

FOIA MARKER

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Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Counsel Office

Series/Staff Member: David Apol

Subseries:

OA/ID Number: 18276

FolderID:

Folder Title:

FBI Background Investigations - WH Staff Access

Stack:

S

Row:

108

Section:

3

Shelf:

10

Position:

3

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Personnel Security Determination (2 pages)	04/13/1998	b(6)
002. form	re: Personnel Security Determination (3 pages)	04/08/1998	b(6)
003. memo	Personal (Partial) (1 page)	10/17/1996	b(6)

COLLECTION:

Clinton Presidential Records
Counsel's Office
David Apol
OA/Box Number: 18276

FOLDER TITLE:

FBI Background Investigations - WH Staff Access

2006-1066-F

jm1359

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]

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

**DAWN CHIRWA
STACY REYNOLDS
KAREN POPP**

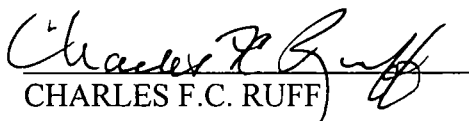
Access Only For Judicial Nominees:

**MARK CHILDRESS
MICHAEL O'CONNOR
DOUG BAND**

Access Only For Presidential Appointees:

**MARK CHILDRESS
VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
TANYA MILLER
SUZANNE MORENO**

APPROVED BY:


CHARLES F.C. RUFF

4/14/98
DATE


ERSKINE B. BOWLES

4/15/98
DATE

THE WHITE HOUSE
WASHINGTON

April 13, 1998

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

It is necessary to add Michael O'Connor, Attorney-Advisor, to the list of authorized individuals with access for judicial nominations, replacing Aimee Jimenez, Attorney-Advisor and to remove Jonathan Yarowsky, Special Associate Counsel to the President, from the list of authorized individuals with access for judicial nominations. Also, Suzanne Moreno, Paralegal, should be added to the list of authorized individuals with access for Presidential appointments, replacing Susan Allen, Paralegal.

Please indicate your approval on the proposed chart.

Attachments

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Personnel Security Determination (2 pages)	04/13/1998	b(6)

COLLECTION:

Clinton Presidential Records
Counsel's Office
David Apol
OA/Box Number: 18276

FOLDER TITLE:

FBI Background Investigations - WH Staff Access

2006-1066-F

jm1359

RESTRICTION CODES

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

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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COLLECTION:

Clinton Presidential Records
Counsel's Office
David Apol
OA/Box Number: 18276

FOLDER TITLE:

FBI Background Investigations - WH Staff Access

2006-1066-F

jm1359

RESTRICTION CODES

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

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THE WHITE HOUSE
WASHINGTON

March 18, 1998

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary change adds Mark Childress, Senior Counsel for Nominations, to the list of authorized individuals with access for judicial nominees and for Presidential appointees.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

**DAWN CHIRWA
STACY REYNOLDS
KAREN POPP**

Access Only For Judicial Nominees:

**MARK CHILDRESS
JONATHAN YAROWSKY
AIMÉE JIMÉNEZ
DOUG BAND**

Access Only For Presidential Appointees:

**MARK CHILDRESS
VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN
TANYA MILLER**

APPROVED BY:


CHARLES F.C. RUFF

3/18/98
DATE


ERSKINE B. BOWLES

3/18/98
DATE

THE WHITE HOUSE
WASHINGTON

November 18, 1997

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

FROM:

 CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT:

Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in assignment of duties in the Counsel's Office requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary changes add Karen Popp, Associate Counsel to the President, to the list of authorized individuals with access for White House passes and Doug Band, Staff Assistant, to the list of authorized individuals with access for judicial nominations.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

**DAWN CHIRWA
STACY REYNOLDS
KAREN POPP**

Access Only For Judicial Nominees:

**JONATHAN YAROWSKY
AIMÉE JIMÉNEZ
DOUG BAND**

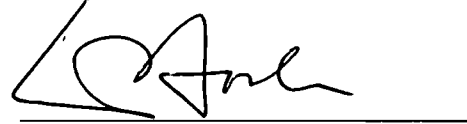
Access Only For Presidential Appointees:

**VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN**

APPROVED BY:


CHARLES F.C. RUFF

11/19/97
DATE


ERSKINE B. BOWLES

11/19/97
DATE

THE WHITE HOUSE
WASHINGTON

March 18, 1998

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary change adds Mark Childress, Senior Counsel for Nominations, to the list of authorized individuals with access for judicial nominees and for Presidential appointees.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

Access Only for EOP
Personnel (including
WH Passes):

CHUCK EASLEY
EOP SECURITY OFFICE

CHARLES F.C. RUFF
COUNSEL

CHERYL D. MILLS
DEPUTY COUNSEL

Access Only for WH Passes:

DAWN CHIRWA
STACY REYNOLDS
KAREN POPP

Access Only For Judicial Nominees:

MARK CHILDRESS
JONATHAN YAROWSKY
AIMÉE JIMÉNEZ
DOUG BAND

Access Only For Presidential Appointees:

MARK CHILDRESS
VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN
TANYA MILLER

APPROVED BY:


CHARLES F.C. RUFF

3/18/98
DATE

ERSKINE B. BOWLES

DATE

July 30, 1996

MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: ACCESS TO FBI BACKGROUND INVESTIGATIONS

As outlined in my memorandum to you of June 14, 1996, our new procedures restrict access to FBI background investigation information to those White House employees who are authorized in writing by the Chief of Staff and the Counsel to the President and whose assigned duties require the review or processing of such information.

I recommend, in addition, that access to background investigation information be compartmentalized. That is, employees whose assigned duties require the review or processing of background investigation information should have access only to those categories of background investigations that are necessary to perform their assigned duties. This approach is set forth more specifically on the attached chart.

The employees identified on this chart, if approved by you and me, shall have access to those FBI background investigations necessary to their duties. I recommend that you approve the access list set forth on this chart.

THE WHITE HOUSE
WASHINGTON

November 18, 1997

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

FROM:

 CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT:

Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in assignment of duties in the Counsel's Office requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary changes add Karen Popp, Associate Counsel to the President, to the list of authorized individuals with access for White House passes and Doug Band, Staff Assistant, to the list of authorized individuals with access for judicial nominations.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

**DAWN CHIRWA
STACY REYNOLDS
KAREN POPP**

Access Only For Judicial Nominees:

**JONATHAN YAROWSKY
AIMÉE JIMÉNEZ
DOUG BAND**

Access Only For Presidential Appointees:

**VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN**

APPROVED BY:


CHARLES F.C. RUFF

11/19/97
DATE

ERSKINE B. BOWLES

DATE

THE WHITE HOUSE
WASHINGTON

November 18, 1997

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in assignment of duties in the Counsel's Office requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary changes add Karen Popp, Associate Counsel to the President, to the list of authorized individuals with access for White House passes and Doug Band, Staff Assistant, to the list of authorized individuals with access for judicial nominations.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

Access Only for EOP
Personnel (including
WH Passes):

CHUCK EASLEY
EOP SECURITY OFFICE

CHARLES F.C. RUFF
COUNSEL

CHERYL D. MILLS
DEPUTY COUNSEL

Access Only for WH Passes:

DAWN CHIRWA
STACY REYNOLDS
KAREN POPP

Access Only For Judicial Nominees:

JONATHAN YAROWSKY
AIMÉE JIMÉNEZ
DOUG BAND

Access Only For Presidential Appointees:

VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN

APPROVED BY:

CHARLES F.C. RUFF

DATE

ERSKINE B. BOWLES

DATE

THE WHITE HOUSE
WASHINGTON

October 24, 1997

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

FROM:

 CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary changes add Dawn Chirwa, Associate Counsel to the President, and Stacy Reynolds, Staff Attorney, to the list of authorized individuals, replacing Peter Erichsen, Associate Counsel to the President. As you can see, our intention is that Peter will have access to background investigations until November 7, 1997 in order to acquaint Dawn and Stacy with the process. At that time, his name will be removed from the list of staff members with access.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

Access Only for EOP
Personnel (including
WH Passes):

CHUCK EASLEY
EOP SECURITY OFFICE

CHARLES F.C. RUFF
COUNSEL

CHERYL D. MILLS
DEPUTY COUNSEL

Access Only for WH Passes:

PETER ERICHSEN*
DAWN CHIRWA
STACY REYNOLDS

Access Only For Judicial Nominees:

JONATHAN YAROWSKY
AIMÉE JIMÉNEZ

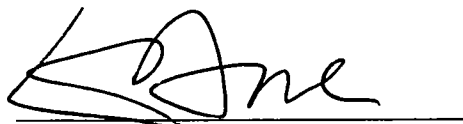
Access Only For Presidential Appointees:

PETER ERICHSEN*
VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN

APPROVED BY:


CHARLES F.C. RUFF

10/24/97
DATE


ERSKINE B. BOWLES

10/26/97
DATE

* Through November 7, 1997 only

THE WHITE HOUSE
WASHINGTON

September 5, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in the Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary change adds Aimée Jiménez, Attorney-Advisor, to the list of authorized individuals, replacing Michael O'Connor, Attorney-Advisor. As you can see, our intention is that Michael will have access to background investigations until September 12, 1997 in order to acquaint Aimée with the process. At that time, his name will be removed from the list of staff members with access.

Please indicate your approval on the proposed chart.

Attachments

5

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

PETER ERICHSEN

Access Only For Judicial Nominees:

**JONATHAN YAROWSKY
MICHAEL O'CONNOR *
AIMÉE C. JIMÉNEZ**

Access Only For Presidential Appointees:

**PETER ERICHSEN
VIRGINIA CANTER
SUSAN ALLEN**

APPROVED BY:

* Through 9/12/97 only


CHARLES F.C. RUFF

9/8/97
DATE


ERSKINE B. BOWLES

9/8/97
DATE

THE WHITE HOUSE
WASHINGTON

October 24, 1997

MEMORANDUM TO ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary changes add Dawn Chirwa, Associate Counsel to the President, and Stacy Reynolds, Staff Attorney, to the list of authorized individuals, replacing Peter Erichsen, Associate Counsel to the President. As you can see, our intention is that Peter will have access to background investigations until November 7, 1997 in order to acquaint Dawn and Stacy with the process. At that time, his name will be removed from the list of staff members with access.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

Access Only for EOP
Personnel (including
WH Passes):

CHUCK EASLEY
EOP SECURITY OFFICE

CHARLES F.C. RUFF
COUNSEL

CHERYL D. MILLS
DEPUTY COUNSEL

Access Only for WH Passes:

PETER ERICHSEN*
DAWN CHIRWA
STACY REYNOLDS

Access Only For Judicial Nominees:

JONATHAN YAROWSKY
AIMÉE JIMÉNEZ

Access Only For Presidential Appointees:

PETER ERICHSEN*
VIRGINIA CANTER
DAWN CHIRWA
STACY REYNOLDS
SUSAN ALLEN

APPROVED BY:

CHARLES F.C. RUFF

DATE

ERSKINE B. BOWLES

DATE

* Through November 7, 1997 only

THE WHITE HOUSE
WASHINGTON

September 15, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. On September 8, 1997, you and I both approved the addition of Aimée Jiménez, Attorney-Advisor, to the list of authorized individuals, replacing Michael O'Connor, Attorney-Advisor. Mr. O'Connor's authorization was scheduled to end on September 12, 1997, but his detail has been extended until September 19, 1997 to allow for a longer transition period. It is therefore necessary to extend his access to FBI background investigations until the end of this week. At that time, his name will be removed from the list of authorized individuals.

Please indicate your approval below.

APPROVE:  _____

DISAPPROVE: _____

THE WHITE HOUSE
WASHINGTON

September 5, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

FROM:

 CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT:

Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. A recent change in the Counsel's Office staffing requires us to issue a new authorization. I have attached a copy of the new chart.

The necessary change adds Aimée Jiménez, Attorney-Advisor, to the list of authorized individuals, replacing Michael O'Connor, Attorney-Advisor. As you can see, our intention is that Michael will have access to background investigations until September 12, 1997 in order to acquaint Aimée with the process. At that time, his name will be removed from the list of staff members with access.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

CHARLES F.C. RUFF
COUNSEL

CHERYL D. MILLS
DEPUTY COUNSEL

Access Only for EOP
Personnel (including
WH Passes):

CHUCK EASLEY
EOP SECURITY OFFICE

Access Only for WH Passes:

PETER ERICHSEN

Access Only For Judicial Nominees:

JONATHAN YAROWSKY
MICHAEL O'CONNOR *
AIMÉE C. JIMÉNEZ

Access Only For Presidential Appointees:

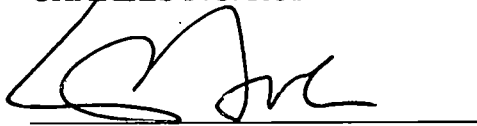
PETER ERICHSEN
VIRGINIA CANTER
SUSAN ALLEN

APPROVED BY:

* Through 9/12/97 only


CHARLES F.C. RUFF

9/8/97
DATE


ERSKINE B. BOWLES

9/8/97
DATE

THE WHITE HOUSE
WASHINGTON

September 5, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

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The necessary change adds Aimée Jiménez, Attorney-Advisor, to the list of authorized individuals, replacing Michael O'Connor, Attorney-Advisor. As you can see, our intention is that Michael will have access to background investigations until September 12, 1997 in order to acquaint Aimée with the process. At that time, his name will be removed from the list of staff members with access.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

PETER ERICHSEN

Access Only For Judicial Nominees:

**JONATHAN YAROWSKY
MICHAEL O'CONNOR *
AIMÉE C. JIMÉNEZ**

Access Only For Presidential Appointees:

**PETER ERICHSEN
VIRGINIA CANTER
SUSAN ALLEN**

APPROVED BY:

* Through 9/12/97 only

CHARLES F.C. RUFF

DATE

ERSKINE B. BOWLES

DATE

THE WHITE HOUSE

WASHINGTON

June 17, 1996

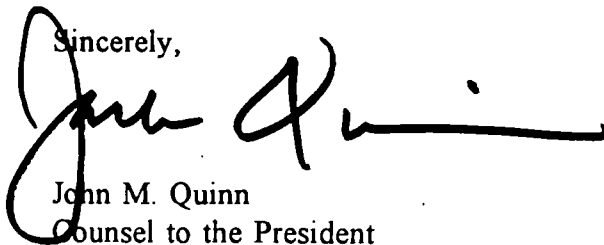
The Honorable Louis J. Freeh
Director
Federal Bureau of Investigation
Washington, D.C. 20535

Dear Director Freeh:

Pursuant to my announcement last week regarding the new procedures that govern White House requests for background information from the Federal Bureau of Investigation, I am providing you with the names of the three attorneys in the White House Counsel's Office whom I have authorized to approve White House requests to the FBI for background information. The three attorneys are David B. Fein and Kathleen M. Whalen, Associate Counsels to the President, and Robert W. Schroeder III, Special Assistant to the Counsel to the President.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Quinn". The signature is fluid and cursive, with a long horizontal stroke at the end.

John M. Quinn
Counsel to the President

THE WHITE HOUSE
WASHINGTON

June 25, 1996

MEMORANDUM FOR WHITE HOUSE COUNSEL'S OFFICE STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: BACKGROUND INVESTIGATIONS

I think it is important for everyone in the Counsel's Office to be familiar with the reforms we have made regarding requests to the Federal Bureau of Investigation for background investigations. I have attached two memoranda that explain these new procedures. In particular, you should make special note of the rule that no one on our staff except those authorized in writing by the Chief of Staff and me have any access to background investigation files.

A handwritten signature in black ink, appearing to read "Jack Quinn", with a large loop at the start and a horizontal line extending to the right.

Attachments

THE WHITE HOUSE

WASHINGTON

June 14, 1996

**MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF**

**FROM: JACK QUINN
COUNSEL TO THE PRESIDENT**

SUBJECT: WHITE HOUSE REQUESTS TO THE FBI

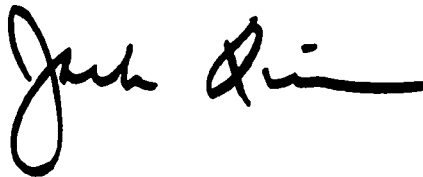
As you know, the White House has historically requested information from the FBI in order to evaluate the suitability of persons for Presidential appointments, nominations and recognition, employment at the White House, and access to the White House. In light of recent events, I have instituted the following rules and procedures to cover White House requests to the FBI for background investigation information, effective immediately:

1. White House requests to the FBI for background investigation information will be made only with the express written consent of the individual who is the subject of the investigation.
 - This rule applies to requests for any information beyond the type of computerized criminal history check required in the regular appointment clearance process at the White House complex.
 - The individual's consent must be current. Specifically, it must have been signed by the individual within thirty days of the White House request to the FBI.
 - The individual's express written consent must accompany the request made by the White House to the FBI for the information.
 - No information may be obtained without the individual's consent except in extraordinary circumstances set forth in a letter of justification to the General Counsel of the FBI signed by the Counsel to the President and concurred in by the Attorney General or the Deputy Attorney General.

2. Each request to the FBI must be approved and signed by the Counsel to the President or a specifically designated Counsel's Office attorney whose regular duties include the review of such information. Each request must also be signed by the security or vetting officer who initiates the request.
 - Signing for or in the name of another is prohibited.
 - The security or vetting officer who initiates the request must certify that the request is made for official purposes only.
 - The Counsel to the President will provide to the FBI the names of no more than three Counsel's Office attorneys who, in addition to the Counsel, are authorized to approve White House requests to the FBI for background information. No other persons may approve such requests.
3. Each request must identify the reason why the information is being requested (e.g., Presidential nomination, White House staff security clearance).
4. Only those White House employees authorized in writing by the Chief of Staff and the Counsel to the President whose assigned duties require the review or processing of such information will have access to FBI background investigations.

* * *

We communicated these changes, in proposed form, to the relevant officials of the FBI in order to make sure that our procedural reforms will be workable when taken together with changes the FBI is considering. These reforms were acceptable to the FBI and, so, we are now moving forward with them. In addition, I am requesting that the FBI assist us as promptly as possible in a thorough review of the background investigation files that we currently have to make sure that all of the files that were requested mistakenly have been returned to the FBI.



THE WHITE HOUSE
WASHINGTON

June 18, 1996

MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: WHITE HOUSE OFFICE OF PERSONNEL SECURITY

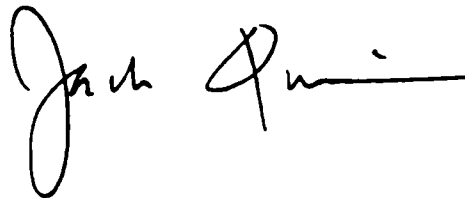
At present, the White House Office of Personnel Security conducts personnel security operations for the White House Office, the Office of the Vice President, the Office of Policy Development, and the Executive Residence. The Executive Office of the President (EOP) Security Office conducts personnel security functions for all other EOP offices except for the National Security Council (NSC), which conducts its own personnel security review in coordination with the White House Office of Personnel Security. Specifically, the EOP Security Office, which is part of the Human Resources Management Division of the Office of Administration, currently provides personnel security services to the following EOP agencies: Council of Economic Advisers, Council on Environmental Quality, Office of Administration, Office of Management and Budget, Office of National Drug Control Policy, Office of Science and Technology Policy, and the United States Trade Representative.

As you know from my memorandum to you of June 14, 1996, I have instituted a number of reforms to govern the procedures for White House requests to the Federal Bureau of Investigation (FBI) for background investigation material. In addition to those reforms, I recommend that the administrative personnel security functions currently performed by both the White House Office of Personnel Security and the NSC be incorporated into the EOP Security Office. In effect, this would mean that the EOP Security Office would serve on behalf of the White House in performing these functions with regard to White House Office, the Office of the Vice President, the Office of Policy Development, the Executive Residence, and NSC personnel. I believe that the reforms I instituted last week -- such as requiring the current, signed consent of the individual about whom information is sought to accompany White House requests of the FBI -- will be implemented most effectively and efficiently by merging the several existing security operations into the administrative office that currently performs security functions for the EOP.

The EOP Security Office is currently supervised by Charles "Chuck" Easley, who is a career employee hired during the Reagan Administration and who has served for ten years as the EOP Security Officer. Mr. Easley retired from the U.S. Army after 20 years. He served for 12 years as a Counterintelligence Special Agent in the Army, and for eight of those years, he served as the Technical Security Advisor to the Security Officer of the Joint Chiefs of Staff. Mr. Easley, heads a career staff at the EOP Security Office, will continue to report to the Associate Director for Human Resources Management of the Office of Administration, a career personnel specialist, who, in turn, reports to the Director of the Office of Administration.

If you approve this recommendation, the EOP Security Office will conduct its work on White House personnel in accordance with the procedures established by the Counsel to the President. As always, suitability decisions will remain the responsibility of Counsel to the President. In addition, all background investigation material regarding White House personnel will remain under the control of the Counsel to the President and will be maintained separate and apart from EOP personnel security files.

Under the new procedures I established last week, requests to the FBI for background investigation information on White House personnel will require -- in addition to the current, signed consent of the individual -- the approval of the Counsel to the President or specifically designated attorneys in the Counsel's Office. Furthermore, under the proposed plan, access to FBI background investigations would be limited to those White House and EOP employees authorized in writing by the Chief of Staff and the Counsel to the President whose assigned duties require the review or processing of such information.

A handwritten signature in black ink, appearing to read "Jack Quinn". The signature is fluid and cursive, with a long horizontal stroke at the end.

THE WHITE HOUSE
WASHINGTON

July 30, 1996

MEMORANDUM FOR LEON PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

SUBJECT: ACCESS TO FBI BACKGROUND INVESTIGATIONS

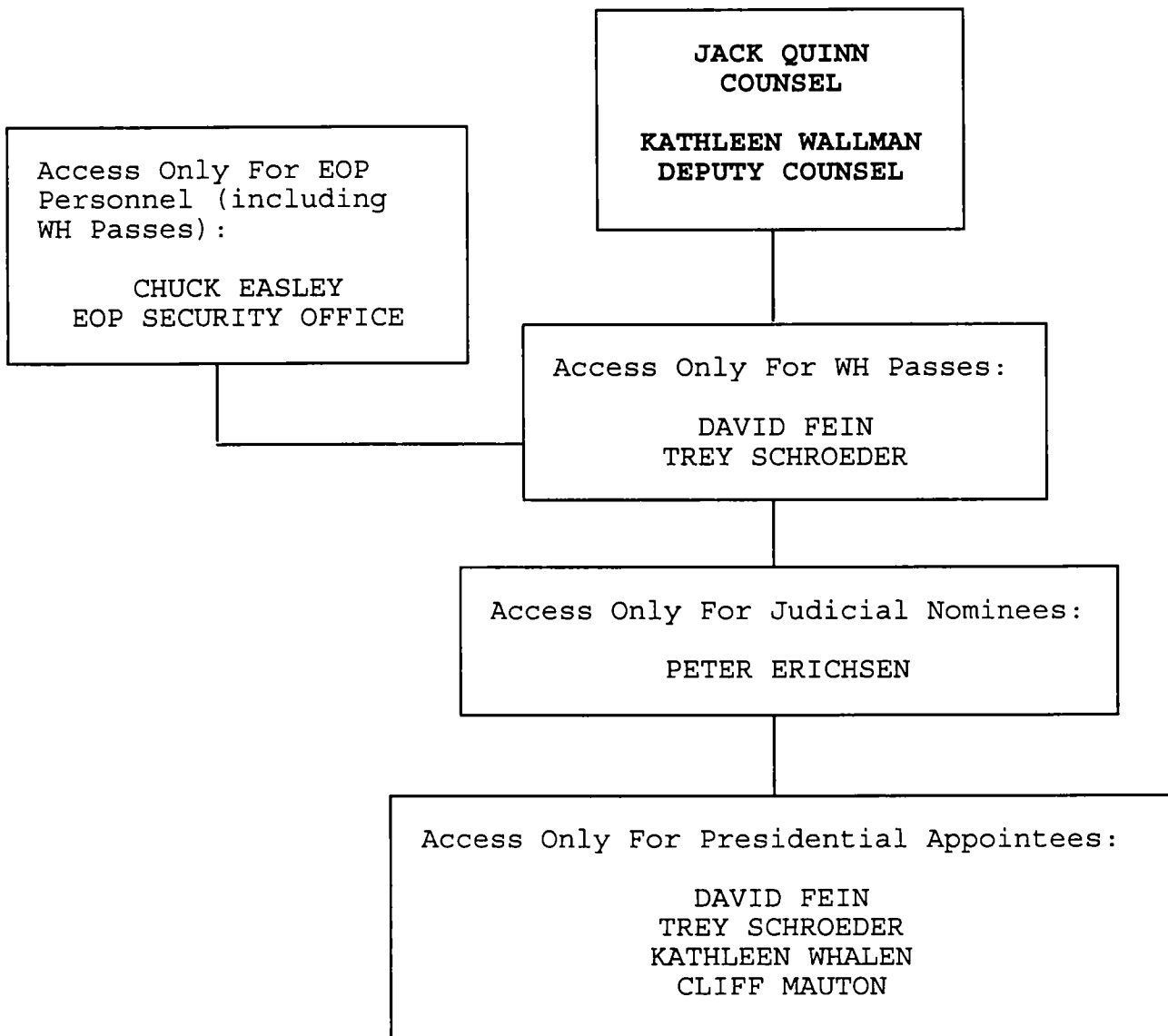
As outlined in my memorandum to you of June 14, 1996, our new procedures restrict access to FBI background investigation information to those White House employees who are authorized in writing by the Chief of Staff and the Counsel to the President and whose assigned duties require the review or processing of such information.

I recommend, in addition, that access to background investigation information be compartmentalized. That is, employees whose assigned duties require the review or processing of background investigation information should have access only to those categories of background investigations that are necessary to perform their assigned duties. This approach is set forth more specifically on the attached chart.

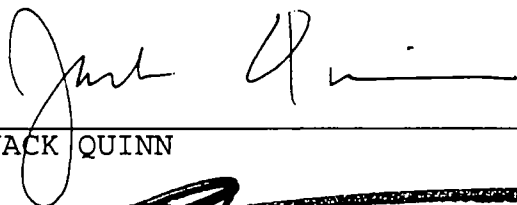
The employees identified on this chart, if approved by you and me, shall have access to those FBI background investigations necessary to their duties. I recommend that you approve the access list set forth on this chart.

A handwritten signature in black ink, appearing to read "Jack Quinn", with a long horizontal line extending to the right.

ACCESS TO FBI BACKGROUND INVESTIGATIONS



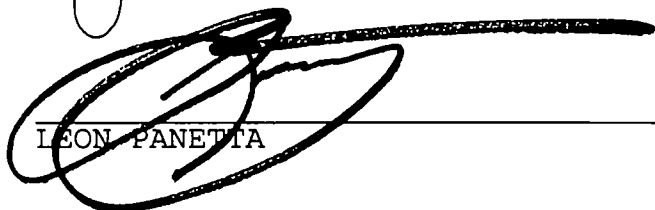
APPROVED BY:



JACK QUINN

7/30/96

DATE



LEON PANETTA

DATE

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. memo	Personal (Partial) (1 page)	10/17/1996	b(6)

COLLECTION:

Clinton Presidential Records
Counsel's Office
David Apol
OA/Box Number: 18276

FOLDER TITLE:

FBI Background Investigations - WH Staff Access

2006-1066-F

jm1359

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]

THE WHITE HOUSE
WASHINGTON

October 17, 1996

MEMORANDUM FOR LEON E. PANETTA
Chief of Staff to the President

JOHN M. QUINN
Counsel to the President

FROM: DAVID FEIN *DF*
Associate Counsel to the President

SUBJECT: Temporary Access to White House Security Files

Chuck Easley, the EOP Security Officer, will be on leave and away from Washington the week of October 21, 1996. The purpose of this memo is to seek authorization for Mr. Easley's supervisor, Mary Beck, to have temporary access to FBI background investigation files on White House employees until Mr. Easley returns on October 28, 1996.

Ms. Beck is Associate Director for Human Resources Management, and is a career employee of the Office of Administration. She

(b)(6)

[003]

White House Counsel:

Approved *John Quinn* Disapproved _____ Discuss _____

Chief of Staff:

Approved *[Signature]* Disapproved _____ Discuss _____

THE WHITE HOUSE
WASHINGTON

October 29, 1996

MEMORANDUM FOR LEON PANETTA

FROM: KATHY WALLMAN *KW*
RE: FBI FILES ACCESS

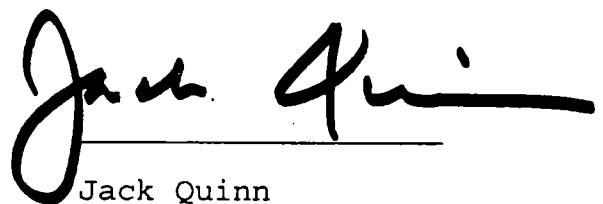
Cheryl Mills will require authorization for access to a small number of specifically identified FBI files for two purposes: first, in connection with one of the Independent Counsel matters, she must review a limited number of files and, second, we want her to be in a position to assist in the imminent vetting of new Administration appointments.

Jack's authorization appears below. Please add yours if you agree.

Thanks you.



Leon Panetta



Jack Quinn

THE WHITE HOUSE
WASHINGTON

November 8, 1996

MEMORANDUM FOR LEON PANETTA

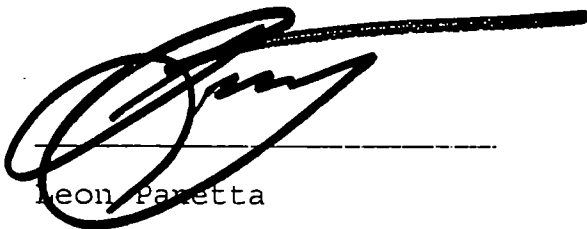
FROM: KATHY WALLMAN *KW*

RE: FBI FILES ACCESS

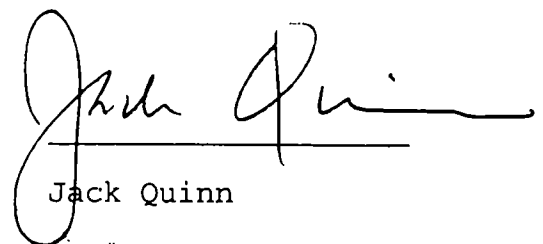
Bruce Lindsey will require authorization for access to a small number of specifically identified FBI files in order to assist in the imminent vetting of new Administration appointments.

Jack's authorization appears below. Please add yours if you agree.

Thank you.



Leon Panetta



Jack Quinn

THE WHITE HOUSE

WASHINGTON

January 6, 1997

MEMORANDUM FOR LEON E. PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

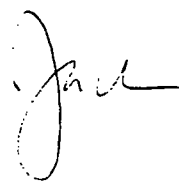
SUBJECT: Access to Background Investigations

Pursuant to the procedures we developed in June 1996, you and I are required to approve access to FBI background investigations. While the overall number of individuals authorized access to background investigations will not be changed, recent staffing changes in the Counsel's Office require us to issue a new authorization.

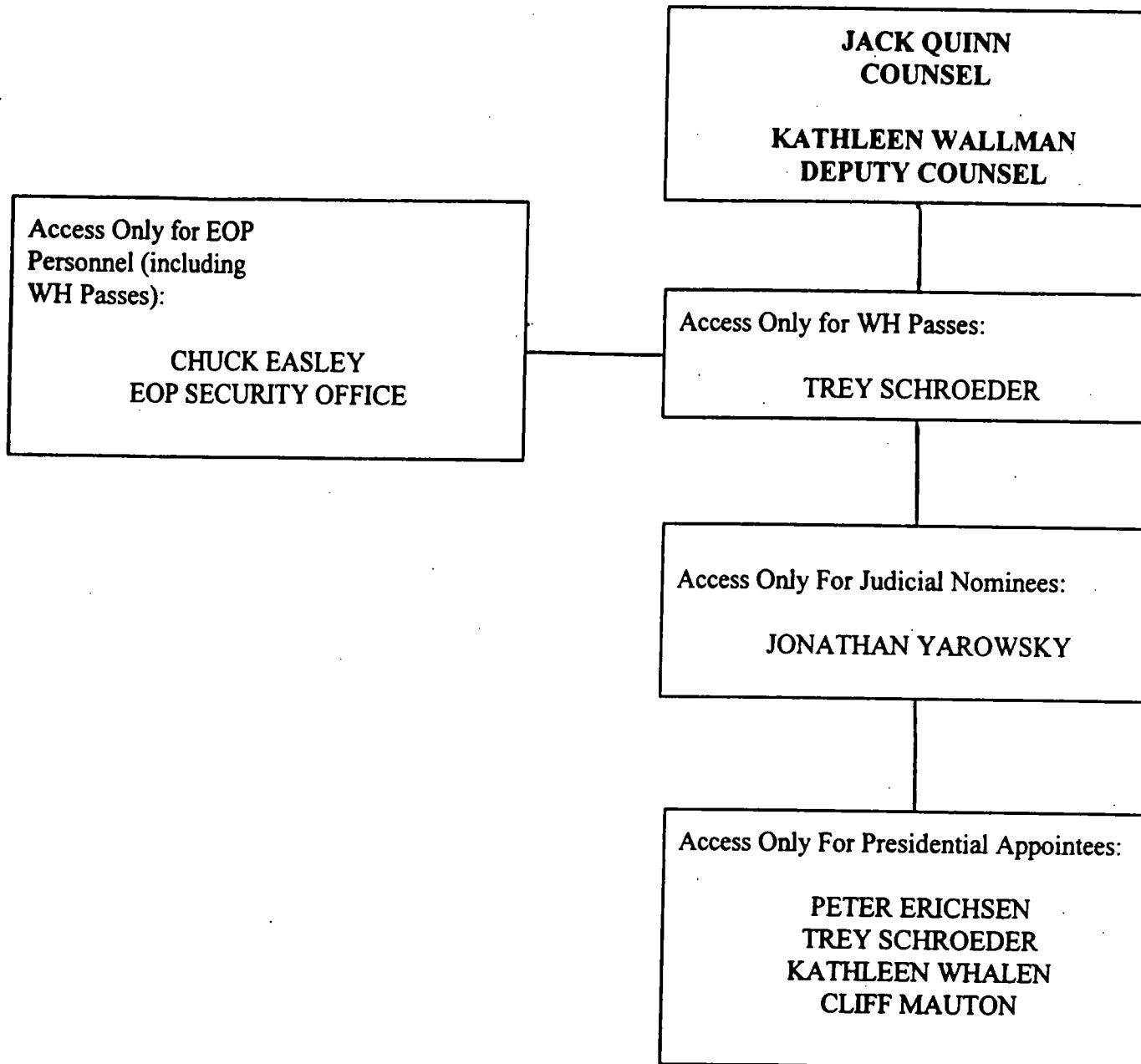
The changes include removing David Fein, former Associate Counsel to the President, who recently left the White House, from the list of authorized individuals; adding Jonathan Yarowsky, Associate Counsel to the President, who has taken over responsibility for judicial branch appointments; and re-authorizing for different purposes Peter Erichsen, Associate Counsel to the President, who is now responsible for executive branch appointments.

Please indicate your approval on the attached chart and return it to me as soon as possible.

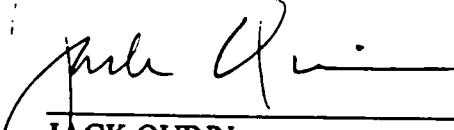
Attachment

A handwritten signature in dark ink, appearing to read "Jack", is located to the right of the word "Attachment".

ACCESS TO FBI BACKGROUND INVESTIGATIONS



APPROVED BY:


JACK QUINN

1-3-97
DATE


LEON PANETTA

1-13-97
DATE

THE WHITE HOUSE

WASHINGTON

January 6, 1997

MEMORANDUM FOR LEON E. PANETTA
CHIEF OF STAFF

FROM: JACK QUINN
COUNSEL TO THE PRESIDENT

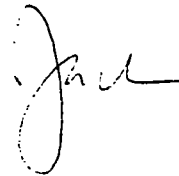
SUBJECT: Access to Background Investigations

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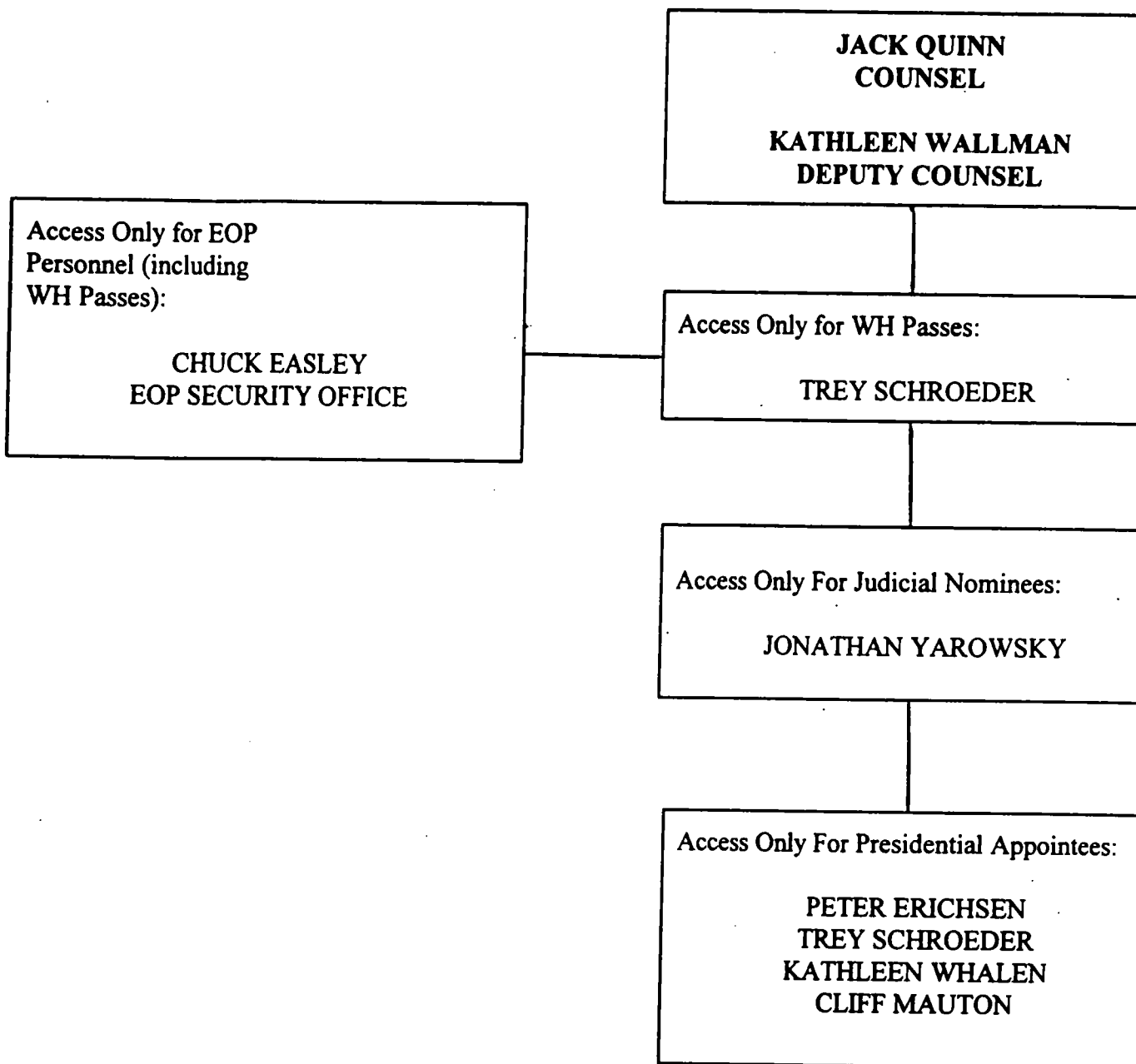
The changes include removing David Fein, former Associate Counsel to the President, who recently left the White House, from the list of authorized individuals; adding Jonathan Yarowsky, Associate Counsel to the President, who has taken over responsibility for judicial branch appointments; and re-authorizing for different purposes Peter Erichsen, Associate Counsel to the President, who is now responsible for executive branch appointments.

Please indicate your approval on the attached chart and return it to me as soon as possible.

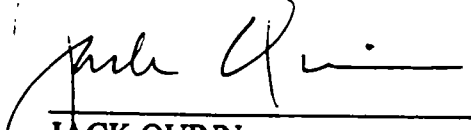
Attachment

A handwritten signature in dark ink, appearing to read "Jack Quinn", is written over the word "Attachment". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke at the end.

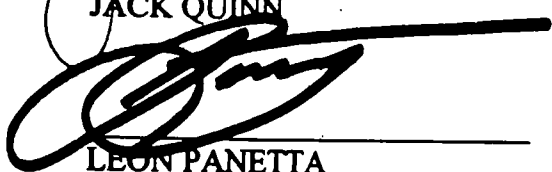
ACCESS TO FBI BACKGROUND INVESTIGATIONS



APPROVED BY:


JACK QUINN

1-3-97
DATE


LEON PANETTA

1-13-97
DATE

THE WHITE HOUSE
WASHINGTON

March 10, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

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

SUBJECT: Access to Background Investigations

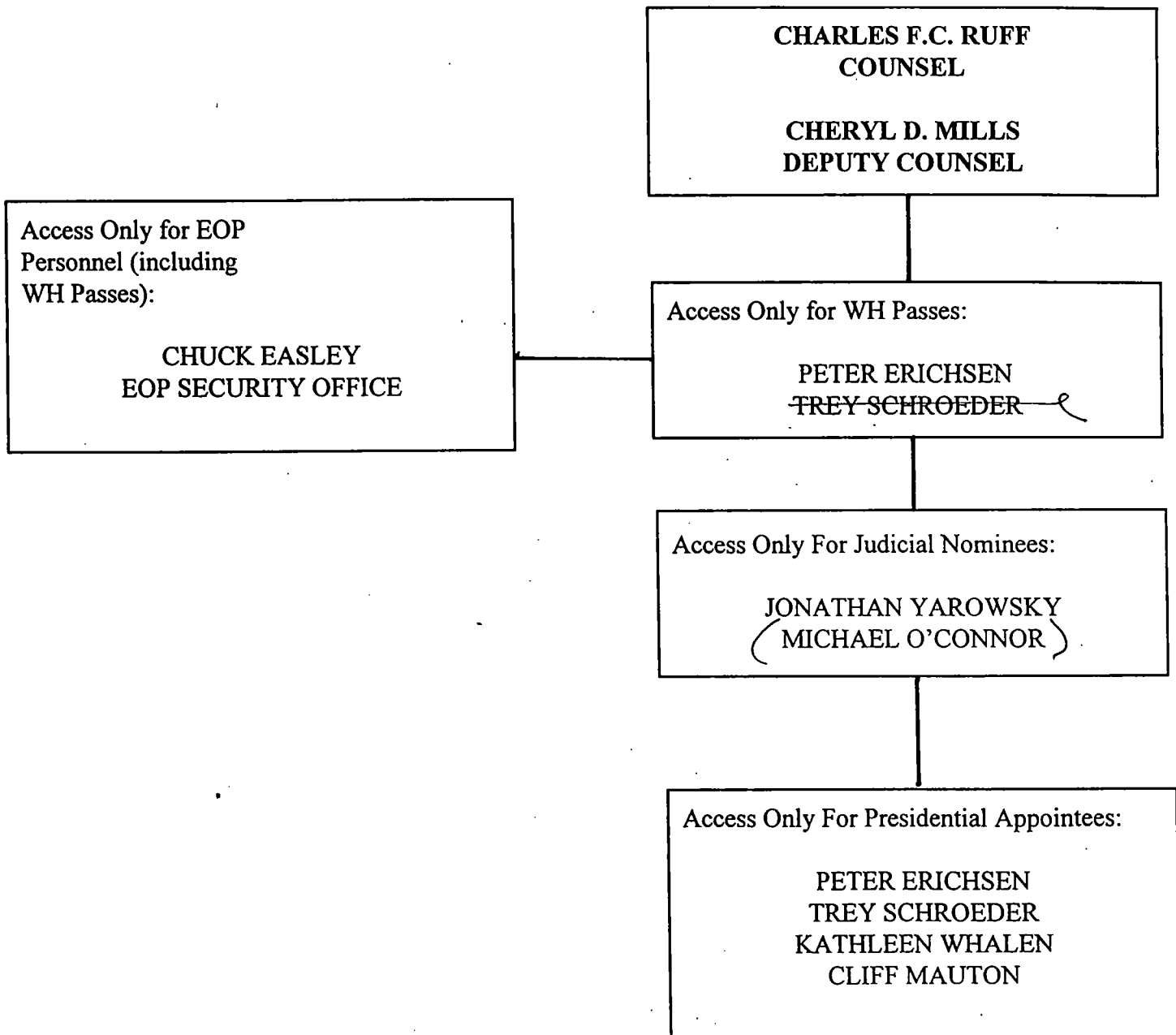
Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. Recent changes in the Counsel's Office require us to issue a new authorization. I have attached a copy of the current chart.

The necessary changes include removing Jack Quinn, former Counsel to the President, from the list of authorized individuals and adding, as Jack's successor, my name; removing Kathy Wallman, former Deputy Counsel to the President; and adding, as Kathy's successor, Cheryl Mills; reauthorizing, for additional purposes, Peter Erichsen; and adding Michael O'Connor, an attorney detailed to our office from the Department of Justice to assist Jon Yarowsky with judicial nominations.

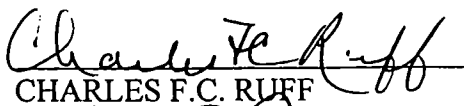
Please indicate your approval on the proposed chart.

Attachments

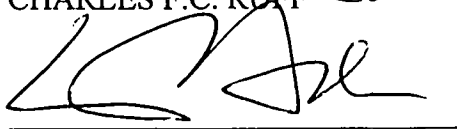
ACCESS TO FBI BACKGROUND INVESTIGATIONS



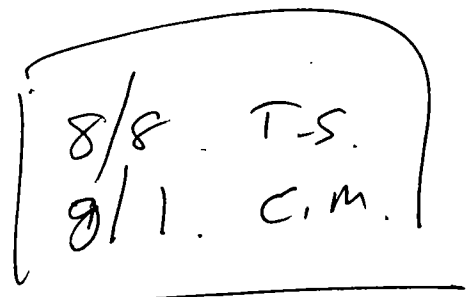
APPROVED BY:


CHARLES F.C. RUFF

3/10/97
DATE


ERSKINE B. BOWLES

3/15/97
DATE


8/8 T-S.
9/1 C.M.

THE WHITE HOUSE
WASHINGTON

July 28, 1997

MEMORANDUM FOR ERSKINE B. BOWLES
CHIEF OF STAFF

FROM:

 CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT:

Access to Background Investigations

Pursuant to procedures developed in June, 1996, the Chief of Staff and the Counsel to the President are required to approve access to FBI background investigations. Recent changes in the Counsel's Office require us to issue a new authorization. I have attached a copy of the current chart.

The necessary changes include removing Kathleen Whalen, former Associate Counsel to the President, from the list of authorized individuals and adding, as Kathleen's successor, Virginia Canter; removing Robert Schroeder, Associate Counsel to the President; and removing Cliff Mauton, former paralegal assisting Peter Erichsen and Virginia Canter, and adding, as Cliff's successor, Susan Allen.

Please indicate your approval on the proposed chart.

Attachments

ACCESS TO FBI BACKGROUND INVESTIGATIONS

**CHARLES F.C. RUFF
COUNSEL**

**CHERYL D. MILLS
DEPUTY COUNSEL**

Access Only for EOP
Personnel (including
WH Passes):

**CHUCK EASLEY
EOP SECURITY OFFICE**

Access Only for WH Passes:

PETER ERICHSEN

Access Only For Judicial Nominees:

**JONATHAN YAROWSKY
MICHAEL O'CONNOR**

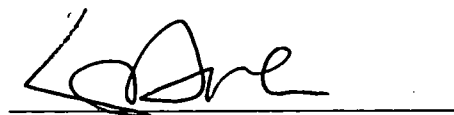
Access Only For Presidential Appointees:

**PETER ERICHSEN
VIRGINIA CANTER
SUSAN ALLEN**

APPROVED BY:


CHARLES F.C. RUFF

7/28/97
DATE


ERSKINE B. BOWLES

7/28/97
DATE