

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.

RYAN, EVAN
WHITE HOUSE OFFICE

FIRST LADY

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LEWIS, PEGGY A.
WHITE HOUSE OFFICE

FIRST LADY

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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.

WILLIAMS, MARGARET A.
WHITE HOUSE OFFICE

FIRST LADY

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THE WHITE HOUSE

WASHINGTON

June 24, 1996

TO: All Staff of the White House and Office of
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FROM: Jane Sherburne *JS*
Special Counsel to the President

Wendy S. White
Associate Counsel to the President

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LEWIS, PEGGY A.
WHITE HOUSE OFFICE

FIRST LADY

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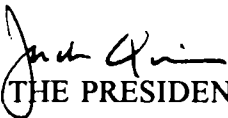
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THE WHITE HOUSE

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.

THE WHITE HOUSE
WASHINGTON

September 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 *Jack Q.*
WENDY S. WHITE

SUBJECT: Congressional Document Request concerning "Citizenship
USA" Program

The White House has received a Congressional request for
production of documents related to the "Citizenship USA" program
administered by the Immigration and Naturalization Service.

In order that the White House Counsel's Office may prepare
an appropriate response, staff members should conduct a thorough
search of their files and provide the following documents¹ to the
Counsel's Office:

All correspondence and other documents in your
possession which are related to the Citizenship USA
program.

Please provide all responsive material to Wendy White, OEOB
Room 136 by 5:00 p.m. Friday, September 27, 1996.

If you have questions, please do not hesitate to contact
Wendy White (6-7361).

¹ Documents include draft and final copies of
correspondence, memoranda, reports, notes, and records of
conversations, on paper or in computer files, and electronic
mail, and any other material generated by or in the possession of
the White House.

WILLIAMS, MARGARET A.
WHITE HOUSE OFFICE

FIRST LADY

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