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Chronological Files: Chronological File August 1993

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8/31	Alice Honea	White House Access	Zwally

THE WHITE HOUSE
WASHINGTON

August 25, 1993

MEMORANDUM TO CLIMATE CHANGE MITIGATION GROUP

FROM: Katie McGinty
SUBJECT: Cancellation of August 26 Meeting

The CCMG meeting for tomorrow, August 26 at 4:00PM, has been cancelled. Not only is there some work remaining on the analysis, but there are also still too many people on vacation. We will contact you when a meeting time for next week has been finalized.

Distribution:

Brian Burke
Joseph Canny
Eileen B. Claussen
Bowman Cutter
Everett Ehrlich
John H. Gibbons
T.J. Glauthier
James Lyons
Alicia Munnell
Alice M. Rivlin
Richard Rosenzweig
Kathryn Sullivan
Robert Sussman
Laura D'Andrea Tyson
Tim Wirth
Brooks Yeager

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THE WHITE HOUSE
WASHINGTON

August 23, 1993

MEMORANDUM TO CLIMATE CHANGE MITIGATION GROUP

FROM: Katie McGinty
SUBJECT: Cancellation of August 24 Meeting

The CCMG meeting for tomorrow, August 24 at 4:00PM, has been cancelled. The next meeting will be Thursday, August 26, at 4:00PM in Room 472 OEOB. The items to be covered are the same as had been scheduled for the 8/17 meeting.

Distribution:

Brian Burke
Joseph Canny
Eileen B. Claussen
Bowman Cutter
Everett Ehrlich
John H. Gibbons
T.J. Glauthier
James Lyons
Alicia Munnell
Alice M. Rivlin
Richard Rosenzweig
Kathryn Sullivan
Robert Sussman
Laura D'Andrea Tyson
Tim Wirth
Brooks Yeager

Name	Date
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THE WHITE HOUSE

WASHINGTON

August 12, 1993

MEMORANDUM FOR CRAIG LIVINGSTONE

FROM: KATIE MCGINTY *CM*
DIRECTOR, WHITE HOUSE OFFICE ON
ENVIRONMENTAL POLICY

SUBJECT: PERMANENT CLEARANCE FOR FREQUENT VISITORS

Attached are security forms for agency employees who visit the Executive Office Building on a frequent basis. I would appreciate any assistance or guidance you could give us regarding permanent access for these visitors. Please contact Christian Marsh (x6533) of my office with any questions or problems you may have.

THE WHITE HOUSE
WASHINGTON

August 23, 1993

MEMORANDUM FOR ANDREA RUTLEDGE

FROM: KURT ZWALLY 
SUBJECT: OEP COMPUTERS

As we discussed the other day, the Office on Environmental Policy is in dire need of *three* additional computers. Our small staff composed of the Director, the Deputy Director, 6 senior-level Associate Directors, 1 Special Assistant, 3 Staff Assistants and 9 graduate student interns. Each of our Associate Directors has an intern to assist him/her in particular substantive environmental areas, and 3 other interns help me and other staff on research, correspondence and many other activities in which we are engaged in helping the President. OEP staff members depend on these interns to make substantive contributions, and we have been successful in attracting highly motivated people. (Attached is a list of the interns OEP had this summer.) The three additional computers will be located rooms 354, 357 A, and 358.

In addition, our correspondence staff assistant needs an envelop feeder. Trey writes correspondence for OEP as well as the VIP environmental correspondence for the POTUS and VPOTUS. He typically sends out three to five hundred letters weekly. An envelope feeder would greatly increase our efficiency.

When we get the OEP LAN, our interns will need to have access to the network and OASIS to use E-MAIL, computer faxing, and other valuable services. As OEP's interns are an integral part of our pursuit of the President's environmental agenda, they need to be a full part of our computer system.

Thank you for your help.

THE WHITE HOUSE
WASHINGTON

August 23, 1993

MEMORANDUM TO WORKING GROUP CHAIRS

FROM: Marc Chupka
SUBJECT: Fact Sheets and Q&A's

In addition to drafting the plan document, we need one-page fact sheets and Q&A's for the individual actions in the Climate Change plan. The fact sheets will be re-worked versions of the current one-page summaries, following a set format. Abe Haspel's office (DOE) will be coordinating this task through a contractor and has already contacted someone on your staff. Please provide them with computerized copies of the current versions of the summaries by noon Tuesday (August 24), so the work can proceed as quickly as possible. If you have any questions, you can contact Emily Moran (586-0412) or Linda Silverman (586-3896) at DOE.

Furthermore, since all Administration officials will receive inquiries about the specific actions in the plan, we would like you to formulate Q&A's. We have attached a template that should be used as a guide to frame responses to any such questions. Please send drafts to my office by COB Friday (August 27).

THE WHITE HOUSE

WASHINGTON

August 31, 1993

MEMORANDUM FOR ALICE HONEA

FROM: KATIE MCGINTY

SUBJECT: WHITE HOUSE ACCESS

As you discussed with Kurt Zwally recently, upper level staff in my office need to have access to the West Wing to attend meetings held there. These are: Dan Blank, Marc Chupka, David Doniger, Keith Laughlin, Will Stelle, Brian Johnson, Arnold Lindseth, and another Associate Director yet to be hired.

Attached are completed blue forms for everyone except, Keith Laughlin who is on vacation, the Associate Director to be hired, and Will Stelle who has already received access. The others will follow as soon as possible.