clinton Library or the Vice President's library.

Donation of personal records to Clinton Library. If you have personal materials that could assist future scholars in building a comprehensive picture of the achievements of the Clinton Administration, you are most welcome to donate these materials to the Clinton Library, or in appropriate circumstances, to the Vice President's library. Let your office Transition Coordinator or the White House Counsel's office know of your intent and that person will put you in touch with a professional archivist from NARA.

Documents subject to a subpoena or document request. Documents in your possession may be responsive to a request for documents or a subpoena directed to the White House. Do not discard documents if you are aware that they are or have been responsive to a subpoena or document request.

No classified material may be removed from your office at any time, without compliance with the rules applicable to such materials.

The above discussion does not exhaust the universe of possible rules applicable to your files. If you have any questions about the record status or appropriate disposition of any material in your office, please contact Ann Bushmiller of the White House Counsel's Office for advice at 456-7909 or Ferne Mosley in the Office of the Vice President at 6-7022.

IV. Preparation of Presidential Records for Delivery to the Office of Records Management

As staff members continue to prepare your files for transfer to the Office of Records Management or to NARA, you should review your records and ensure that personal material you wish to take with you has been separated from your Presidential records. If you have any

Presidential records that exist only in your computer, reduce them to paper or copy them to a clearly labeled diskette. You do not need to print out emails in the standard Lotus Notes application, as they are being archived automatically. Ask your Transition Coordinator or records management specialist for further advice regarding emails if you are under specific instructions to preserve all of your email records.

You should index your files by preparing a typed inventory of the titles of the file folders. Place a typed copy of this inventory inside each box and provide Records Management with a computer disk of the inventory to all files being sent. Some Presidential records may be particularly sensitive, such as files relating to presidential appointments, which contain personal information. Note on the index that a particular file contains sensitive personal information. Under the PRA restrictions and the Freedom of Information Act ("FOIA") exemptions, as well as in accordance with constitutional and common law privileges, most sensitive Presidential records can be protected from public access for a period of 12 years, and longer in some cases. (Regardless of public availability, all such materials will be available to President Clinton, his designated representatives, and the Vice President, as applicable.)

As mentioned above, you should notify your Transition Coordinator or the Office of Records Management about any electronic databases you created or maintained that contain Presidential record material. Also notify these personnel of any stand-alone PC systems that have been used to generate Presidential records in your files, along with the hardware and software requirements. If you are transferring any electronic records on computer disks, CD-ROM, or tapes please indicate the software that has been used. It is extremely important that you indicate whenever a box of files includes electronic media. This will assist in ensuring that the information created on these systems and diskettes can be permanently preserved and accessed at the Clinton Library.

Consult with your Transition Coordinator or the Office of Records Management if you have additional questions on how to prepare your files for delivery to Records Management.

V. Delivery of Presidential Records to the Office of Records Management.

As part of the official checkout procedures, departing staff members must certify that they have transferred their Presidential records to the Office of Records Management. Upon the completion of the Clinton Administration, NARA will assume legal custody of Clinton Presidential records for eventual deposit at the Clinton Library. Vice Presidential records will be maintained separately in storage with Records Management and NARA prior to their transfer to a library.

To ensure the transfer of Presidential records to NARA in a timely manner at the completion of the Administration, you should, as soon as possible, deliver to the Office of Records Management those Presidential records that are not needed for ongoing business. These records can, of course, be retrieved if they later become needed. Staff members should transfer all of their remaining files to the Office of Records Management as they depart.

WHITE HOUSE OFFICE TRANSITION COORDINATORS

EOP Office	Transition Coordinator	Backup Coordinator
Advance	Roger Kiley	
AIDS Policy	Cheryl Bauerle	
Cabinet Affairs	Raj Adlakha	Anne Bovaird
Chief of Staff	Michele Ballantyne	Drew Gardiner
Communications	Todd Cohen	
Conference Center	Sheila Smith	
Correspondence	Matt Sonne	
Counsel	Jane Schaffner	
Domestic Policy Council	Sarah Lucas	
Environmental Initiatives	Angela Mizeur	
Executive Clerk	Tim Saunders	
First Lady	Eric Woodard	
Intergovernmental Affairs	Scott Beale	Alison Cantu
Intern	Kendee Yamaguchi	
Legislative Affairs	Josh Ackil	
Management & Administration	Kelli McClure	Brooks Scoville
Millennium Council	Jane Englestad	Beth Mohsinger
Military Office	Gerald Suarez	
National Economic Council	Christopher Wanken	
One America	Adrian Miller	
Oval Office	Betty Currie	Justin Cooper
Photography	Marilyn Jacanin	
Political Affairs	Jaimme Collins	
Presidential Personnel	Pete Dagher	
Press	Missy Owens	
Public Liaison	Joe Ratner	
Records Management	Terry Good	Lee Johnson
Scheduling	Carrie Street	
Special Envoy to the Americas	Sharon Liggett	
Speechwriting	Josh Gottheimer	
Staff Secretary	Carol Cleveland	
Telephone Service	Kathy McKeown	
Travel	Archana Ayyappan	
Visitors	Holly Thoden	Elizabeth Jones
White House Operations	Faye Granger	Edd Olds

APPENDIX 1

DEPARTURE AGREEMENT REGARDING COPIES OF PRESIDENTIAL RECORDS

Agreement between President William J. Clinton and _____
(hereinafter "Staff Member"), dated _____.

1. Staff Member understands and acknowledges that "Presidential records" are documentary materials which relate to or have an effect upon the performance of the President's constitutional, statutory, ceremonial and official duties, including but not limited to written documents, models, pictures, films and audio and electronic recordings, and which either originated in or were received by staff within the following components of the Executive Office of the President:

White House Office
Office of the Vice President
National Security Council
Office of Policy Development
Council of Economic Advisers
President's Foreign Intelligence Advisory Board

2. Staff Member hereby requests permission to remove from existing "office convenience" files extra copies of Presidential records created or received by Staff Member, other than those containing:

- (1) classified information;
- (2) confidential communications to or from the President or his senior advisors;
- (3) law enforcement information;
- (4) information in personal files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- (5) trade secrets or sensitive commercial or financial information; or
- (6) any other information the disclosure of which is prohibited by law.

3. In consideration of President Clinton's approval to remove extra copies as set forth in paragraph 2, Staff Member accepts the obligation set forth in paragraphs 4, 5, and 6.

APPENDIX 2

4. To the extent he or she has not already done so, Staff Member hereby agrees to deliver to the White House Office of Records Management the originals and all copies of any Presidential records in Staff Member's possession or control, other than those extra copies set forth in paragraph 2, or those extra copies which the Staff Member has been authorized to leave behind for the incoming Administration, prior to the termination of Staff Member's employment as a member of the Clinton Administration.

5. Staff Member hereby agrees to seek, and to wait for the receipt of, written approval by President Clinton or his designee before publishing or disclosing to any third person any materials which contain the complete or partial text or content of any non-public Presidential record or copy of such record. President Clinton agrees that his approval shall not be conditioned on reviewing or approving any comment the Staff Member plans to make about such record and shall be limited solely to the publication or disclosure of the complete or partial text or content of such paper.

6. Nothing contained herein limits a Staff Member's right to disclose the complete or partial text or content of Presidential record in response to a valid and enforceable subpoena, provided that, before disclosure, Staff Member gives reasonably prompt notice of the issuance of such a subpoena to President Clinton and to counsel for the incumbent President. If either decides to object on grounds of the President's (or former President's) constitutional or statutory authority to control the release of such material, Staff member agrees to defer disclosing the material subject to the objection until such objection has been withdrawn or judicially resolved.

7. This agreement may be enforced by proceedings for injunction or damages or both.

_____	_____
Date	Name of Departing Staff Member
	William J. Clinton
	By:
_____	_____
Date	His Authorized Representative

APPENDIX 2

DEPARTURE AGREEMENT REGARDING COPIES OF PRESIDENTIAL RECORDS

I hereby request permission to remove from the White House or Executive Office of the President copies of the following presidential records. I have inserted a brief description and attached copies of the documents. (Requests will not be granted if these steps are not followed.)

It is understood that I may show the document(s) attached to this Agreement to a third party. For example, the document(s) may be used as a writing sample. I further understand that neither I nor any other entity or individual may receive any kind of payment or compensation in connection with the dissemination of the document(s) attached to this Agreement.

Date

Name of Departing Staff Member

Date

Approved on Behalf of President Clinton

APPENDIX 3

WOODARD, ERIC W.
WHITE HOUSE OFFICE

FIRST LADY

OE08

100



Eric W. Woodard

10/03/2000 03:25:52 PM



Record Type: Record

To: See the distribution list at the bottom of this message

cc: See the distribution list at the bottom of this message

Subject:

This is a friendly reminder about.....

THE ISSUE BINDERS!

Not that we don't have **ten million** other projects going on...(schedules, trip binders, the database, archive boxes, speech indexes, etc., etc.) but this one is important, too....

We've finally received permission to start taking binders that've already been completed down to the print shop (Rm. 084). Here's what you do...

- take all pages out of a binder (be careful not to get materials mixed up or out of order)
- leave all dividers/tabs in the empty binder -- you'll have to divide things up again once everything has been copied -- (if you want, stick a colored piece of paper between sections of the original so you'll know where sections start and end)
- once you've put the pages in a neat stack, take them down to the print shop -- you'll fill out a form to go with your order. Please place the order from the First Lady's Office, in my name with your name in parentheses, 66266 for the telephone number. Indicate 1 copy per binder. The print shop will call OEOB 100 when your order is ready, and we'll let you know.
- when you get your original and the copy back, put the original binder back together - and then construct a new binder (with labels, etc.) for the copy.

We don't want to overwhelm the print shop... so everybody should each take two or three binders worth down every week or so -- start now so we're able to get everything copied...

Binders that are basically done that just to be finalized and copied

Child care/work and family issues (6 binders):	Heather
Foster care/Adoption (2 binders):	Bridget
Youth development/after school/violence (3 binders):	Dee
Education (8 binders):	Luisa
Health (binders 1-6):	Sarah
Health (binders 7-13)	Chad
Beijing (1 binder):	Bridget
Civil society/democracy building (2 binders):	Dee
Women and Girls (4 binders):	Tania
Early Childhood Development (2 binders):	TBD

Breast Cancer (2 binders):	Tania
Gulf War Illness (1 binder):	Tania

Binders that are partly done that need to be finalized and copied

Vital Voices:	Bridget
Microenterprise:	Chad
Arts:	Heather
White House Preservation:	Chad
Philanthropy and Service:	Tania
Immunizations/Children's Health:	TBD
DC:	TBD

Everyone has a lot to do...the TBDs (to be decided) will go to whoever is able to get to them first....

Attached (as a reminder) are some good guidelines for those who will be working on new binders...



Archive3.docArchive4.doc

Please ask me if you have any questions, need help finding a binder, or are having trouble getting started....

Thanks, Eric W.

Message Sent To:

Bridget T. Hennessey/WHO/EOP@EOP
Allyson D. Lambert/WHO/EOP@EOP
Luisa V. Blanchfield/WHO/EOP@EOP
Heather Beaton/WHO/EOP@EOP
Chad A. Lupinacci/WHO/EOP@EOP
Sarah C. Hinsch/WHO/EOP@EOP
Tania Shapiro-Barr/WHO/EOP@EOP

Message Copied To:

Shirley S. Sagawa/WHO/EOP@EOP
Matthew L. Nelson/WHO/EOP@EOP
Daniela E. Nanau/WHO/EOP@EOP
Ann O'Leary/OPD/EOP@EOP
Heather H. Howard/OPD/EOP@EOP
Eric J. Morse/OPD/EOP@EOP
Gayleen P. Dalsimer/WHO/EOP@EOP
Catherine M Lelyveld/WHO/EOP@EOP
Eric W. Woodard/WHO/EOP@EOP