

FOIA MARKER

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

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Council on Environmental Quality
Series/Staff Member: Kathleen (Katie) McGinty
Subseries:

OA/ID Number: 2573
FolderID:

Folder Title:
Katie McGinty Scheduling Office Memos

Stack:	Row:	Section:	Shelf:	Position:
S	61	5	5	1

REY

MEMORANDUM TO OEP STAFF

FROM: TREY LINDSETH

DATE: MARCH 5, 1993

RE: MCGINTY SCHEDULING

*Good plan
Trey! -C2*

Due to the volume of requests for appointments with Katie, I ask that all outside requests be made to me in writing. I will weed through the pile to regret those events and/or meetings that I know she will not attend. The remainder of these requests I will sort by policy area and route to you for your recommendations. Please return these to me with notation as to how I should handle - Katie should do; regret - but staffer should do; or regret altogether. (I am working on routing slips for this purpose.)

If you would like to schedule a meeting that Katie should attend, please let me know as soon as possible, so that I can arrange her schedule accordingly.

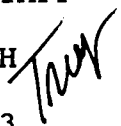
I will get a copy of the final draft schedule to you for the following day (If you plan on leaving early, stop by and I'll get you the latest version hot off the press.) This schedule will have notations to staffers alerting you to meetings Katie would like for you to sit in on/handle on your own.

After we get this new system up and running, I will (with as much advanced notice as I can) be asking you for briefing materials for Katie's upcoming meetings. I will also have a section (after the fact) in the briefing book for meetings that you attend on Katie's behalf, so please get the appropriate materials to me as soon after the meeting as possible.

Eventually I will be scheduling time (probably 15 min.) every day for each of you to brief Katie on your goings on.

Thanks for your help!

MEMORANDUM TO OEP STAFF

FROM: TREY LINDSETH 

DATE: MARCH 5, 1993

RE: MCGINTY SCHEDULING

Due to the volume of requests for appointments with Katie, I ask that all outside requests be made to me in writing. I will weed through the pile to regret those events and/or meetings that I know she will not attend. The remainder of these requests I will sort by policy area and route to you for your recommendations. Please return these to me with notation as to how I should handle - Katie should do; regret - but staffer should do; or regret altogether. (I am working on routing slips for this purpose.)

If you would like to schedule a meeting that Katie should attend, please let me know as soon as possible, so that I can arrange her schedule accordingly.

I will get a copy of the final draft schedule to you for the following day (If you plan on leaving early, stop by and I'll get you the latest version hot off the press.) This schedule will have notations to staffers alerting you to meetings Katie would like for you to sit in on/handle on your own.

After we get this new system up and running, I will (with as much advanced notice as I can) be asking you for briefing materials for Katie's upcoming meetings. I will also have a section (after the fact) in the briefing book for meetings that you attend on Katie's behalf, so please get the appropriate materials to me as soon after the meeting as possible.

Eventually I will be scheduling time (probably 15 min.) every day for each of you to brief Katie on your goings on.

Thanks for your help!

MEMORANDUM TO OEP STAFF

FROM: TREY LINDSETH *TWL*

DATE: MARCH 5, 1993

RE: MCGINTY SCHEDULING

Due to the volume of requests for appointments with Katie, I ask that all outside requests be made to me in writing. I will weed through the pile to regret those events and/or meetings that I know she will not attend. The remainder of these requests I will sort by policy area and route to you for your recommendations. Please return these to me with notation as to how I should handle - Katie should do; regret - but staffer should do; or regret altogether. (I am working on routing slips for this purpose.)

If you would like to schedule a meeting that Katie should attend, please let me know as soon as possible, so that I can arrange her schedule accordingly.

I will get a copy of the final draft schedule to you for the following day (If you plan on leaving early, stop by and I'll get you the latest version hot off the press.) This schedule will have notations to staffers alerting you to meetings Katie would like for you to sit in on/handle on your own.

After we get this new system up and running, I will (with as much advanced notice as I can) be asking you for briefing materials for Katie's upcoming meetings. I will also have a section (after the fact) in the briefing book for meetings that you attend on Katie's behalf, so please get the appropriate materials to me as soon after the meeting as possible.

Eventually I will be scheduling time (probably 15 min.) every day for each of you to brief Katie on your goings on.

Thanks for your help!