

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	To Charlotte Hays from Maggie Williams re: Task Force Participants (partial) (1 page)	03/11/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12165

FOLDER TITLE:

Magggie Memos

2013-0359-S

ry1415

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

MEMORANDUM

June 1, 1995

TO: Wandra F. Simpson
FROM: Darleene M. Patrao *DP*
RE: Loretta Avent's Mail

This is in reference to the discussion we had earlier today regarding Ms. Avent's mail. All mail dealing with elected tribal leaders and leadership of the federally recognized tribes should be sent directly to Ms. Avent's office in Room 106. I appreciate your assistance, and our office will respond to the letters promptly. Please enter all of Ms. Avent's mail into the system.

I was pleased that at last I found someone to follow through on this mail situation since I hadn't received a response from the memo Ms. Avent sent to Jim Dorskind (who she spoke to directly on May 16, then sent a memo [see attached] about the new routing of mail from tribal nations). Not only do we get hundreds of letters from the 554 federally recognized tribal nations, the non-federally recognized tribes and the Urban Indians that are addressed to the President, BUT we get letters sent to Ms. Avent addressed to the Vice President and the First Lady regarding Indian issues. Finally, she gets hundreds of letters a month sent directly to her from all the categories in Indian Country. We try to respond to these letters through telephone calls and office visits by tribal leaders and leadership. The promptness in which you get the letters to Ms. Avent will help us respond to tribal leadership's concern before they decide to write and complain to the President. Thank You!

cc: Loretta T. Avent
Leon Panetta
Harold Ickes
Maggie Williams
Ahsha Safai

Anne Bartley Joan Baggett Joycelyn Elders Marcia Greenberger Elisabeth Griffith
Ann Jordan Sarah Kovner Madeleine Kunin Judy Lichtman Nancy Rubin Donna Shalala
request the pleasure of your company to celebrate
the publication of

*“Mother Daughter Revolution:
from Betrayal to Power”*

with authors

Marie Wilson, President of the Ms. Foundation for Women
Idelisse Malavé, Vice President of the Ms. Foundation for Women, and
Elizabeth Debold, the Harvard Project on Women and Girls

Tuesday, January 18, 1994

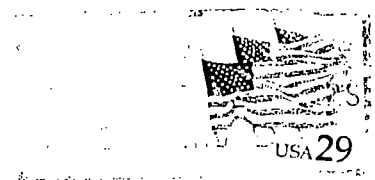
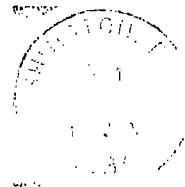
Six thirty to eight pm

3035 Chain Bridge Road

Washington, D.C.

RSVP to the Ms. Foundation for Women
at 212.353.8580

One block off Foxhall
off Nebraska Ave.



PHOTOCOPY
PRESERVATION

Margaret Williams
Office of the First Lady
The White House
2nd floor / West Wing
1600 Pennsylvania Ave NW
Washington, DC 20500

THE WHITE HOUSE
WASHINGTON

October 8, 1993

MEMORANDUM FOR BILL BURTON

FROM:

for MAGGIE WILLIAMS *G. Williams*

SUBJECT:

COLUMBUS DAY WEEKEND

This memo is in response to your memo dated September 30, 1993 regarding staff coverage for the Columbus Day weekend. Coverage for the First Lady's Office is as follows:

Saturday
&
Sunday

Staff will be in and out as necessary, but everyone is reachable via Signal at home or by beeper (202)757-5000.

Monday

I will be in the office between 10am-1pm. I will have phone coverage between 10am-2pm. Everyone else is reachable via Signal at home or by beeper (202)757-5000.

THE WHITE HOUSE

WASHINGTON

September 23, 1993

MEMORANDUM FOR BERNARD NUSSBAUM

FROM: MAGGIE WILLIAMS
Office of the First Lady

SUBJECT: Identifying White House Staff Required to File
Confidential Financial Disclosure Report (SF-450)

To the best of my knowledge there are no employees on the First Lady's staff required to file an SF-450. If you should require additional information, please contact me on x6266.

9/28
Neil Lattimore,
Ann Stock &
Ann McCoy
need to file
an SF-450 per
Kathy Whalen.
Sol

THE WHITE HOUSE

WASHINGTON

August 31, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE HEADS

FROM: BERNARD W. NUSSBAUM 
COUNSEL TO THE PRESIDENT

BETH NOLAN 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Identifying White House Staff Required to File
Confidential Financial Disclosure Report (SF-450)

As you may know, conflict of interest regulations require certain executive branch employees to file a confidential financial disclosure report (SF-450).¹ Confidential disclosure is intended to assist us in avoiding conflicts of interest on the part of employees who are in a position to influence the financial interests of non-Federal entities.

Employees required to file a confidential financial disclosure report are those who are paid at a level less than \$79,931 and whose responsibilities include:

- contracting;
- procurement;
- administration of grants and licenses;
- regulating or auditing of non-Federal entities; or
- other activities having a substantial economic effect on non-Federal entities.²

Additionally, all employees who are appointed to serve less than 130 days in a period of 365 days (special government employees) are required to file SF-450s, unless they are required to file an SF-278.

Employees may be excepted from the requirement if you determine that an employee, or a class of employees, does not exercise sufficient independent judgment. In other words, substantial

¹The regulations also require certain other employees to file a public financial disclosure report (SF-278). White House Staff required to do so are those employees paid at a rate equal to or greater than \$79,931 and commissioned officers.

²This is the factor under which the majority of White House Staff will be required to file. Please give careful consideration to the responsibilities employees have that are likely to affect the financial interests of non-Federal entities.

supervision and review over the employee or class exists.

The SF-450s are required to be filed: (1) upon entrance into a position which requires filing, and (2) on an annual basis (October 31 for the preceding 12-month period ending September 30).

As we approach the October 31 deadline, we are trying to identify each employee required to file an SF-450. In order to provide the appropriate White House Staff with SF-450s, we need your assistance in identifying those employees who are required to file an SF-450. We are providing you with a list of staff who earn less than the SF-278 threshold. Please review the list, keeping in mind the factors listed above and the degree of supervision over the employee, and indicate those employees who should file an SF-450. For your convenience, we are also attaching a copy of the section of the regulations which defines "confidential filer" as well as a copy of the SF-450.

If you have any questions about the classification of an employee as a filer, please contact Kathleen Whalen of our staff who can be reached on extension 7903. Please return the list to Ms. Whalen, room 136 (OEOB), by September 10.

Thank you for your assistance in this matter.

Attachments

Executive Branch Personnel

CONFIDENTIAL FINANCIAL

DISCLOSURE REPORT

Instructions for Completing SF 450

A. Who Must File

Your agency will inform you if the position in which you serve or will serve has been designated as requiring confidential financial disclosure. Agencies are required to designate positions at or below GS-15, O-6, or comparable pay rates, in which the nature of duties may involve a potential conflict of interest. Examples of such duties include contracting, procurement, administration of grants and licenses, regulating or auditing of non-Federal entities, or activities having a substantial economic effect on non-Federal entities. Additionally, all special Government employees (SGE's) (those appointed pursuant to 18 U.S.C. 202(a) to serve no more than 130 days in a period of 365 days) must file, unless exempted or subject to the public reporting system. Agencies may, in limited circumstances, also require certain employees in positions above GS-15, O-6, or a comparable pay rate to file.

B. Reporting Periods

New entrant reports: The reporting period is the preceding twelve months from the date of filing.

Annual reports: The reporting period is the preceding twelve months ending September 30 (or any portion thereof not covered by a new entrant report). However, no report is required if you performed the duties of your position for less than 61 days during that twelve-month period.

C. When to File

New entrant reports: Reports are due within 30 days of assuming a position designated by your agency for filing (including reappointment as a special Government employee (SGE)), unless your agency requests the report earlier. No report is required if you left another (different) filing position within 30 days prior to assuming the new position.

Annual reports: Reports are due not later than October 31, unless extended by your agency.

D. Where to File

With ethics officials at the agency in which you serve or will serve, in accordance with their procedures.

E. General Instructions

1. Confidential filers must provide sufficient information about their outside interests and activities, as well as those of their spouse and dependent children, so that an informed judgment can be made by agency ethics officials as to compliance with applicable conflict of interest laws and standards of conduct regulations. Therefore, it is important that you carefully complete the attached form. This report is a safeguard for you as well as the Government. It provides a mechanism for determining actual or potential conflicts between your public responsibilities and your private interests and activities, and allows you and your agency to fashion appropriate protections against such conflicts.

2. This form consists of five parts, which require identification of certain specific financial interests and activities. No disclosure of amounts or values is required. You must complete each part (except as indicated for Part V) and sign the report. If you have no information to report in any part or do not meet the threshold values for reporting, check the "None" box. If you are a new entrant or special Government

employee (SGE), you are not required to complete Part V; in all other instances, a report is incomplete if any part is left blank.

3. The information to be disclosed on this form is required by regulation. You may include other information beyond these requirements that you wish to disclose for clarification. However, disclosure of any information does not authorize holdings, income, liabilities, affiliations, positions, gifts or reimbursements which are otherwise prohibited by law, Executive order, or regulation.

4. You can combine on one form the information applicable to yourself, your spouse, and dependent children which is required by Parts I, II, and V. (Parts III and IV require disclosures about yourself only.) You may, if you desire, distinguish any entry for a family member by preceding the entry with S if it is for a spouse or DC if it pertains to a dependent child. Joint assets may be indicated by J. Information about your spouse is not required in the case of marriage dissolution, permanent separation, or temporary separation with the intention of terminating the marriage or permanently separating.

5. In the case of references to trades or businesses which do not have publicly traded securities, you must provide sufficient information about these private entities to give the reviewers an adequate basis for conflicts analysis. Thus, you must disclose the location and primary trade or business of private entities, as well as their separate financial interests and liabilities which are not solely incidental to the business. For instance, if your family swimming pool services corporation purchases an apartment house for investment in addition to its pool services business, you will have to disclose the apartment house investment, in addition to the family corporation.

6. In the case of a mutual fund, pension, IRA, or investment account, you must disclose information about portfolio holdings and sources of income, unless the entity is "an excepted investment fund." See definition below. In that case, identify it by name and

Indicate "excepted investment fund" in the appropriate block; no further disclosure is required.

7. In the case of a trust, you must disclose information about its underlying assets and sources of income, unless it is an "excepted trust." See definition below. In that case, identify it by name and date of creation, and indicate "excepted trust" in the appropriate block; no further disclosure is required. (Additionally, you may, in rare cases, have an interest in a trust specifically certified by the Office of Government Ethics to be a qualified blind or diversified trust, pursuant to statute; for such qualified trusts, you will also be exempt from disclosures about underlying holdings.)

8. If you need assistance in completing this form, contact the ethics officials of the agency in which you serve or will serve.

F. Definition of Terms

o Dependent Child

The term "dependent child" means your son, daughter, stepson, or stepdaughter if such person is either:

- (1) unmarried, under age 21, and living in your household; or
- (2) a "dependent" of yours within the meaning of section 152 of the Internal Revenue Code of 1986, 26 U.S.C. 152.

o Excepted Investment Fund (EIF)

An "excepted investment fund" is a mutual fund, common trust fund of a bank, pension or deferred compensation plan, or any other investment fund, which is:

- (1) widely held;
- (2) either publicly traded (or available) or widely diversified; and
- (3) you neither exercise control over nor have the ability to exercise control over the financial interests held by the fund.

A fund is widely diversified when it holds no more than 5% of the value of its portfolio in the securities of any one issuer (other than the U.S. Government) and no more than 20% in any particular economic or geographic sector.

o Excepted Trust (ET)

An "excepted trust" is one which:

- (1) Was not created by you, your spouse, or dependent children; and
- (2) the holdings or sources of income of which you, your spouse, and dependent children have no past or present knowledge.

o Honoraria

The term "honoraria" means payments (direct or indirect) of money or anything of value to you or your spouse for an appearance, speech or article, excluding necessary travel expenses. Also included are payments to charities in lieu of honoraria.

o Personal Savings Account

The term "personal savings account" includes a certificate of deposit, a money market account, a savings account, an interest-bearing checking account, or any other form of deposit in a bank, savings and loan association, credit union or similar financial institution. Additionally, any money market mutual fund holding is treated as the equivalent of a personal savings account.

Privacy Act Statement

Title I of the Ethics in Government Act of 1978 (5 U.S.C. App), Executive Order 12674, and 5 CFR Part 2634, Subpart 1, of the Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this form is for review by Government officials of your agency, to determine compliance with applicable Federal conflict of interest laws and regulations. Additional disclosures

of the information on this report may be made: (1) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a subpoena; (3) to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; and (6) in response to a request for discovery or for the appearance of a witness in a judicial or administrative proceeding, if the information is relevant to the subject matter. This confidential report will not be disclosed to any requesting person unless authorized by law.

Falsification of information or failure to file or report information required to be reported may subject you to disciplinary action by your employing agency or other appropriate authority. Knowing and willful falsification of information required to be reported may also subject you to criminal prosecution.

Public Burden Information

This collection of information is estimated to take an average of one and a half hours per response, including time for reviewing the instructions, gathering the data needed, and completing the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Associate Director for Administration, U.S. Office of Government Ethics, Suite 500, 1201 New York Avenue NW., Washington, DC 20005-3917; and to the Office of Management and Budget, Paperwork Reduction Project (3209-), Washington, DC 20503. Do not send your completed financial disclosure report to these addresses; it should be filed as indicated above in section D.

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

PARTS I - II

Employee's Name (Last, first, middle initial)		Position/Title		Grade	Date of Appointment	Page No.
Agency		Branch/Unit and Address		Work Phone	Check box if special Government employee (SGE) ☐	
I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.				Signature of Employee	Date	Reporting Status: ☐ New entrant ☐ Annual
Date Received by Agency	On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (except as noted in "comments" box below).		Signature of Supervisor/Other Intermediate Reviewer		Printed Name/Title	Date
Signature of Agency's Final Reviewing Official and Title			Date	Comments of Reviewing Officials. (Check box if continued on reverse) ☐		

(Use additional copies of this form as continuation pages, if necessary to complete any part.)

Part I: Assets and Income

None ☐

Identify for you, your spouse, and dependent children: 1) each asset held for investment or the production of income which had a fair market value exceeding \$1,000 (\$5,000 for personal savings accounts) at the close of the reporting period; and 2) each asset or source of income (other than U.S. Government salary or retirement, including the Thrift Savings Plan) which generated over \$200 in income during the reporting period (\$1,000 for your spouse's earned income, other than honoraria). This includes but is not limited to employers, stocks, bonds, tax shelters, personal savings accounts, realty, mutual funds, pensions, annuities, IRA assets, trust assets, commodity futures, trades and businesses, partnership interests, and honoraria. Exclude your personal residence, unless you rent it out, and any earned income of your dependent children. If the holding is an excepted trust (ET) or an excepted investment fund (EIF) (see instructions), indicate that in the designated column, and you need not disclose underlying holdings.

Assets and Income Sources (Identify specific employer, business, stock, bond, mutual fund, financial institution, type/location of real estate, etc.)	(X) if no longer held	Nature of Income (Rent, interest, dividends, capital gains, salary, etc.)	If EIF or ET, so indicate	Date (Only for honoraria)
1				
2				
3				
4				
5				
6				
7				
8				

Part II: Liabilities

None ☐

Report liabilities over \$10,000 owed to any one creditor at any time during the reporting period (over \$10,000 at the end of the period if revolving charge accounts) by you, your spouse, and dependent children. Exclude a mortgage on your personal residence unless it is rented out; loans secured by automobiles, household furniture or appliances; and liabilities owed to a spouse, dependent child, or parent, brother, sister or child of you or your spouse.

Creditors (Name and address)	Type of Liability (Mortgage, promissory note, etc.)
1	
2	
3	
4	

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

PARTS III - END

Employee's Name (Last, first, middle initial)	Agency	Branch/Unit	Work Phone	Page No.
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Part III: Outside Positions

None ☐

Report any positions, whether or not compensated, which you held outside the U.S. Government during the reporting period. Positions include but are not limited to those of an employee, officer, director, trustee, general partner, proprietor, representative, or consultant of any corporation, firm, partnership, or other business enterprise or any non-profit organization or educational institution. Exclude positions with religious, social, fraternal, or political entities or those solely of an honorary nature. You need not report any positions of your spouse or dependent children.

Organization (Name and address)	Type of Organization	Position	(X) if no longer held
1			
2			
3			
4			
5			

Part IV: Agreements and Arrangements

None ☐

Report your agreements or arrangements for future employment, leaves of absence, continuation of payment by a former employer (including severance payments), or continuing participation in an employee benefit plan. You need not report agreements or arrangements of your spouse or dependent children.

Terms of Any Agreement or Arrangement	Parties	Date
1		
2		
3		
4		

Part V: Gifts and Travel Reimbursements

None ☐

Do not complete this part if you are a new entrant or a special Government employee (SGE).

Report the source and a brief description of gifts from one source totaling \$250 or more during the reporting period, and travel reimbursements from one source totaling \$250 or more during the reporting period, which are received by you, your spouse, and dependent children. Exclude anything valued at \$100 or less; anything from relatives or from the U.S. Government; anything given to your agency in connection with your official travel; and food, lodging, or entertainment received as personal hospitality at the donor's residence or other premises.

Source	Description (For travel-related items, include itinerary and date)
1	
2	
3	
4	
5	
6	

(2) However, no report shall be required if the individual:

(i) Has, within 30 days prior to assuming his position, left another position or office referred to in § 2634.904 of this subpart or in § 2634.202, and has previously satisfied the reporting requirements applicable to that former position, but a copy of the report filed by the individual while in that position should be made available to the appointing agency, and the individual must comply with any agency requirement for a supplementary report for the new position;

(ii) Has already filed such a report in connection with consideration for appointment to the position. The agency may request that the individual update such a report if more than six months has expired since it was filed.

(3) Notwithstanding the filing deadline prescribed in paragraph (b)(1) of this section, agencies may at their discretion, require that prospective entrants into positions described in § 2634.904 of this subpart file their new entrant confidential financial disclosure reports prior to serving in such positions, to insure that there are no insurmountable ethics concerns. Additionally, a special Government employee who has been appointed to serve on an advisory committee shall file the required report before any advice is rendered by the employee to the agency, or in no event, later than the first committee meeting.

(c) *Advisory committee definition.* For purposes of this subpart, the term *advisory committee* shall have the meaning given to that term under section 3 of the Federal Advisory Committee Act (5 U.S.C. app). Specifically, it means any committee, board, commission, council, conference, panel, task force, or other similar group which is established by statute or reorganization plan, or established or utilized by the President or one or more agencies, in the interest of obtaining advice or recommendations for the President or one or more agencies or officers of the Federal Government. Such term includes any subcommittee or other subgroup of any advisory committee, but does not include the Advisory Commission on Intergovernmental Relations, the Commission on Government Procurement, or any committee composed wholly of full-time officers or employees of the Federal Government.

(d) *Extensions.* The agency reviewing official may, for good cause shown, grant to any employee or class of employees a filing extension or several extensions totaling not more than 90 days.

§ 2634.904 Confidential filer defined.

The term *confidential filer* includes:

(a) Each officer or employee in the executive branch whose position is classified at GS-15 or below of the General Schedule prescribed by 5 U.S.C. 5332, or the rate of basic pay for which is fixed, other than under the General Schedule, at a rate which is less than 120% of the minimum rate of basic pay for GS-15 of the General Schedule; each officer or employee of the United States Postal Service or Postal Rate Commission whose basic rate of pay is less than 120% of the minimum rate of basic pay for GS-15 of the General Schedule; each member of a uniformed service whose pay grade is less than O-7 under 37 U.S.C. 201; and each officer or employee in any other position determined by the designated agency ethics official to be of equal classification; if:

(1) The agency concludes that the duties and responsibilities of the employee's position require that employee to participate personally and substantially through decision or the exercise of significant judgment, in taking a Government action regarding:

(i) Contracting or procurement;
(ii) Administering or monitoring grants, subsidies, licenses, or other federally conferred financial or operational benefits;
(iii) Regulating or auditing any non-Federal entity; or

(iv) Other activities in which the final decision or action will have a direct and substantial economic effect on the interests of any non-Federal entity; or

(2) The agency concludes that the duties and responsibilities of the employee's position require the employee to file such a report to avoid involvement in a real or apparent conflict of interest, and to carry out the purposes behind any statute, Executive order, rule, or regulation applicable to or administered by that employee. Positions which might be subject to a reporting requirement under this subparagraph include those with duties which involve investigating or prosecuting violations of criminal or civil law.

Example 1. A contracting officer drafts the requests for proposals for data processing equipment of significant value which is to be purchased by his agency. He works with substantial independence of action. The contracting officer should be required to file a confidential financial disclosure report.

Example 2. An agency environmental engineer inspects a manufacturing plant to ascertain whether the plant complies with a permit to release a certain effluent into a nearby stream. Any violation of the permit standards may result in civil penalties for the

plant, and in criminal penalties for the plant's management based upon any action which they took to create the violation. If the agency engineer determines that the plant does not meet the permit requirements, he can require the plant to terminate release of the effluent until the plant satisfies the permit standards. Because the engineer exercises substantial discretion in regulating the plant's activities, and because his final decisions will have a substantial economic effect on the plant's interests, the engineer should be required to file a confidential financial disclosure report.

(b) Unless required to file public financial disclosure reports by subpart B of this part, all executive branch special Government employees as defined in 18 U.S.C. 202(a) and § 2634.105(s), including those who serve on advisory committees. The term *special Government employees* does not include an advisory committee member who serves only as a representative of an industry of other outside entity or who is already a Federal employee.

Example 1. A consultant to an agency periodically advises the agency regarding important foreign policy matters. The consultant must file a confidential report if he is retained as a special Government employee and not an independent contractor.

Example 2. An advisory committee member (who is not a private group representative) attends four committee meetings every year to provide advice to an agency about pharmaceutical matters. No compensation is received by the committee member, other than travel expenses. The advisory committee member must file a confidential disclosure report, since she is a special Government employee.

(c) Each public filer referred to in § 2634.202 on public disclosure who is required by agency regulations issued in accordance with § 2634.907(b) of this subpart to file a supplemental confidential financial disclosure report which contains information that is more extensive than the information required in the reporting individual's public financial disclosure report under this part.

(d) Any employee who, notwithstanding his exclusion from the public financial reporting requirements of this part by virtue of a determination under § 2634.203, is covered by the criteria of paragraph (a) of this section.

§ 2634.905 Exclusions from filing requirements.

Any individual or class of individuals, including special Government employees, described in § 2634.904 of this subpart, may be excluded from all or a portion of the confidential reporting requirements of this subpart, when the agency head or designee determines that:

(a) The duties of a position make remote the possibility that the incumbent will be involved in a real or apparent conflict of interest;

(b) The duties of a position involve such a low level of responsibility that the submission of a confidential financial disclosure report is unnecessary because of:

(1) The substantial degree of supervision and review over the position; or

(2) The inconsequential effect of any potential conflict on the integrity of the Government; or

(c) The use of an alternative procedure approved in writing by the Office of Government Ethics is adequate to prevent possible conflicts of interest.

Example 1. An agency special Government employee who is a draftsman prepares the drawings to be used by an agency in soliciting bids for construction work on a bridge. Because he is not involved in the contracting process associated with the construction, the likelihood that his actions will create a conflict of interest is remote. The draftsman need not be required by the agency to file a confidential financial disclosure report.

Example 2. An investigator is principally assigned as the field agent to investigate alleged violations of conflict of interest laws. The investigator works under the direct supervision of an agent-in-charge. The agent-in-charge reviews all of the investigator's work product and then uses those materials to prepare the agency's report which is submitted under his own name. The agency may decide not to require the investigator to file a confidential disclosure report.

Example 3. A nonsupervisory auditor at an agency is regularly assigned to cases involving possible loan improprieties by financial institutions. Prior to undertaking each enforcement review, the auditor reviews the file to determine if she, her spouse, minor or dependent child, or any general partner, organization in which she serves as an officer, director, trustee, employee, or general partner, or organization with which she is negotiating or has an agreement or an arrangement for future employment, or a close friend or relative is a subject of the investigation, or will be in any way affected by the investigation. Once she determines that there is no such relationship, she signs and dates a certification which verifies that she has reviewed the file and has determined that no conflict of interest exists. She then files the certification with the head of her auditing division at the agency. On the other hand, if she cannot execute the certification, she informs the head of her auditing division. In response, the division will either reassign the case or review the conflicting interest to determine whether a waiver would be appropriate. This alternate procedure, if approved by the Office of Government Ethics in writing, will suffice for a conflict of interest review. Therefore, the agency may exclude the auditor from filing a confidential disclosure report under this subpart.

§ 2634.906 Review of confidential filer status.

The head of each agency, or an officer designated by the head of the agency for that purpose, shall review any complaint by an individual that his position has been improperly determined by the agency to be one which requires the submission of a confidential financial disclosure report pursuant to this subpart. A decision by the agency head or designee regarding the complaint shall be final.

§ 2634.907 Report contents.

(a) Other than the reports of confidential filers described in § 2634.904(c), each confidential financial disclosure report filed pursuant to § 2634.903 of this subpart shall include on the standard form prescribed by the Office of Government Ethics (see § 2634.601 of subpart F of this part) and in accordance with instructions issued by the Office, a full and complete statement of information required to be reported according to the provisions of subpart C of this part, (except for those provisions in subpart C requiring the reporting of the amounts or values of any item), with respect to the following:

(1) *Interests in property.* All the interests in property specified by § 2634.301;

(2) *Income.* All the income items specified by § 2634.302;

(3) *Gifts and reimbursements.* All gifts and reimbursements specified by § 2634.304 (except that new entrants, as described in § 2634.903(b) of this subpart, need not report any information on gifts and reimbursements);

(4) *Liabilities.* All liabilities specified by § 2634.305;

(5) *Agreements and arrangements.* All agreements and arrangements specified by § 2634.306; and

(6) *Outside positions.* All outside positions specified by § 2634.307.

(b) For reports of confidential filers described in § 2634.904(c) of this subpart, each supplemental confidential financial disclosure report shall include only the supplemental information:

(1) Which is more extensive than that required in the reporting individual's public financial disclosure report under this part; and

(2) Which has been approved by the Office of Government Ethics for collection by the agency concerned, as set forth in supplemental agency regulations and forms, issued under §§ 2634.103 and 2634.601(b) (see § 2634.901 (b) and (c) of this subpart).

§ 2634.908 Reporting periods.

(a) *Incumbents.* Each confidential financial disclosure report filed under

§ 2634.903(a) of this subpart shall include on the standard form prescribed by the Office of Government Ethics and in accordance with instructions issued by the Office, a full and complete statement of the information required to be reported according to the provisions of this subpart for the preceding twelve months ending September 30, or for any portion of that period not covered by a previous confidential or public financial disclosure report filed under this part.

(b) *New entrants.* Each confidential financial disclosure report filed under § 2634.903(b) of this subpart shall include, on the standard form prescribed by the Office of Government Ethics and in accordance with instructions issued by the Office, a full and complete statement of the information required to be reported according to the provisions of this subpart for the preceding twelve months from the date of filing.

§ 2634.909 Procedures, penalties, and ethics agreements.

(a) The provisions of subpart F of this part govern the filing procedures and forms for, and the custody and review of, confidential disclosure reports filed under this subpart.

(b) For penalties and remedial action which apply in the event that the reporting individual fails to file, falsifies information, or files late with respect to confidential financial disclosure reports, see subpart G of this part.

(c) Subpart H of this part on ethics agreements applies to both the public and confidential reporting systems under this part.

Appendix A to Part 2634—Certificate of Independence

The Certificate of Independence required by § 2634.406(b) shall be executed as follows:

Certificate of Independence

With respect to the trust of _____ (Settlor), which has been submitted to the Office of Government Ethics for certification pursuant to the Ethics in Government Act of 1978 (Pub. L. 95-521, as amended), the undersigned proposed [Trustee] _____ of such trust is a financial institution which is eligible to serve in such fiduciary capacity in accordance with section 102(f)(3)(A) of such Act.

FIRST: The undersigned is (check one)—

() a bank, as defined in 12 U.S.C. 1841(c), or

() an investment adviser, as defined in 15 U.S.C. 80b-2(a)(11),

not more than 10 percent of which is owned or controlled by a single individual.

SECOND: The undersigned—

(1) is independent of and unassociated with any interested party so that the undersigned cannot be controlled or

8/11/93

THE WHITE HOUSE OFFICE
SALARY LESS THAN 79931
AS OF JULY 31, 1993
ORG: OFFICE OF THE FIRST LADY

PAGE 35

NAME	TITLE	TALLY
BONNETT,JOYCE E	STAFF ASSISTANT	
CAPUTO,LISA M	DEPUTY ASSISTANT TO THE PRESIDENT AND PRESS SECRETARY	
CARNES,KELLY H	DIRECTOR, FIRST LADY'S CORRESPONDENCE	
DICKEY,HELEN H	STAFF ASSISTANT/SOCIAL OFFICE	
FINNEY,KAREN ELIZABETH	DEPUTY PRESS SECRETARY TO THE FIRST LADY	
HOTHEN,ERIC PAUL	DATA ENTRY CLERK	
LATTIMORE,G NEEL	DEPUTY PRESS SECRETARY TO THE FIRST LADY	
LIEBERMAN,EVELYN S	EXECUTIVE ASSISTANT	
LIMO,DIANE G	STAFF ASST TO THE DIRECTOR OF SCHEDULING FOR THE FIRST LADY	
MARSHALL,CAPRICIA P	EXECUTIVE ASSISTANT TO THE FIRST LADY	
MCCOY,ANN A	DEPUTY SOCIAL SECRETARY	
PUSHKAR,ALICE J	DIRECTOR, FIRST LADY'S CORRESPONDENCE	
STOCK,JUDITH ANN	SPECIAL ASSISTANT TO THE PRESIDENT AND SOCIAL SECRETARY	
UNDERHILL,DEBORAH A	SOCIAL OFFICE RECEPTIONIST	

THE WHITE HOUSE

WASHINGTON

8/31/93

MEMO FROM: MAGGIE WILLIAMS

TO:

Milli Alston	_____	Evelyn Lieberman	_____
Pam Barnett	_____	Diane Limo	_____
Anne Bartley	_____	Capricia Marshall	_____
Lisa Caputo	_____	Ann McCoy	_____
Kelly Craighead	_____	Alice Puskar	_____
Karen Finney	_____	Shirley Sagawa	_____
Sara Grote	_____	Patti Solis	~~_____~~
Julie Hopper	_____	Ann Stock	_____
Carolyn Huber	_____	Kim Tilley	_____
Neel Lattimore	_____	Melanne Verveer	_____
_____	_____	_____	_____
_____	_____	_____	_____

The attached is for your:

Information _____

Advice _____

Action ~~_____~~

COMMENTS:

Patricia please answer



STATE OF OKLAHOMA
DAVID WALTERS
GOVERNOR

*cc: Shirley
Maggie*

July 30, 1993

1993 AUG 10 1993

Ms. Hillary Clinton
First Lady of the United States
The White House
1600 Pennsylvania Avenue
Washington, DC 20500

Dear Hillary:

I would like to take this opportunity to invite you to be our featured speaker for the Oklahoma Women's Conference we are planning this fall. The event is sponsored by the Governor's Commission on the Status of Women and will highlight recommendations for the improvement of quality of life for Oklahoma's women.

The Conference will be a one day event and we would be excited to have your participation for either a lunch or dinner presentation as fits your schedule. The tentative preferred dates are November 18th or 19th, December 16th or 17th, and January 6th or 7th.

We will be happy to work our schedule around your availability. Professor Anita Hill, who serves on this Commission, has indicated an interest in speaking at this conference, if it meets with your approval.

While you are here, if time allows, we would be happy to have you visit a couple of locations where we are developing innovative approaches to health care access and service delivery, and be hosted by the Oklahoma Health Care Commission. My office will be glad to make the arrangements.

Thank you for considering my request.

Warmest personal regards,

A handwritten signature of David Walters in dark ink.

David Walters

THE WHITE HOUSE

WASHINGTON

8/31/93

MEMO FROM: MAGGIE WILLIAMS

TO:

Milli Alston	_____	Evelyn Lieberman	_____
Pam Barnett	_____	Diane Limo	_____
Anne Bartley	_____	Capricia Marshall	_____
Lisa Caputo	_____	Ann McCoy	_____
Kelly Craighead	_____	Alice Puskar	_____
Karen Finney	_____	Shirley Sagawa	_____
Sara Grote	_____	Patti Solis	_____
Julie Hopper	_____	Ann Stock	_____
Carolyn Huber	_____	Kim Tilley	_____
Neel Lattimore	_____	Melanne Verveer	_____
<i>Marsha Scott</i> ✓	_____	_____	_____
_____	_____	_____	_____

The attached is for your:

Information _____

Advice _____

Action ✓

COMMENTS:

THE WHITE HOUSE

WASHINGTON

August 16, 1993

MEMORANDUM FOR MAGGIE WILLIAMS

FROM: (5) MARSHA SCOTT
DEPUTY ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF CORRESPONDENCE
AND PRESIDENTIAL MESSAGES

SUBJECT: BOOK OF LETTERS

Do we want to do a book of letters to the President and
or Mrs. Clinton? Lets discuss.

Marsha -
Sounds like a
Good idea. I want
to send it to our
lawyer who handles
Publications first. ~~B~~
OK

NATIONAL COMMUNICATIONS GROUP

August 4, 1993

The Honorable Marsha Scott
Deputy Assistant to the President and
Director of Presidential Correspondence
The White House
Washington, DC 20500

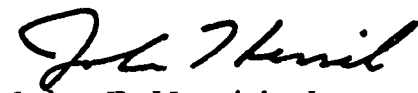
Dear Ms. Scott:

I have an author who wants to put together "A Book of Children's Letters to President Clinton." Judy Warsh is eager to pursue this project in cooperation with The White House. The book is designed to showcase the range of children's thoughts about the Presidency and national issues, from humorous to emotionally poignant. The subsequent responses from a caring and thoughtful President would follow.

Judy's objectives are not driven by politics or profit, and she is willing to discuss ways to collaborate with the Clinton's and/or The White House. It has come to my attention that you have recently been considering just such a project. Perhaps Judy's talent or ideas would be of use.

I am enclosing an overview of her proposal and biographical information for your review. Judy is standing by in Albany to fly down and discuss her project with you and other pertinent officials as soon as possible. Thanks for your consideration during what I know are very busy times.

Sincerely yours,



John F. Herrick, Jr.
Founding Partner

cc: Steve Cohen

A BOOK OF CHILDREN'S LETTERS TO PRESIDENT CLINTON

The book would be structured with sections of children's letters devoted to issues, such as the environment, unemployment, health care, the homeless, drugs and education. Other sections would include letters asking the President about his job; letters whose main value is humor; letters concerning Socks, Chelsea, etc. Within each section there would be a range of light to serious; a mixture of letters with and without responses; and where appropriate, text describing the background of the child writing.

The emotional range of children's thoughts and feelings would be present throughout the book. Simple humor would be at one end of that range, and at the other end, the poignancy of a child's direct experience with a national problem that most of us understand abstractly. For example, a child might describe feelings about seeing a father cry because he cannot find a job.

It is critical that we have access to a broad assortment of authentic letters; broad in the sense of geography, socio-economic background, age, and topic. Ideally, these letters will provide insight into not only the children of the 90's, but if President Clinton chooses to reply to some, then also into his personality, his wit, and his feelings about issues.

The letters will be used with permission of the author. We will have release forms printed so that we can obtain a legal release from each young writer (or parent) before we use the letter.

This book is unequivocally in the warm and fuzzy category - cute kids and a compassionate, caring President who values their input. Although we take seriously children's views on issues, in no way is the book designed to advance any sort of political agenda. We would be agreeable to any means The White House might suggest to ensure congeniality with its goals.

BIOGRAPHICAL INFORMATION

JUDY WARSH AUTHOR

Judy Warsh has an extensive print journalism background, having been a reporter and feature writer for the The New World Telegram, and a freelance contributor to Life Magazine, Glamour, Modern Screen, Screen Gems, The Miami Herald, and many more publications.

As a newspaper reporter in New York City in the late 1960's, she worked on a book project based on children's letters to President Kennedy. That project was discontinued after his assassination.

Judy Warsh is the mother of three children and resides in Loudonville, New York.

JOHN DOWNES COLLABORATOR

John Downes is prepared to assist Judy Warsh in any way she deems necessary with this project. He is co-author of three successful books on finance, and has published numerous freelance articles.

His writing background has frequently involved subjects other than finance. He worked as a staff writer for the national telethon of the March of Dimes and dealt with material concerning the bravery of children in their struggles with birth defects.

As a trustee of the Van Ost Institute for Family Living in Englewood, New Jersey, he is actively involved with issues affecting children.

THE WHITE HOUSE

WASHINGTON

8/31/93

MEMO FROM: MAGGIE WILLIAMS

TO:

Milli Alston	_____	Evelyn Lieberman	_____
Pam Barnett	_____	Diane Limo	_____
Anne Bartley	_____	Capricia Marshall	_____
Lisa Caputo	_____	Ann McCoy	_____
Kelly Craighead	_____	Alice Puskar	_____
Karen Finney	_____	Shirley Sagawa	_____
Sara Grote	_____	Patti Solis	_____
Julie Hopper	_____	Ann Stock	_____
Carolyn Huber	_____	Kim Tilléy	_____
Neel Lattimore	_____	Melanne Verveer	_____
<i>Marsha Scott</i> ✓	_____		_____
	_____		_____

The attached is for your:

Information	_____
Advice	_____
Action	_____ ✓

COMMENTS:

THE WHITE HOUSE

WASHINGTON

8/31/93

MEMO FROM: MAGGIE WILLIAMS

TO:

Milli Alston	_____	Evelyn Lieberman	_____
Pam Barnett	_____	Diane Limo	_____
Anne Bartley	_____	Capricia Marshall	_____
Lisa Caputo	_____	Ann McCoy	_____
Kelly Craighead	_____	Alice Puskar	_____
Karen Finney	_____	Shirley Sagawa	_____
Sara Grote	_____	Patti Solis	_____
Julie Hopper	_____	Ann Stock	_____
Carolyn Huber	_____	Kim Tilley	_____
Neel Lattimore	_____	Melanne Verveer	_____
_____	_____	_____	_____
_____	_____	_____	_____

The attached is for your:

Information	_____
Advice	_____
Action	<u> X </u>

COMMENTS:

See Note

August 20, 1993

TO: Maggie Williams
Michael Monroe
Gary Walters
Nancy Clark

FYI: Neel Lattimore
Ann McCoy

FROM: Ann Stock

Michael Monroe and I met at length this week with Neel. The final packet to the craft artisans is attached. First is a general letter from me followed by specific details for Nancy Clark. Please let me know if I need to make any changes. Time is of the essence. I would like to start sending them out by Tuesday.

*Can you call
to nail down final
draft!*

Dear Craft Artist:

The holiday season at The White House is a special time for family, friends, gatherings, lively entertainment and creative decorations.

This is the "Year of the American Craft: A Celebration of The Creative Works of The Hand", as mandated by a joint resolution of Congress; thus, the President and Mrs. Clinton have chosen this theme for the holiday season. The First Family is inviting artists from around the nation to create unique ornaments to showcase at The White House on the Christmas tree.

Michael Monroe, Director of the Smithsonian Institution's Renwick Gallery, has agreed to be the curator of this exciting project. If you are interested in participating, please return the enclosed form, no later than September 20, 1993. Nancy Clarke, with the White House, will contact you shortly to discuss your participation and provide all the essential details.

The White House Christmas Tree
~~This project is exciting to The President and Mrs. Clinton and~~
will delight the more than 150,000 visitors ~~to The White House~~ in the month of December. We know that the ornaments will represent the best in American crafts and style, and set a standard of incomparable excellence. We are pleased your craftsmanship will be part of The White House celebrations. My thanks to you in advance.

Sincerely,

Ann Stock
Social Secretary

CHRISTMAS AT THE WHITE HOUSE
CRAFT ARTIST PARTICIPATION

NOTE: MUST BE RETURNED NO LATER THAN SEPTEMBER 20, 1993

TO: Nancy Clarke
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

☐ YES. I WANT TO PARTICIPATE.

~~☐ NO. I AM UNABLE TO PARTICIPATE.~~

let's
be affirmative

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME(____) _____ WORK(____) _____

DESCRIBE
YOUR PROPOSED
ORNAMENT: _____

MEDIUM:
USED: _____

HOMETOWN
NEWSPAPER: _____

OTHER
PERTINENT
INFORMATION: _____

What
What

NOTE: The theme and decorations are confidential until revealed to the press by The White House. We ask your assistance in not releasing your participation ahead of the announcement by ~~the~~ *White House* President and Mrs. Clinton. Any media inquiries that you receive should be referred to the First Lady's Press Office at 202-456-2960. Individual media campaigns are prohibited. The White House Christmas Tree is on display from December 5-28, 1993.

what does this mean?

Dear Craft Artist:

Thank you for offering to assist the First Family in celebrating their first Holiday Season at the White House. This year all the ornaments on the White House Christmas Tree will be donated by American craft artists in commemoration of the "Year of American Craft: A Celebration of the Creative Works of the Hands."

Your handcrafted ornament will be donated to the White House. It will become part of the White House collection and ~~there~~, will not be returned to you.

As a general theme, in order to have continuity, the First Family has selected angels/angels with musical instruments with some touches of gold incorporated in the decoration. However, you are welcome to create any design you wish.

Here are some requirements and restrictions, which, I hope, will be helpful:

1. Main Christmas Tree - Blue Room. Tree Size: 19'6''. Each ornament size: From 5" to 18" high. Weight: Should not exceed 12 ounces. All ornaments should be three dimensional and should be hung with a gold cord.
2. The theme and decorations are confidential until revealed to the press by The White House. We ask your assistance in not releasing your participation ahead of the announcement by The President and Mrs. Clinton. Any media inquiries that you receive should be referred to the First Lady's Press Office at 202-456-2960. Individual media campaigns are prohibited.
3. Each design or ornament cannot be reproduced for sale as being "designed for or exhibited at The White House". There are laws forbidding the commercial sale of products or items made for the White House, the President or the First Lady.
4. All decorations must be shipped (pre-paid) by October 30th and sent to: Nancy Clarke/ Executive Residence/1600 Pennsylvania Ave. N.W./Washington, D.C. 20500.
5. All artists are asked to include a 3x5 index card with their name, address, telephone number, social security number, date of birth and general description of their works. A photograph (no larger than 3x5) may be attached to the back of the card. These cards will be filed for future use.

You will receive a postcard of notification when your ornament has been received at the White House.

I want to thank you in advance for your help, and look forward to working with you to make the holiday decorations at The White House truly memorable.

Sincerely,

Gary Walters
Chief Usher
Executive Residence
The White House

Ann Stock

THE WHITE HOUSE
WASHINGTON

August 9, 1993

MEMORANDUM TO ROY NEEL

FROM : MAGGIE WILLIAMS 

SUBJECT: VACATION

I will be out of the country from Saturday, August 14 until Monday, August 23. Evelyn Lieberman will be overseeing the office in my absence and will know how to reach me. Evelyn's office numbers are 7904 or 6266; her home telephone number is 202/588-1211.

THE WHITE HOUSE

WASHINGTON

August 6, 1993

**MEMORANDUM TO ALL ASSISTANTS TO THE PRESIDENT, DEPARTMENT HEADS
AND DEPUTY ASSISTANTS TO THE PRESIDENT**

FROM: ROY NEEL
Deputy Chief of Staff

SUBJECT: SUMMER VACATION

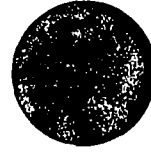
In order to adequately staff the White House over the coming weeks it would be helpful to know individuals' vacation plans for the months of August and September. Please provide to me through Paul Toback (Room 176) no later than Monday, August 9, a memo that describes:

1. The dates in August and September when you will be out of town.
2. A telephone number where you can be reached (if known).
3. The person who is in charge or who will be handling your responsibilities during your absence.

Thank you and have a good vacation.

THE WHITE HOUSE
WASHINGTON

August 2, 1993



MEMORANDUM FOR: Joan Baggett
Assistant to the President and
Director for Political Affairs

Alexis Herman
Director, Public Liaison Office

FROM: Maggie Williams *MAW*
Chief of Staff to the First Lady

SUBJECT: Language for World AIDS Day Booklet

We received the attached letter from Richard Wittenberg today.
Please note date and advise.

Attachment



AAWH

PRESIDENT JIMMY CARTER
Honorary Chairman

PETER G. BOURNE, M.D.
Chairman of the Board

RICHARD L. WITTENBERG
President and Chief Executive Officer

BOARD OF DIRECTORS

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Attorney
Washington, D.C.

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Catholic Medical Center
Jamaica, New York

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Neill and Company
Washington, D.C.

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Green Memorial Hospital
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Maternity Center Association
New York, New York

ERIC W. MOOD, M.P.H.
Professor of Environmental Health
Yale University School of Medicine
New Haven, Connecticut

J. PATRICK NICHOLSON, B.S.
Chief Executive
N-Viro Energy Systems, Ltd.
Toledo, Ohio

CLARENCE E. PEARSON, M.P.H.
President
Universal Health Concepts
New York, New York

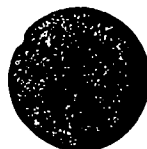
JULIUS S. PRINCE, M.D., Dr.P.H.
Senior Health/Nutrition Specialist
International Science and
Technology Institute
Arlington, Virginia

ARTEMIS P. SIMOPOULOS, M.D.
President
Center for Genetics, Nutrition & Health
Washington, D.C.

LYDIA TEMOSHOK, PH.D.
Director, Behavioral Medicine Research
Henry M. Jackson Foundation
Rockville, Maryland

STEPHEN L. UMMEL, M.A.
President and Chief Executive Officer
Lutheran General Health System
Park Ridge, Illinois

AMERICAN ASSOCIATION FOR WORLD HEALTH
1129 20th St., NW, Suite 400 • Washington, DC 20036 • Telephone 202-466-5883



July 18, 1993

Maggie Williams
Chief of Staff to the First Lady
The White House
1600 Pennsylvania Avenue
Washington, DC

Wants WH to dim
WH lights for World
AIDS Day 12/1
X Wants to confirm
WH approved language
for resource booklet
(goes to print 8/3)

Dear Ms. Williams:

Each year a special observance takes place at the White House on December 1 commemorating World AIDS Day. This visual demonstration reflects the commitment of our country's leaders to the fight against the AIDS pandemic and pays tribute to those infected and affected by AIDS and to those who have died of AIDS.

A 1993 World AIDS Day resource booklet will be distributed to communities, individuals, and other organizations throughout the country introducing this year's theme for World AIDS Day, "A Time to ACT," suggesting various activities that communities can coordinate for World AIDS Day, as well as providing the most current information and statistics regarding HIV/AIDS in the United States and globally. The national observance serves as a crucial linkage of all communities by joining villages, towns, and cities across the country in their efforts to stop the spread of AIDS. Last year the lights of the White House were dimmed on December 1 for 15 minutes beginning at 7:45 p.m. Eastern Standard Time. We would like to continue with this tradition and ask that the same be done for this year's commemoration.

We want to confirm the White House approval of the language written in the resource booklet. Enclosed is the excerpt that we want to use. Because we are scheduled to go to print by August 3rd, we request consent as soon as possible. I will call you by July 30th if I have not heard from you by then.

We will keep you informed about our progress in organizing World AIDS Day 1993, including an international symposium to be held in Washington on December 1.

We anticipate that this will be the most successful and visible World AIDS Day in our history. Please call (202) 466-5883 if I may be of help in any way.

Your support is sincerely appreciated.

With warmest regards,

Richard L. Wittenberg
Richard L. Wittenberg
President & Chief Executive Officer

RLW:jm

Enclosure

White House Text for Resource Booklet:

On December 1, the lights of the White House will be dimmed for fifteen minutes to commemorate World AIDS Day and to offer a tribute to those infected and affected by HIV/AIDS. Villages, towns, and cities across the country are encouraged to join the White House in dimming their lights as a visual demonstration expressing the worldwide commitment to stop the spread of AIDS.

THE WHITE HOUSE
WASHINGTON
Date July 20, 1993

MEMO FROM: MAGGIE WILLIAMS

TO:

Rahm Emanuel	_____	Bernie Nussbaum	_____
Mark Gearan	_____	Howard Paster	_____
Marcia Hale	_____	John Podesta	_____
Charlotte Hayes	_____	Carol Rasco	_____
Alexis Herman	_____	Bob Rubin	_____
Nancy Hernreich	_____	Eli Segal	_____
Anthony Lake	_____	Nancy Soderberg	_____
Bruce Lindsey	_____	G. Stephanopolous	_____
Ira Magaziner	~~_____~~	Patsy Thomasson	_____
Mack McLarty	~~_____~~	Christine Varney	_____
Regina Montoya	_____	David Watkins	_____
_____	_____	_____	_____

The attached is for your:

Information ~~_____~~

Advice _____

Action _____

COMMENTS:

Per your request.

THE WHITE HOUSE

WASHINGTON

July 12, 1993

MEMORANDUM TO DISTRIBUTION LIST

FROM: MACK McLARTY, CHIEF OF STAFF

RE: Confidential staff listings

We need to put together a confidential staff listing for our use in the Chief of Staff's office. Please include, for yourself and each staffer, the following: name, title, office extension, location (office number, where available), fax number, WHCA pager number, other pager number, cellular phone and home phone. For those of you who have large staffs, please submit the numbers for yourself, your deputies, and other key staff. I understand that the White House operators have most of your home phone numbers; however, on some occasions it is more convenient to reach you directly.

Please submit your lists to Bill Burton by close of business on Friday, July 16. Thank you for your assistance in this matter.

DISTRIBUTION:

Joan Baggett	Bernie Nussbaum
Mark Gearan	Leon Panetta
David Gergen	Howard Paster
Jack Gibbons	John Podesta
Marcia Hale	Jack Quinn
Alexis Herman	Carol Rasco
Nancy Hernreich	Bob Rubin
Tony Lake	Eli Segal
Bruce Lindsey	George Stephanopoulos
Katie McGinty	Christine Varney
Regina Montoya	David Watkins
Roy Neel	✓Maggie Williams

Melanne
Evelyn
Lisa
Neel
Stock
McCoy
Diane
Capricia
Patti
Office Admin
d. Schindler
Tam
Office Admin
Dok G

**OFFICE OF THE FIRST LADY
STAFF LISTING**

MARGARET WILLIAMS Chief of Staff Rm. 100 OEOB
ext. 6266 fax: 6244 WHCA page: 4035
cellular phone: 494-9914
Second Floor West Wing ext. 1660
home phone: (202) 395-2000

EVELYN LIEBERMAN Assistant to the Chief of Staff Rm.100 OEOB
ext. 6266 fax: 6244 WHCA page: 4221
home phone:(202) 588-1211

MELANNE VERVEER Deputy Chief of Staff Rm. 100 OEOB
ext. 6266 fax: 6244 WHCA page: 4242
cellular phone: 365-7714
home phone:(202) 265-0320 or (202) 265-0236

DIANE LIMO Special Assistant/ Office Manager Rm.100 OEOB
ext. 6266 fax: 6244 WHCA page: 4223
home phone: (301) 497-0243

LISA CAPUTO Press Secretary Rm. 100 OEOB
ext. 2960 fax: 7805 WHCA page: unavailable
home phone: (703) 524-2480

NEEL LATTIMORE Deputy Press Secretary Rm. 100 OEOB
ext. 2960 fax: 7805 WHCA page: 4215
home phone: (202) 544-1211

PAM BARNETT Executive Assistant for Domestic Policy
Second Floor West Wing
ext. 2369 fax: 2878
home phone: (301) 718-7785

CAPRICIA MARSHALL Special Assistant to the First Lady
Second Floor West Wing
ext. 7064 fax: 6235 WHCA page: 4224
home phone: (301) 587-0966

ANN STOCK Social Secretary Second Floor East Wing
ext. 7136 fax: 6235 WHCA page: 4231
home phone: (703) 549-6489

ANN MCCOY Deputy Social Secretary
Second Floor East Wing
ext. 7136 fax: 6235 WHCA page: 4227
home phone: (703) 418-4637

PATTI SOLIS Director of Scheduling Rm.185 1/2 OEOB
ext. 7560 fax: 2317 WHCA page: 4044
home phone: (202) 785-1521

THE WHITE HOUSE
WASHINGTON

July 12, 1993

STAFF
LISTINGS
Send out
list

MEMORANDUM TO DISTRIBUTION LIST

FROM: MACK McLARTY, CHIEF OF STAFF

RE: Confidential staff listings

We need to put together a confidential staff listing for our use in the Chief of Staff's office. Please include, for yourself and each staffer, the following: name, title, office extension, location (office number, where available), fax number, WHCA pager number, other pager number, cellular phone and home phone. For those of you who have large staffs, please submit the numbers for yourself, your deputies, and other key staff. I understand that the White House operators have most of your home phone numbers; however, on some occasions it is more convenient to reach you directly.

Please submit your lists to Bill Burton by close of business on Friday, July 16. Thank you for your assistance in this matter.

DISTRIBUTION:

Joan Baggett	Bernie Nussbaum
Mark Gearan	Leon Panetta
David Gergen	Howard Paster
Jack Gibbons	John Podesta
Marcia Hale	Jack Quinn
Alexis Herman	Carol Rasco
Nancy Hernreich	Bob Rubin
Tony Lake	Eli Segal
Bruce Lindsey	George Stephanopoulos
Katie McGinty	Christine Varney
Regina Montoya	David Watkins
Roy Neel	Maggie Williams

757
5000
1234
Dave

Maggie
Melanne
Evelyn
Lisa
Weel
Stock
McCoy
Diane
Capricio
Patti
Office Admin
& Scheduler
Domestic
Dok CS

July 20, 1993

To: David Gergen
Mark Gearan
Dee Myers

From: Maggie Williams

Re: Health Care Spokesperson

Per discussions with David and Hillary, we are moving forward in our search for someone to be the principle health care spokesperson. Bob Boorstin is setting up the interview process. Please let him know if you have any suggestions of potential candidates as soon as possible. We would like to complete the search within two weeks.

CC: Bob Boorstin
Jeff Eller
Ira Magaziner

February 22, 1993

MEMORANDUM FOR DAVID WATKINS
Assistant to the President for
Management and Administration

FROM: MAGGIE WILLIAMS

SUBJECT: Correspondence Staffing

Per your request, the following individuals have been hired as temporary staff for a maximum of 60 days each to the Correspondence Office:

<u>Name</u>	<u>Annual Salary</u>	<u>Starting Date</u>
Lori Azim	\$12,500	Feb. 8, 1993
Sharon Scott	\$12,500	Feb. 18, 1993

Please call me if you have questions (x6266).

cc: Mark Gearan

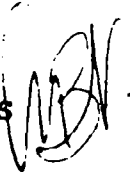
THE WHITE HOUSE
WASHINGTON

March 4, 1993

MEMORANDUM FOR JAN PIERCY

FROM: MAGGIE WILLIAMS

SUBJECT: Bruce Bennett



I am writing you in support of Bruce Bennett who is seeking a position in the Administration. Bruce worked on the campaign as a consultant out of the Democratic National Committee. He currently works at the Children's Defense Fund, is an attorney and is originally from Arkansas.

I am familiar with his work and hope that every effort will be made to place him within the Administration. His first choice is to work at the Department of State. He has also expressed an interest in Commerce and Justice.

To: Diane Limo
From: Bruce Bennett 
Date: March 4, 1993
Re: Letter from Maggie

I spoke to Maggie Williams this morning and she told me to send you the attached letter. Please have it placed on her letterhead for her signature. Then mail me a copy at Children's Defense Fund, 25 E. Street N.W., Washington, D.C., 20001. Could you also please fax me a copy today.

Thank you.

March 3, 1993

Mr. Bruce Lindsey
Director
Office of Personnel
The White House
Washington, D.C. 20500

Dear Mr. Lindsey:

I am writing this letter in support of Bruce Bennett who is seeking a position in the Administration. Bruce worked on the campaign as a consultant out of the Democratic National Committee. He currently works at the Children's Defense Fund, is an attorney and is originally from Arkansas.

I am familiar with his work and hope that every effort will be made to place him within the Administration. His first choice is to work at the Department of State. He has also expressed an interest in Commerce and Justice.

Sincerely,

Maggie Williams
Chief of Staff

DEAR LORD
BE GOOD TO ME
THE SEAS ARE
WIDE AND SO
MY BOAT IS
SO SMALL

Children's Defense Fund

4TH FL. FAX:
202 662 3540

FACSIMILE TRANSMITTAL SHEET

TO:

Diane Limbo

ORGANIZATION:

FAX NUMBER:

FROM:

Bruce Bennett

DEPARTMENT:

TELEPHONE:

DATE:

3/4/93

TIME:

12:30

TOTAL PAGES SENT (INCLUDING COVER SHEET):

3

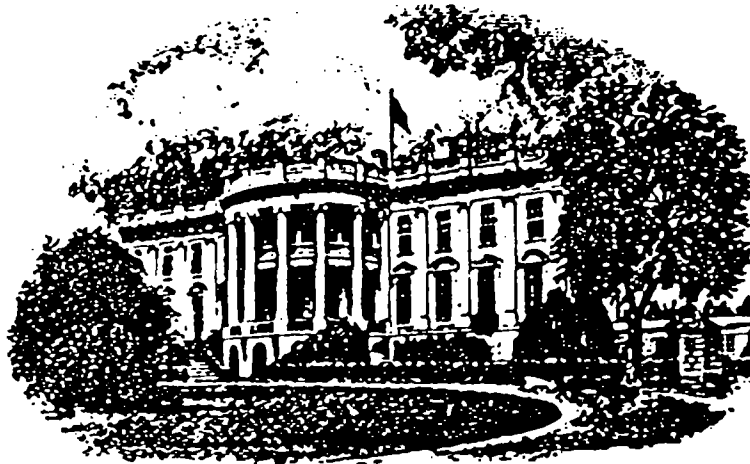
COMMENTS:

Please call me after
you get the attached.
(202) 662-3587

fax: 662-3540

THE WHITE HOUSE
Office of the First Lady

TO: Bruce Bennett
FROM: Diane Limb
RECEIVER FAX: 662-3540
RECEIVER PHONE: 662-3587
NUMBER OF PAGES (INCLUDING COVER SHEET): 2



COMMENTS:

Bruce,
Per our conversation, attached
is the memo. Please let
me know if you need anything
else.
Di

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	To Charlotte Hays from Maggie Williams re: Task Force Participants (partial) (1 page)	03/11/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12165

FOLDER TITLE:

Magggie Memos

2013-0359-S
ry1415

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]

March 11, 1993

MEMORANDUM TO CHARLOTTE HAYS

FROM : MAGGIE WILLIAMS

SUBJECT: TASK FORCE PARTICIPANTS

Please call the following individuals today to invite them to participate in a meeting of one of the working groups. Skip Rutherford spoke to them yesterday and he thinks it is very important to include them in some way.

1. Drew Kumpuris

(b)(6)

[001]

We should also set up a briefing for him with Boorstin. He was terrific in the campaign and would be very helpful to have on board with us now.

2. Bob Shaptaw
Chief Operating Officer
Arkansas Blue Cross/Blue Shield
501/378-2000 (O)
501/982-7887 (H) probably need to call him at home tonight

Shaptaw has been active in rural health care initiatives. He is available to come to a meeting on Monday, March 15, but Skip made no commitment, only said it was a possibility.

3. Ark Monroe
Former Arkansas Insurance Commissioner
501/688-8800
Washington: 347-4500

He cannot meet on the 15th but is available on the 22nd. Skip told him too that a meeting was possible, but not commitment.

Thanks for your attention to this. If you have any questions, please call me.

February 12, 1993

MEMORANDUM FOR DAVID WATKINS
MARK GEARAN

FROM: MAGGIE WILLIAMS

SUBJECT: Additional Staff for Correspondence Payroll

Per our conversation, this memorandum is to confirm that two additional individuals should be added to the Correspondence Office. Both salaries are set at \$12,500.

Lori Azim started on Monday, February 8, 1993 and the second individual has not officially accepted the offer. I will provide that individual's name to you as soon as the details have been confirmed.

If your understanding is different from this, please let me know.

DRAFT

MEMORANDUM

TO: Gary Walters, Chief Usher
Sue Wood, Operations Manager, Switchboard

FROM: Maggie Williams
Chief of Staff
Office of the First Lady

SUBJECT: Weekend telephone calls

Walters Please advise your staff members that over the weekends, telephone messages for the First Family should be delivered to Mrs. Clinton on an hourly basis, except for those calls received from family members on the attached list. In this case, the calls should be sent straight through to Mrs. Clinton. If you have questions about individual calls, please feel free to contact me on my page.

Thank you.

THE WHITE HOUSE

WASHINGTON

March 9, 1993

MEMORANDUM TO CHARLOTTE HAYES

FROM: MAGGIE WILLIAMS

SUBJECT: Dr. Reed Tuckson

Dr. Reed Tuckson is the President of the Drew Medical School in Los Angeles. He is an African American and a prominent member of the medical community. Is there some way to involve him as a consultant to the Health Care working group? If not, fine -- I am not pressed, but give him a call to see what his interests are. His numbers are:

(213) 563-4987 (W)

(213) 641-9869 (H)

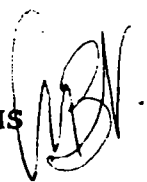
THE WHITE HOUSE
WASHINGTON

March 4, 1993

MEMORANDUM FOR JAN PIERCY

FROM: MAGGIE WILLIAMS

SUBJECT: Bruce Bennett



I am writing you in support of Bruce Bennett who is seeking a position in the Administration. Bruce worked on the campaign as a consultant out of the Democratic National Committee. He currently works at the Children's Defense Fund, is an attorney and is originally from Arkansas.

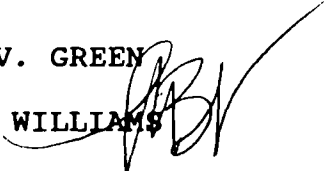
I am familiar with his work and hope that every effort will be made to place him within the Administration. His first choice is to work at the Department of State. He has also expressed an interest in Commerce and Justice.

THE WHITE HOUSE
WASHINGTON

March 1, 1993

MEMORANDUM FOR JANET V. GREEN

FROM:

MAGGIE WILLIAMS 

SUBJECT:

Request to Change Parking Allocation

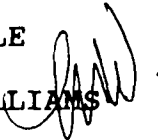
I would like to request that three of the parking spaces allocated to the First Lady's Office be changed from the "E" (Ellipse) to the "S" (State Place or E Street) area. Several key members of the First Lady's staff work very long hours and need to be able to access definite parking quickly. An alternative to the "S" area would be Jackson Place or the basement of the NEOB. I would greatly appreciate it if you could accomodate this request.

THE WHITE HOUSE

WASHINGTON

March 1, 1993

MEMORANDUM FOR MARCIA HALE

FROM: MAGGIE WILLIAMS 

SUBJECT: Distribution of Presidential Daily Schedule

This memorandum is to request that Diane Limo, Special Assistant/Office Manager of the First Lady's Office, be added to the distribution list for the President's daily schedule. She is in Room 100, OEOB. Please call me if you have questions at x6266.

THE WHITE HOUSE

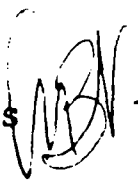
WASHINGTON

March 4, 1993

MEMORANDUM FOR JAN PIERCY

FROM: MAGGIE WILLIAMS

SUBJECT: Bruce Bennett



I am writing you in support of Bruce Bennett who is seeking a position in the Administration. Bruce worked on the campaign as a consultant out of the Democratic National Committee. He currently works at the Children's Defense Fund, is an attorney and is originally from Arkansas.

I am familiar with his work and hope that every effort will be made to place him within the Administration. His first choice is to work at the Department of State. He has also expressed an interest in Commerce and Justice.

April 6, 1993

MEMORANDUM FOR ELLIE MERRILL
General Services Administration

FROM: MARGARET A. WILLIAMS
Chief of Staff to the first Lady

SUBJECT: Request for W-2 Form

This memo is to request a copy of my Transition W-2 form. Please call my assistant, Evelyn Lieberman, when you are ready to fax it to me since it is personal. My fax number is: (202) 456-6244. My telephone number is (202) 456-6266.

Thank you.

BILL CLINTON • AL GORE

— 2:30 pm
- tried to call on
4/12 - gone for day
- left msg. on
4/13 (3:00 pm)

To Maggie Williams
From Ellen Johnson

For Transition W-2,
you must request this in
writing from Ellie Merrill
at GSA, fax # (816) 926-2416.

Let me know if you need any-
thing else.

Ellen Johnson
(501) 375-1290
Little Rock

Dixie Sanders
(501) 372-5500
for good for
no. for Transition

Kim Accord
(202) 501-0929

THE WHITE HOUSE

WASHINGTON

May 28, 1993

MEMORANDUM FOR DAVID WATKINS
Assistant to the President
for Management and Administration

FROM: MAGGIE WILLIAMS

SUBJECT: Atlanta Sound and Lighting Services, Inc.

Attached please find the invoices for services rendered by Atlanta Sound and Lighting Services, Inc., The Court Reporting Service, and Sign Language Associates.

A.S.L. also asked me to forward a copy of an invoice for services rendered during the Economic Summit in Arkansas. All of the invoices are attached.

Attachments

cc: Betty Ubbens

A.S.L. SERVICES INC.
 2368 John Glenn Drive
 Atlanta, Georgia 30341-1909
 (404) 455-7695 / 455-3088 fax

JOB ORDER

ASL ID NUMBER SW- 1821

TASK FORCE Final Invoice

☒ EVENT ☐ EQUIPMENT SALE ☐ O.T.C. RENTAL

Bill To: Julia Moffet
 White House Health Task Force
 Washington, DC 20052

JOB NAME/NUMBER	Health Care Task Force Hearing		
JOB LOCATION	George Washington University		
JOB PHONE	Phone :		
START DATE :	3-27-93	END DATE :	3-29-93
Order Taken By SCW On : March 26, 1993			

QTY	MATERIAL	UNIT PRICE	AMOUNT
	MAIN CONFERENCE PRODUCTION		
1	80 input broadcast console/processing	1125.00	1,125.00
1	4 zone delayed speaker array with EV- DeltaMax and Crest		
1	Auxillary S-40 speaker fill system		
1	9 station headset communications		
44	857amla conference/podium mics		
1	Press Avail. sound system		
1	Press Avail. lighting system		
1	6 box 90 out press mult system		
1	3-light RYG speaker Alert system		
3	Wireless HH w/antenea system		
200	FT. Blue Velour 18' drapery		
	MAIN LIGHTING		
8	6-lamp Thomas 64/1k bars		
48	channels dimming and control		
TOTAL MATERIALS			1,125.00

DESCRIPTION OF WORK			
ASL will coordinate all sound, lighting, and visual-aid services necessary for press conference and telecast . Production budget will not exceed \$ 9,250.00 plus \$ 1500.00 for hotels without prior written consent.			
OTHER CHARGES		AMOUNT	
Local "Frame" labor services in/out		1394.75	
SL-24 equipment lifts for trussing from Baltimore Stage Lighting		320.00	
TOTAL OTHER		1,714.75	
LABOR	HRS.	RATE	AMOUNT
Site engineer	36	50	1,800.00
Audio Engr (2)	64	35	2,240.00
Lighting Director	32	35	1,120.00
Tech (3)	96.5	28.50	2,750.25
includes est. overtime & PDs			
TOTAL LABOR		7,910.25	
TOTAL MATERIALS		1,125.00	
TOTAL OTHER		1,714.75	
TOTAL LABOR		7,910.25	
TOTAL		10,750.00	

TERMS :

AUTHORIZED SIGNATURE :
 I hereby acknowledge satisfactory completion of the above described work.

NOTES :

A.S.L. SERVICES INC.
 2368 John Glenn Drive
 Atlanta, Georgia 30341-1909
 (404) 455-7695 / 455-3088 fax

JOB ORDER **ASL ID NUMBER SW- 1813**

Bill To: Tom Hart

Clinton-Gore 92

PO Box 615

Little Rock, AR 72203

☒ EVENT ☐ EQUIPMENT SALE ☐ O.T.C. RENTAL

JOB NAME/NUMBER		Press Conference
JOB LOCATION		Media Center / Little Rock AR
JOB PHONE 501-376-9594	Phone : 501-372-1992	
START DATE :	END DATE : 1/16/93	

Order Taken By SCW On : December 17, 1992

QTY	MATERIAL	UNIT PRICE	AMOUNT
1	Broadcast HMI lighting system incl : 2 - 4k complete 6 - 1.2k complete 2 - .2k complete 10 - C stands 10 - Flags 200' Banded 4-wire feeder 4 - CamLoc T's 2 - suicides 2 - 2-Way 3-wire boxes 2 - 6-way 4-wire boxes 4 - Quad Stage 12 - 25' Stingers 2 - #1 Tails 15 - Sand Bags 2 - 2-way stands	14481.00	14,481.00
TOTAL MATERIALS			14,481.00

DESCRIPTION OF WORK			
Continue Rental from Job # 1810 . Remove and return lighting.			
OTHER CHARGES			AMOUNT
Trucking to Atlanta, GA			880.00
Per Diems			60.00
TOTAL OTHER			
LABOR	HRS.	RATE	AMOUNT
Technician	20	35.00	700.00
Stagehands	10	18.50	185.00
TOTAL LABOR			885.00
TOTAL MATERIALS			14,481.00
TOTAL OTHER			940.00
TOTAL LABOR			885.00
TOTAL			16,306.00

TERMS :

AUTHORIZED SIGNATURE :
 I hereby acknowledge satisfactory completion of the above described work.

NOTES :

mx

BION LANGUAGE ASSOCIATES, INC.
1010 WAYNE AVE. SUITE 420
SILVER SPRING, MD 20910
EIN-52-1267-212
301-598-7591

Sale Invoice
Terms: Net 30
Invoice # 28304

Transaction Date: 03/31/93
Due Date: 04/30/93

Sold To:
WHITE HOUSE:HEALTH CARE
TASK FORCE, ATTN:IRA MAGINER
1600 PENN.AVE.NW
WASHINGTON, DC 20500

Ship To:
SERVICE PROVIDED AT:
GEORGE WASHINGTON UNIVER
REQUESTED BY NANCY CHESTNUT
202-456-7908

Item ID	Description	Qty	UM	Price	Extension
3/29/93 7:15A-5P	HEALTH CARE TASK FOR	1.00		1,252.00	1,252.00
	AT SMITH CENTER				
TRANSPORTATION FEE	BY QUINN,MATZ,WITHRO	1.00		15.00	15.00
	MAXWELL,DALTON				

Subtotal	1,267.00
Total Invoice	1,267.00
Net Due	1,267.00

CLIENT ~~1150~~ 46186
1150

PLEASE MAKE CHECKS PAYABLE TO:

NEAL R. GROSS & CO., INC.
1323 RHODE ISLAND AVE., NW
WASHINGTON, DC 20005 202/234-4433

PLEASE RETURN ONE COPY OF
THIS INVOICE WITH YOUR
REMITTANCE.
DUNS NO. 00-162-7124
EIN NO. 52-1097058

BILL TO:

JULIA MOFFETT
OFFICE OF THE FIRST LADY
THE WHITE HOUSE
ROOM 100
OLD EXECUTIVE OFFICE BUILDING
WASHINGTON, D.C. 20500

INVOICE DATE

4-6-93

INVOICE NO.

0329WH

PURCHASE ORDER/CONTRACT NO.

HRG DATE

TITLE OF PROCEEDING

3-29-93

HEALTH CARE TASK FORCE
MEETING

FOR COURT REPORTING,
TRANSCRIPTIONS,
AND COURIER SERVICE

\$2015.00

D.C. SALES TAX (6%)

SHIPPING/HANDLING

TOTAL AMOUNT DUE:

\$2015.00

INVOICES ARE DUE AND PAYABLE UPON RECEIPT. A LATE CHARGE OF 15% PER MONTH ON OUTSTANDING
BALANCES FROM DATE OF INVOICE, PLUS COLLECTION FEES, WILL BE CHARGED FOR LATE PAYMENT.

NEAL R. GROSS & CO., INC.

202/234-4433

THE WHITE HOUSE
WASHINGTON

May 28, 1993

MEMORANDUM FOR BILL BURTON

FROM: MAGGIE WILLIAMS
SUBJECT: Memorial Day Weekend

This memo is in response to your memo dated May 27, 1993 regarding staff coverage for the Memorial Day weekend. Coverage for the First Lady's Office is as follows:

Saturday	Maggie Williams, Patti Solis & Julie Hopper will be in the office in the morning. Everyone on the staff is "on call" for the afternoon. (Reachable via Signal (202) 757-5000 on beepers.
Sunday	Everyone on the staff is "on call" for the day. (Reachable via Signal (202) 757-5000 on beepers.
Monday	Maggie Williams will be in office for a good part of the day. She will have phone coverage all day.

If you should run into problems, please call Diane Limo, my office manager. Her home number is (301) 497-0243. She is also reachable via Signal on her beeper #4223.

THE WHITE HOUSE

WASHINGTON

July 6, 1993

MEMORANDUM FOR DAVID WATKINS
Assistant to the President for
Management and Administration

FROM: Maggie Williams
SUBJECT: Correspondence Staffing

This memo is to request that the following individuals
assignments are extended to July 15, 1993:

Lori Azim
Sharon Scott

They are assigned to the First Lady's Correspondence Office.

212

THE WHITE HOUSE
WASHINGTON
Date Aug 10, 1993

MEMO FROM: MAGGIE WILLIAMS

TO:

Rahm Emanuel	_____	Bernie Nussbaum	_____
Mark Gearan	_____	Howard Paster	_____
Marcia Hale	_____	John Podesta	_____
Charlotte Hayes	_____	Carol Rasco	_____
Alexis Herman	_____	Bob Rubin	_____
Nancy Hernreich	_____	Eli Segal	_____
Anthony Lake	_____	Nancy Soderberg	_____
Bruce Lindsey	_____	G. Stephanopolous	_____
Ira Magaziner	_____	Patsy Thomasson	_____
Macl McLarty	_____	Christine Varney	_____
Regina Montoya	_____	David Watkins	_____
<u>Magg. Jarman</u> ~~X~~		_____	_____

The attached is for your:

Information _____

Advice _____

Action ~~_____~~

COMMENTS:

Wange

ARNALL GOLDEN & GREGORY

A PARTNERSHIP INCLUDING PROFESSIONAL CORPORATIONS

SUITE 800

1040 CROWN POINTE PARKWAY
ATLANTA, GEORGIA 30338

(404) 577-5100
TELECOPIER 527-4580

MACON OFFICE

582 WALNUT STREET
MACON, GEORGIA 31201
(912) 745-3344

SAVANNAH OFFICE

301 WEST CONGRESS STREET
SAVANNAH, GEORGIA 31401
(912) 233-2268

ATLANTA OFFICE

55 PARK PLACE
ATLANTA, GEORGIA 30303
(404) 577-5100

WRITER'S
DIRECT DIAL NUMBER

July 30, 1993

(404) 527-4627

VIA FEDERAL EXPRESS

First Lady Hillary Rodham Clinton
Office of the First Lady
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Mr. David Gergen
White House Counsellor to the
President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Mr. Ira Magaziner
White House Senior Advisor
on Health Reform
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Ms. Deedee Myers
Press Secretary
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Re: Georgia Healthcare Roundtable Conference

Ladies and Gentlemen:

Two weeks following the Administration's release of its healthcare reform proposal, distinguished leaders from various healthcare industry constituent groups will gather together in Atlanta for the Georgia Healthcare Roundtable Conference to discuss how the reform plan will impact them.

The conference will be a significant event covered by print and broadcast media. It will be co-sponsored by our Firm and *The Atlanta Business Chronicle*, a weekly publication widely read by Atlanta's business, government and academic leaders. Our Firm has deep roots in Atlanta and the Southeast, having been founded more than 40 years ago by former Georgia Governor Ellis Arnall.

The White House
July 30, 1993
Page 2

The purpose of this letter is to invite a representative from The White House to join these leaders in the Georgia Healthcare Roundtable Conference. In doing so, you will reach a regional, and perhaps national, audience in a unique gathering of healthcare industry constituent groups. Participants in the roundtable will include senior level people from (i) Southcare Medical Alliance, the largest PPO in Georgia; (ii) Georgia State University - School of Business, Institute of Health Administration; (iii) Georgia Nursing Home Association; (iv) Georgia Department of Medical Assistance; (v) Kaiser Permanente Medical Care Program, an HMO; (vi) the Atlanta Cardiology Group, a major cardiology group which has instituted a national affiliation program; (vii) the Atlanta Business Coalition; and (viii) our Firm. We also anticipate participation from the Georgia Hospital Association, the Medical Association of Georgia and the Georgia Insurance Commissioner.

The roundtable is expected to last no more than three hours. We are extending an invitation to C-Span to video and broadcast the conference.

We hope you will not miss this opportunity for the voice of the Administration to be heard. Media coverage of this event will coincide with the nation's heightened interest in how the Administration's then newly-released healthcare reform plan will affect those that administer and provide healthcare services.

We look forward to hearing from you in response to this invitation.

With best regards,

Very truly yours,



Jeffrey B. Stewart

JBS:exs