

# FOIA MARKER

**This is not a textual record. This is used as an  
administrative marker by the William J. Clinton  
Presidential Library Staff.**

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**Collection/Record Group:** Clinton Presidential Records

**Subgroup/Office of Origin:** Counsel Office

**Series/Staff Member:** Jane Schaffner

**Subseries:**

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**OA/ID Number:** 21519

**FolderID:**

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**Folder Title:**

Vetting Guidance I--Vetting/Orientation: [Process Notes]

**Stack:**

**S**

**Row:**

**111**

**Section:**

**2**

**Shelf:**

**3**

**Position:**

**2**

# Withdrawal/Redaction Sheet

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                        | DATE | RESTRICTION |
|--------------------------|--------------------------------------|------|-------------|
| 001. notes               | re: Non-selection (Partial) (1 page) | n.d. | b(6)        |

### COLLECTION:

Clinton Presidential Records  
Counsel Office  
Jane Schaffner  
OA/Box Number: 21519

### FOLDER TITLE:

Vetting Guidance I--Vetting/Orientation: [Process Notes]

2006-1066-F

jm1382

### 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]

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.

- 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]

## Vetting

Lisa Winston

Stere Mancuso (Bd K Appeals, DOD)

Dana Orr (EPA)

Chris Puffer (Bd of Immigration Appeals)

Rick Joss (Bd of Veterans Appeals)

## Vetting

Searching for things that cd be  
disqualifying, eg in terms of  
(a) statutory requirements for job  
(b) Senate confirmation -

Looking at

writings

life activities

expressed viewpoints

perceptions of candidate

Focus on job being appointed to, in  
terms of above

## Process

- 1) Start memo from office of Personnel
- 2) Suzanne sends candidates forms including SF-86 and PDS (w/ bio & resume) name check waiver or FBI waiver
- 3) Suzanne gives referrer folder w/ info (usually complete) except for crunch: Not FBI form
- 4) Do Lexus/Nexus search for News search
  - (a) what candidate has written
  - (b) News articles about them  
Has C been criticized in media as unqualified?  
Flag - <sup>for</sup> <sup>fo</sup> PERCEPTIONS are important
  - (c) Legal data base  
lawsuits where C a party  
∴ PROFILE in public domain
- 5) Have colleagues review research
- 6) Write memo highlighting hot issues  
first, "No issue" vet or "issue" vet
- 7) Other referrers review
- 8) Interview candidate - ask a host of questions:  
spoligize early for numbers,  
intrusive, redundant @ - DWI, illegal drugs,  
arrest, money taxes, taxes on TIME
- 9) Write memo on interview
- 10) Other referrers review interview memo

Memo shells are on computer

11) Memo renewed by Lisa & others

12) Financial review - whether holdings cd  
create a conflict of interest  
(coordinates w/ office of Gov't Ethics)  
& Agency

13) Review of FBI background file (by others)

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Shells  
for 5 memos  
in computer

Xerox  
machine [136  
593

[001]

(b)(6)

Writing

life activities

Expressed viewpoints

may be disqualifying

(a) statutory requirements

(b) Senate confirmation

embarrassing to  
candidate or administration

Personnel

Suzanne  
gives us  
folder w/  
info:  
(usually wait  
for 21 forms  
except a  
crunch)

- Process
- ① Lexis / Nexus Search for news articles about them  
New's search + legal data base
  - ② Suzanne Sends candidate: ~~SF-86~~ SF-86  
A Name check waiver B Waiver C Personal data statement w/ bio resume  
Start memo from office of Personnel  
Personal data statement w/ bio resume  
What they've written - Has person been critiqued in media as unqualified?  
③ Interview candidate - detailed interview & Qaire  
FLAG for P.O. PERCEPTION important

2 host of questions - DWI, illegal drugs, arrest, nanny fees, taxes on time  
Write memo re interview (get from Steve's area)

- Have colleagues review SE -
- ② write memo highlighting 'hot' issues - "No issue" vet  
- other vetters review highlighting 'hot' issues - "Issue" vet  
Vetters review each others' work --

④ memo reviewed by Lisa & others

⑤ financial review - holdings cd create

a conflict of interest

Office of Gov't Ethics  
Agency

⑥ Review of FBI background file (by others)

Think of job