

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	FedEx shipping form [partial] (1 page)	06/27/1996	P6/b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Cathy Mays
OA/Box Number: 18518

FOLDER TITLE:

Admin Files Document Requests [3]

2011-0005-S

rc137

RESTRICTION CODES

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

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

C. Closed in accordance with restrictions contained in donor's deed of gift.

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

RR. Document will be reviewed upon request.

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

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

May __, 1997

MEMORANDUM FOR: Robert N. Weiner
Senior Counsel to the White House Counsel

SUBJECT: May 2, 1997 Request for Documents

This certification is in response to the May 2, 1997 request from Charles Ruff, Counsel to the President, to the Executive Office of the President Staff, seeking by May 9, communications with the IRS or the Department of the Treasury relating to tax exempt organizations. By signing this document, I am certifying that I directed all individuals in my agency to search their files as well as their office's files. To the best of my knowledge, the agency's files have been reviewed and responsive documents have been provided.

THE WHITE HOUSE
WASHINGTON

March 5, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: CHUCK RUFF *CR*
COUNSEL TO THE PRESIDENT

RE: Document Request

We have received a subpoena from the Office of Independent Counsel Starr seeking documents relating to certain individuals and entities. Accordingly, please conduct a thorough and complete search of ALL your records -- whether electronic, paper, or any other form -- for the following materials:

Any and all documents and/or communications reflecting, related, or referring to any of the following individuals or entities, or any affiliates, subsidiaries, or corporations owned by, controlled by, or related to the following individuals or entities:

Individuals

David P.L. Chan
Gordon A.K. Chen
Charles L. DeQueljo
Wardiman Djojonegro
Atie W. Djojonegro
Baby M. Djojonegro
Jose R. Hanna
Juwati Judistrira
Keith R. Prothero
Steven Riady
Peter P. Woo
David T. Yeh
Mark W. Grobmyer
C. Joseph Giroir, Jr.

Entities

Hong Kong China, Ltd.
Lippo Insurance Group*
Lippo Insurance Group (Asia), Ltd.*

MEMORANDUM FOR: SHELLIE PETERSON
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: 3/5/97 Request for Documents

This certification is in response to the March 5, 1997, document request from Chuck Ruff, Counsel to the President, to the Executive Office of the President Staff. By signing this document, I am certifying that I directed all individuals in my agency to search their files as well as their office's files. To the best of my knowledge, the agency's files have been reviewed and responsive documents have been provided.

Chief of Staff:

Erskine Bowles
Chief of Staff

Counselor:

Thomas McLarty
Counselor to the President

Oval Office Operations:

Nancy Hernreich
Deputy Assistant/Director of Oval Office Operations

Strategic Planning and Comm:

Donald A. Baer
Assistant to President/Director of Communications

Cabinet Affairs:

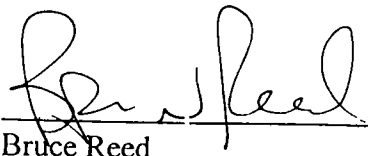
Kathryn Higgins
Assistant to President/Cabinet Secretary

Executive Residence:

Gary Walters
Chief Usher

Office of Policy Development

Domestic Policy Council:



Bruce Reed
Assistant to the President for Domestic Affairs

National Aids Policy:

Eric Goosby
Acting Director, National AIDS Policy

National Economic Council:

Gene Sperling
Assistant to the President for Economic Policy

Office of the First Lady:

Margaret Williams
Chief of Staff

Office of the Counsel:

Chuck Ruff
Counsel to the President

Intergovernmental Affairs:

Marcia Hale
Assistant to President/Director, Intergovernmental Affairs

Legislative Affairs:

John Hilley
Assistant to President/Director, Legislative Affairs

Management and Administration:

Jodie R. Torkelson
Assistant to President for Management and Administration

Political Affairs:

Craig Smith
Assistant to President/Director, Political Affairs

Presidential Personnel:

Bob J. Nash
Assistant to President/Director, Presidential Personnel

Press Secretary:

Michael McCurry
Assistant to President, White House Press Secretary

Public Liaison:

Maria Echaveste
Assistant to President/Director, Public Liaison

Scheduling and Advance:

Stephanie Streett
Deputy Assistant/Director, Scheduling and Advance

Staff Secretary:

Todd Stern
Assistant to President/Staff Secretary

Records Management:

Terry Good
Director, Records Management

THE WHITE HOUSE

WASHINGTON

March 7, 1997

MEMORANDUM FOR DOMESTIC POLICY COUNCIL STAFF

FROM: Paul Weinstein

SUBJECT: Document Request Certification

Bruce Reed has been asked by Counsel's Office to certify that all staff of the Domestic Policy Council have conducted a thorough and complete search of all records for the materials listed on the attached memorandum.

You must all conduct this search and sign this form by next Wednesday (March 12).

Elena Kagan

Elena Kagan

Chris Jennings

Chris Jennings

Paul Weinstein

Paul Weinstein

Cynthia Rice

Cynthia Rice

Michael Cohen

Michael Cohen

Diana Fortuna

Diana Fortuna

Lyndell Hogan

Lyndell Hogan

Elizabeth Drye

Elizabeth Drye

Dr. Eric Goosby

Dr. Eric Goosby

Steve Warnath

Steve Warnath

Dennis Burke

Dennis Burke

William Kincaid

William Kincaid

Leanne Shimabukuro

Leanne Shimabukuro

Cathy Mays

Cathy Mays

Diane Regas

Diane Regas

Pauline Abernathy

Pauline Abernathy

Christa Robinson

Christa Robinson

Nicole Rabner

Nicole Rabner

Ira Magaziner

Ira Magaziner

Mia Masten

Mia Masten

Dorothy Craft

Dorothy Craft

THE WHITE HOUSE

WASHINGTON

March 7, 1997

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Paul Weinstein

Paul Weinstein

Cynthia Rice

Cynthia Rice

Michael Cohen

Michael Cohen

Diana Fortuna

Diana Fortuna

Lyndell Hogan

Lyndell Hogan

Elizabeth Drye

Elizabeth Drye

Dr. Eric Goosby

Dr. Eric Goosby

Steve Warnath

Steve Warnath

Dennis Burke

Dennis Burke

William Kincaid

William Kincaid

Leanne Shimabukuro

Leanne Shimabukuro

Cathy Mays

Cathy Mays

Diane Regas

Diane Regas

Pauline Abernathy

Pauline Abernathy

Christa Robinson

Christa Robinson

Nicole Rabner

Nicole Rabner

Ira Magaziner

Ira Magaziner

Mia Masten

Mia Masten

Dorothy Craft

Dorothy Craft

THE WHITE HOUSE

WASHINGTON

March 7, 1997

MEMORANDUM FOR DOMESTIC POLICY COUNCIL STAFF

FROM: Paul Weinstein

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You must all conduct this search and sign this form by next Wednesday (March 12).

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Dennis Burke

William Kincaid

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Leanne Shimabukuro

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Cathy Mays

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Pauline Abernathy

Christa Robinson

Christa Robinson

Nicole Rabner

Nicole Rabner

Ira Magaziner

Ira Magaziner

Mia Masten

Mia Masten

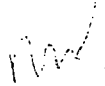
Dorothy Craft

Dorothy Craft

THE WHITE HOUSE
WASHINGTON

March 24, 1997

MEMORANDUM FOR BRUCE REED

FROM: Robert N. Weiner 
Senior Counsel to the White House Counsel

RE: March 14, 1997 Request for Documents

On March 14, 1997, Chuck Ruff circulated to all EOP staff a request for all documents relating to James C. Wood, Jr. The request seeks a response by March 26, 1997. A copy of the request is attached.

Please sign the attached certification by March 26th so that we can establish that all appropriate files have been searched.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

March 25, 1997

MEMORANDUM FOR DPC STAFF

FROM: Paul Weinstein

SUBJECT: Request for Documents

Please review all your documents relating to the attached memorandum from White House Counsel. Please sign the certification below so that DPC can certify to Counsel's office that all appropriate files have been searched.

BIANCHI, Sarah
BURKE, Dennis
COHEN, Michael
DRYE, Elizabeth
EMMETT, Laura
FORTUNA, Diana
HOGAN, Lynn
JENNINGS, Chris
KAGAN, Elena
KINCAID, Bill
MAYS, Cathy
RABNER, Nicole
RICE, Cynthia
ROBINSON, Christa
SHIMABUKURO, Leanne
WARNATH, Stephen
WEINSTEIN, Paul

Sarah Bianchi
Dennis Burke
Michael Cohen
Elizabeth Drye
Laura Emmett
Diana Fortuna
Lynn Hogan
Chris Jennings
Elena Kagan
Bill Kincaid
Cathy Mays
Nicole Rabner
Cynthia Rice
Christa Robinson
Leanne Shimabukuro
Stephen Warnath
Paul Weinstein

MAGAZINER, Ira
MASTEN, Mia

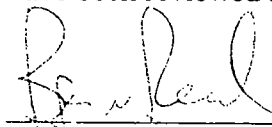
THE WHITE HOUSE
WASHINGTON

March __, 1997

MEMORANDUM FOR: Robert N. Weiner
Senior Counsel to the White House Counsel

SUBJECT: March 14, 1997 Request for Documents

This certification is in response to the March 14, 1997 request from Charles Ruff, Counsel to the President, to the Executive Office of the President Staff, seeking by March 26, 1997, all documents relating to James C. Wood, Jr. By signing this document, I am certifying that I directed all individuals in my agency to search their files as well as their office's files. To the best of my knowledge, the agency's files have been reviewed and responsive documents have been provided.



Bruce Reed

Assistant to the President for Domestic Affairs

THE WHITE HOUSE
WASHINGTON

March 14, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: CHARLES F.C. RUFF 
COUNSEL TO THE PRESIDENT

RE: Subpoena Response

Please conduct a thorough and complete search of ALL your records -- whether electronic or paper, or any other form -- for the following materials:

- **Documents referring or relating in any way to James C. Wood, Jr. (former Chair of the American Institute in Taiwan).**

Documents include, but are not limited to, memoranda, correspondence, notes, minutes from meetings, schedules, messages, appointment logs, telephone logs, telephone messages, photographs, and computer disks.

Each employee is responsible for searching all of his or her files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each Office Head or Assistant to the President must certify that his or her staff has done a complete search. For all other Executive Office of the President agencies or entities, the General Counsel must certify that all agency records have been provided.

All documents must be provided by Wednesday, March 26, 1997, to Robert Weiner in OEOB Room 128. If you have any questions, please call Robert Weiner at 6-6297.

THE WHITE HOUSE
WASHINGTON

March 14, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: CHARLES F.C. RUFF 
COUNSEL TO THE PRESIDENT

RE: Subpoena Response

Please conduct a thorough and complete search of ALL your records -- whether electronic or paper, or any other form -- for the following materials:

- **Documents referring or relating in any way to James C. Wood, Jr. (former Chair of the American Institute in Taiwan).**

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All documents must be provided by Wednesday, March 26, 1997, to Robert Weiner in OEOB Room 128. If you have any questions, please call Robert Weiner at 6-6297.

THE WHITE HOUSE

WASHINGTON

January 9, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JACK QUINN, COUNSEL TO THE PRESIDENT

SUBJECT: Follow-up to December 16, 1996 Document Request

John G. Wall
for JQ

On December 16, 1996, we asked you to search for materials in response to requests we received from certain congressional committees and the Department of Justice. As a follow-up to this request, please conduct a thorough and complete search of ALL of your records that were created or received between **DECEMBER 23, 1996 - JANUARY 9, 1997** -- whether electronic, paper or any other form -- and provide any materials referencing or relating in any way to the following:

Individuals

John Huang
James T. Riady
Mochtar Riady
P. Kanchanalak
Pauline (or Pornpimol) Kanchanalak
Pauline (or Pornpimol) Parichattkul
Arief Wiriadinata
Soraya Wiriadinata
Yah Lin Trie (aka Charles ("Charlie") Yah Lin Trie)
Johnny Chien Chuen Chung (aka Johnny Chung)
Hashim Ning
Yogesh Gandhi
John Hoon Kyung Lee (aka John H.K. Lee, Lee Kyung Hoon or Kyung Hoon Lee)
Hogen Fukunaga
Yoshia Tanaka
George Psaltis
Hsing Yun (aka Shing Yun)
Tzu Jung (aka Su-Jen Wu)
Shih Hsin Kuang
Hsiao Pi-Hsia
Chu Lin Hsiu (aka Hsiu Chu Lin)
Jou Shen (aka Jou Sheng)
Man Ya Shih
Siuw Moi Lian
Mi Ryu Ahn
Gary Hsueh
Keshi Zhan
Xiping Wang
Yue F. Chu

Please include any documents referring or relating to visits to the White House by, or other activities of, any of the aforementioned individuals.

Entities

The Lippo Group
Lippobank
Cheong Am America
K & L International
K & L International Partners, Inc.
Psaltis Corporation
Hip Hing Holdings, Ltd.
Automated Intelligent Systems, Inc.
Bang Chang Group
Bang Chang International
San Kin Yip International Trading Corp.

Please include in your search and production, to the extent you are aware, any parents, subsidiaries, affiliates, officers, directors, owners, employees, shareholders, agents, or assigns of the entities identified above.

Documents include, but are not limited to, memoranda, correspondence, notes, minutes from meetings, schedules, messages, appointment logs, telephone logs, telephone messages, photographs, and computer disks.

Please remember that you must maintain all original White House or Executive Office of the President documents, including documents that are responsive to this and previous document requests. In addition, please provide your documents in the manner in which they are maintained in your files.

Every employee is responsible for searching all of his or her files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each Office head or Assistant to the President must certify that his or her staff has done a complete search. For all other Executive Office of the President (EOP) agencies or entities, the General Counsel must certify that all agency records have been provided.

All document must be provided by NOON ON THURSDAY, JANUARY 16, 1997 to Cheryl Mills, OEOB Room 128. If you have any questions, please call Cheryl Mills (6-7900) or Karen Popp (6-7901).

THE WHITE HOUSE

WASHINGTON

November 12, 1996

MEMORANDUM FOR: THE WHITE HOUSE OFFICE, OFFICE OF POLICY
DEVELOPMENT AND OFFICE OF THE VICE PRESIDENT

FROM: JACK QUINN *J. Q.*
COUNSEL TO THE PRESIDENT

CHERYL MILLS *CM*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Subpoena for Documents Relating to Henry Cisneros

The White House has received a subpoena from the Independent Counsel investigating Secretary Henry Cisneros. In order that we might comply promptly and completely, please immediately conduct a thorough search of all of your files and provide to us copies of all materials that refer or relate, **in any way** -- whether directly or indirectly -- to:

- a) the selection of Henry Cisneros to be a member of the Cabinet;
- b) the designation of Henry Cisneros;
- c) the "vetting" of Henry Cisneros;
- d) the suitability of Henry Cisneros to be a member of the Cabinet, including, but not limited to, Secretary Cisneros' character, associates, reputation, loyalty and trustworthiness;
- e) Secretary Cisneros' finances;
- f) Secretary Cisneros' association and relationship with Linda D. Medlar, now known as Linda D. Jones;
- g) the nomination of Henry Cisneros to be Secretary of Housing and Urban Development;
- h) the provisions of Title 5, C.F.R. Chapter 16, Subchapter B regarding the filing of public financial disclosures reports;
- i) the FBI background investigation of Henry Cisneros; and,
- j) the preparation of Henry Cisneros (including background memoranda) for the Senate Confirmation Hearing; and the actual Hearing and Confirmation.

For the purposes of the subpoena, documents include, but are not limited to, drafts and final copies of correspondence, memoranda, reports, notes, records of conversation, calendars, telephone records, electronic mail, and any other material in the possession of the White House, either on paper or in computer files.

Please provide copies of responsive documents to Cheryl Mills in OEOP Room 128 by noon on Friday, November 15, 1996. If you have any questions, please call Cheryl at 6-7900.

THE WHITE HOUSE

WASHINGTON

November 12, 1996

MEMORANDUM FOR: THE WHITE HOUSE OFFICE, OFFICE OF POLICY
DEVELOPMENT AND OFFICE OF THE VICE PRESIDENT

FROM: JACK QUINN 
COUNSEL TO THE PRESIDENT

CHERYL MILLS 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Subpoena for Documents Relating to Michael Espy

The White House has received a subpoena from the Independent Counsel investigating former Secretary Mike Espy. Accordingly, please conduct a thorough search of all of your files and provide responsive copies of all materials that refer or relate, **in any way** -- whether directly or indirectly -- to:

- a) the inspection or labeling of poultry;
- b) the "zero tolerance" policy for meat or poultry;
- c) the safe handling of poultry;
- d) fresh/frozen labeling for poultry;
- e) the National Broiler Council, et. al. v. Voss (EDCA) case or litigation;
- f) methyl bromide;
- g) the Market Promotion Program;
- h) any documents relating to a September 15, 1993 letter from Senator Bumper to the Vice President regarding zero tolerance and other meat and poultry issues;
- i) the Oglethorpe Power Corporation, Atlanta, Georgia; and,
- j) Mr. Russell Cross, Administrator, Food, Safety and Inspection Service.

For the purposes of the subpoena, documents include, but are not limited to, drafts and final copies of correspondence, memoranda, reports, notes, records of conversation, calendars, itineraries, telephone records, electronic mail, and any other material in the possession of the White House, either on paper or in computer files.

Please provide copies of responsive documents to Cheryl Mills in OEOB Room 128 by noon on Friday, November 15, 1996. If you have any questions, please call Cheryl at 6-7900.

THE WHITE HOUSE

WASHINGTON

October 31, 1996

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE, THE OFFICE OF
ADMINISTRATION, THE OFFICE OF MANAGEMENT AND
BUDGET, AND ALL OTHER UNITS OF THE EXECUTIVE
OFFICE OF THE PRESIDENT

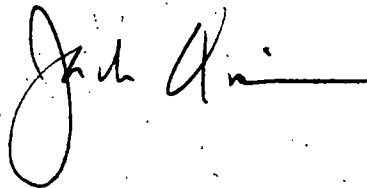
FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: DOCUMENTS RELATING TO THE LIPPO GROUP,
INDONESIA AND OTHER MATTERS

The White House (including the NSC and all other EOP components) has received a congressional request for production of documents relating to the Lippo Group, Indonesia and other matters. The precise document requested is attached; if you have any questions concerning the interpretation of the request, contact Kathy Wallman (x6-6611) or Alan Kreczko (x6-9111).

Please conduct a thorough search of your files and provide copies of responsive documents to William Leary (NSC) in Room 392 of the OEOB, no later than 5:00 p.m. on Tuesday, November 12, 1996. For purposes of this request, documents include, but are not limited to, drafts and final copies of correspondence, memoranda, reports, notes, records of conversation, calendars, telephone records, electronic mail, and any other material in the possession of the White House, either on paper or in computer files.

Attachment: Document Request

A handwritten signature in dark ink, appearing to read "Jack Quinn", is written over the bottom right portion of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

1. Any telegraphic or electronic mail messages in the possession of the NSC, whether "in the system" or "not for the system" relating to the Lippo Group, the Hong Kong Chinese Bank, and any of their known affiliates (or entities which have participated with it in joint ventures or financing deals); Mr. Mochtar Riady, Mr. James Riady, Mr. Stephen Riady, Mr. John Huang, or Ms. Melinda Yee.
2. Any other material in the files of the NSC on the individuals and entities spelled out in the preceding paragraph.
3. Any telegraphic messages, electronic mail messages, or written materials relevant to the following aspects of US-Indonesian relations:
 - a. Any material relating to the President's announcement in May, 1993, that he was going to meet with the Indonesian President in Tokyo and relative to discussions about whether the Indonesian President would be received by the entire G-7 or otherwise.
 - b. Indonesia's GSP status.
 - c. Indonesia's IMET program.
 - d. Development aid levels and programs for Indonesia.
 - e. The US view of Indonesia's behavior on the protection of intellectual property.
 - f. The situation in East Timor.
 - g. The F-16 sale to Indonesia.
 - h. The F-5 sale/exchange relating to Indonesia.
 - i. The President's trip to the APEC meeting in Indonesia in 1994.
 - j. The Indonesia trade mission of 1994 and the participation of any U.S. government official.
 - k. The President's meeting with Minister Habibie.
 - l. Any meeting between the President or any other officer of the United States government with any of the

individuals named in item 1 or with any official of any entity referred to in item 1.

- m. Any assessment of the prestige the Riady family has gained as a result of their contacts with the President and his party.
 - n. Any discussion of or request for special courtesies or consideration to be extended to any person referred to in item 1 by any official of the United States government.
 - o. Any reference to the deliberations of Eximbank, OPIC, TDA, AID, or any multilateral development bank or international financial institution relating to Indonesia.
 - p. Any matter relating to the topic of normalization of relations with Vietnam that refers or relates in any way to (i) the opinions or views of businesses which are not owned predominantly by American citizens or (ii) the officers or representatives of such businesses.
4. Any material relating to Indonesia, or to any aspect of business involvement in or justification for the decision to normalize our relationships with Vietnam, that has appeared in the reports prepared for the NSC by agencies of the United States government.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

UEGB

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THE WHITE HOUSE
WASHINGTON

August 30, 1996

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JANE SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

SALLY PAXTON^{SP}
SPECIAL ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Subpoena from the House Committee on
Government Reform and Oversight

The House Committee on Government Reform and Oversight has subpoenaed certain White House records. Please review your White House records, including your computer files, and retrieve the following:

- 1) All records from December 1, 1995 to the present relating to any information provided to any individual at the White House regarding actual or potential books being considered for publication as well as any notes, talking points, or communications regarding such publications.

The Committee has been unwilling to work with us to formulate a more specific, manageable request. If you have questions about whether you have responsive materials, please discuss them with Sally Paxton at 65079. If you have sent files likely to contain responsive information to the Office of Records Management, please let us know and we will arrange to have your files reviewed.

Please provide responsive information to Sally Paxton in Room 148 as soon as possible, but no later than close of business on Wednesday, September 4, 1996. Thank you for your assistance.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

OEGB

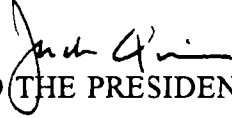
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THE WHITE HOUSE

WASHINGTON

September 12, 1996

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE, OFFICE OF THE VICE
PRESIDENT, OFFICE OF ADMINISTRATION, AND OFFICE OF
POLICY DEVELOPMENT

FROM: JACK QUINN 
COUNSEL TO THE PRESIDENT

SUBJECT: CONGRESSIONAL REQUEST FOR DOCUMENTS RELATED
TO THE WHITE HOUSE DATABASE

The White House has received a Congressional request for production of documents related to the White House Database (WHODB).

Each staff member should conduct a thorough search for the following documents and provide such documents to Cheryl Mills, OEOB Room 128, by 5:00 p.m., Wednesday, September 18, 1996:

All communications related to the WHODB, including, but not limited to, those involving the White House, its employees, government agencies or entities, and/or the outside contractors. This includes all documents and materials that memorialize conversations, meetings, or other communications involving the White House, its employees, and/or the outside contractors. This should include internal communications regarding the project, as well as communications with outside entities including the contractors and other government agencies or entities;

All documents related to the specifications, design or modification of the WHODB;

All contracts, invoices, agreements, or other documents detailing the tasks undertaken by the contractors and its employees, as well as cost-related information;

All documents related to the legality or propriety of creating and maintaining the WHODB or related system(s); and

All documents related to who initiated and approved the WHODB project.

For purposes of this request, "documents" includes all documents and other materials in your possession or control, including those in draft and final form. It includes all hard copy and electronic materials, including, but not limited to, electronic mail, memoranda, letters, faxes, phone messages, pager messages, and notes.

If you have any questions, please do not hesitate to contact Cheryl Mills at 6-7900.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

DECB

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THE WHITE HOUSE
WASHINGTON

August 30, 1996

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JANE SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

SALLY PAXTON⁸
SPECIAL ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Subpoena from the House Committee on
Government Reform and Oversight

The House Committee on Government Reform and Oversight has subpoenaed certain White House records. Please review your White House records, including your computer files, and retrieve the following:

- 1) All records from December 1, 1995 to the present relating to any information provided to any individual at the White House regarding actual or potential books being considered for publication as well as any notes, talking points, or communications regarding such publications.

The Committee has been unwilling to work with us to formulate a more specific, manageable request. If you have questions about whether you have responsive materials, please discuss them with Sally Paxton at 65079. If you have sent files likely to contain responsive information to the Office of Records Management, please let us know and we will arrange to have your files reviewed.

Please provide responsive information to Sally Paxton in Room 148 as soon as possible, but no later than close of business on Wednesday, September 4, 1996. Thank you for your assistance.

MAYS, CATHY R.
OFFICE OF POLICY DEVELOPMENT
DOMESTIC POLICY COUNCIL

Report released

Violence

LA Event

Report =

5477-4970

THE WHITE HOUSE
WASHINGTON

August 6, 1996

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JANE SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

MIRIAM NEMETZ *MN*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Requests Relating to FBI Files Matter

We have received an Independent Counsel subpoena and additional congressional requests for White House records related to the FBI files matter. Please review your records, including your computer files, and retrieve the following:

- 1) Documents referring or relating to prospective hiring or termination of, job descriptions for, or dates and terms of employment at the White House of Anthony Marceca or Craig Livingstone, including documents relating to administrative leave taken by Mr. Livingstone in June 1996 or Mr. Livingstone's resignation in June 1996.
- 2) Documents, memoranda, or correspondence created, drafted, authored, or signed by Anthony Marceca or Craig Livingstone (note that certain types of documents may be excluded from your response, as described herein).
- 3) Documents or communications that refer or relate to Anthony Marceca, Craig Livingstone, or Lisa Wetzl, including their work or other White House activities.
- 4) Documents referring or relating to requests made by the White House between January 20, 1993, and February 28, 1994, to the Federal Bureau of Investigation for background investigation reports and materials.
- 5) Documents relating to the White House Personnel Security Office's "Project Update."
- 6) Documents relating to the White House Personnel Security Office's procedures for requesting, reviewing, maintaining, and safekeeping F.B.I. background information files;

- 7) Documents relating to the staffing of the White House Personnel Security Office;
- 8) Documents relating to access to and the operation of the White House Personnel Security Office.

The following types of records may be excluded from your response:

- Documents relating to your own background investigation or security clearance.
- Documents relating to your own response to a Personal Data Statement Questionnaire or SF-86.
- Documents relating to requests for FBI background investigation reports in connection with judicial nominations or presidential appointees of the Clinton Administration.
- Requests to grant or terminate passes, security clearances, or placement on the access list for Clinton Administration employees, volunteers, interns, family, or advisors, and responses to such requests.
- Press clippings, hearing transcripts, and similar public material that has not been annotated.
- Documents provided to the Counsel's Office in response to the memorandum dated June 24, 1996, and the clarification dated June 25, 1996, asking that you provide documents related to the FBI files matter in response to a request from the House Committee on Government Reform and Oversight.

If you have sent files likely to contain responsive information to the Office of Records Management, please let us know and we will arrange to have your files reviewed.

Please provide responsive information to Miriam Nemetz in Room 482 as soon as possible, but no later than Friday, August 9. We recognize that, despite the exclusions listed above, this request is likely to raise a number of issues. Please do not hesitate to call us (Jane Sherburne at 6-5116 or Miriam Nemetz at 6-5092) for help in resolving them.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

CECE

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THE WHITE HOUSE

WASHINGTON

May 3, 1996

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE, OFFICE OF THE VICE
PRESIDENT, OFFICE OF ADMINISTRATION, AND OFFICE OF
POLICY DEVELOPMENT

FROM: JANE SHERBURNE *JES*
SPECIAL COUNSEL TO THE PRESIDENT

WENDY S. WHITE
SPECIAL ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Subpoena from the Senate Special Committee to
Investigate Whitewater

The White House has received a subpoena from the Senate Special Committee to Investigate Whitewater for production of documents that refer, reflect or relate to the lending practices of the Perry County Bank in connection with the 1990 Arkansas gubernatorial election. See Attachment A for the complete request from the Committee.

Please conduct a thorough search of your files for documents responsive to this request. Such documents should be provided to Wendy White, OEOB Room 148, by 12:00 p.m., Wednesday, May 8, 1996.

We will undertake to retrieve relevant files from the Office of Records Management and will review those files.

If you have any questions, please do not hesitate to contact Jane Sherburne (6-5116) or Wendy White (6-7361).

Thank you for your cooperation.

MAGAZINER, IRA C.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

OEOB

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Attachment A

All records, regardless of format, including, but not limited to, e-mail, electronic "dump files," memoranda, correspondence, notes, message slips or pads, scheduling memoranda, telephone logs, calendars, journals, diary entries, and records in any other medium, including drafts of any of the foregoing, that refer, reflect or relate to the lending practices of the Perry County Bank in connection with the 1990 Arkansas gubernatorial election, including, but not limited to:

1. any contribution made, directly or indirectly, to William Jefferson Clinton's 1990 gubernatorial campaign or to assist in the retirement of any debt related to the 1990 Arkansas gubernatorial election owed to the Perry County Bank by William Jefferson Clinton or his 1990 gubernatorial campaign, by:
 - a. any present or former director, officer or employee of the Perry County Bank, including, but not limited to, Herby Branscum, Jr., Robert M. Hill or Neal Ainley;
 - b. any relative of Herby Branscum, Jr., Robert M. Hill or Neal Ainley; or
 - c. any corporation, unincorporated entity or professional corporation owned or controlled by any person described in subparagraph a. or b. above;
2. the 1991 appointment of Herby Branscum, Jr. to the Arkansas State Highway Commission;
3. the 1991 reappointment of Robert M. Hill to the Arkansas State Bank Board; and
4. any communication, contact or meeting relating to the 1991 appointment of Herby Branscum, Jr. to the Arkansas State Highway Commission, the 1991 reappointment of Robert M. Hill to the State Banking Commission, or the Perry County Bank in connection with the 1990 gubernatorial campaign, involving any person, including, but not limited to, William Jefferson Clinton, Hillary Rodham Clinton, any present or former agent or employee of the Arkansas Office of the Governor, any present or former employee of the White House, any present or former member or employee of Williams & Connolly, any present or former member or employee of Wright, Lindsey & Jennings, or any employee, agent or consultant of the 1990 Clinton gubernatorial campaign or the 1992 Clinton presidential campaign.

THE WHITE HOUSE

WASHINGTON

January 20, 1996

MEMORANDUM FOR EXECUTIVE OFFICE OF PRESIDENT STAFF

FROM: JANE SHERBURNE *JS*
Special Counsel to the President

ELENA KAGAN *EK*
Associate Counsel to the President

SUBJECT: SUBPOENA FOR DOCUMENTS

We have received a subpoena from the Independent Counsel in the Whitewater matter for certain materials described below. Please provide any materials -- including documents, records, phonelogs, notes, computer records, letters, and telefax materials -- that are responsive to the paragraph below to **Elena Kagan, OEOB Room 125, by 5:00 p.m. on Monday, January 22, 1996.**

Any and all documents and/or communications referring or relating to the location, efforts to locate, production, efforts to produce, whereabouts, or existence of documents referring or relating to: (a) legal representation provided by, legal work performed by, or Rose Law Firm compensation allocated to Hillary Rodham Clinton; or (b) legal representation provided to or legal work performed for Madison Guaranty Savings & Loan.

It is extremely important that staff members conduct a thorough search for documents by the end of the business day. Each Assistant to the President or Department head should ensure that his or her staff members conduct such a search.

If you believe you may have responsive documents but cannot locate them by 5:00 p.m., please contact Elena Kagan (6-7594) immediately.

THE WHITE HOUSE

WASHINGTON

October 31, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT AND
EXECUTIVE RESIDENCE

FROM: JANE C. SHERBURNIE
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN ^{DBF}
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Subpoena from the Senate Special Committee

The White House today received a Subpoena from the Senate Special Committee to Investigate Whitewater, formalizing the request for documents made by Chairman D'Amato since August 25, 1995. The White House response to these requests and, therefore, to this Subpoena is largely complete. The Subpoena makes one new request, however, with which the White House has been asked to comply by Thursday, November 2, 1995.

The Senate Committee has now requested any White House records that constitute "notes, transcripts or other records of any statements made or adopted by William Jefferson Clinton and/or Hillary Rodham Clinton on or before May 1, 1995 reflecting, referring, or relating to the subjects set forth" below, "other than statements made in connection with the investigation of the Special Counsel or the Independent Counsel." [NOTE: We already have collected from you all such statements made as of March 4, 1994. Therefore, the time period covered by this new request and for which you must provide responsive material is between March 4, 1994 and May 1, 1995.]

1. "the operations, solvency, and regulation of Madison Guaranty Savings & Loan Association ("Madison"), and any subsidiary, affiliate, or other entity owned or controlled by Madison;
2. "the activities, investments, and tax liability of Whitewater Development Corporation ("Whitewater") and, as related to Whitewater, of its officers, directors, and shareholders;

3. "the Rose Law Firm's representation of Madison or its representation of the RTC with regard to Madison;
4. "the handling by the RTC, the Office of Thrift Supervision, the Federal Deposit Insurance Corporation, and the Federal Savings and Loan Insurance Corporation of civil or administrative actions against parties regarding Madison;
5. "the sources of funding and lending practices of Capital Management Services, Inc., and its supervision and regulation by the Small Business Administration, including any alleged diversion of funds to Whitewater;
6. "the bond underwriting contracts between ADFA and Lasater & Company; and
7. "the lending activities of Perry County Bank, Perryville, Arkansas, in connection with the 1990 Arkansas gubernatorial election."

Please provide any records that constitute statements made or adopted by the President and/or Mrs. Clinton about the subjects described above to Associate Counsel David Fein (OEOB Room 128) by 5 p.m. on Wednesday, November 1, 1995. Do not provide additional copies of material you already have produced in response to prior requests. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search the material. If you believe you have responsive material but are unable to retrieve it by November 1, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Thank you again for your cooperation.

THE WHITE HOUSE
WASHINGTON

October 23, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT AND
EXECUTIVE RESIDENCE

FROM: JANE C. SHERBURNE *JCS*
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN *DBF*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Request from the Senate Special Committee

The Senate Special Committee to Investigate Whitewater has requested certain additional White House records in connection with its work. Accordingly, please review your records ("memoranda, correspondence, notes, and records in any other medium, including drafts of any of the foregoing"), as well as your computer files, and retrieve documents **dated or prepared as of March 4, 1994** (even if you came into possession of such documents on or after March 4, 1994) that reflect, refer or relate to:

1. "the operations, solvency, and regulation of Madison Guaranty Savings & Loan Association ("Madison"), and any subsidiary, affiliate, or other entity owned or controlled by Madison;
2. "the activities, investments, and tax liability of Whitewater Development Corporation ("Whitewater") and, as related to Whitewater, of its officers, directors, and shareholders;
3. "the Rose Law Firm's representation of Madison or its representation of the RTC with regard to Madison;
4. "the handling by the RTC, the Office of Thrift Supervision, the Federal Deposit Insurance Corporation, and the Federal Savings and Loan Insurance Corporation of civil or administrative actions against parties regarding Madison;

5. "the sources of funding and lending practices of Capital Management Services, Inc., and its supervision and regulation by the Small Business Administration, including any alleged diversion of funds to Whitewater;
6. "the bond underwriting contracts between ADFA and Lasater & Company; and
7. "the lending activities of Perry County Bank, Perryville, Arkansas, in connection with the 1990 Arkansas gubernatorial election."

Please provide any records that fall within the categories described above to Associate Counsel David Fein (OEOB Room 128) by Wednesday, October 25, 1995. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search the material. If you believe you have responsive material but are unable to retrieve it by October 25, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Staff members from the following offices within the White House Office may disregard this request:

Cabinet Affairs
Correspondence
Fellowships
Management and Administration
National AIDS Policy
Office of Policy Development
Political Affairs
Presidential Personnel
Public Liaison
Scheduling and Advance
Usher's Office

Thank you again for your cooperation.

THE WHITE HOUSE

WASHINGTON

October 6, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT, OFFICE
OF POLICY DEVELOPMENT AND EXECUTIVE
RESIDENCE

FROM: JANE C. SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Clarification on Document Request from the Senate
Special Committee

In regard to our October 4, 1995 Memorandum, "Document Request from Senate Special Committee," we have clarifying information based on our continuing discussions with the Senate Special Committee.

1. The Committee has agreed to eliminate records from the following offices from its document request:

Cabinet Affairs
Correspondence
Fellowships
Management and Administration
National AIDS Policy
Office of Policy Development
Political Affairs
Presidential Personnel
Public Liaison
Scheduling and Advance
Usher's Office

Accordingly, if you work in one of the above listed offices, you do not need to search your files for documents responsive to the October 4, 1995 Memorandum.

2. The Committee has agreed to the following limitations on records maintained by White House staff in these offices:

Intergovernmental Affairs:

White House staff may limit their search for material responsive to the October 4 Memorandum to documents related to Governor Jim Guy Tucker.

Legislative Affairs:

White House staff who did not work on the 1994 Congressional hearings on Whitewater do not need to search for documents responsive to the October 4, 1995 Memorandum.

3. Request 6 of the October 4 Memorandum asks for records of communications between White House officials and some 56 different people, among them Roger Altman, Webster Hubbell and Betsey Wright. The Committee has agreed that records of communications, contacts or meetings between White House officials and Roger Altman, Webster Hubbell or Betsey Wright need be provided only if they relate to Whitewater or Madison Guaranty.

Please keep in mind that this request, and all requests in our October 4, 1995 Memorandum, call for **White House records prepared or dated between January 20, 1993 and August 5, 1994.** If you have any questions about this clarification or the original request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

October 4, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT, OFFICE
OF POLICY DEVELOPMENT AND EXECUTIVE
RESIDENCE

FROM: JANE C. SHERBURNE *JCS*
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN *DBF*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Request from the Senate Special Committee

The Senate Special Committee to Investigate Whitewater is beginning preparations for additional hearings. The Committee has requested certain White House records in connection with its work. Accordingly, please review your records ("memoranda, correspondence, notes, and records in any other medium, including drafts of any of the foregoing"), as well as your computer files, and retrieve White House records prepared or dated between January 20, 1993 and August 5, 1994, that reflect, refer or relate to:

1. "information gathered, prepared or developed by any employee, consultant or agent of the Resolution Trust Corporation ("RTC") relating to Madison Guaranty Savings & Loan Association ("Madison") or Whitewater Development Company ("Whitewater");
2. "any actual or potential RTC criminal referral or civil action relating to Madison or Whitewater, including, but not limited to, any communication, contact or meeting relating to any actual or potential RTC criminal referral or civil action relating to Madison or Whitewater;
3. "the handling of criminal referrals by the Department of Justice relating to Madison or Whitewater;
4. "any RTC investigation relating to Madison or Whitewater;

5. "any communication, contact or meeting (including but not limited to, all records of telephone conversations or wire communications) between any present or former employee of the White House and any other person, including, but not limited to, the Department of the Treasury, the Office of Government Ethics ("OGE") or the RTC, relating to the report of the OGE to the Secretary of the Treasury, dated July 31, 1994 (the "OGE Report"), regarding White House Treasury contacts concerning the RTC's resolution of Madison, and related transcripts of depositions conducted by the Inspector General of the Department of the Treasury."
6. any communication, contact or meeting between the President, the First Lady, or any present member of the White House staff, or Lloyd Cutler, Neil Eggleston, Vincent Foster, Mark Gearan, Joel Klein, Bernard Nussbaum, John Podesta, or Cliff Sloan and any of the following individuals:

Lisa Aunspaugh	Dennie Beard	George Betts
Tom Butler	Paula Casey	Andrew Clark
Don Denton	John Flake	J.W. Fulbright
Eugene Harris	Bill Henley	David Henley
Jim Henley	Webster Hubbell	Marlin Jackson
Charles James	Jerry Jones	Dan Lasater
John Latham	James McDougal	Lorene McDougal
Susan McDougal	Wali Muhammed	Sheffield Nelson
Robert Palmer	Judy Peacock	Charles J. Peacock III
R.D. Randolph	Beverly Bassett Schaffer	Chris Wade
Mike Smith	Jim Guy Tucker	Betsey Wright
Larry Wallace	Seth Ward	
Greg Young		

any present or former employee of Frost & Co., and
any present or former employee of Maple Creek Farms

Roger Altman	Lee Ausen	April Breslaw
Karen Carmichael	Michael Caron	Albert Casey
Glion Curtis	James Dudine	Mark Gabrellian
Carl Gamble	Thomas Händes	Richard Iorio
Russell Kaufman	Ellen Kulka	Jean Lewis
William Roelle	John Ryan	James Thompson
Andrew Tomback	Julie Yanda	

You do not need to provide any documents called for in this Memorandum that you already have produced to the Counsel's Office in response to prior requests. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search your material.

Please provide any records that fall within the categories described above to Associate Counsel David Fein (OEOP Room 128) no later than Tuesday, October 10, 1995. If you believe you have responsive material but are unable to retrieve it by October 10, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

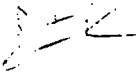
Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

March 17, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN 
DEPUTY COUNSEL TO THE PRESIDENT

SUBJECT: Retention of Documents and Computer Files

We have previously requested that staff retain documents or computer files relating to Madison Guaranty, Whitewater Development Corporation, and any related matters. The Special Counsel also has requested that staff retain all documents or computer files relating in any way to Vincent Foster.

While any such documents or files need not be produced at this time, staff members should take all necessary measures to preserve and maintain them. Such documents and computer files should not be discarded, altered or destroyed. Additionally, all staff members should not remove or transport documents or computer files related to any of these matters from their offices in the EOP complex.

Should any staff member have questions about these procedures, please contact Marvin Krislov in the Counsel's Office at 6-7903.

THE WHITE HOUSE

WASHINGTON

September 19, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN *Joel I. Klein*
DEPUTY COUNSEL TO THE PRESIDENT

RE: GRAND JURY SUBPOENA FOR DOCUMENTS

The White House has received a grand jury subpoena requesting the production of documents. The subpoena requests "All documents and other recordings relating to Harry Thomason and Darnell Martens, excluding those documents relating solely to the Presidential inauguration." The subpoena further states that the request "includes all records of any type, written or electronic, and duplicate copies as well as originals."

The subpoena calls for the documents to be produced no later than 9:30 a.m. Friday, September 30, 1994. To respond to this deadline, absolutely all members of the EOP staff immediately must search their files and provide all applicable documents and records to Marvin Krislov in the Counsel's Office, Room 126, OEOB by Friday, September 23, 1994. This request applies even if a staff member has previously searched his or her files and provided any such documents to the Counsel's Office.

To coordinate compliance, we have designated a representative from all EOP offices or entities to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These representatives should confirm that each staff member has searched his or her files and provided any responsive documents or records, and should notify Mr. Krislov or Chris Cerf at 52273 by Friday, September 23. A complete list of representatives is attached.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact Mr. Krislov or Mr. Cerf.

White House Office

Cabinet Affairs
Chief of Staff
Communications
Counsel's Office
Domestic Policy
Envir. Policy
First Lady Off.
Intergov. Aff.
Legislative Aff.
Man. & Admin.
Nat. Econ. Pol.
Office of Pres.
Political Aff.
Pres. Personnel
Public Liaison
Scheduling/Adv.
Social Secretary
Staff Secretary

Office Representative

Steve Silverman
John Angell
Rahm Emanuel
Marvin Krislov
Carol Rasco
Cathy Zoi
Melanne Verveer
Marcia Hale
Pat Griffin
Jodie Torkelson
Sylvia Mathews
George Stephanopoulos
Joan Baggett
Veronica Biggins
Alexis Herman
Ricki Seidman
Ann Stock
John Podesta

EOP Entity

CEA

CEQ

Exec. Residence

NSC

OA

OMB

ONDCP

OSTP

OVP

PFIAB

USTR

VP Residence

WHCA

WHMO

Office Representative

Tom O'Donnell

Elizabeth Blaug

Gary Walters

Alan Kreczko

Chris Cerf

Robert Damus

Ed Jurith

Holly Gwin

Todd Campbell

Alan Kreczko

Ira Shapiro

Todd Campbell

Col. Thomas Hawes

Capt. Mark Rogers

THE WHITE HOUSE
WASHINGTON

July 20, 1994

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM JOEL KLEIN *JK*
DEPUTY COUNSEL TO THE PRESIDENT

RE: Document Request by the Office of Independent Counsel

As you are aware, Independent Counsel Robert Fiske is continuing his inquiry regarding the files and documents in Vince Foster's office. In that regard, Mr. Fiske's office has requested that the White House Staff produce the following:

All documents in your custody, possession, or control relating to any activities or events in connection with Vincent Foster's death, or the search of his office following his death, or the disposition of any documents in his office or in the safe in Mr. Nussbaum's office.

The dates covered by this subpoena are from July 20, 1993 -- the date of Mr. Foster's death -- until the present.

In responding to this request, you should check all potentially relevant files, including computer files. (The specific "definitions" and "instructions" that you should use are set forth in the attachment provided by the Office of Independent Counsel.)

Please produce all potentially relevant documents to Joel Klein's office (2nd FL/WW) by close of business Thursday.

If you have any questions, feel free to call either Joel Klein (6-6611) or Associate Counsel Neil Eggleston (6-7901).

Definitions and Instructions

1. Definitions

a. The term "document" or "documents" as used in this subpoena means all records of any nature whatsoever within your possession, custody or control, or the possession, custody or control of any agent, employee, representative, or other person acting or purporting to act for or on your behalf or in concert with you, including but not limited to memoranda, records, reports, notes, books, files, summaries or records of conversations, meetings or interviews, summaries or records of telephone conversations, diaries, calendars, datebooks, telegrams, facsimiles, telexes, telefaxes, electronic mail, computerized records stored in the form of magnetic or electronic coding on computer media or on media capable of being read by computer or with the aid of computer related equipment, including but not limited to floppy disks or diskettes, disks, diskettes, disk packs, fixed hard drives, removable hard disk cartridges, mainframe

computers, Bernoulli boxes, optical disks, WORM disks, magneto/optical disks, floptical disks, magnetic tape, tapes, laser disks, video cassettes, CD-ROMs and any other media capable of storing magnetic coding, microfilm, microfiche and other storage devices, voicemail recordings, and all other written, printed or recorded or photographic matter or sound reproductions, however produced or reproduced.

The term "document" or "documents" also includes any earlier, preliminary, preparatory or tentative version of all or part of a document, whether or not such draft was superseded by a later draft and whether or not the terms of the draft are the same as or different from the terms of the final document.

b. The term "communication" or "communications" is used herein in its broadest sense to encompass any transmission or exchange of information, ideas, facts, data, proposals, or any other matter, whether between individuals or between or among the members of a group, whether face-to-face, by telephone or by means of electronic or other medium.

c. "Possession, custody or control" means in your physical possession and/or if you have the right to secure or compel the production of the document or a copy from another person or entity having physical possession.

d. The term "referring or relating" to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject including, but not limited to, documents concerning the preparation of other documents.

2. Instructions

a. If any original document cannot be produced in full, produce such document to the extent possible and indicate specifically the reason for your inability to produce the remainder.

b. Documents shall be produced as they are kept in the usual course of business, as organized in the files.

c. File folders, labels and indices identifying documents called for shall be produced intact with such documents. Documents attached to each other should not be separated.

d. The originals of all documents and communications must be produced, as well as copies within your possession, custody or control.

e. In reading this rider, the plural shall include the singular and the singular shall include the plural.

f. The words "and" and "or" shall be construed

conjunctively or disjunctively as necessary to make the request inclusive rather than exclusive. The use of the word "including" shall be construed without limitation.

g. In the event that any document called for by this subpoena is withheld on the basis of any claim of privilege or similar claim, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) any indicated or blind copies; (f) date; (g) a brief description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, has been disclosed, distributed, shown or explained; and (k) present custodian. Each basis you contend justifies the withholding of the document shall also be specified. With respect to those documents or records as to which you may claim privilege, or attorneys' work product, set forth as to each such document the basis for such claim, the identity of each person who has been privy to such communication reflected in the document and whether you will submit the document to the Court for an in camera determination as to the validity of the claim.

i. In the event that any document called for by this subpoena has been lost, destroyed, deleted, altered, or otherwise disposed of, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) indicated or blind copies; (f) date; (g) a brief description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, had been disclosed, distributed, shown or explained; (k) the date of the loss, destruction, deletion, alteration or disposal and the circumstances thereof; (l) the reasons, if any, for the loss, destruction, deletion, alteration or disposal and the person or persons responsible.

j. If any information or data is withheld because such information or data is stored electronically, it is to be identified by the subject matter of the information or data and the place or places where such information is maintained.

THE WHITE HOUSE

WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE AND
EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN *JK*
Deputy Counsel to the President

SUBJECT: Retention of Documents and Communications

Today we have requested that White House Office employees produce any documents or communications related to contacts between White House staff members and officials of the Department of the Treasury and the Resolution Trust Corporation.

We are aware that staff may have other documents or communications relating to Madison Guaranty, Whitewater Development Corporation, and any related matters. While any such documents or communications need not be produced at this time, staff members should take all necessary measures to preserve and maintain any such documents. Such documents should not, under any circumstances, be discarded, altered or destroyed. Additionally, all staff members should not remove or transport documents or communications related to any of these matters from their offices in the EOP or White House complex.

Should any staff member have questions about these procedures, please contact one of the following liaisons in the Office of White House Counsel:

Chris Cerf	6-7180	190	OEOB
Vicki Divoll	6-7181	190	OEOB
Marvin Krislov	6-7903	126	OEOB
Cheryl Mills	6-7900	128	OEOB

THE WHITE HOUSE
WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE STAFF

FROM: Mack McLarty
Chief of Staff

Mack McLarty

SUBJECT: Compliance with Grand Jury Subpoena

Attached is a memorandum from Joel Klein, Deputy Counsel to the President, specifying procedures to be taken by all staff to comply with the grand jury subpoena for documents issued by the Office of the Special Counsel. **It is imperative that all staff read this memorandum thoroughly to understand the scope of the request.** Moreover, all staff must search their trash, burn bags, electronic files and other records and files immediately, so that we can provide the grand jury with all responsive documents by Thursday, March 10 at 10 a.m., as the subpoena requires. As you all are aware, the grand jury subpoena creates a legal obligation to produce any responsive documents.

To coordinate compliance, each designated department representative must collect signed statements of compliance and all possibly responsive documents from his or her staff members, and provide these to the designated liaison from the Counsel's Office no later than 8 p.m. today. Each staff member's documents should be submitted to the department representative in an envelope with the staff member's signature clearly visible. Should any staff member have any concerns or questions about the scope of the request or any other related matter, he or she should contact the appropriate liaison from the Counsel's Office. Attached to this memorandum is a list of all White House departments with designated representatives as well as liaisons from the Counsel's Office.

Counsel Liaison Telephone and Room Numbers:

Chris Cerf	6-7180	190 DEOB
Vicki Divoll	6-7181	190 DEOB
Marvin Krislov	6-7903	126 DEOB
Cheryl Mills	6-7900	128 DEOB

<u>Office</u>	<u>Office Representative</u>	<u>Counsel Liaison</u>
Cabinet Affairs	Christine Varney	Marvin Krislov
Chief of Staff	Thomas McLarty	Cheryl Mills
Communications	Rahm Emmanuel	Cheryl Mills
Counsel's Office	Kathleen Whalen	Marvin Krislov
Domestic Policy	Carol Rasco	Chris Cerf
Envir. Policy	Katie McGuinty	Chris Cerf
First Lady Off.	Melanne Verveer	Cheryl Mills
Intergov. Aff.	Marcia Hale	Vicki Divoll
Legislative Aff.	Pat Griffin	Vicki Divoll
Man. & Admin.	David Watkins	Chris Cerf
Nat. Econ. Pol.	Bob Rubin	Chris Cerf
Office of Pres.	George Stephanopolous	Cheryl Mills
Political Aff.	Joan Baggett	Vicki Divoll
Pres. Personnel	Veronica Biggins	Vicki Divoll
Public Liaison	Alexis Herman	Vicki Divoll
Scheduling/Adv.	Ricki Seidman	Chris Cerf
Social Secretary	Ann Stock	Marvin Krislov
Staff Secretary	John Podesta	Chris Cerf

THE WHITE HOUSE

WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE STAFF

FROM: JOEL I. KLEIN
DEPUTY COUNSEL TO THE PRESIDENT

RE: GRAND JURY SUBPOENA FOR DOCUMENTS

As my memorandum of March 4 explained, the White House has received a grand jury subpoena requesting the production of documents. Attached please find a copy of that memorandum detailing the subpoena's requirements, which you should study carefully and refer to when reviewing all your documents and communications.

The subpoena calls for the documents to be produced no later than 10 a.m. Thursday, March 10, 1994. To respond to this deadline, absolutely all members of the White House Office staff immediately must search their files and all applicable documents and records (as defined in the subpoena and set forth in the March 4 memorandum at Paragraphs A and B and the accompanying Definitions section).

To coordinate compliance, we have designated a representative from all White House departments to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These department representatives must collect a signed statement from each staff member certifying compliance with the subpoena, as well as provide any and all possibly responsive documents and communications from all staff members. Staff members should provide department representatives with all responsive documents in appropriate envelopes or folders with their signature clearly visible. These materials should be given by department representatives to the designated liaison from the Counsel's Office no later than 8 p.m. today. A complete list of White House department representatives, as well as a list of the liaisons from the Counsel's Office by White House department, is attached to the Chief of Staff's memorandum.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact his or her liaison from the Counsel's Office.

I. PROCEDURES FOR REVIEWING FILES

In order to ensure that each staff member conducts a complete search of his or her files, the following procedures are established:

1. Trash Containers and Wastebaskets. Each staff member must search his or her office wastebasket or trash containers and retrieve any applicable documents, files or records no later than 2 p.m. today. Each agency or department representative must confirm that each staff member has searched his or her trash containers no later than 4 p.m. today. If a staff member is absent from the office today for any reason, the agency or department representative must confirm that the absent staff member's trash has been searched and any potentially responsive documents removed and preserved. The time found and the location, including room number, of any such documents should be noted and the documents should be provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

2. Burn Bags. All burn bags in White House offices must be searched no later than 2 p.m. today, and any potentially responsive documents must be removed and preserved. Each agency or department representative is responsible for ensuring that all burn bags in his or her department are searched and that all possibly responsive documents are removed and preserved. Any such responsive document(s) should be provided to the author and/or recipient, if apparent, who in turn should note the location of any such document(s) and provide them to the Counsel's Office as discussed below. If it is unclear as to the identity of the author and/or recipient, the staff member locating the document(s) should note the time found and location of any such documents. These documents should be provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

3. Electronic Mail. Each White House staff member should search his or her electronic mail files by 2:00 p.m. today to determine if there are any communications possibly responsive to the subpoena that were either received, sent by, or forwarded to the staff member. Any such communications, including any attachments, should be printed out immediately, and provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

4. Records and Files. Each White House staff member must ascertain whether his or her records and documents contain any possibly responsive documents (as defined in the subpoena and set forth in the March 4 memorandum at paragraphs A and B and in the Definitions section). Please consult the Definitions Section carefully. Note that the Definitions of documents includes, among other types of documents or communications, diaries,

calendars, notes, summaries or records of conversations, meetings, interviews or conversations, as well as documents that may refer only in part to the subjects set forth in Paragraphs A and B, or may refer to the preparation of other documents relevant to the subjects set forth in Paragraphs A and B. The definition of documents also includes earlier, preliminary drafts of documents. Also note that any original documents in a staff member's file should be provided, as well as any copies. Should a staff member wish to make an additional copy of a document for current use, he or she may do so but should notify the appropriate liaison from the Counsel's Office. See further instructions, below.

If, for any reason, you object to providing a possibly responsive document or communication, you must notify your liaison from the Counsel's Office of the type of document or communication no later than 8 p.m. today.

II. RESPONSIVE DOCUMENTS

If your search reveals possibly responsive documents or communications, please note that the subpoena specifies the following instructions:

1. If any original document cannot be produced in full, you must produce such document to the extent possible and indicate specifically the reason for your inability to produce the remainder.

2. Documents shall be produced as they are kept in the usual course of business, as organized in the files.

3. File folders, labels and indices identifying documents called for shall be produced intact with such documents. Documents attached to each other should not be separated.

4. The originals of all documents and communications must be produced, as well as copies within your possession, custody or control.

5. In the event that any document called for by this subpoena has been lost, destroyed, deleted, altered or otherwise disposed of, you should identify that document in writing as follows: a) author; b) position and title of the author; c) addressee; d) the position or title of the addressee; e) indicated or blind copies; f) date; g) brief description of the subject matter of the document; h) number of pages; i) attachments or appendices; j) all persons to whom the document, its contents, or any portion thereof, had been disclosed, distributed, shown or explained; k) the date of the loss, destruction, deletion, alteration or disposal and the circumstances thereof; l) the reasons, if any, for the loss,

destruction, deletion, alteration or disposal and the person or persons responsible.

6. If any information or data is withheld because such information or data is stored electronically, it is to be identified by the subject matter of the information or data and the place or places where such information is maintained.

III. COMPLIANCE RESPONSIBILITIES AND SIGNED STATEMENTS

If you have any doubts whatsoever about the responsiveness of any document or record, it is your obligation to notify your liaison from the Counsel's Office.

Each department representative must determine if any staff member's absence from the office will not enable that staff member to comply with these deadlines. In such instances, each department representative should notify your liaison from the Counsel's Office to discuss appropriate procedures.

In addition to providing the original(s) and any copies of any and all possibly responsive documents, each White House staff member must return to your designated agency or department representative a signed original of the statement found on the next page no later than 8 p.m. today. This signed statement should accompany any possibly responsive documents or communications that you have identified.

Additionally, those department representatives must also provide a signed statement certifying that they have canvassed their staff members and ensured compliance.

Please note that we assume that this subpoena imposes a continuing obligation to provide responsive documents to the grand jury. Should you create, receive, or discover any possibly responsive documents at any time in the future, you should notify your Counsel liaison immediately.

THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

March 4, 1994

At approximately 7:00 p.m. today, the FBI on behalf of the Special Counsel served a grand jury subpoena on the White House for the production of documents concerning conversations between the White House and the Department of Treasury or Resolution Trust Corporation with regard to the Madison Guaranty matter. In addition, several individuals in the White House received subpoenas requiring testimony. The White House will comply fully and promptly with the subpoena. The Deputy Counsel has tonight issued a memorandum to all employees requiring the preservation of all documents. Because these subpoenas concern a pending investigation, the White House will have no further comment at this time.

THE WHITE HOUSE
WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE AND
EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN *JK*
Deputy Counsel to the President

SUBJECT: Retention of Documents and Communications

Today we have requested that White House Office employees produce any documents or communications related to contacts between White House staff members and officials of the Department of the Treasury and the Resolution Trust Corporation.

We are aware that staff may have other documents or communications relating to Madison Guaranty, Whitewater Development Corporation, and any related matters. While any such documents or communications need not be produced at this time, staff members should take all necessary measures to preserve and maintain any such documents. Such documents should not, under any circumstances, be discarded, altered or destroyed. Additionally, all staff members should not remove or transport documents or communications related to any of these matters from their offices in the EOP or White House complex.

Should any staff member have questions about these procedures, please contact one of the following liaisons in the Office of White House Counsel:

Chris Cerf	6-7180	190	OEOB
Vicki Divoll	6-7181	190	OEOB
Marvin Krislov	6-7903	126	OEOB
Cheryl Mills	6-7900	128	OEOB

March 4, 1994

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: JOEL I. KLEIN
DEPUTY COUNSEL TO THE PRESIDENT

RE: GRAND JURY SUBPOENA FOR DOCUMENTS

The White House has received a grand jury subpoena calling for the production of documents. The description of the documents called for reads as follows:

A. Any and all documents and/or communications referring or relating to any contacts, meetings or conversations about or regarding Madison Guaranty Savings & Loan, its subsidiaries or affiliates, held between or among (1) any member of the White House staff and (2) any official or employee of the Department of the Treasury or the Resolution Trust Corporation. This includes, but is not limited to any documents and/or communications:

1. referring or relating to the arrangement, existence, substance or circumstances of any such meetings or conversations;
2. discussed or referred to in any such meetings or conversations;
3. exchanged between any member of the White House staff and any official or employee of the Department of Treasury or the Resolution Trust Corporation at or in connection with any such meetings or conversations;
4. constituting notes taken at or referring to any such meetings or conversations;
5. summarizing, documenting or referring to all or any part of any such meetings or conversations.

B. Any and all documents and/or communications referring or relating to any criminal referrals made by the Resolution Trust Corporation about or regarding Madison Guaranty Savings & Loan, its subsidiaries or affiliates.

Definitions and Instructions

1. Definitions

a. The term "document" or "documents" as used in this subpoena means all records of any nature whatsoever within your possession, custody or control or the possession, custody or control of any agent, employee, representative, or other person acting or purporting to act for or on your behalf or in concert with you, including but not limited to memoranda, records, reports, notes, books, files, summaries or records of conversations, meetings or interviews, summaries or records of telephone conversations, diaries, calendars, datebooks, telegrams, facsimiles, telexes, telefaxes, electronic mail, computerized records stored in the form of magnetic or electronic coding on computer media or on media capable of being read by computer or with the aid of computer related equipment, including but not limited to floppy disks or diskettes, disks, diskettes, disk packs, fixed hard drives, removable hard disk cartridges, mainframe computers, Bernoulli boxes, optical disks, WORM disks, magneto/optical disks, floptical disks, magnetic tape, tapes, laser disks, video cassettes, CD-ROMs and any other media capable of storing magnetic coding, microfilm, microfiche and other storage devices, voicemail recordings, and all other written, printed or recorded or photographic matter or sound reproductions, however produced or reproduced.

The term "document" or "documents" also includes any earlier, preliminary, preparatory or tentative version of all or part of a document, whether or not such draft was superseded by a later draft and whether or not the terms of the draft are the same as or different from the terms of the final document.

b. The term "communication" or "communications" is used herein in its broadest sense to encompass any transmission or exchange of information, ideas, facts, data, proposals, or any other matter, whether between individuals or between or among the members of a group, whether face-to-face, by telephone or by means of electronic or other medium.

c. "Possession, custody or control" means in your physical possession and/or if you have the right to secure or compel the production of the document or a copy from another person or entity having physical possession.

d. The term "referring or relating" to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject including, but not limited to, documents concerning the preparation of other documents.

Anyone who has any documents that fall within the foregoing description must retain those documents. You must also retrieve and retain any responsive documents in your wastepaper basket and your burn bag.

If you have any doubt about whether a particular document is called for by the above description, you must save it.

We will be back in touch with you next week to organize procedures for the collection of all relevant documents.

The destruction of documents after receipt of this subpoena may constitute obstruction of justice.

If you have any questions about this memorandum and what is expected of you, please contact Deputy Counsel to the President, Joel I. Klein (6-6611).

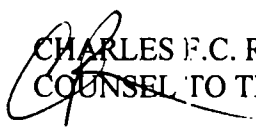
Subpoena

THE WHITE HOUSE

WASHINGTON

April 28, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT

FROM:  CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT: Document Request

This request is part of what have been extensive efforts to gather materials responsive to various document requests from outside entities. We ask that you conduct a thorough and complete search of ALL of your records (whether in hard copy, computer, or other form) that were created during the period January 20, 1993 to the present (unless noted otherwise below) for materials responsive to the requests below. Please provide copies of these documents in the manner in which they are maintained in your files.

PLEASE NOTE: Because this has been an ongoing process, some of the names listed on Attachment A are similar or identical to previous requests. Therefore, if you are certain that you have previously provided a document in response to a Counsel's Office request, please do not provide it again. If you have previously searched for a particular category of document, please update your search to ensure that you provide any responsive records that were created or discovered after your last search. Moreover, please remember that under the Presidential Records Act you must maintain all original White House or Executive Office of the President documents, including documents that are responsive to this and previous document requests.

Every employee is responsible for searching all of his or her own files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each office head or Assistant to the President must certify that his or her staff has done a complete search. For all other Executive Office of the President (EOP) agencies or entities, the General Counsel (or agency head) must certify that all agency records have been provided. Appropriate search certification forms are attached for your use.

In addition, the Counsel's Office has been working closely over the past several weeks with the staff of the Office of Records Management, and they have been gathering responsive materials located in storage. If you believe files that you have sent to Records Management may contain responsive information, please let us know so that we can ensure that all responsive documents can be located. Thank you very much for your cooperation in this respect.

All documents must be provided by NOON ON WEDNESDAY, MAY 7, 1997 to Michael Imbroscio or Dimitri Nionakis, OEOB Room 125. If you anticipate any difficulty in meeting this deadline, or if you have any questions, please call Michael Imbroscio or Dimitri Nionakis at 456-7901 so that we may offer any assistance available from our office.

Please search your files and records for the following materials:

1. Any documents or materials:
 - a. Referring or relating to any of the individuals or entities on Attachment A.
 - b. Referring or relating to White House political coffees (including logistical issues, follow-up memoranda, memoranda recommending or proposing invitees, clearance requests for attendees, etc.);
 - c. Referring or relating to volunteers at the White House paid by the DNC and/or any other non-federal entity;
 - d. Referring or relating to any fundraising events during the First Lady's trip to Guam on September 4, 1995;
 - e. Referring or relating to the Asian Pacific Advisory Council (APAC); the Asian Pacific American Leadership Council (APALC); and/or the Asian Pacific American Working Group (APAWG);
 - f. Referring or relating to Executive Order Number 12987, which expanded the membership of the Commission on U.S.-Pacific Trade and Investment Policy (also known as the Bingaman Commission). NOTE: Responsive records do not include documents relating to the form and legality of the Executive Order.
2. Any documents or materials dated -- or if undated, documents created or received -- **after January 1, 1994:**
 - a. Referring or relating to the Democratic National Committee (DNC) and fundraising (including any documents related to DNC fundraising meetings or events, DNC financial projections or budgets, any DNC fundraising memoranda prepared by or that reference Harold Ickes, etc.).
3. Any documents or materials dated -- or if undated, documents created or received -- **after February 17, 1995:**
 - a. Referring or relating to Mark Middleton, CommerceCorp International, and/or any business you know to be related to Mark Middleton.
4. Any documents or materials dated -- or if undated, documents created or received -- **after January 1, 1996:**
 - a. Referring or relating to meetings or communications between Michael Cardozo and White House staff or individual donors -- e.g., Yah Lin "Charlie" Trie -- regarding raising money for the Presidential Legal Expense Trust;
 - b. Referring or relating to any communications or contacts with Occidental Petroleum Corporation (OPC) concerning business or investment by OPC in the Sudan.
5. Any documents or materials dated -- or if undated, documents created or received -- **between August 3, 1996 and December 31, 1996:**
 - a. Referring or relating to the White House Data Base (WHODB).

ATTACHMENT A

INDIVIDUALS*

Mi Ryu Ahn*	Maxine Lum Mauricio
Farhad Azima	Vivian Mannereud
Jerome Berlin	Richard Mays
Paul Berry	Warren Medoff
Jorge Cabrera	Carlos Mersan
Dhanin Chearavanont	Mike Mitoma
Sumet Chearavanont	William Morgan
Richard J Soon Choi (aka Unchung Choi)	Hashim Ning*
Yue F. Chu*	George Psaltis*
Johnny Chien Chuen Chung	Aileen Riady
(aka Johnny Chung)*	Andrew Riady
Yogesh Gandhi*	James Riady*
Howard Glicker	Mochtar Riady*
Ernest Green	Stephen Riady
Master Suma Ching Hai	Yan Sanzoung
Ken Hsiu	Ng Lap Seng
Jane Huang	Ma Ya Shih*
Jichun Huang	Fred Siegel
John Huang*	James J. Sun
Mark Jimenez	Lydia Surywati
Wang Jun	Roger Tamraz
Chupong (or Jeb) Kanchanalak	Richard Tienken
P. Kanchanalak*	Yah Lin "Charlie" Trie*
Pauline (or Pornpimol) Kanchanalak*	Wang Mei Trie
(aka Pauline (or Pornpimol) Parichattkul*)	Sarasin Virpol
Daungnet Kronenberg	Renzhong Wang
John Hoon Kyung Lee*	Xiping Wang*
(aka John H.K. Lee, Lee Kyung Hoon, or	Arief Wiriadinata*
Kyung Hoon Lee)*	Soraya Wiriadinata*
Alan Leventhal	Eugene Wu
Chong Lo	Eric Wynn
Grigory Louchansky	Melinda Yee
Gene Lum	Hsing Yun (aka Shing Yun)*
Nickie Lum	Keshi Zahn*
Nora Lum	Hongye Zeng
Tricia Lum	

* Individuals and entities which were the subject of previous document requests are denoted with an asterisk (*). For these items, please update your search for records created or discovered since January 9, 1997, the date of your last search.

ENTITIES*

America-Asia Trade Center, Inc.
Arkansas International Development Corporation
Automated Intelligence Systems, Inc.*
Ban Chang Group*
Ban Chang International*
C.K. Victory Investments
China Council for the Promotion of International Trade (CCPIT)
China International Trust and Investment Corp. (CITIC)
China Petro-Chemical Corporation
Cheong Am America*
Commerce International, Inc.
Daihatsu International Trading Company
Dynamic Energy Resources, Inc.
Giroir & Gregory
Hip Hing Holdings, Ltd.*
Hsi Lai Temple*
Lippobank*
Lippo Asia (U.S.A.) Inc.
The Lippo Group (or any affiliates)*
Mid South International Trade Association
Poly Technologies
Poly Group
Prince Motors Co.
Psaltis Corporation
San Jose Holdings Inc.
San Kip Yip International Trading Corp.*
Shanghai AJ Shareholding Corp.
Suma Ching Hai Buddhist sect
U.S. Thailand Business Council
Wireless Advantage

Please include in your search and production, to the extent you are aware, any parents, subsidiaries, affiliates, officers, directors, owners, employees, shareholders, agents, or assigns of the entities identified above.

* Individuals and entities which were the subject of previous document requests are denoted with an asterisk (*). For these items, please update your search for records created or discovered since January 9, 1997, the date of your last search.

THE WHITE HOUSE
WASHINGTON

May 5, 1997

MEMORANDUM TO: Executive Office of the President Staff

FROM: Charles F.C. Ruff
Counsel to the President

RE: Document Request

We have received requests seeking documents relating to certain entities and individuals. Accordingly, please conduct a thorough and complete search of all your records -- whether electronic, paper, or other form -- for the following materials.

1. Any and all documents and/or communications from January 1, 1994 to the present, reflecting, related or referring to Webster ("Webb") Hubbell or Suzanna ("Suzy") Hubbell.
2. Any and all documents and/or communications from January 1, 1994 through December 31, 1995 reflecting, related or referring to any of the following individuals or entities. (In the case of government employees, you need not produce documents that relate only to their official duties unless otherwise specified.)

Individuals

Arkotov, Alan S.
Arnold, Anita
Arnold, Truman
Berman, Michael S.
Boggs, Timothy A.
Boxer, Doug
Broad, Eli
Budetti, Peter
Conn, Carroll Wayne
Davidson, James
Driscoll, John J. "Jack"
Hannaman, Gary or Hanman, Gary
Hedlund, Karen J.
Hoover, Pete
Jacoby, Leonard
Johnson, James A.

Jordon, Vernon
Kaplan, Stephen H. (Provide documents related to L.A. Airport)
Lee, Debbie
Leslie, Mary Elizabeth
Lewin, James E., Jr.
Lindeman, Barbara
Manatt, Charles T.
Mendlow, Carl D.
Moores, John
Nathanson, Marc
Perelman, Ronald
Phillips, John R.
Rapoport, Bernard
Rawls, W. Lee
Reaud, Wayne A.
Reiner, Ira
Schoon, Darryl
Schwartz, Barry F.
Sinkin, Judy
Stein, Theodore O., Jr.
Stonnington, Nicholas H.
Stowe, Ronald F.
Strickland, Joanne
Toner, Beth
Ward, Seth
Ward, Skeeter
Westen, Tracy
Wolfe, Robert S.

Entities

American Income Life Insurance Company
Consumer Support and Education Fund
Falcon Cable
JMI, Inc.
McAndrews & Forbes Holdings, Inc.
Merrill Lynch
Mid-American Dairymen
Pacific Telesis
POM, Inc.
Revlon
Sun America
The City of Los Angeles, Department of Airports
Time Warner
Truman Arnold Companies
U.S. Sprint

If you have already provided the documents to the Counsel's Office, you do not need to do so again. If any of the entities above have had matters before your office that would result in large volumes of responsive documents (e.g., the telecommunications bill) please call Shelli Peterson at 6-7804 for instructions on whether to provide the documents.

Documents include, but are not limited to, memoranda, correspondence, notes, minutes from meetings, schedules, messages, appointment logs or calendar entries, telephone logs or messages, photographs, and computer or database entries.

Each employee is responsible for searching all of his or her files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each Office Head or Assistant to the President must certify that his or her staff has done a complete search. For all other EOP agencies or entities, the General Counsel must certify that all agency records have been provided.

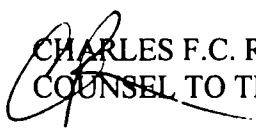
ALL DOCUMENTS MUST BE PROVIDED TO SHELLI PETERSON, ROOM 482 BY FRIDAY, MAY 16, 1997. If you have any questions, please call Shelli Peterson at 6-7804.

THE WHITE HOUSE

WASHINGTON

April 23, 1997

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT

FROM:  CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT: Document Request

This request is part of what have been extensive efforts to gather materials responsive to various document requests from outside entities. We ask that you conduct a thorough and complete search of ALL of your records (whether in hard copy, computer, or other form) that were created during the period January 20, 1993 to the present (unless noted otherwise below) for materials responsive to the requests below. Please provide copies of these documents in the manner in which they are maintained in your files.

PLEASE NOTE: Because this has been an ongoing process, some of the names listed on Attachment A are similar or identical to previous requests. Therefore, if you are certain that you have previously provided a document in response to a Counsel's Office request, please do not provide it again. If you have previously searched for a particular category of document, please update your search to ensure that you provide any responsive records that were created or discovered after your last search. Moreover, please remember that under the Presidential Records Act you must maintain all original White House or Executive Office of the President documents, including documents that are responsive to this and previous document requests.

Every employee is responsible for searching all of his or her own files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each office head or Assistant to the President must certify that his or her staff has done a complete search. For all other Executive Office of the President (EOP) agencies or entities, the General Counsel (or agency head) must certify that all agency records have been provided. Appropriate search certification forms are attached for your use.

In addition, the Counsel's Office has been working closely over the past several weeks with the staff of the Office of Records Management, and they have been gathering responsive materials located in storage. If you believe files that you have sent to Records Management may contain responsive information, please let us know so that we can ensure that all responsive documents can be located. Thank you very much for your cooperation in this respect.

All documents must be provided by NOON ON WEDNESDAY, MAY 7, 1997 to Michael Imbroscio or Dimitri Nionakis, EOEB Room 125. If you anticipate any difficulty in meeting this deadline, or if you have any questions, please call Michael Imbroscio or Dimitri Nionakis at 456-7901 so that we may offer any assistance available from our office.

Please search your files and records for the following materials:

1. Any documents or materials:
 - a. Referring or relating to any of the individuals or entities on Attachment A.
 - b. Referring or relating to White House political coffees (including logistical issues, follow-up memoranda, memoranda recommending or proposing invitees, clearance requests for attendees, etc.);
 - c. Referring or relating to volunteers at the White House paid by the DNC and/or any other non-federal entity;
 - d. Referring or relating to any fundraising events during the First Lady's trip to Guam on September 4, 1995;
 - e. Referring or relating to the Asian Pacific Advisory Council (APAC); the Asian Pacific American Leadership Council (APALC); and/or the Asian Pacific American Working Group (APAWG);
 - f. Referring or relating to Executive Order Number 12987, which expanded the membership of the Commission on U.S.-Pacific Trade and Investment Policy (also known as the Bingaman Commission). NOTE: Responsive records do not include documents relating to the form and legality of the Executive Order.
2. Any documents or materials dated -- or if undated, documents created or received -- **after January 1, 1994:**
 - a. Referring or relating to the Democratic National Committee (DNC) and fundraising (including any documents related to DNC fundraising meetings or events, DNC financial projections or budgets, any DNC fundraising memoranda prepared by or that reference Harold Ickes, etc.).
3. Any documents or materials dated -- or if undated, documents created or received -- **after February 17, 1995:**
 - a. Referring or relating to Mark Middleton, CommerceCorp International, and/or any business you know to be related to Mark Middleton.
4. Any documents or materials dated -- or if undated, documents created or received -- **after January 1, 1996:**
 - a. Referring or relating to meetings or communications between Michael Cardozo and White House staff or individual donors -- e.g., Yah Lin "Charlie" Trie -- regarding raising money for the Presidential Legal Expense Trust;
 - b. Referring or relating to any communications or contacts with Occidental Petroleum Corporation (OPC) concerning business or investment by OPC in the Sudan.
5. Any documents or materials dated -- or if undated, documents created or received -- **between August 3, 1996 and December 31, 1996:**
 - a. Referring or relating to the White House Data Base (WHODB).

ATTACHMENT A

INDIVIDUALS*

Mi Ryu Ahn*	Maxine Lum Mauricio
Farhad Azima	Vivian Mannereud
Jerome Berlin	Richard Mays
Paul Berry	Warren Medoff
Jorge Cabrera	Carlos Mersan
Dhanin Chearavanont	Mike Mitoma
Sumet Chearavanont	William Morgan
Richard J Soon Choi (aka Unchung Choi)	Hashim Ning*
Yue F. Chu*	George Psaltis*
Johnny Chien Chuen Chung	Aileen Riady
(aka Johnny Chung)*	Andrew Riady
Yogesh Gandhi*	James Riady*
Howard Glicker	Mochtar Riady*
Ernest Green	Stephen Riady
Master Suma Ching Hai	Yan Sanzoung
Ken Hsiu	Ng Lap Seng
Jane Huang	Ma Ya Shih*
Jichun Huang	Fred Siegel
John Huang*	James J. Sun
Mark Jimenez	Lydia Surywati
Wang Jun	Roger Tamraz
Chupong (or Jeb) Kanchanalak	Richard Tienken
P. Kanchanalak*	Yah Lin "Charlie" Trie*
Pauline (or Pornpimol) Kanchanalak*	Wang Mei Trie
(aka Pauline (or Pornpimol) Parichattkul*)	Sarasin Virpol
Daungnet Kronenberg	Renzhong Wang
John Hoon Kyung Lee*	Xiping Wang*
(aka John H.K. Lee, Lee Kyung Hoon, or	Arief Wiriadinata*
Kyung Hoon Lee)*	Soraya Wiriadinata*
Alan Leventhal	Eugene Wu
Chong Lo	Eric Wynn
Grigory Louchansky	Melinda Yee
Gene Lum	Hsing Yun (aka Shing Yun)*
Nickie Lum	Keshi Zahn*
Nora Lum	Hongye Zeng
Tricia Lum	

* Individuals and entities which were the subject of previous document requests are denoted with an asterisk (*). For these items, please update your search for records created or discovered since January 9, 1997, the date of your last search.

ENTITIES*

America-Asia Trade Center, Inc.
Arkansas International Development Corporation
Automated Intelligence Systems, Inc.*
Ban Chang Group*
Ban Chang International*
C.K. Victory Investments
China Council for the Promotion of International Trade (CCPIT)
China International Trust and Investment Corp. (CITIC)
China Petro-Chemical Corporation
Cheong Am America*
Commerce International, Inc.
Daihatsu International Trading Company
Dynamic Energy Resources, Inc.
Giroir & Gregory
Hip Hing Holdings, Ltd.*
Hsi Lai Temple*
Lippobank*
Lippo Asia (U.S.A.) Inc.
The Lippo Group (or any affiliates)*
Mid South International Trade Association
Poly Technologies
Poly Group
Prince Motors Co.
Psaltis Corporation
San Jose Holdings Inc.
San Kip Yip International Trading Corp.*
Shanghai AJ Shareholding Corp.
Suma Ching Hai Buddhist sect
U.S. Thailand Business Council
Wireless Advantage

Please include in your search and production, to the extent you are aware, any parents, subsidiaries, affiliates, officers, directors, owners, employees, shareholders, agents, or assigns of the entities identified above.

* Individuals and entities which were the subject of previous document requests are denoted with an asterisk (*). For these items, please update your search for records created or discovered since January 9, 1997, the date of your last search.

THE WHITE HOUSE

WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
Administration

FROM: Jane Sherburne *JS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

RE: Document Requests from House Committee on Government
Reform and Oversight dated June 21, 1996.

We have received the following request for documents from the House Committee on Government Reform and Oversight:

"All memos to and/or from Craig Livingstone, Anthony Marceca, William Kennedy, Bernard Nussbaum, Vincent Foster, Joel Klein, Lloyd Cutler, Abner Mikva, John M. Quinn, Jane Sherburne, Beth Nolan, Cliff Mauton, Christopher Cerf, Trey Schroeder, Ed Hughes, Jonathan Denbo, Mari Anderson, or Ms. Lisa Wetzel regarding anything having to do with the updating of White House passes, security clearances, FBI background files or any operations of the Office of Personnel Security."

Please search your files for responsive materials. After conducting your search, provide the documents to Wendy White in Room 136 of the Old Executive Office Building as soon as possible. The Committee has asked for a response by the close of business today. While we will advise the Committee that we are unable to meet this deadline, we want to respond as quickly as we can.

Should you have any questions regarding this request, please call Wendy White at 6-7361.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

OEOB

216

THE WHITE HOUSE

WASHINGTON

June 24, 1996

MEMORANDUM TO: CERTAIN CURRENT AND FORMER WHITE HOUSE OFFICIALS

FROM: JANE C. SHERBUENE 
SPECIAL COUNSEL TO THE PRESIDENT

WENDY S. WHITE
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: INDEPENDENT COUNSEL SUBPOENA NO. 2005

Attached is a subpoena from the Independent Counsel for additional documents related to the Whitewater inquiry. If you have any responsive documents in your possession that constitute White House records, please provide them to us as promptly as possible, but no later than Friday, June 28, 1996.

Responsive material -- especially that created on or before March 4, 1994 (when Mr. Fiske began his investigation of White House/Treasury contacts) -- may already have been produced by you to the Counsel's Office pursuant to prior requests. Any previously produced material need not be provided again.

You will note that the request for White House records created **after** March 4, 1994 is limited to communications "reflecting information communicated to you by a witness (or by a person who has communicated with a witness or by a person who has communicated with another person who has communicated with a witness) regarding the identified entities and items." For purposes of this request, you may determine a "witness" to mean anyone identified in Paragraph B of the Subpoena Rider and others who may have been a witness to conduct involving the entities and items identified in Paragraph A of the Subpoena Rider.

We have agreed with the Independent Counsel that the subpoena does not call for White House documents related to "Washington issues", such as White House/Treasury contacts. If you have questions about whether a particular type of document falls into this category, please give us a call. Further, if you have White House records captured by this subpoena but that have no apparent connection to the Whitewater inquiry, please consult with us about whether you need to produce them.

The Counsel's Office is retrieving and reviewing relevant files from the Office of Records Management.

Independent Counsel Subpoena 2005
June 24, 1996
Page 2

If you have any questions, please contact Jane Sherburne (456-5116) or Wendy White (456-7361). Thank you for your cooperation.

United States District Court

EASTERN

DISTRICT OF

ARKANSAS

TO: THE WHITE HOUSE
c/o JANE SHERBURNE

SUBPOENA TO TESTIFY
BEFORE GRAND JURY

SUBPOENA FOR:

☐ PERSON ☒ DOCUMENTS OR OBJECT(S)

YOU ARE HEREBY COMMANDED to appear and testify before the Grand Jury of the United States District Court at the place, date, and time specified below.

PLACE	Federal Grand Jury U.S. Post Office & Courts Bldg., 4th Floor 600 West Capitol Little Rock, Arkansas	ROOM
		470
		DATE AND TIME
		June 20, 1996 10:00 a.m.

YOU ARE ALSO COMMANDED to bring with you the following document(s) or object(s):*

Personal appearance not required if the requested documents are delivered on or before the return date to SA Sissy Stanton at the Office of the Independent Counsel, Suite 134, Two Financial Centre, 10825 Financial Centre Parkway, Little Rock, Arkansas 72211, telephone number (501) 221-8700, for submission to the Grand Jury.

☐ Please see additional information on reverse

This subpoena shall remain in effect until you are granted leave to depart by the court or by an officer acting on behalf of the court.

CLERK	JAMES W. McCORMACK	DATE	June 13, 1996
(BY) DEPUTY CLERK	<i>Rebecca Carpenter</i>		#2005
This subpoena is issued upon application of the United States of America		NAME, ADDRESS AND PHONE NUMBER OF ASSISTANT U.S. ATTORNEY Independent Counsel Kenneth W. Starr 2 Financial Centre, Suite 134 10825 Financial Centre Parkway Little Rock, Arkansas 72211 (501) 221-5555	

*If not applicable, enter "none."

To be used in lieu of A0110

U.S. DISTRICT COURT
JAN 1996

SUBPOENA RIDER

This subpoena applies to documents and communications, including but not limited to any stored and/or archived documents and communications, of the following persons now or previously employed at the White House: Alston, Mildred C.; Bowles, Erskine B.; Caputo, Lisa M.; Cerda, Clarissa; Cerf, Chris; Cheston, Sheila; Clinton, Hillary; Clinton, William; Conaway, Sharon; Cutler, Lloyd; Dreyer, David; Eggleston, Neil; Eller, Jeffrey; Emerson, John B.; Fabiani, Mark D.; Fein, David B.; Gearan, Mark D.; Gergen, David R.; Glynn, Mary Ellen; Gore, Albert; Hernreich, Nancy V.; Huber, Carolyn; Klein, Joel; Krislov, Marvin; Ickes, Harold; Lattimore, G. Neel; Lieberman, Evelyn; Lindsey, Bruce R.; Kennedy, William H.; McCurry, Michael; McLarty, Thomas F.; Middleton, Mark; Mikva, Abner; Mills, Cheryl; Myers, Dee Dee; Nash, Bob; Neel, Roy; Nemetz, Miriam; Neuwirth, Stephen; Nolan, Beth; Nussbaum, Bernard; O'Keefe, Kevin; Panetta, Leon E.; Podesta, John D.; Quinn, Jack; Rasco, Carol; Reed, Bruce N.; Segal, Eli J.; Seidman, Ricki; Sherburne, Jane C.; Sloan, Clifford M.; Stephanopoulos, G.; Stern, Todd; Terzano, Virginia; Thomasson, Patsy L.; Verveer, Melanne; Waldman, Michael; Watkins, David; and Williams, Margaret.

A. For documents created or made on or before March 4, 1994, produce any and all documents and/or communications referring or relating to the below-listed entities and items. For documents created or made after March 4, 1994, produce any and all documents and/or communications (including notes and diaries) reflecting information communicated to the person listed above by a witness (or by a person who has communicated with a witness or by a person who has communicated with another person who has communicated with a witness) regarding the following entities and items:

- 101 River Development, Inc.
- 1st Ozark National Bank
- Alcohol Beverage Control Board
- Angel Fire, New Mexico
- Arkansas Development Finance Authority
- Arkansas Pollution Control and Ecology
- Arkansas Real Estate Commission
- Arkansas Savings and Loan Association Board
- Arkansas Securities Department
- Arkansas State Bank Board
- Arkansas State Bank Department
- Arkansas State Department of Finance and Administration
- Arkansas State Highway Department
- Bank of Cherry Valley
- Bank of Kingston
- Beach Abstract Company
- Borod and Huggins
- Brown, Rogers & Company, P.A.
- Capital Management Services, Inc.
- Campobello Properties Venture

Castle Grande
Castle Sewer & Water
Central Flying Service, Inc.
Citizens Bank, Flippin, Arkansas
Citizens Bank of Jonesboro
First National Bank
Flowerwood Farms, Inc.
Frost & Company
Great Southern Land Company, Inc.
Harrison & Brown, P.A.
Industrial Development Corporation
International Paper Realty Corporation
Langston Energy Homes, Inc.
Madison Bank & Trust
Madison Financial Corporation
Madison Guaranty Savings & Loan
Madison Marketing
Madison Real Estate
Master Marketing
Masters Marketing
McDougal & Associates
My Paradise, Inc.
Ozark Air Service, Inc.
Ozarks Escrow
Ozarks Realty Company Trustee
Ozarks Realty Company
Ozarks Realty Escrow
Paradise, Inc.
Patten, McCarthy & Associates, Inc.
Pembroke Manor, Inc.
Perry County Bancshares, Inc.
Perry County Bank
P.O.M., Inc.
Rolling Manor, Inc.
Rose Law Firm documents or records
Security Bank, Paragould, Arkansas
Southern Development Bankcorp
Union National Bank of Arkansas
Whitewater Development Company, Inc.
Whitewater Estates
Worthen Bank & Trust Company, N.A.
Worthen National Bank of Arkansas

B. Produce each and every calendar; datebook; telephone call log; message; message book; message log; or similar document or record reflecting, referring or relating to meetings,

conversations, messages, or encounters to, from, with, or including any of the following persons: Neil T. Ainley, Beverly Bassett-Schaffer, Diane Blair, Jim Blair, Helen Brandon, Herby Branscum, Robert Brown, Gary Bunch, Paula Casey, Glenda J. Cooper, Don Denton, Kent Dollar, Jeff Gerth, David Hale, Charles Handley, David Henley, James Henley, William Henley, Sam Heuer, Robert Hill, Marlin Jackson, Charles James, Alston Jennings, Larry Kuca, John Latham, Daniel Lasater, Loretta Lynch, William Lyon, James Lyons, James B. McDougal, Susan McDougal, Robert Palmer, James N. Patterson, Dean Paul, Leslie Patten, Kirby Randolph, R. D. Randolph, Yoly Redden, Martin B. Satterfield, Archie Schaffer, Maurice Smith, Steve Smith, Earl Stafford, Jeanette Stafford, J. Wesley Strange, Sue Strayhorn, Chris Wade, Rosalee Wade, Seth Ward, William Watt, and Robert Wilson.

Publicly available materials, unannotated news clippings, and communications with Congress or the Special or Independent Counsel (for example, draft and final correspondence, notes and memoranda of conversations and meetings) need not be produced. Portions of documents reflecting information communicated after March 4, 1994, by a private attorney for a witness about that witness need not be produced.

If any of the above requested documents and/or communications have previously been produced by you, please so state and identify the documents and/or communications by Bates number.

Personal appearance is not required if the requested documents are delivered on or before the return date to Special Agent Sissy Stanton of the Federal Bureau of Investigation (telephone 501-954-4228), Suite 203, The Koger Center, Redding Building, 1701 Centerview Drive, Little Rock, AR 72211, for submission to the Grand Jury.

Definitions and Instructions

1. Definitions

a. The term "document" or "documents" as used in this subpoena means all records of any nature whatsoever within your possession, custody or control or the possession, custody or control of any agent, employee, representative (including, without limitation, attorneys, investment advisors, investment bankers, bankers and accountants), or other person acting or purporting to act for or on your behalf or in concert with you, including, but not limited to, draft, pending or executed contracts and/or agreements, sample documents, insurance policies, financial guarantee bonds, letters of credit, communications, correspondence, calendars, daytimers, datebooks, telegrams, facsimiles, telexs, telefaxes, electronic mail, memoranda, records, reports, books, files (computer or paper), summaries or records of personal conversations, meetings or interviews, logs, summaries or records of telephone conversations and/or telefax communications, diaries, forecasts, statistical statements, financial statements (draft or finished), work papers, drafts, copies, bills, records of payments for bills, retainer records, attorney time sheets, telephone bills and records, telefax bills and records, tax returns and return information, employee time sheets, graphs, charts, accounts, analytical records, minutes or records of meetings or conferences,

consultants' reports and/or records, appraisals, records, reports or summaries of negotiations, brochures, pamphlets, circulars, maps, plats, trade letters, depositions, statements, interrogatories and answers thereto, pleadings, docket sheets, discovery materials, audit letters, audit reports, materials underlying audits, document productions, transcripts, exhibits, settlement materials, judgments, press releases, notes, marginal notations, invoices, documents regarding collateral or security pledged, settlement statements, checks disbursed or received at settlement, inspection reports, title policies, financial statements and/or federal tax returns submitted by any person in support of any loan application, items related the repayment, if any, of any interest or principal on the loan, items relating to any default on the loan, commission records, evidence of liens, documents relating to filings under the Uniform Commercial Code and/or its equivalent, foreclosure and mortgage documentation, cashiers checks, bank drafts, money orders, bank and brokerage account statements, debit and credit memoranda, wire transfer documentation, opening account cards, signature cards, loan applications, any employment and bank account deposit verification documents, loan histories, loan files, records of loan repayment or any and all efforts to secure repayment, including foreclosure or records of lawsuits, credit references, board resolutions, minutes of meetings of boards of directors, opinion letters, purchases and sales agreements, real estate contracts, brokerage agreements, escrow agreements, loan agreements, offer and acceptance contracts, or any other contracts or agreements, deeds or other evidence of title, escrow accounts and any other escrow documentation, savings account transcripts, savings account deposit slips, savings account withdrawal slips, checks deposited in savings accounts, checking account statements, cancelled checks drawn on checking accounts, deposit slips and checks deposited into checking accounts, credit card accounts, debit and credit documentation, safe deposit records, currency transaction reports (IRS Forms 4789), photographs, brochures, lists, journals, advertising, computer tapes and cards, audio and video tapes, computerized records stored in the form of magnetic or electronic coding on computer media or on media capable of being read by computer or with the aid of computer related equipment, including but not limited to floppy disks or diskettes, disks, diskettes, disk packs, fixed hard drives, removable hard disk cartridges, mainframe computers, Bernoulli boxes, optical disks, WORM disks, magneto/optical disks, floptical disks, magnetic tape, tapes, laser disks, video cassettes, CD-ROMs and any other media capable of storing magnetic coding, microfilm, microfiche and other storage devices, voicemail recordings and all other written, printed or recorded or photographic matter or sound reproductions, however produced or reproduced.

The term "document" or "documents" also includes any earlier, preliminary, preparatory or tentative version of all or part of a document, whether or not such draft was superseded by a later draft and whether or not the terms of the draft are the same as or different from the terms of the final document.

b. The term "communication" or "communications" is used herein in its broadest sense to encompass any transmission or exchange of information, ideas, facts, data, proposals, or any other matter, whether between individuals or between or among the members of a group, whether face-to-face, by telephone or by means of electronic or other medium.

c. "Possession, custody or control" means in your physical possession and/or if you have the right to secure or compile the production of the document or a copy from another person or entity having physical possession, including, but not limited to, your counsel.

d. The term "referring or relating" to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject including, but not limited to, documents concerning the preparation of other documents.

e. The term "you" means yourself and any of your companies, partnerships and business entities with which you have been affiliated and any employees, partners, associates or members of any firm with which you have been affiliated in the course of your work for any of the persons or entities named in this rider, and any such firms and the affiliates of those firms.

2. Instructions

a. The originals of all documents and communications must be produced, as well as copies within your possession, custody, or control.

b. If any original document cannot be produced in full, produce such document to the extent possible and indicate specifically the reason for your inability to produce the remainder.

c. Documents shall be produced as they are kept in the usual course of business, as organized in the files.

d. File folders, labels, and indices identifying documents called for shall be produced intact with such documents. Documents attached to each other should not be separated.

e. In reading this rider, the plural shall include the singular and the singular shall include the plural.

f. The words "and" and "or" shall be construed conjunctively or disjunctively as necessary to make the request inclusive rather than exclusive. The use of the word "including" shall be construed without limitation.

g. In the event that any document, or portion thereof, called for by this subpoena is withheld on the basis of any claim of privilege or similar claim, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) any indicated or blind copies; (f) date; (g) a description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, has been disclosed, distributed, shown, or explained; and (k) present custodian. Each basis you contend justifies the withholding of the document shall also be specified. With respect to those documents or records as to which you may claim privilege, or attorneys' work product, set forth as to each such document the basis for such claim, including the purpose and circumstances surrounding the creation of the document, the identity of each person who has been privy to such communication reflected in the document, the identity of any person or entity instructing the subpoena recipient or the attorney of the subpoena recipient to withhold production of the

document, and whether you will submit the document to the Court for an in camera determination as to the validity of the claim. If the existence of a joint defense agreement or any agreement as to common interest is relevant to the assertion of any claim of privilege or similar claim, please provide a copy of that agreement; if any such agreement is not in writing, please set forth the date of the creation of the agreement, the identities of all parties to the agreement and the specific individuals who entered into the agreement on behalf of those parties, and the objects, purposes, and scope of the agreement.

h. In the event that any document called for by this subpoena has been lost, destroyed, deleted, altered, or otherwise disposed of, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) indicated or blind copies; (f) date; (g) a brief description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, had been disclosed, distributed, shown or explained; (k) the date of the loss, destruction, deletion, alteration, or disposal and the circumstances thereof; and (l) the reasons, if any, for the loss, destruction, deletion, alteration, or disposal and the person or persons responsible.

i. If any information or data is withheld because such information or data is stored electronically, it is to be identified by the subject matter of the information or data and the place or places where such information is maintained.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	FedEx shipping form [partial] (1 page)	06/27/1996	P6/b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Cathy Mays
OA/Box Number: 18518

FOLDER TITLE:

Admin Files Document Requests [3]

2011-0005-S

rc137

RESTRICTION CODES

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

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

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

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

C. Closed in accordance with restrictions contained in donor's deed of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.



USE THIS AIRBILL FOR SHIPMENTS WITHIN THE CONTINENTAL U.S.A., ALASKA AND HAWAII.
USE THE INTERNATIONAL AIR WAYBILL FOR SHIPMENTS TO FOREIGN COUNTRIES AND ALL OTHER LOCATIONS.
QUESTIONS? CALL 800-238-5355 TOLL FREE.

AIRBILL
PACKAGE
TRACKING NUMBER

0807222286

0807222286

SENDER'S COPY

DATE OF SHIPMENT (SHIPMENT ADDRESS REQUIRED)		Date	
From (Your Name) Please Print		To (Recipient's Name) Please Print	
Bruce Reed Company		Walter Timpone Company	
Your Phone Number (Very Important)		Recipient's Phone Number (Very Important)	
(202) 456-6515			
Department/Floor No.		Company	
Exact Street Address (We Cannot Deliver to P.O. Boxes or P.O. Zip Codes.)			
YOUR INTERNAL BILLING REFERENCE INFORMATION (optional) (First 24 characters will appear on invoice.)			
IF HOLD AT FEDEX LOCATION, Print FEDEX Address Here			
Street Address			
City State ZIP required			
PAYMENT ☐ Bill Sender ☐ Bill Recipient's FedEx Acct. No. ☐ Bill 3rd Party FedEx Acct. No. ☐ Bill Credit Card			
5 ☐ Cash ☐ Check ☐ Bill Recipient's FedEx Acct. No. ☐ Bill 3rd Party FedEx Acct. No. ☐ Bill Credit Card			
Exp. Date			
SERVICES (Check only one box)			
DELIVERY AND SPECIAL HANDLING (Check services required)			
PACKAGES WEIGHT (LBS) DIMENSIONS (IN) YOUR DECLARED VALUE (\$)			
Total Total Total			
SERVICE CONDITIONS, DECLARED VALUE AND LIMIT OF LIABILITY			
Use of this airbill constitutes your agreement to the service conditions in our current Service Guide, available upon request. See back of sender's copy of this airbill for information. Service conditions may vary for Government Overnight Service. See U.S. Government Service Guide for details.			
We will not be responsible for any claim in excess of \$100 per package, whether the result of loss, damage, delay, non-delivery, misdelivery or misinformation, unless you declare a higher value, pay an additional charge, and document your actual loss for a timely claim. Limitations found in the current Federal Express Service Guide apply. Your right to recover from Federal Express for any loss, including insured value of the package, loss of sales, income, interest, profit, attorney's fees, costs, and other forms of damage whether direct, incidental, consequential or special is limited to the greater of \$100 or the declared value specified to the left. Recovery cannot exceed actual documented loss. The maximum Declared Value for FedEx Letter and FedEx Pak packages is \$500.			
In the event of untimely delivery, Federal Express will at your request and with some limitations, refund all transportation charges paid. See Service Guide for further information.			
Sender authorizes Federal Express to deliver this shipment without obtaining a delivery signature and shall indemnify and hold harmless Federal Express from any claims resulting therefrom.			
Release Signature: [Signature]			

00013

REVISION DATE: 5-84
PAGE: 12
FORMAT #160

160

TERMS AND CONDITIONS

DEFINITIONS

On this Airbill, we, our and us refer to Federal Express Corporation, its employees and agents. You and your refer to the sender, its employees and agents.

AGREEMENT TO TERMS

By giving us your package to deliver, you agree to all the terms of this Airbill and in our current Service Guide, which is available upon request. If there is a conflict between the current Service Guide and this Airbill, the Service Guide will control. No one is authorized to alter or modify the terms of our Agreement.

RESPONSIBILITY FOR PACKAGING AND COMPLETING AIRBILL

You are responsible for adequately packaging your goods and for properly filling out this Airbill. Omission of the number of packages and weight per package from this Airbill will result in a billing based on our best estimate of the number of packages received from you and an estimated "default" weight per package as determined and periodically adjusted by us.

AIR TRANSPORTATION TAX INCLUDED

Our basic rate includes a federal tax required by Internal Revenue Code Section 4271 on the air transportation portion of this service.

LIMITATIONS ON OUR LIABILITY AND LIABILITIES NOT ASSUMED

Our liability for loss or damage to your package is limited to your actual damages or \$100, whichever is less, unless you pay for and declare a higher authorized value. We do not provide cargo liability insurance, but you may pay an additional charge for each additional \$100 of declared value. If you declare a higher value and pay the additional charge, our liability will be the lesser of your declared value or the actual value of your package.

In any event we will not be liable for any damages, whether direct, incidental, special or consequential in excess of the declared value of a shipment, whether or not Federal Express had knowledge that such damages might be incurred including, but not limited to, loss of income or profits.

We won't be liable for your acts or omissions, including but not limited to improper or insufficient packing, securing, marking or addressing, or for the acts or omissions of the recipient or anyone else with an interest in the package. Also, we won't be liable, if you or the recipient violates any of the terms of our Agreement. We won't be liable for loss of or damage to shipments of prohibited items.

We won't be liable for loss, damage or delay caused by events we cannot control, including but not limited to acts of God, perils of the air, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including customs and quarantine officials) with actual or apparent authority.

DECLARED VALUE LIMITS

The highest declared value we allow for FedEx Letter and FedEx Pak shipments is \$500. For other shipments, the highest declared value we allow is \$50,000 unless your package contains items of "extraordinary value," in which case the highest declared value we allow is \$500. Items of "extraordinary value" include artwork, jewelry, furs, precious metals, negotiable instruments, and other items listed in our current Service Guide.

If you send more than one package on this Airbill, you may fill in the total declared value for all packages, not to exceed the \$100, \$500 or \$50,000 per package limit described above. (Example: 5 packages can have a total declared value of up to \$250,000.)

If more than one package is shipped on this Airbill, our liability for loss or damage will be limited to the actual value of the package(s) lost or damaged (not to exceed the lesser of the total declared value or the per package limits described above). You have the responsibility of proving the actual loss or damage.

FILING A CLAIM

ALL CLAIMS MUST BE MADE BY YOU IN WRITING. You must notify us of your claim within strict time limits. See current Service Guide.

We'll consider your claim filed if you call and notify our Customer Service Department at 800-238-5355 and notify us in writing as soon as possible.

Within 90 days after you notify us of your claim, you must send us all relevant information about it. We are not obligated to act on any claim until you have paid all transportation charges, and you may not deduct the amount of your claim from those charges.

If the recipient accepts your package without noting any damage on the delivery record, we will assume that the package was delivered in good condition. In order for us to process your claim, you must, to the extent possible, make the original shipping cartons and packing available for inspection.

RIGHT TO INSPECT

We may, at our option, open and inspect your packages prior to or after you give them to us to deliver.

NO C.O.D. SERVICES

NO C.O.D. SERVICES ON THIS AIRBILL. If C.O.D. Service is required, please use a Federal Express C.O.D. airbill for this purpose.

RESPONSIBILITY FOR PAYMENT

Even if you give us different payment instructions, you will always be primarily responsible for all delivery costs, as well as any cost we may incur in either returning your package to you or warehousing it pending disposition.

RIGHT OF REJECTION

We reserve the right to reject a shipment at any time, when such shipment would be likely to cause damage or delay to other shipments, equipment or personnel, or if the transportation of which is prohibited by law or is in violation of any rules contained in this Airbill or our current Service Guide.

MONEY-BACK GUARANTEE

In the event of untimely delivery, Federal Express will at your request and with some limitations, refund or credit all transportation charges. See current Service Guide for further information.

Part
145-112p/145-113p
Rev. 4/94

PHOTOCOPY
RESERVATION

THE WHITE HOUSE

WASHINGTON

June 25, 1996

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE, THE OFFICE OF
ADMINISTRATION, THE OFFICE OF MANAGEMENT AND BUDGET, AND ALL
OTHER UNITS OF THE EXECUTIVE OFFICE OF THE PRESIDENT

FROM: JACK QUINN *JmQ*
COUNSEL TO THE PRESIDENT

JONATHAN YAROWSKY *JY*
SPECIAL ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Documents Relating to the Laborers' International Union
of North America, Arthur Coia and other related matters

The White House has received a Congressional request for production of documents related to the investigation into the Laborers' International Union of North America (LIUNA) and the settlement of an anti-racketeering complaint drafted and not filed by the Department of Justice (DOJ), subsequent reviews of this matter, and related events. In order to prepare a response to this request, please conduct a thorough search of your files and provide the following documents to the Counsel's Office no later than 5:00 pm on Friday, June 28, 1996.

DOCUMENTS REQUESTED ¹

For purposes of this request, "the LIUNA matter" refers to all events leading to the investigation, drafting and related settlement of the 200-plus page complaint against LIUNA; all actions taken both prior to and after the settlement of the draft complaint, including the investigation and/or any other activities

¹ Documents include, but are not limited to, drafts and final copies of correspondence, memoranda, reports, notes, records of conversations, calendars, telephone records, electronic mail, and any other material in the possession of the White House, either on paper or in computer files.

conducted by the Federal Bureau of Investigation (FBI), (including the actions taken by any field office personnel) and the Department of Justice (DOJ), interaction and correspondence with the White House, Department of Labor (DOL), the General Accounting Office (GAO), and any other executive agency, commission and/or agency of the United States Government; all events relating to or describing the investigation and subsequent acts and activities of any kind by the DOJ, FBI, DOL and the White House up to date of this letter.

1. Any records relating to or mentioning "the LIUNA matter," the LIUNA settlement agreement, Arthur A. Coia and any reviews of LIUNA and /or Arthur A. Coia; including all supporting exhibits, declarations, telephone notes and interview sheets.

2. A list identifying each DOJ, FBI, DOL, and/or White House employee having performed any role in the development, preparation, drafting, editing, and/or reviewing of any records relating to or mentioning the LIUNA matter and/or Arthur A. Coia, including their title and office telephone number. In the event any named individual is no longer available, please provide a telephone number and address where the individual can be reached presently.

3. Any records relating to or mentioning the LIUNA matter in any manner and the involvement of or communications with any White House staff members or employees, detailees or assignees. In the event that there were any verbal communications between anyone at the White House and the DOJ, please so note. In this regard please be sure to identify the individuals involved and the nature and date of the verbal communication.

4. Any records relating to or mentioning Arthur A. Coia and the LIUNA matter, including copies of all correspondence exchanged between Arthur A. Coia, and the President and/or the First Lady.

5. Any records relating to or mentioning Neil W. Eggleston and the LIUNA matter.

6. Any records relating to or mentioning Harold Ickes and the LIUNA matter.

7. Any records relating to or mentioning Robert Lusk and the LIUNA matter.

8. Any records relating to or mentioning Peter Varia and the LIUNA matter.

9. Any records relating to or mentioning Douglas Gow and the LIUNA matter.

10. All records relating to contacts, conversations or meetings with the following: The President, The First Lady, Harold Ickes or any member of the White House Counsel's Office relating to the LIUNA matter and/or Arthur A. Coia.

11. Any records relating to or mentioning John Serpico.
12. Any records relating to or mentioning Samuel J. Caivano.
13. A copy of any and all press releases prepared and/or submitted to the public regarding LIUNA and/or Arthur A. Coia.
14. Any records relating to or mentioning Victor Kamber and/or the Kamber Group.

After conducting your search, please provide the documents to Wendy S. White in Room 136 of the Old Executive Office Building. Should you have any questions regarding this request, please do not hesitate to contact Wendy White at 6-7361, or Dawn Chirwa at 6-7903.

REED, BRUCE N.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

OEGB

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THE WHITE HOUSE

WASHINGTON

June 25, 1996

MEMORANDUM

TO: All Staff of the White House and Office
of Administration

FROM: Jane C. Sherburne
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

RE: Clarification of House Committee Document Request
of June 21, 1996
(Memorandum to Staff dated June 24, 1996)

We have received a number of telephone calls concerning the scope of the above request. We have redrafted the request, in order to clarify what documents we believe are being sought, as follows:

All memos to and/or from Craig Livingstone, Anthony Marceca, William Kennedy, Bernard Nussbaum, Vincent Foster, Joel Klein, Lloyd Cutler, Abner Mikva, John M. Quinn, Jane Sherburne, Beth Nolan, Cliff Mauton, Christopher Cerf, Trey Schroeder, Ed Hughes, Jonathan Denbo, Mari Anderson or Ms. Lisa Wetzel regarding --

1. Procedures for the updating of White House passes;
2. Security clearance procedures and the use of FBI background files requested by or on behalf of the White House Office of Personnel Security; or
3. The operation of the Office of Personnel Security.

The request, as we understand it, does not require production of your Personal Data Statement & Questionnaire or communications with the Office of Personnel Security about individual matters. In addition, you need not produce at this time any routine requests for White House passes or requests for security clearances prepared in the ordinary course of business.

-2-

We understand that this request raises a number of issues. Please do not hesitate to call us for help in resolving them. (Jane Sherburne 6-5116 or Wendy White 6-7361).

REED, BRUCE N.
WHITE HOUSE OFFICE
DOMESTIC POLICY COUNCIL

CEOB

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THE WHITE HOUSE

WASHINGTON

May 3, 1996

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE, OFFICE OF THE VICE
PRESIDENT, OFFICE OF ADMINISTRATION, AND OFFICE OF
POLICY DEVELOPMENT

FROM: JANE SHERBURNE *JS*
SPECIAL COUNSEL TO THE PRESIDENT

WENDY S. WHITE
SPECIAL ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Subpoena from the Senate Special Committee to
Investigate Whitewater

The White House has received a subpoena from the Senate Special Committee to Investigate Whitewater for production of documents that refer, reflect or relate to the lending practices of the Perry County Bank in connection with the 1990 Arkansas gubernatorial election. See Attachment A for the complete request from the Committee.

Please conduct a thorough search of your files for documents responsive to this request. Such documents should be provided to Wendy White, OEOB Room 148, by 12:00 p.m., Wednesday, May 8, 1996.

We will undertake to retrieve relevant files from the Office of Records Management and will review those files.

If you have any questions, please do not hesitate to contact Jane Sherburne (6-5116) or Wendy White (6-7361).

Thank you for your cooperation.

Attachment A

All records, regardless of format, including, but not limited to, e-mail, electronic "dump files," memoranda, correspondence, notes, message slips or pads, scheduling memoranda, telephone logs, calendars, journals, diary entries, and records in any other medium, including drafts of any of the foregoing, that refer, reflect or relate to the lending practices of the Perry County Bank in connection with the 1990 Arkansas gubernatorial election, including, but not limited to:

1. any contribution made, directly or indirectly, to William Jefferson Clinton's 1990 gubernatorial campaign or to assist in the retirement of any debt related to the 1990 Arkansas gubernatorial election owed to the Perry County Bank by William Jefferson Clinton or his 1990 gubernatorial campaign, by:
 - a. any present or former director, officer or employee of the Perry County Bank, including, but not limited to, Herby Branscum, Jr., Robert M. Hill or Neal Ainley;
 - b. any relative of Herby Branscum, Jr., Robert M. Hill or Neal Ainley; or
 - c. any corporation, unincorporated entity or professional corporation owned or controlled by any person described in subparagraph a. or b. above;
2. the 1991 appointment of Herby Branscum, Jr. to the Arkansas State Highway Commission;
3. the 1991 reappointment of Robert M. Hill to the Arkansas State Bank Board; and
4. any communication, contact or meeting relating to the 1991 appointment of Herby Branscum, Jr. to the Arkansas State Highway Commission, the 1991 reappointment of Robert M. Hill to the State Banking Commission, or the Perry County Bank in connection with the 1990 gubernatorial campaign, involving any person, including, but not limited to, William Jefferson Clinton, Hillary Rodham Clinton, any present or former agent or employee of the Arkansas Office of the Governor, any present or former employee of the White House, any present or former member or employee of Williams & Connolly, any present or former member or employee of Wright, Lindsey & Jennings, or any employee, agent or consultant of the 1990 Clinton gubernatorial campaign or the 1992 Clinton presidential campaign.

THE WHITE HOUSE

WASHINGTON

January 20, 1996

MEMORANDUM FOR EXECUTIVE OFFICE OF PRESIDENT STAFF

FROM: JANE SHERBURNE *JS*
Special Counsel to the President

ELENA KAGAN *EK*
Associate Counsel to the President

SUBJECT: SUBPOENA FOR DOCUMENTS

We have received a subpoena from the Independent Counsel in the Whitewater matter for certain materials described below. Please provide any materials -- including documents, records, phonelogs, notes, computer records, letters, and telefax materials -- that are responsive to the paragraph below to **Elena Kagan, OEOB Room 125, by 5:00 p.m. on Monday, January 22, 1996.**

Any and all documents and/or communications referring or relating to the location, efforts to locate, production, efforts to produce, whereabouts, or existence of documents referring or relating to: (a) legal representation provided by, legal work performed by, or Rose Law Firm compensation allocated to Hillary Rodham Clinton; or (b) legal representation provided to or legal work performed for Madison Guaranty Savings & Loan.

It is extremely important that staff members conduct a thorough search for documents by the end of the business day. Each Assistant to the President or Department head should ensure that his or her staff members conduct such a search.

If you believe you may have responsive documents but cannot locate them by 5:00 p.m., please contact Elena Kagan (6-7594) immediately.

THE WHITE HOUSE

WASHINGTON

October 31, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT AND
EXECUTIVE RESIDENCE

FROM: JANE C. SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN *DBF*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Subpoena from the Senate Special Committee

The White House today received a Subpoena from the Senate Special Committee to Investigate Whitewater, formalizing the request for documents made by Chairman D'Amato since August 25, 1995. The White House response to these requests and, therefore, to this Subpoena is largely complete. The Subpoena makes one new request, however, with which the White House has been asked to comply by Thursday, November 2, 1995.

The Senate Committee has now requested any White House records that constitute "notes, transcripts or other records of any statements made or adopted by William Jefferson Clinton and/or Hillary Rodham Clinton on or before May 1, 1995 reflecting, referring, or relating to the subjects set forth" below, "other than statements made in connection with the investigation of the Special Counsel or the Independent Counsel." [NOTE: We already have collected from you all such statements made as of March 4, 1994. Therefore, the time period covered by this new request and for which you must provide responsive material is between March 4, 1994 and May 1, 1995.]

1. "the operations, solvency, and regulation of Madison Guaranty Savings & Loan Association ("Madison"), and any subsidiary, affiliate, or other entity owned or controlled by Madison;
2. "the activities, investments, and tax liability of Whitewater Development Corporation ("Whitewater") and, as related to Whitewater, of its officers, directors, and shareholders;

3. "the Rose Law Firm's representation of Madison or its representation of the RTC with regard to Madison;
4. "the handling by the RTC, the Office of Thrift Supervision, the Federal Deposit Insurance Corporation, and the Federal Savings and Loan Insurance Corporation of civil or administrative actions against parties regarding Madison;
5. "the sources of funding and lending practices of Capital Management Services, Inc., and its supervision and regulation by the Small Business Administration, including any alleged diversion of funds to Whitewater;
6. "the bond underwriting contracts between ADFA and Lasater & Company; and
7. "the lending activities of Perry County Bank, Perryville, Arkansas, in connection with the 1990 Arkansas gubernatorial election."

Please provide any records that constitute statements made or adopted by the President and/or Mrs. Clinton about the subjects described above to Associate Counsel David Fein (OEOB Room 128) by 5 p.m. on Wednesday, November 1, 1995. Do not provide additional copies of material you already have produced in response to prior requests. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search the material. If you believe you have responsive material but are unable to retrieve it by November 1, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Thank you again for your cooperation.

THE WHITE HOUSE
WASHINGTON

October 23, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT AND
EXECUTIVE RESIDENCE

FROM: JANE C. SHERBURNE *JCS*
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN *DBF*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Request from the Senate Special Committee

The Senate Special Committee to Investigate Whitewater has requested certain additional White House records in connection with its work. Accordingly, please review your records ("memoranda, correspondence, notes, and records in any other medium, including drafts of any of the foregoing"), as well as your computer files, and retrieve documents **dated or prepared as of March 4, 1994** (even if you came into possession of such documents on or after March 4, 1994) that reflect, refer or relate to:

1. "the operations, solvency, and regulation of Madison Guaranty Savings & Loan Association ("Madison"), and any subsidiary, affiliate, or other entity owned or controlled by Madison;
2. "the activities, investments, and tax liability of Whitewater Development Corporation ("Whitewater") and, as related to Whitewater, of its officers, directors, and shareholders;
3. "the Rose Law Firm's representation of Madison or its representation of the RTC with regard to Madison;
4. "the handling by the RTC, the Office of Thrift Supervision, the Federal Deposit Insurance Corporation, and the Federal Savings and Loan Insurance Corporation of civil or administrative actions against parties regarding Madison;

5. "the sources of funding and lending practices of Capital Management Services, Inc., and its supervision and regulation by the Small Business Administration, including any alleged diversion of funds to Whitewater;
6. "the bond underwriting contracts between ADFA and Lasater & Company; and
7. "the lending activities of Perry County Bank, Perryville, Arkansas, in connection with the 1990 Arkansas gubernatorial election."

Please provide any records that fall within the categories described above to Associate Counsel David Fein (OEOB Room 128) by Wednesday, October 25, 1995. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search the material. If you believe you have responsive material but are unable to retrieve it by October 25, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Staff members from the following offices within the White House Office may disregard this request:

Cabinet Affairs
Correspondence
Fellowships
Management and Administration
National AIDS Policy
Office of Policy Development
Political Affairs
Presidential Personnel
Public Liaison
Scheduling and Advance
Usher's Office

Thank you again for your cooperation.

THE WHITE HOUSE

WASHINGTON

October 6, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT, OFFICE
OF POLICY DEVELOPMENT AND EXECUTIVE
RESIDENCE

FROM: JANE C. SHERBURNE
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Clarification on Document Request from the Senate
Special Committee

In regard to our October 4, 1995 Memorandum, "Document Request from Senate Special Committee," we have clarifying information based on our continuing discussions with the Senate Special Committee.

1. The Committee has agreed to eliminate records from the following offices from its document request:

Cabinet Affairs
Correspondence
Fellowships
Management and Administration
National AIDS Policy
Office of Policy Development
Political Affairs
Presidential Personnel
Public Liaison
Scheduling and Advance
Usher's Office

Accordingly, if you work in one of the above listed offices, you do not need to search your files for documents responsive to the October 4, 1995 Memorandum.

2. The Committee has agreed to the following limitations on records maintained by White House staff in these offices:

Intergovernmental Affairs:

White House staff may limit their search for material responsive to the October 4 Memorandum to documents related to Governor Jim Guy Tucker.

Legislative Affairs:

White House staff who did not work on the 1994 Congressional hearings on Whitewater do not need to search for documents responsive to the October 4, 1995 Memorandum.

3. Request 6 of the October 4 Memorandum asks for records of communications between White House officials and some 56 different people, among them Roger Altman, Webster Hubbell and Betsey Wright. The Committee has agreed that records of communications, contacts or meetings between White House officials and Roger Altman, Webster Hubbell or Betsey Wright need be provided only if they relate to Whitewater or Madison Guaranty.

Please keep in mind that this request, and all requests in our October 4, 1995 Memorandum, call for **White House records prepared or dated between January 20, 1993 and August 5, 1994.** If you have any questions about this clarification or the original request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

October 4, 1995

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT, OFFICE
OF POLICY DEVELOPMENT AND EXECUTIVE
RESIDENCE

FROM: JANE C. SHERBURNE *JCS*
SPECIAL COUNSEL TO THE PRESIDENT

DAVID B. FEIN *DBF*
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Document Request from the Senate Special Committee

The Senate Special Committee to Investigate Whitewater is beginning preparations for additional hearings. The Committee has requested certain White House records in connection with its work. Accordingly, please review your records ("memoranda, correspondence, notes, and records in any other medium, including drafts of any of the foregoing"), as well as your computer files, and retrieve White House records **prepared or dated between January 20, 1993 and August 5, 1994**, that reflect, refer or relate to:

1. "information gathered, prepared or developed by any employee, consultant or agent of the Resolution Trust Corporation ("RTC") relating to Madison Guaranty Savings & Loan Association ("Madison") or Whitewater Development Company ("Whitewater");
2. "any actual or potential RTC criminal referral or civil action relating to Madison or Whitewater, including, but not limited to, any communication, contact or meeting relating to any actual or potential RTC criminal referral or civil action relating to Madison or Whitewater;
3. "the handling of criminal referrals by the Department of Justice relating to Madison or Whitewater;
4. "any RTC investigation relating to Madison or Whitewater;

5. "any communication, contact or meeting (including but not limited to, all records of telephone conversations or wire communications) between any present or former employee of the White House and any other person, including, but not limited to, the Department of the Treasury, the Office of Government Ethics ("OGE") or the RTC, relating to the report of the OGE to the Secretary of the Treasury, dated July 31, 1994 (the "OGE Report"), regarding White House Treasury contacts concerning the RTC's resolution of Madison, and related transcripts of depositions conducted by the Inspector General of the Department of the Treasury."
6. any communication, contact or meeting between the President, the First Lady, or any present member of the White House staff, or Lloyd Cutler, Neil Eggleston, Vincent Foster, Mark Gearan, Joel Klein, Bernard Nussbaum, John Podesta, or Cliff Sloan and any of the following individuals:

Lisa Aunspaugh	Dennie Beard	George Betts
Tom Butler	Paula Casey	Andrew Clark
Don Denton	John Flake	J.W. Fulbright
Eugene Harris	Bill Henley	David Henley
Jim Henley	Webster Hubbell	Marlin Jackson
Charles James	Jerry Jones	Dan Lasater
John Latham	James McDougal	Lorene McDougal
Susan McDougal	Wali Muhammed	Sheffield Nelson
Robert Palmer	Judy Peacock	Charles J. Peacock III
R.D. Randolph	Beverly Bassett Schaffer	
Mike Smith	Jim Guy Tucker	Chris Wade
Larry Wallace	Seth Ward	Betsey Wright
Greg Young		

any present or former employee of Frost & Co., and
any present or former employee of Maple Creek Farms

Roger Altman	Lee Ausen	April Breslaw
Karen Carmichael	Michael Caron	Albert Casey
Glion Curtis	James Dudine	Mark Gabrellian
Carl Gamble	Thomas Hindes	Richard Iorio
Russell Kaufman	Ellen Kulka	Jean Lewis
William Roelle	John Ryan	James Thompson
Andrew Tomback	Julie Yanda	

You do not need to provide any documents called for in this Memorandum that you already have produced to the Counsel's Office in response to prior requests. If you have sent records that may contain responsive material to the Office of Records Management, please let us know and we will ask ORM to search your material.

Please provide any records that fall within the categories described above to Associate Counsel David Fein (OEOB Room 128) no later than Tuesday, October 10, 1995. If you believe you have responsive material but are unable to retrieve it by October 10, or if you have any questions about this request, please contact Jane Sherburne (6-5116) or David Fein (6-6219).

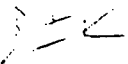
Thank you for your cooperation.

R

THE WHITE HOUSE
WASHINGTON

March 17, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN 
DEPUTY COUNSEL TO THE PRESIDENT

SUBJECT: Retention of Documents and Computer Files

We have previously requested that staff retain documents or computer files relating to Madison Guaranty, Whitewater Development Corporation, and any related matters. The Special Counsel also has requested that staff retain all documents or computer files relating in any way to Vincent Foster.

While any such documents or files need not be produced at this time, staff members should take all necessary measures to preserve and maintain them. Such documents and computer files should not be discarded, altered or destroyed. Additionally, all staff members should not remove or transport documents or computer files related to any of these matters from their offices in the EOP complex.

Should any staff member have questions about these procedures, please contact Marvin Krislov in the Counsel's Office at 6-7903.

THE WHITE HOUSE

WASHINGTON

February 8, 1995

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

ABNER J. MIKVA *AFM*
COUNSEL TO THE PRESIDENT

CHERYL MILLS *CM*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT:

Presidential Legal Expense Trust

On Friday, February 3, 1995, the Presidential Legal Expense Trust made the first of its biannual reports regarding the amounts that members of the public have contributed to the Trust to defray the costs of the President's and First Lady's legal expenses. In light of this public report, we wanted to take this opportunity to remind you of the limits of your activities with regard to inquiries you may receive.

The Trust is a private entity, wholly independent from the White House. Therefore, as a federal employee, you may not:

- o solicit contributions to the Trust, or
- o give contributions to the Trust.

If you receive inquiries regarding the Trust, you should direct them to:

Presidential Legal Expense Trust
Department 70
Washington, D.C. 20055-0070
(202) 463-8423 (telephone)
(202) 463-8426 (fax)

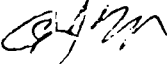
If an individual forwards a letter of inquiry or contribution to you for the President, please forward it to Cheryl Mills, OEOB Room 128, in the Counsel's Office.

THE WHITE HOUSE

WASHINGTON

November 10, 1994

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: ABNER J. MIKVA 
COUNSEL TO THE PRESIDENT

JOEL I. KLEIN 
DEPUTY COUNSEL TO THE PRESIDENT

SUBJECT: CONTACTS WITH INDEPENDENT AGENCIES AND THE IRS

Congress has created a number of so-called "independent" agencies. These include the Commodity Futures Trading Commission, Consumer Product Safety Commission, Federal Communications Commission, Federal Election Commission, Federal Maritime Commission, Federal Reserve Board, Federal Trade Commission, Interstate Commerce Commission, National Credit Union Administration, National Labor Relations Board, National Transportation Safety Board, Nuclear Regulatory Commission, Occupational Safety and Health Review Commission, Securities and Exchange Commission, and U.S. International Trade Commission.

As in the case of executive branch agencies, contact with any "independent" department or agency concerning any investigation, enforcement action or adjudication should be undertaken, if appropriate, only by the Counsel or Deputy Counsel. You should not contact, or respond to a contact from, an "independent" agency regarding any such matter. Rather, you should request that any contact or response be made by the Counsel or the Deputy Counsel, who will decide whether the contact is appropriate and will report to you as warranted.

In addition, it is also White House policy that communications with "independent" agencies regarding any other matters, including policy matters or requests for status reports, should be cleared in advance by the Counsel's Office to ensure that the communication is appropriate and that no special rules apply. (Where appropriate, advance clearance can be provided for categories of contacts.) The sole exception to this policy is communication on routine administrative matters (e.g., obtaining an address or phone number, public releases or documents, or scheduling).

* * *

Finally, because of the sensitive investigative and enforcement powers of the Internal Revenue Service, and the confidential personal information the IRS handles, it is White House policy that no member of the White House staff should have any communication of any type with the IRS without prior approval of the Counsel or Deputy Counsel.

THE WHITE HOUSE

WASHINGTON

November 10, 1994

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: ABNER J. MIKVA *ajm*
COUNSEL TO THE PRESIDENT

JOEL I. KLEIN *JK*
DEPUTY COUNSEL TO THE PRESIDENT

SUBJECT: WHITE HOUSE CONTACTS WITH AGENCIES AND DEPARTMENTS
REGARDING INVESTIGATIONS, ENFORCEMENT ACTIONS, AND
ADJUDICATIONS

This memo concerns one of the particularly important categories of White House contacts with Executive Branch departments and agencies -- those involving investigations, enforcement actions, or adjudications. It is imperative that all White House staff abide by these rules.

"Investigations" and "enforcement actions" are matters related to investigating, reviewing, or pursuing potential or actual administrative, criminal, or civil charges for alleged violations of law or regulations by specific individuals or entities. "Adjudications" are matters decided at an administrative or judicial hearing, or similar proceeding in which a department or agency determines the rights of particular individuals or entities.

Contact with any Executive Branch department or agency concerning any investigation, enforcement action, or adjudication -- whether civil or criminal -- should be undertaken only by the Counsel's Office. You should not contact any department or agency regarding any such matter. Rather, you should request that the contact be made by the Counsel or the Deputy Counsel, who will decide whether the contact is appropriate and will report back to you to the extent warranted.

By the same token, if anyone at any department or agency or anybody from outside the government contacts you about any investigation, enforcement action, or adjudication, you should promptly advise the Counsel or Deputy Counsel, who will decide whether to pursue the contact and will report back to you as warranted.

If you have any question about whether a department or agency matter involves an investigation, enforcement action, or adjudication, or if you have any other question concerning the matters raised in this memorandum, please direct it promptly to the Counsel's Office.

This is a brief outline of some of the areas that White House offices initially can help in working through immigration issues that the Administration will face.

COUNSEL'S OFFICE

Interagency coordination of legal analysis of Prop. 187

Legal issues regarding government databases

OMB

Summary of budget proposal that analyzes specifically what immigration policy implementation it will support and what policy ideas are being discussed that would not be fully funded. E.g. Does the budget proposal permit the overhaul of INS data needed to implement the verification ideas being discussed? The President said he supported more reimbursement to States for the costs of illegal immigration -- will the budget proposal this?

COMMUNICATIONS/PUBLIC AFFAIRS

We are taking gratuitous hits on immigration; we need to begin to transform the debate (which is possible -- Kondracke wrote a positive piece on Administration immigration efforts). Communications and Public Affairs can help identify opportunities for events/statements/media hits on immigration and informing the public of the Administration's work (A.G.; Jamie Gorelick; Doris Meissner) -- we should develop a long-term plan with Justice.

We should discuss how to help heal some wounds that are beginning to show already in Southern California.

POLITICAL AFFAIRS/INTERGOVERNMENTAL

What are the political considerations in each of the main immigration states? E.g. Gov.-elect Bush said he wouldn't kick illegal immigrant children out of school. We need a detailed state-by-state political analysis.

LEGISLATIVE

Justice is developing a legislative analysis based upon the Republican proposals that we have seen in the last few years. Legislative Affairs will need to supplement this analysis with a White House perspective.

NEC/NSC?/VP?

With State Department and other relevant agencies, address international economic "push" factors.

THE WHITE HOUSE

WASHINGTON

September 19, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM:

JOEL I. KLEIN *Joel I. Klein*
DEPUTY COUNSEL TO THE PRESIDENT

RE:

GRAND JURY SUBPOENA FOR DOCUMENTS

The White House has received a grand jury subpoena requesting the production of documents. The subpoena requests "All documents and other recordings relating to Harry Thomason and Darnell Martens, excluding those documents relating solely to the Presidential inauguration." The subpoena further states that the request "includes all records of any type, written or electronic, and duplicate copies as well as originals."

The subpoena calls for the documents to be produced no later than 9:30 a.m. Friday, September 30, 1994. To respond to this deadline, absolutely all members of the EOP staff immediately must search their files and provide all applicable documents and records to Marvin Krislov in the Counsel's Office, Room 126, OEOB by Friday, September 23, 1994. This request applies even if a staff member has previously searched his or her files and provided any such documents to the Counsel's Office.

To coordinate compliance, we have designated a representative from all EOP offices or entities to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These representatives should confirm that each staff member has searched his or her files and provided any responsive documents or records, and should notify Mr. Krislov or Chris Cerf at 52273 by Friday, September 23. A complete list of representatives is attached.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact Mr. Krislov or Mr. Cerf.

White House Office

Cabinet Affairs
Chief of Staff
Communications
Counsel's Office
Domestic Policy
Envir. Policy
First Lady Off.
Intergov. Aff.
Legislative Aff.
Man. & Admin.
Nat. Econ. Pol.
Office of Pres.
Political Aff.
Pres. Personnel
Public Liaison
Scheduling/Adv.
Social Secretary
Staff Secretary

Office Representative

Steve Silverman
John Angell
Rahm Emanuel
Marvin Krislov
Carol Rasco
Cathy Zoi
Melanne Verveer
Marcia Hale
Pat Griffin
Jodie Torkelson
Sylvia Mathews
George Stephanopoulos
Joan Baggett
Veronica Biggins
Alexis Herman
Ricki Seidman
Ann Stock
John Podesta

EOP Entity

CEA

CEQ

Exec. Residence

NSC

OA

OMB

ONDCP

OSTP

OVP

PFIAB

USTR

VP Residence

WHCA

WHMO

Office Representative

Tom O'Donnell

Elizabeth Blaug

Gary Walters

Alan Kreczko

Chris Cerf

Robert Damus

Ed Jurith

Holly Gwin

Todd Campbell

Alan Kreczko

Ira Shapiro

Todd Campbell

Col. Thomas Hawes

Capt. Mark Rogers

THE WHITE HOUSE
WASHINGTON

July 20, 1994

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM JOEL KLEIN *JK*
DEPUTY COUNSEL TO THE PRESIDENT

RE: Document Request by the Office of Independent Counsel

As you are aware, Independent Counsel Robert Fiske is continuing his inquiry regarding the files and documents in Vince Foster's office. In that regard, Mr. Fiske's office has requested that the White House Staff produce the following:

All documents in your custody, possession, or control relating to any activities or events in connection with Vincent Foster's death, or the search of his office following his death, or the disposition of any documents in his office or in the safe in Mr. Nussbaum's office.

The dates covered by this subpoena are from July 20, 1993 -- the date of Mr. Foster's death -- until the present.

In responding to this request, you should check all potentially relevant files, including computer files. (The specific "definitions" and "instructions" that you should use are set forth in the attachment provided by the Office of Independent Counsel.)

Please produce all potentially relevant documents to Joel Klein's office (2nd FL/WW) by close of business Thursday.

If you have any questions, feel free to call either Joel Klein (6-6611) or Associate Counsel Neil Eggleston (6-7901).

Definitions and Instructions

1. Definitions

a. The term "document" or "documents" as used in this subpoena means all records of any nature whatsoever within your possession, custody or control, or the possession, custody or control of any agent, employee, representative, or other person acting or purporting to act for or on your behalf or in concert with you, including but not limited to memoranda, records, reports, notes, books, files, summaries or records of conversations, meetings or interviews, summaries or records of telephone conversations, diaries, calendars, datebooks, telegrams, facsimiles, telexes, telefaxes, electronic mail, computerized records stored in the form of magnetic or electronic coding on computer media or on media capable of being read by computer or with the aid of computer related equipment, including but not limited to floppy disks or diskettes, disks, diskettes, disk packs, fixed hard drives, removable hard disk cartridges, mainframe

computers, Bernoulli boxes, optical disks, WORM disks, magneto/optical disks, floptical disks, magnetic tape, tapes, laser disks, video cassettes, CD-ROMs and any other media capable of storing magnetic coding, microfilm, microfiche and other storage devices, voicemail recordings, and all other written, printed or recorded or photographic matter or sound reproductions, however produced or reproduced.

The term "document" or "documents" also includes any earlier, preliminary, preparatory or tentative version of all or part of a document, whether or not such draft was superseded by a later draft and whether or not the terms of the draft are the same as or different from the terms of the final document.

b. The term "communication" or "communications" is used herein in its broadest sense to encompass any transmission or exchange of information, ideas, facts, data, proposals, or any other matter, whether between individuals or between or among the members of a group, whether face-to-face, by telephone or by means of electronic or other medium.

c. "Possession, custody or control" means in your physical possession and/or if you have the right to secure or compel the production of the document or a copy from another person or entity having physical possession.

d. The term "referring or relating" to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject including, but not limited to, documents concerning the preparation of other documents.

2. Instructions

a. If any original document cannot be produced in full, produce such document to the extent possible and indicate specifically the reason for your inability to produce the remainder.

b. Documents shall be produced as they are kept in the usual course of business, as organized in the files.

c. File folders, labels and indices identifying documents called for shall be produced intact with such documents. Documents attached to each other should not be separated.

d. The originals of all documents and communications must be produced, as well as copies within your possession, custody or control.

e. In reading this rider, the plural shall include the singular and the singular shall include the plural.

f. The words "and" and "or" shall be construed

conjunctively or disjunctively as necessary to make the request inclusive rather than exclusive. The use of the word "including" shall be construed without limitation.

g. In the event that any document called for by this subpoena is withheld on the basis of any claim of privilege or similar claim, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) any indicated or blind copies; (f) date; (g) a brief description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, has been disclosed, distributed, shown or explained; and (k) present custodian. Each basis you contend justifies the withholding of the document shall also be specified. With respect to those documents or records as to which you may claim privilege, or attorneys' work product, set forth as to each such document the basis for such claim, the identity of each person who has been privy to such communication reflected in the document and whether you will submit the document to the Court for an in camera determination as to the validity of the claim.

i. In the event that any document called for by this subpoena has been lost, destroyed, deleted, altered, or otherwise disposed of, that document shall be identified in writing as follows: (a) author; (b) the position or title of the author; (c) addressee; (d) the position or title of the addressee; (e) indicated or blind copies; (f) date; (g) a brief description of the subject matter of the document; (h) number of pages; (i) attachments or appendices; (j) all persons to whom the document, its contents, or any portion thereof, had been disclosed, distributed, shown or explained; (k) the date of the loss, destruction, deletion, alteration or disposal and the circumstances thereof; (l) the reasons, if any, for the loss, destruction, deletion, alteration or disposal and the person or persons responsible.

j. If any information or data is withheld because such information or data is stored electronically, it is to be identified by the subject matter of the information or data and the place or places where such information is maintained.

THE WHITE HOUSE

WASHINGTON

June 30, 1994

MEMORANDUM FOR EXECUTIVE OFFICE OF PRESIDENT STAFF

FROM: LLOYD N. CUTLER *LNC/cdm*
SPECIAL COUNSEL TO THE PRESIDENT

SUBJECT: President's Legal Expense Trust

This memorandum is in response to inquiries from staff regarding the recent announcement by Reverend Theodore Hesburgh and Nicholas de B. Katzenbach of the establishment of the Presidential Legal Expense Trust. The Trust is not a White House enterprise, but rather is a non-federal entity co-chaired by Reverend Hesburgh and Mr. Katzenbach.

The Trust was created to raise and disburse funds to meet the personal legal expenses being incurred by President and Mrs. Clinton because of legal proceedings commenced after the President took office. As federal government employees, you are not eligible to make contributions to the Trust.

Many staff members have received calls from the public seeking information about the Trust. In response to an inquiry, staff should state:

Thank you for inquiring. The Presidential Legal Expense Trust is a separate entity from the White House; the White House does not accept contributions for the Trust. If you wish to contact the Trust for information, the phone number is (202) 429-1780; the address is Presidential Legal Expense Trust, Department 70, Washington, D.C. 20055-0070.

Staff are reminded, pursuant to the Standards of Conduct for Executive Branch Employees, that:

- o You may not, under any circumstances, solicit contributions to the Trust;
- o You should not provide any information about the Trust beyond the telephone number and address through which callers may obtain more information.

If you have any questions regarding the Trust and permissible activity by federal employees, please call Cheryl Mills in the Counsel's Office (456-7900).

THE WHITE HOUSE
WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE AND
EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN *JK*
Deputy Counsel to the President

SUBJECT: Retention of Documents and Communications

Today we have requested that White House Office employees produce any documents or communications related to contacts between White House staff members and officials of the Department of the Treasury and the Resolution Trust Corporation.

We are aware that staff may have other documents or communications relating to Madison Guaranty, Whitewater Development Corporation, and any related matters. While any such documents or communications need not be produced at this time, staff members should take all necessary measures to preserve and maintain any such documents. Such documents should not, under any circumstances, be discarded, altered or destroyed. Additionally, all staff members should not remove or transport documents or communications related to any of these matters from their offices in the EOP or White House complex.

Should any staff member have questions about these procedures, please contact one of the following liaisons in the Office of White House Counsel:

Chris Cerf	6-7180	190	OEOB
Vicki Divoll	6-7181	190	OEOB
Marvin Krislov	6-7903	126	OEOB
Cheryl Mills	6-7900	128	OEOB

THE WHITE HOUSE

WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE STAFF

FROM: Mack McLarty
Chief of Staff

Mack McLarty

SUBJECT: Compliance with Grand Jury Subpoena

Attached is a memorandum from Joel Klein, Deputy Counsel to the President, specifying procedures to be taken by all staff to comply with the grand jury subpoena for documents issued by the Office of the Special Counsel. **It is imperative that all staff read this memorandum thoroughly to understand the scope of the request.** Moreover, all staff must search their trash, burn bags, electronic files and other records and files immediately, so that we can provide the grand jury with all responsive documents by Thursday, March 10 at 10 a.m., as the subpoena requires. As you all are aware, the grand jury subpoena creates a legal obligation to produce any responsive documents.

To coordinate compliance, each designated department representative must collect signed statements of compliance and all possibly responsive documents from his or her staff members, and provide these to the designated liaison from the Counsel's Office no later than 8 p.m. today. Each staff member's documents should be submitted to the department representative in an envelope with the staff member's signature clearly visible. Should any staff member have any concerns or questions about the scope of the request or any other related matter, he or she should contact the appropriate liaison from the Counsel's Office. Attached to this memorandum is a list of all White House departments with designated representatives as well as liaisons from the Counsel's Office.

Counsel Liaison Telephone and Room Numbers:

Chris Cerf	6-7180	190 OEOB
Vicki Divoll	6-7181	190 OEOB
Marvin Krislov	6-7903	126 OEOB
Cheryl Mills	6-7900	128 OEOB

<u>Office</u>	<u>Office Representative</u>	<u>Counsel Liaison</u>
Cabinet Affairs	Christine Varney	Marvin Krislov
Chief of Staff	Thomas McLarty	Cheryl Mills
Communications	Rahm Emmanuel	Cheryl Mills
Counsel's Office	Kathleen Whalen	Marvin Krislov
Domestic Policy	Carol Rasco	Chris Cerf
Envir. Policy	Katie McGuinty	Chris Cerf
First Lady Off.	Melanne Verveer	Cheryl Mills
Intergov. Aff.	Marcia Hale	Vicki Divoll
Legislative Aff.	Pat Griffin	Vicki Divoll
Man. & Admin.	David Watkins	Chris Cerf
Nat. Econ. Pol.	Bob Rubin	Chris Cerf
Office of Pres.	George Stephanopolous	Cheryl Mills
Political Aff.	Joan Baggett	Vicki Divoll
Pres. Personnel	Veronica Biggins	Vicki Divoll
Public Liaison	Alexis Herman	Vicki Divoll
Scheduling/Adv.	Ricki Seidman	Chris Cerf
Social Secretary	Ann Stock	Marvin Krislov
Staff Secretary	John Podesta	Chris Cerf

THE WHITE HOUSE

WASHINGTON

March 7, 1994

MEMORANDUM FOR ALL WHITE HOUSE OFFICE STAFF

FROM: JOEL I. KLEIN
DEPUTY COUNSEL TO THE PRESIDENT

RE: GRAND JURY SUBPOENA FOR DOCUMENTS

As my memorandum of March 4 explained, the White House has received a grand jury subpoena requesting the production of documents. Attached please find a copy of that memorandum detailing the subpoena's requirements, which you should study carefully and refer to when reviewing all your documents and communications.

The subpoena calls for the documents to be produced no later than 10 a.m. Thursday, March 10, 1994. To respond to this deadline, absolutely all members of the White House Office staff immediately must search their files and all applicable documents and records (as defined in the subpoena and set forth in the March 4 memorandum at Paragraphs A and B and the accompanying Definitions section).

To coordinate compliance, we have designated a representative from all White House departments to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These department representatives must collect a signed statement from each staff member certifying compliance with the subpoena, as well as provide any and all possibly responsive documents and communications from all staff members. Staff members should provide department representatives with all responsive documents in appropriate envelopes or folders with their signature clearly visible. These materials should be given by department representatives to the designated liaison from the Counsel's Office no later than 8 p.m. today. A complete list of White House department representatives, as well as a list of the liaisons from the Counsel's Office by White House department, is attached to the Chief of Staff's memorandum.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact his or her liaison from the Counsel's Office.

I. PROCEDURES FOR REVIEWING FILES

In order to ensure that each staff member conducts a complete search of his or her files, the following procedures are established:

1. Trash Containers and Wastebaskets. Each staff member must search his or her office wastebasket or trash containers and retrieve any applicable documents, files or records no later than 2 p.m. today. Each agency or department representative must confirm that each staff member has searched his or her trash containers no later than 4 p.m. today. If a staff member is absent from the office today for any reason, the agency or department representative must confirm that the absent staff member's trash has been searched and any potentially responsive documents removed and preserved. The time found and the location, including room number, of any such documents should be noted and the documents should be provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

2. Burn Bags. All burn bags in White House offices must be searched no later than 2 p.m. today, and any potentially responsive documents must be removed and preserved. Each agency or department representative is responsible for ensuring that all burn bags in his or her department are searched and that all possibly responsive documents are removed and preserved. Any such responsive document(s) should be provided to the author and/or recipient, if apparent, who in turn should note the location of any such document(s) and provide them to the Counsel's Office as discussed below. If it is unclear as to the identity of the author and/or recipient, the staff member locating the document(s) should note the time found and location of any such documents. These documents should be provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

3. Electronic Mail. Each White House staff member should search his or her electronic mail files by 2:00 p.m. today to determine if there are any communications possibly responsive to the subpoena that were either received, sent by, or forwarded to the staff member. Any such communications, including any attachments, should be printed out immediately, and provided to the appropriate liaison from the Counsel's Office no later than 8 p.m. today.

4. Records and Files. Each White House staff member must ascertain whether his or her records and documents contain any possibly responsive documents (as defined in the subpoena and set forth in the March 4 memorandum at paragraphs A and B and in the Definitions section). Please consult the Definitions Section carefully. Note that the Definitions of documents includes, among other types of documents or communications, diaries,

calendars, notes, summaries or records of conversations, meetings, interviews or conversations, as well as documents that may refer only in part to the subjects set forth in Paragraphs A and B, or may refer to the preparation of other documents relevant to the subjects set forth in Paragraphs A and B. The definition of documents also includes earlier, preliminary drafts of documents. Also note that any original documents in a staff member's file should be provided, as well as any copies. Should a staff member wish to make an additional copy of a document for current use, he or she may do so but should notify the appropriate liaison from the Counsel's Office. See further instructions, below.

If, for any reason, you object to providing a possibly responsive document or communication, you must notify your liaison from the Counsel's Office of the type of document or communication no later than 8 p.m. today.

II. RESPONSIVE DOCUMENTS

If your search reveals possibly responsive documents or communications, please note that the subpoena specifies the following instructions:

1. If any original document cannot be produced in full, you must produce such document to the extent possible and indicate specifically the reason for your inability to produce the remainder.
2. Documents shall be produced as they are kept in the usual course of business, as organized in the files.
3. File folders, labels and indices identifying documents called for shall be produced intact with such documents. Documents attached to each other should not be separated.
4. The originals of all documents and communications must be produced, as well as copies within your possession, custody or control.
5. In the event that any document called for by this subpoena has been lost, destroyed, deleted, altered or otherwise disposed of, you should identify that document in writing as follows: a) author; b) position and title of the author; c) addressee; d) the position or title of the addressee; e) indicated or blind copies; f) date; g) brief description of the subject matter of the document; h) number of pages; i) attachments or appendices; j) all persons to whom the document, its contents, or any portion thereof, had been disclosed, distributed, shown or explained; k) the date of the loss, destruction, deletion, alteration or disposal and the circumstances thereof; l) the reasons, if any, for the loss,

destruction, deletion, alteration or disposal and the person or persons responsible.

6. If any information or data is withheld because such information or data is stored electronically, it is to be identified by the subject matter of the information or data and the place or places where such information is maintained.

III. COMPLIANCE RESPONSIBILITIES AND SIGNED STATEMENTS

If you have any doubts whatsoever about the responsiveness of any document or record, it is your obligation to notify your liaison from the Counsel's Office.

Each department representative must determine if any staff member's absence from the office will not enable that staff member to comply with these deadlines. In such instances, each department representative should notify your liaison from the Counsel's Office to discuss appropriate procedures.

In addition to providing the original(s) and any copies of any and all possibly responsive documents, each White House staff member must return to your designated agency or department representative a signed original of the statement found on the next page no later than 8 p.m. today. This signed statement should accompany any possibly responsive documents or communications that you have identified.

Additionally, those department representatives must also provide a signed statement certifying that they have canvassed their staff members and ensured compliance.

Please note that we assume that this subpoena imposes a continuing obligation to provide responsive documents to the grand jury. Should you create, receive, or discover any possibly responsive documents at any time in the future, you should notify your Counsel liaison immediately.