

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Home Address Listing (partial) (1 page)	n.d.	b(6)
002. memo	For Jamie Williams from Diane Limo re: Volunteers for the First Lady's Office (partial) (1 page)	03/11/93	b(6)
003. memo	For Barbara Allen from Diane Limo re: Volunteers for the First Lady's Office (partial) (1 page)	03/08/93	b(6)
004a. note	Note for Cathleen Cavender re: invoice (1 page)	03/05/93	Personal Misfile
004b. invoice	Re: Presidential Transition Office (1 page)	01/18/93	Personal Misfile
004c. invoice	Re: Clinton Gore Presidential Transition Team (1 page)	01/18/93	Personal Misfile
004d. note	To Cathleen Cavender from The White House (1 page)	n.d.	Personal Misfile
004e. envelope	Re: Horton Brothers (1 page)	01/19/93	Personal Misfile
004f. note	Re: Cathleen Cavender (1 page)	n.d.	Personal Misfile
005. memo	To David Watkins from Diane Limo re: Request for Daily Access to West Wing, Chris Jennings (partial) (1 page)	02/11/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

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

April 5, 1993

MEMORANDUM TO THE FIRST LADY'S OFFICE

FROM: DIANE G. LIMO *Diane*

SUBJECT: Blood Drive

The American Red Cross is recruiting donors for the Blood Drive. I encourage you to donate.

WHEN: Tuesday, April 13, 1993
9:00 a.m. - 3:00 p.m.

WHERE: Indian Treaty Room, OEOB, Room 474

We all would want blood to be available if we needed it, so why not donate for someone who needs blood now? The process is very simple:

- o Sign up at my desk.
- o Choose a time on the 13th that best suits your schedule.
- o I will confirm the time.

The whole process takes about 1 hour, but the actual donation takes less than 10 minutes. I have attached a lot of information about the process, and I am happy to answer additional questions that you may have. Please call me at x6266 as soon as possible -- and remember ...

GIVING BLOOD IS SAFE AND EASY!

GIVE ANOTHER CHANCE!

GIVE BLOOD!

Give Another Chance Give Blood

A Brief Description of the Donation Experience

Here is what you can expect to happen when you donate.

First, you register, furnishing such basic information as your name, address, phone number, and so on.

Next, a medical history is taken to reveal any circumstances or conditions that might affect your eligibility as a donor. Then, a drop of blood from your ear is analyzed, and your pulse, blood pressure, & temperature are checked. Finally, a qualified person reviews all this data and decides if you are an eligible donor.

Assuming there is nothing to prevent you from giving blood, you are then asked to lie on a bed. Giving the pint of blood feels about the same as having blood taken from your arm for a blood test, and the procedure takes only 5 to 10 minutes. Afterward, you will rest a short while, have some juice, and then you are on your way, feeling good about the experience, and ready to resume your usual activities.



American Red Cross
The Greater Chesapeake and Potomac
Regional Blood Services

QUALIFYING FOR BLOOD DONATION, INFORMATION FOR BLOOD DONORS AND BLOOD DONOR CHAIRPERSONS

American Red Cross
Red Cross Blood Services
Greater Chesapeake and Potomac Region

For further information call:
(410) 764-4632 or 1-800-272-2048

Age	Donors must be at least age 17 to donate. There is no upper age limit for donation.
AIDS	Having AIDS or a positive AIDS test would exclude an individual from blood donation. Being involved in risk behaviors that expose one to AIDS are also reasons for deferral. Some of these risk behaviors include past intravenous and/or intramuscular drug abuse (including non-prescription steroids), a man having sex with another man or having sex with a prostitute. The receipt of clotting factor concentrates may also result in some risk of AIDS exposure (with the exception of exposure to a prostitute, (a one year deferral), AIDS risk results in a permanent deferral.) Finally, individuals who are the sex partners of anyone with the above AIDS risks are also deferred temporarily .
Allergies and Allergy Shots	If allergies are inactive or under control, an individual may donate. Allergy shots are not a contraindication for donation.
Artificial Kidney/ Dialysis	Donors on hemodialysis may not donate. However, the relatives and close contacts of those individuals may donate. If a family member participates actively in the health care (including home dialysis) of a dialysis patient, proper protective precautions must be followed if the family member wishes to donate.
Asthma	If asthma is under control, there is no deferral.
Blood Disease	Depending on the nature of the blood disease, a donor may be allowed to donate or may be deferred. Please contact the information numbers given above for more information.
Cancer	Donors with histories of localized and cured cancers such as basal cell or squamous skin cancer, cervical cancer in situ or non-invasive cancer in colon polyps may donate. Other donors with history of a cancer cured at least 5 years prior may also qualify for donation. However, this must be evaluated by the Red Cross Health Historian. Contact the information numbers above for assistance.
Colds and Sore Throats	Donors will be deferred for the first 24 hours into their cold to be sure the blood is safe for those receiving it. After 24 hours, donors may be accepted if they feel well enough to donate.
Competitive Sports	The team coach will determine if sports activities are compatible with donation.
Convulsions, Epilepsy and Seizures	Must be evaluated by the Red Cross Health Historian.
Dental Work	Minor dental work such as dental cleaning, fillings , and tooth extractions are not a cause for deferral as long as there is no infection. For oral surgery a 72 hour deferral period is required.
Diabetes	Acceptable 2 weeks after establishment of insulin protocol. Persons treated by diet or oral medications are acceptable for donation.
Ear Piercing	No deferral if done in physician's office or department/jewelry store using ear piercing gun with sterile disposable supplies.
Heart Disease, Heart Attack and Hypertension	Donors with controlled hypertension (high blood pressure) may donate. A history of prior heart disease, heart attack and prior prior heart surgery may require further evaluation by the Red Cross Health Historian. Contact the information numbers above for more information.

Hepatitis, Exposure to Hepatitis, Yellow Jaundice	A past history of viral hepatitis of any type is a cause for permanent deferral. Hepatitis related to mononucleosis or related to medication use is not a cause for deferral. Close contact with someone with hepatitis (for example, living in the same home) will result in a year deferral. Yellow jaundice if due to viral hepatitis is a cause for permanent deferral.
Infectious Mononucleosis	Donors may donate after fully recovered.
Lyme Disease	Evaluated by the Red Cross Health Historian.
Malaria	Travel within a country with malarial risk will result in a six month deferral. If malaria medicines are taken the deferral period becomes 3 years. An individual with past malaria may donate when he or she is symptom free for three years.
Medications	Common medications such as aspirin, vitamins and birth control pills are not a reason for deferral. Antibiotics will usually necessitate a deferral for 48 hours after the medicine is stopped. Donors may however, donate while taking acne medications and while using topical ointments. For questions about other medications contact information numbers above. Advise donors to bring names of medications with them.
Pregnancy	A woman may donate 6 weeks after a full term uncomplicated delivery and/or termination of pregnancy in third trimester. A first or second trimester abortion or miscarriage does not usually defer a donor.
Shortness of Breath or Lung Disease	For serious problems contact information numbers above.
Stroke	Evaluated by the Red Cross Health Historian.
Syphilis or Gonorrhea	Acceptable 12 months after last treatment or symptoms.
Surgery	Must be evaluated by the Red Cross Health Historian. If a blood transfusion was received a one year deferral will occur.
Tattoo	A tattoo results in a 12 month deferral
Time Between Donations	56 days or 8 weeks.
Travel Outside the U.S. and Canada	May result in deferral. Contact information numbers above for questions about travel.
Transfusion	Transfusion with blood products will generally result in a one year deferral. Use of autologous (self donation) blood products requires no deferral.
Weight	The donor must weigh at least 110 pounds.

The Greater Chesapeake and Potomac Regional Blood Services



THE RED CROSS has been providing blood in the Central Maryland and Southern Pennsylvania community since 1938, and in the Washington, D.C. and Virginia area since 1946.

IN THE LAST DECADE, due to dramatic changes in the medical field, community demand for blood and blood components has grown tremendously. In 1976, the Chesapeake Region collected 96,000 units of blood. In 1986, collections had risen to 162,000 units, with 196,000 in Washington, D.C. In 1990 the Chesapeake and Potomac regions merged and set a total collection goal of 320,000 units.

SINCE 1980:

- Five Baltimore and six Washington, D.C. area hospitals have started open heart surgery programs, all requiring large amounts of blood products.
- Johns Hopkins began heart, heart-lung, bone marrow, and liver transplants. The average blood use for a liver transplant is 100 units, but 200 units is not uncommon.
- The University of Maryland opened a kidney transplant center, another major demand for blood products.
- The Washington Hospital Center has become nationally known for

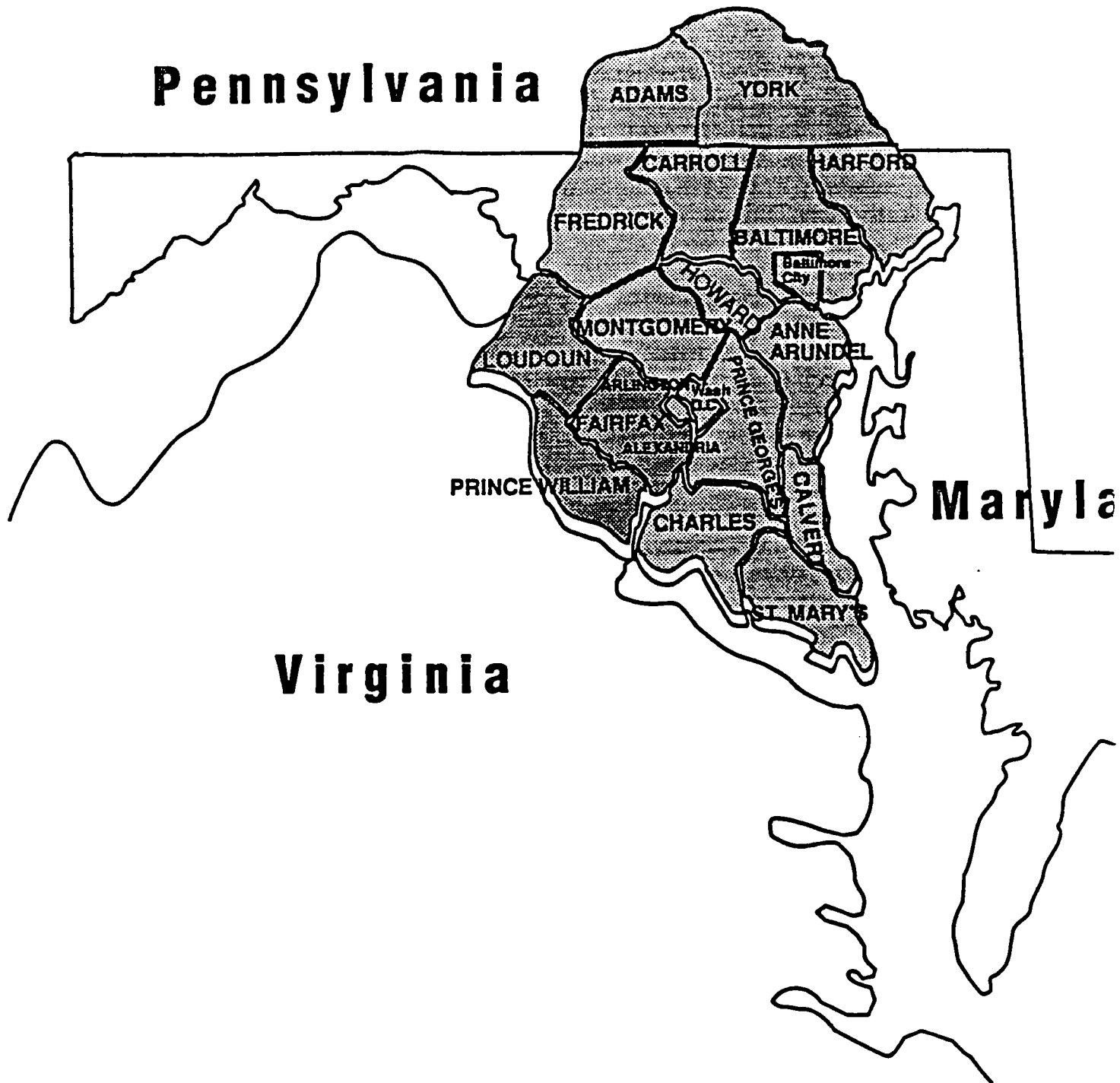
its work with heart patients.

- National Children's Medical Center in Washington, D.C. began specializing in pediatric open heart surgery and oncology.
- Twenty eight dialysis centers and 11 home transfusion agencies have opened in the region. These sites transfuse patients with necessary red cells and platelets in a non-hospital setting.
- The internationally recognized University of Maryland Shock Trauma Center and Washington Hospital Center's Med Star continues to serve severely injured patients regionwide. It is not unusual for a single shock trauma patient to need 100 units of blood.

- The Red Cross hemapheresis department was opened to provide specialized platelet products for cancer patients at Johns Hopkins, Georgetown, and other area hospitals.

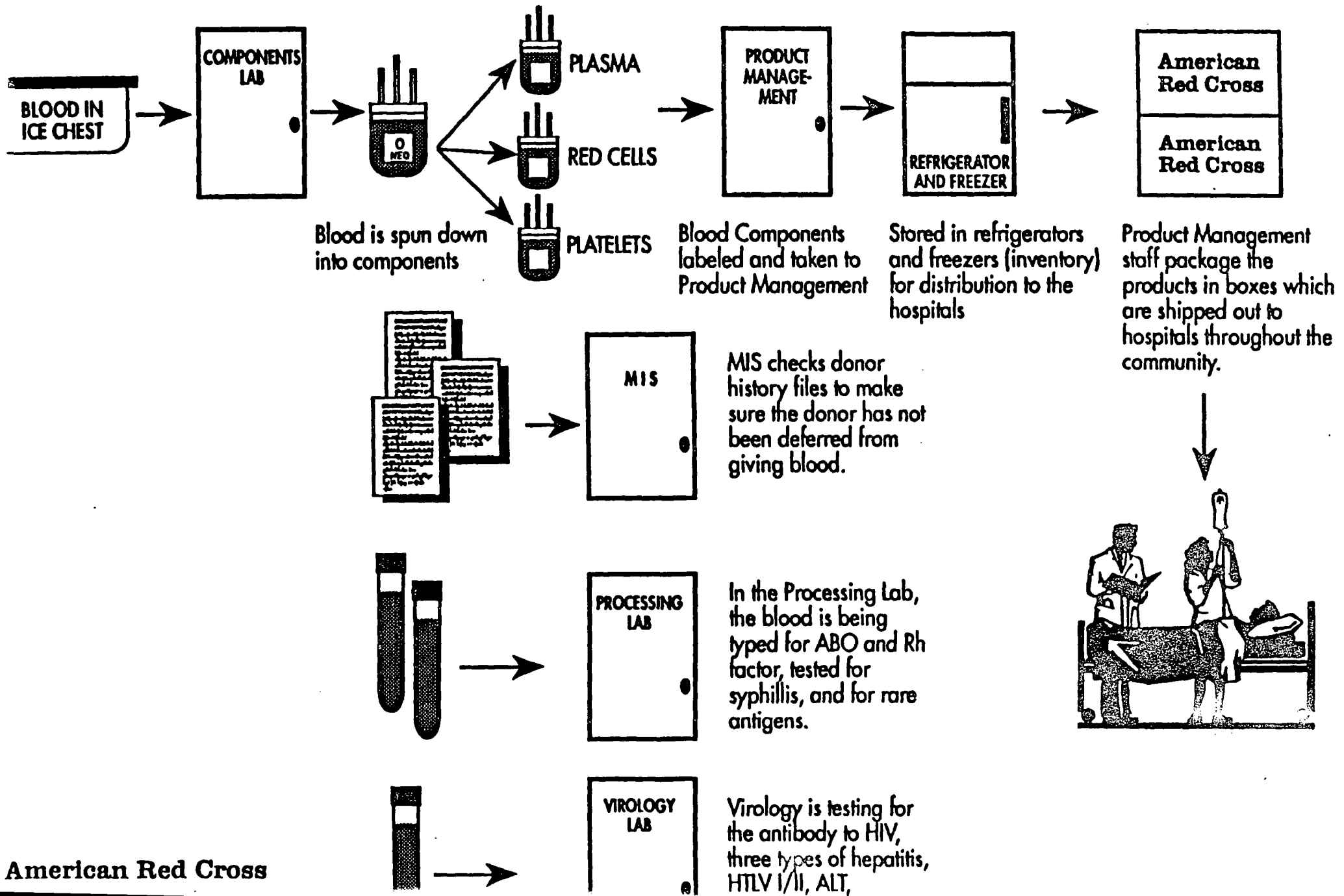
THE RED CROSS philosophy of service and responsibility to the community is at the heart of the blood program. Today, collection needs have risen to 1500 units of blood a day and there are patients in 80 hospitals who need blood and blood products. Only through the inspiring support of thousands of blood donors throughout the area will the Greater Chesapeake and Potomac Region Blood Services be able to meet the growing need for blood.

The Greater Chesapeake and Potomac Regional Blood Services



WHERE DOES THE BLOOD GO?

A Diagram of what happens to blood once it arrives at Central Maryland Red Cross



WHAT IS FREQUENTLY ASKED QUESTIONS ABOUT DONATING BLOOD

Question

Answer

Does it hurt to donate?

When the needle is inserted the feeling is similar to a mild pinch. You might pinch the skin at your elbow joint to see how the needle will feel.

Will it make me sick or will I feel faint?

Reactions rarely occur and are usually minor. The best way to avoid problems is to remain calm and understand the donation procedure. Be sure to eat your regularly scheduled meals before donating.

Can I chicken out?

Yes, however we are counting on you to keep our area's blood supply at a safe level.

Will I have to limit my activities after donating?

Not really, although you will be requested not to lift anything heavy with your donation arm for 4 hours and to refrain from strenuous exercise for 12 hours.

How much blood do I have to give?

A donation is approximately one unit. The average person has about 10-12 units.

How do I know if I can give blood?

Most people may donate if they are 17 years old and weigh more than 110 lbs., and are in good health. If you have any questions, please contact the Red Cross.

What if I have high or low blood pressure?

People whose blood pressure is in the normal range may donate. Blood pressure will be checked by the nurse prior to every donation.

Will I become anemic after donating?

No. The body begins replenishing the lost fluid and red cells at once.

If something is wrong with my blood, would I find out?

You would be notified confidentially if there are any problems found.

Why can't I give blood even though I had hepatitis a long time ago?

Even after a person has fully recovered from hepatitis, his/her blood can still transmit the disease. For this reason, a person with a past history of hepatitis may never donate.

How long does it take to donate?

Although the whole process, from start to finish, takes about 1 hour, the actual donation takes only about 6 to 7 minutes.

Can I eat before I donate?

You should not refrain from eating before giving blood.

Can I find out my blood type?

After donating blood an identification card bearing the blood type is sent to your home within about 8 weeks.

How often may blood be donated?

Every 56 days.

AIDS and the Blood Supply: The Facts



AIDS, ACQUIRED IMMUNE deficiency syndrome, is a disease characterized by a defect in the body's ability to fight off infection or illness.

AIDS CAN NOT BE spread by casual contact. It is primarily transmitted in one of three ways—by intimate sexual contact, by sharing needles during intravenous drug usage, and in some cases by a mother to her unborn child.

IT IS 100% IMPOSSIBLE to get AIDS from donating blood. Red Cross uses only pre-packaged, sterile disposable needles, and a separate blood bag for each donor. Both the needle and the bag are used only once and then thrown away forever. Red Cross disposes of all needles according to State and Federal regulations pertaining to biohazardous trash.

THE RED CROSS TESTS each unit of blood for antibodies to the AIDS virus. A positive test indicates that the person has been infected with the AIDS virus, but can not determine whether the person will develop AIDS. This test, in place at the Red Cross since the spring of 1985, has virtually eliminated the possibility of getting AIDS

through transfusions of blood.

TO FURTHER PROTECT the blood supply, Red Cross asks that members of the following groups, known to be at increased risk for aids, not donate blood.

- GAY OR BISEXUAL men who have been sexually active, even one time, since 1977.

- INTRAVENOUS drug users.

Blood Facts



DID YOU KNOW—

- The average adult's body contains about 10-12 pints of blood.

- A little over an hour is all it takes to share life and donate a pint of blood, including registration, health check and relaxation period—the actual donation time is less than 10 minutes.

- It takes your body approximately 24 hours to replace the fluid lost during the donation.

- Healthy persons ages 17 and older who weigh at least 110 pounds are eligible to give blood every 56 days.

- The Red Cross collects blood from volunteer donors only.

WHAT'S YOUR BLOOD TYPE? FIND OUT BY DONATING!

BLOOD GROUPS are inherited. In our population the following percentages are found for ABO and Rh blood groups:

O positive—38	B positive—9
O negative—8	B negative—2
A positive—32	AB positive—3
A negative—7	AB negative—1

MORE FACTS ABOUT BLOOD

- A unit of whole blood from a single donor can be separated into components and used to treat three or four patients.

- Whole blood has a shelf life of only 35 days while packed cells have a shelf life of 42 days.

- Platelets, which are a blood components, have a shelf life of only 5 days.

Donating blood is a safe and easy way to share life!

Eleven Most Common Excuses for *not* Giving Blood



AS YOU MAKE PERSONAL contact with your groups's potential donors, you may run into some creative excuses for not giving blood. So that you'll be ready with the factual answers, following are the answers to the eleven most common excuses for not giving blood:

NO ONE EVER ASKED ME TO DONATE BLOOD.

Consider yourself invited. Blood comes only from people. It can't be manufactured. Your gift could mean life for a sick child, an accident victim, or an elderly person facing surgery.

OTHER PEOPLE MUST BE GIVING BLOOD.

The need for blood and blood products is constantly increasing. The needs of patients must be met by more donors...people like you.

I'M AFRAID TO GIVE BLOOD.

Everyone feels that way the first time. You'll find out there's nothing to it.

I DON'T WANT TO GET AIDS.

It's impossible to get AIDS from donating blood. We use a disposable sterile needle and a separate blood bag for each donor. The needle and the bag are used only once.

I ALREADY GAVE THIS YEAR.

Healthy donors are eligible to give every 56 days.

I DON'T HAVE ANY TO SPARE.

The average adult has about 10 to 12 pints of blood. Doctors say that healthy people may give regularly. The blood donated is replaced within a few hours.

MY BLOOD ISN'T THE RIGHT TYPE.

Every type is the right type. All negative blood types are especially needed, as well as type O.

**THEY WON'T WANT MY BLOOD
BECAUSE OF AN ILLNESS I'VE HAD.**

If you have some doubts, check with your physician. However, the qualified medical staff at the bloodmobile will review your medical history before you make a donation.

I'M ANEMIC.

Everyone who donates gets a "mini-physical" which includes taking a blood sample before donating. Being deferred for this reason once may not prevent you from donating in the future.

I'M TOO BUSY.

The complete donation process takes about 1 hour. The actual donation time is 6-7 minutes. If you stop to think of all the good donating blood can do, we believe you might decide you aren't too busy after all.

**I DIDN'T REALIZE MY BLOOD
WAS NEEDED.**

It certainly is. In the Chesapeake Region, almost 800 pints of blood are needed by the community every day to meet the needs of the area's patients.

When Your Group Members Need Blood



HAVING ASSUMED the role of the coordinator of your blood program you find that, in addition to recruiting blood donors and coordinating activities on the blood drive itself, you may also be contacted by group members who need replacement of blood used by themselves, family members or friends. Some of you may be very familiar with the Red Cross policy on blood replacement and some may not know as much as you would like in order to respond to these requests.

FIRST, THE RED CROSS espouses the belief that blood is a community resource, available to patients in need regardless of their ability to replace or pay for it. The goal of the Chesapeake Region is to assist the community in providing and maintaining an adequate supply of safe blood through voluntary donations.

YOU PLAY A KEY role in achieving this goal by holding blood drives and recruiting donors.

"BLOOD REPLACEMENT" is necessary when the hospital in which the patient receives blood requires the blood recipient to provide donors to replace the blood used or pay a penalty fee. This fee is in addition to normal processing fees related to all blood transfusions everywhere. This penalty fee is almost never covered by insurance.

WHEN A GROUP member brings you a request for replacement of blood, you have several options to arrange for "credits" to be sent to satisfy any replacement requirements or fees.

Coordinators who have previously mailed "Credit Authorization" forms directly to hospitals need not continue this practice.

*For Replacement Assistance call:
1-800-235-5075*



ALL DONOR chairpersons receiving requests for replacements can:

1. Send completed "Credit Authorization" to the Red Cross to the attention of Blood Replacements. Along with other requests, they will be sent to hospitals requiring them.

OR

2. Call the Red Cross at 301/764-7000 ext. 619 and 202/728-6550 in the D.C. area, or your local Red Cross Chapter. A receptionist will take your information over the phone. You will need the patient's name, address, date of hospitalization and the number of units to be replaced. The hospital's name, city and state is also necessary. If the

total number of units used is not known, we can obtain this information from the hospital blood bank.

3. We will gladly send replacement requests out of our Region on behalf of our citizens. When a hospital is out of our Region, we send the request to the Red Cross Blood Region supplying the hospital, asking them to intercede on behalf of the patient.

Autologous Donations



IF YOU ARE PLANNING elective surgery, here's something you should know.

IF YOU ARE PLANNING to have surgery in the near future, you may need a blood transfusion to replace blood lost during surgery. The American Red Cross is dedicated to providing the safest possible blood for your medical care. The major source of available blood, the community blood supply, comes from carefully screened, healthy volunteer blood donors. However, you may be eligible to be your own blood donor.

YOUR BLOOD, also called autologous blood, can be collected by the American Red Cross for your surgery. Your own blood is the safest blood available because it is always compatible and eliminates any possibility of transfusion-related problems.

HOW CAN I RECEIVE AUTOLOGOUS BLOOD TRANSFUSION?

One way is to donate your own blood before your surgery. This is known as preoperative autologous donation. Units of your own blood can be collected by the Red Cross several weeks before your surgery and saved for transfusion during your surgery.

WHO MAY DONATE AUTOLOGOUS BLOOD BEFORE SURGERY?

In general, anyone who is able to undergo surgery, and who is not anemic, and who is otherwise healthy qualifies for preoperative autologous donation. Your physician, however, must determine if you should donate.

WHAT DOES PREOPERATIVE AUTOLOGOUS BLOOD DONATION INVOLVE?

Several weeks before your surgery, your physician will determine how many units of autologous blood you may need. Your physician will then notify the Red Cross to make arrangements for your donations at a convenient blood collection site. The procedure is similar to a routine blood donation, except that the blood you donate is reserved for your own use.

IS THERE ANOTHER WAY TO RECEIVE AUTOLOGOUS BLOOD?

You may also receive autologous blood if your physician requests intraoperative autologous transfusion during your surgery. Red Cross personnel use special equipment to collect, filter and wash the red blood cells you lose during surgery. Your red blood cells are then returned to you in the operating room or saved for transfusion after surgery.

WHO QUALIFIES FOR INTRAOPERATIVE AUTOLOGOUS TRANSFUSION?

Intraoperative autologous transfusion is often beneficial to many individuals who are planning to have selected cardiovascular, vascular, gynecological, and orthopedic surgery. Not all surgery, however, is suitable for this type of blood collection. Your physician will determine if you should have intraoperative autologous transfusion.

WILL I NEED ADDITIONAL BLOOD?

Whether or not you will need additional blood from the community blood supply depends

upon the type of surgery you are having. Your physician is the best person to answer this question. If you do need additional blood, you will still have the benefits and peace of mind that come from knowing that the American Red Cross is providing blood for your needs. For almost fifty years the Red Cross has combined experience and knowledge to supply the safest possible blood products.

I'M INTERESTED IN AUTOLOGOUS DONATION. WHAT DO I DO NEXT?

Ask your physician if pre-operative autologous donation or intraoperative autologous transfusion is possible for you. If so, your physician can make arrangements by contacting the American Red Cross. We'll take it from there. And you can be sure that you will be receiving the very best blood products possible.

FOR MORE information ask your Red Cross representative at 301/764-4626 in the Baltimore area or 202/728-6548 in the Washington, D.C. area.

Autologous Transfusion—Your Best Match

Hemapheresis Program



HEMAPHERESIS IS A special type of blood donation. Blood is made of different components, red cells, white cells, platelets and plasma. A whole blood donor gives a single pint of blood containing all of these components. In brief, pheresis means the withdrawal and collection of one component of the donor's blood, usually the platelets.

TO UNDERSTAND the Hemapheresis process let's first put it all in perspective. Who needs these blood products and why? What are some common questions asked about Hemapheresis. Lastly, what role can a Red Cross volunteer play.

MOST PEOPLE who need Hemapheresis products usually can't wait. Their need is immediate and can not be anticipated. A typical patient is someone suffering from cancer, leukemia or aplastic anemia. When being treated for these diseases, the patient may receive chemo-therapy or radiation therapy. Unfortunately, these cures and therapies not only

kill unhealthy cells, but they also destroy healthy cells. The bone marrow becomes damaged and can no longer produce new blood cells.

WHY SHOULD PEOPLE participate? Do you know anyone who has been a victim of cancer, leukemia or aplastic anemia? As the incidence of these type of diseases increase so does the need. Consequently, there is a tremendous need for platelet donors. The Red Cross Hemapheresis program is a community center which is unique. Our services are available to all area hospitals, unlike hospital area pheresis centers.

IN OUR PURSUIT to recruit interested donors we ask for help from our Red Cross Bloodmobile volunteers.

1. Please take the pamphlets out and put them on the canteen table.

2. If a donor has a question about the Hemapheresis program, please ask them to call the center where they may get further information.



HOW CAN I BECOME A HEMAPHERESIS DONOR?

INTERESTED PERSONS should fill out a return card found in the back of the Hemapheresis brochure or contact the Red Cross Hemapheresis Center.

2. HOW LONG WILL IT TAKE TO BE CONTACTED AFTER I'VE SENT IN MY RESPONSE CARD?

Potential donors should allow 1-2 months. After donating whole blood the donor's blood cell count drops and it takes time to replenish the lost cells.

3. HOW LONG DOES A HEMAPHERESIS DONATION TAKE?

A Hemapheresis donation takes about 1 hour and 45 minutes.

4. WHY DOES A HEMA- PHERESIS DONATION TAKE ALMOST 2 HOURS?

Platelets account for only a small percent of a pint of blood. A donor's blood is processed one pint at a time and it takes 6-8 passes to process enough platelets for transfusion. What a donor loses during a donation takes 24-72 hours to replace.

5. HOW MANY TIMES CAN I DONATE A YEAR?

The average whole blood donor usually donates between 2 to 6 times a year, depending on their schedule. However, a Hemapheresis donor can donate up to 24 times.

6. WHAT AM I OBLIGATED TO DO AS A HEMAPHERESIS DONOR?

A donor must be willing to donate at the Red Cross main building and stay for at least 2 hours. Donations are by appointment only. Monday through Saturday. Donor scheduling is flexible with some minor restriction to time.

7. DO I HAVE TO STOP BEING A WHOLE BLOOD DONOR?

No, all we ask of the donor is to work along with our secretary to let her know when they donate.

8. WHAT SHOULD THE VOLUN- TEER DO WITH THE COMPLETED HEMAPHERESIS RETURN CARD?

Give the completed Hemapheresis card to the Head Nurse (Team Supervisor).

**FOR MORE information ask
your Red Cross representative
or call the Hemapheresis
Center at 301/764-7000 ext.
623 in Baltimore or 202/728-
6618 in Washington, D.C.**

News

L I N K

Photo courtesy of the White House



As a graduate student at the Annenberg School, Maggie Williams (M.A. '92) studied politics and communication, media industries, and the political economy of information. But with a new administration in Washington, Williams quickly found herself on the front lines of political communication as she took over as Chief of Staff for the nation's new First Lady, Hillary Rodham Clinton.

Williams, 38, joined the Clinton campaign in the summer of 1992 to serve as Mrs. Clinton's press secretary. Her association with the First Lady goes back to when Williams served as director of communica-

(continued on page 5, column 1)

Margaret Thatcher Speaks To The Annenberg School

In the hushed Harrison Auditorium of the University Museum on February 4, 1993, a student in Dean Kathleen Hall Jamieson's Introduction to Political Communication found himself with the rare opportunity to question the former Prime Minister of Great Britain.

Lady Margaret Thatcher, delivering a lecture to the Annenberg School on the personal invitation of Walter Annenberg, listened as the student asked why, during the Falklands War, an Argentine ship heading away from the Islands was sunk by British forces.

"Can I ask you to be a little bit realistic?" Lady Thatcher responded. "Ships do turn you know.

"They weren't there for amusement. They were there for a purpose...The idea that a ship can go one way and can't turn around and come back when you have got intelligence that it is after your fleet," she said, "is ridiculous."

"As a result of which," she added with emphasis, "a dictator was defeated. As a result of which, the Argentines can thank me for the beginning of democracy in their country," she proclaimed, as the audience burst into applause. "Next question."

The importance of democracy for world order was at the heart of Lady Thatcher's speech, which was delivered to over 800 people, in addition to being relayed via the Annenberg Video Network to the the School's Auditorium and major classrooms and

(continued on page 5, column 2)



**Margaret Thatcher with
Dean Kathleen Hall Jamieson**



▼ (Williams)

tions for the Children's Defense Fund during which time Mrs. Clinton chaired the organization's board.

As chief of staff, Williams manages a staff of 13, overseeing everything from the First Lady's schedule and correspondence to the direction of her press coverage and coordination of her activities with the President's staff.

While the Clinton administration has been criticized for its inaccessibility to the press, Williams stressed that they have tried to "stay in touch" with the American people through more localized communication. "You only have so many hours in the day and what [the Clintons] have said is we are going to share our time between the national press and the local and regional press."

Since taking on the position, Williams says that she has been "amazed" at the triviality of the national media's concerns, like the much heralded fascination with the Clinton's cat Socks. "In this country, where people are so concerned with how they're going to live their lives, how they're going to take care of their kids, it just strikes me that there are so many things that are important..and need to be communicated..that I'm surprised the focus of the press is not different."

She also scoffs at the notion that the First Lady may be superseding the President's role. "Is she a trusted advisor to the President? Absolutely. Does he honor and think highly of her opinions? Yes, he does. But he also honors and thinks highly of Mack McLarty, his chief of staff...But clearly, he is the President and clearly he makes the decisions."

Although Williams was no novice in political communication when she came to Annenberg, she says that her graduate education has provided her with a "broad-based knowledge that really informs the way I make decisions and decide strategy."

"The discussions I had in Joe Turow's class about industry, ownership, and competitiveness, have really helped me understand in part why we have such an aggressive press corps," she said. Media competition—including print reporters struggling to compete with the allure of television—is "part and parcel of why we have people falling over themselves to get the story of Socks."

Dean Kathleen Hall Jamieson's class on Politics and the Media "made me a lot more sensitive to the tools that you have in shaping a political message," she said, while from Oscar Gandy's seminar, she learned the importance of paying attention to the small media. "When the press secretary says, we need to do something on ABC, I say, we [also] need to do something to reach the black community newspaper."



1993

No Rates

—

To: Records Management

From: Diane Limo, Office of the First Lady

Please autopen the following attached material.

1. Twenty-seven programs, The Ladies of the Senate Luncheon.
2. A picture for Muriel Alper and Mrs. Clinton.
3. A book - "Clinton, Portrait of Victory"

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: Diane Limo Rm: 100-OEOB Ext.: 6266

- Please attach photograph or choose from the below: Photograph attached
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☒ First Lady
- Destination of photograph: ☒ Return to originating office ☐ Mail (*must attach typed mailing label*)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
Name: Muriel Alper
Organization: _____
Street: _____
City/State/Zip: _____
- Inscribe to: (*First & Last name please*) Muriel Alper
- Message: ☐ With Best Wishes ☐ Congratulations ☒ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: Diane Limo Rm: 100-OEOB Ext.: 6266

- Please attach photograph or choose from the below:
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☒ First Lady (Programs)
- Destination of photograph: ☒ Return to originating office ☐ Mail (must attach typed mailing label)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
Name: Joseph I. Lieberman
Organization: United States Senate
Street: Senate Office Building
City/State/Zip: Washington, D. C. 20510
- Inscribe to: (First & Last name please) _____
- Message: ☒ With Best Wishes ☐ Congratulations ☐ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: Diane Limo Rm: 100-OEOB Ext.: 6266

- Please attach photograph or choose from the below:
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☒ First Lady (Book)
- Destination of photograph: ☒ Return to originating office ☐ Mail (must attach typed mailing label)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
Name: George C. McLemore, Ph.D
Organization: University of Texas - Pan Am
Street: 1201 W University Drive
City/State/Zip: Edenburg, Texas 78539-2999
- Inscribe to: (First & Last name please) Dr. George McLemore
- Message: ☐ With Best Wishes ☐ Congratulations ☐ With Appreciation ☒ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

THE WHITE HOUSE

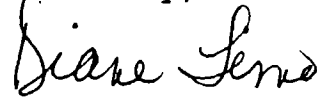
WASHINGTON

Mr. Gene K. Qualmann
213 Parkview St.
Cottage Grove, WI 53527

Dear Mr. Qualmann:

Attached is the photograph of President and Mrs. Clinton that you requested. A biography and photograph of Maggie Williams is not available. However, if you would like more information on her, there is a wonderful article in the April issue of Ebony magazine.

Sincerely,

A handwritten signature in cursive script that reads "Diane Limo".

Diane Limo
Office Manager
First Lady's
Office



GENE K. QUALMANN

213 Parkview St.
Cottage Grove, WI 53527
(608) 839-4087

5/8/93

Dear Ms. Williams:

My letter is to request a
photograph of Mrs. Clinton and
a photograph of President and
Mrs Clinton.

Also, could you send a
photo and biography of yourself.

Thank you.

Gene

THE WHITE HOUSE
WASHINGTON

March 30, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM:

DIANE LIMO

Office Manager

SUBJECT:

Updated Important Numbers, Home Address and
Private Numbers Lists

Attached are the following updated lists for your use:

- Important Numbers
- Home Addresses
- Private Lines

If there are changes, please let me know.

HOME ADDRESS LISTING
(as of 03/24/93)

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Mildred C. Alston	3622 Prospect St. Washington, DC 20007 (202) 333-0987	February 10
Pamela Barnett	2725 Washington Ave. Chevy Chase, MD 20815 (301) 588-2214	August 18
Anne Bartley	2852 Ontario Rd., NW Washington, DC 20009 (202) 462-1472	June 15
Joyce Bonnett	618 Bennington Dr. Silver Spring, MD 20910 (301) 589-8441	June 13
Lisa Caputo	1804 North Quinn St. #210 Arlington, VA 22209 (703) 524-2480	January 13
Kelly Carnes	3114 Tennyson St., NW Washington, DC 20015 (202) 363-7063	November 22
Kelly Craighead	1763 Willard, NW Washington, DC 20009 (202) 387-5811	August 22
Helen Dickey	1600 Pennsylvania Ave., NW Washington, DC 20500 (202) 456-1414	September 20
Karen Finney	1800 S Street, NW Washington, DC 20009 (202) 462-1409	August 15
Sara Groat	1720 S Street, NW Apartment SG Washington, DC 20009 (202) 483-7312	November 2
Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24

Rm 188 - OEOB

		Ext	Fax
Kelly Craighead	Associate Director of Advance (First Lady)/ Trip Director	x2518	2317

Second Floor - East Wing

Capricia Marshall	Special Assistant to the First Lady	x7064	6235
Ann Stock	Social Secretary	x7136	6235
Ann McCoy	Deputy Social Secretary	x7136	6235
Helen Dickey	Assistant to the Social Secretary	x7136	6235
Joyce Bonnett	Special Assistant to Social Secretary	x7136	6235
Carolyn Huber	Director, Personal Correspondence	x2957	4198
Millie Alston	Personal Correspondence	x2957	4198

Rm 19 - OEOB

Kelly Carnes	Acting Director of Correspondence	x2708	2926
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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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IMPORTANT NUMBERS
(as of March 24, 1993)

NAME	TITLE	PHONE	FAX
Room 100-OEOB			
Margaret A. Williams	Chief of Staff WW to the First Lady	X1660 X6266	6244
Evelyn Lieberman	Executive Assistant to the Chief of Staff	x6266	6244
Melanne Verveer	Deputy Chief of Staff to the First Lady	x6266	6244
Anne Bartley	Assistant to the Deputy Chief of Staff	x6266	6244
Diane Limo	Special Assistant/ Office Manager	x6266	6244
Lisa Caputo	Press Secretary for the First Lady	x2960	7805
Neel Lattimore	Deputy Press Secretary	x2960	7805
Karen Finney	Deputy Press Secretary	x2960	7805
 Second Floor - West Wing			
Pam Barnett	Executive Assistant for Domestic Policy	x2369	2878
Shirley Sagawa	Special Assistant to the President for Domestic Policy	x2599	2878
 Rm 185 1/2 - OEOB			
Patti Solis	Director of Scheduling for the First Lady	x7560	2317
Julie Hopper	Deputy Director of Scheduling for the First Lady	x7560	2317
Isabelle Tapia	Director of Advance	x7560	2317
Sara Groat	Ofc. of Scheduling for the First Lady	x7560	2317

Rm 188 - OEOB

		Ext	Fax
Kelly Craighead	Associate Director of Advance (First Lady)/ Trip Director	x2518	2317

Second Floor - East Wing

Capricia Marshall	Special Assistant to the First Lady	x7064	6235
Ann Stock	Social Secretary	x7136	6235
Ann McCoy	Deputy Social Secretary	x7136	6235
Helen Dickey	Assistant to the Social Secretary	x7136	6235
Joyce Bonnett	Special Assistant to Social Secretary	x7136	6235
Carolyn Huber	Director, Personal Correspondence	x2957	4198
Millie Alston	Personal Correspondence	x2957	4198

Rm 19 - OEOB

Kelly Carnes	Acting Director of Correspondence	x2708	2926
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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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PRIVATE LINES
(as of 03/30/93)

Millie Alston	x6634
Anne Bartley	x2398
Lisa Caputo	x2856
Kelly Craighead	x2518
Karen Finney	x7951
Sara Groat	x7561
Julie Hopper	x7561
Carolyn Huber	x6635
Neel Lattimore	x2558
Evelyn Lieberman	x7904
Diane Limo	x6751
Capricia Marshall	x7064
Ann McCoy	x2347/2399
Patti Solis	x2468
Ann Stock	x2347/2399
Kim Tilley	x2131
Melanne Verveer	x2538
Maggie Williams	x7194

IMPORTANT NUMBERS
(as of March 24, 1993)

NAME	TITLE	PHONE	FAX
Room 100-OEOB			
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Evelyn Lieberman	Executive Assistant to the Chief of Staff	x6266	6244
Melanne Verveer	Deputy Chief of Staff to the First Lady	x6266	6244
Anne Bartley	Assistant to the Deputy Chief of Staff	x6266	6244
Diane Limo	Special Assistant/ Office Manager	x6266	6244
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Karen Finney	Deputy Press Secretary	x2960	7805
 Second Floor - West Wing			
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Julie Hopper	Deputy Director of Scheduling for the First Lady	x7560	2317
Isabelle Tapia	Director of Advance	x7560	2317
Sara Groat	Ofc. of Scheduling for the First Lady	x7560	2317

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Kelly Carnes	Acting Director of Correspondence	x2708	2926
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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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ARL F. HILLIARD
7TH DISTRICT, ALABAMA

COMMITTEE ON AGRICULTURE

SUBCOMMITTEE ON LIVESTOCK,
DAIRY AND POULTRY
SUBCOMMITTEE ON CONSERVATION,
CREDIT, AND RURAL DEVELOPMENT

COMMITTEE ON SMALL BUSINESS

SUBCOMMITTEE ON PROCUREMENT
TAXATION AND TOURISM
SUBCOMMITTEE ON MINORITY
ENTERPRISE, FINANCE AND
URBAN DEVELOPMENT
SUBCOMMITTEE ON RURAL
ENTERPRISES, EXPORTS AND
THE ENVIRONMENT

Congress of the United States
House of Representatives
Washington, DC 20515-0107

March 29, 1993

1007 LONGWORTH BUILDING
WASHINGTON, DC 20515
(202) 225-2665

DISTRICT OFFICES:

305 FEDERAL BUILDING
BIRMINGHAM, AL 35203
(205) 328-2841
204 FEDERAL BUILDING
TUSCALOOSA, AL 35401
(205) 752-3578
301 FEDERAL BUILDING
MONTGOMERY, AL 36104
(205) 263-4338
109 FEDERAL BUILDING
SELMA, AL 36701
(205) 872-2684

Office of The First Lady
Old Executive Office Building
Room 100
Washington, D.C. 20500

Attn: Diane Limo

Dear Ms. Limo:

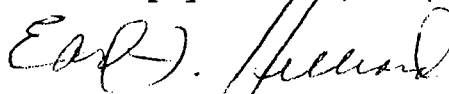
I would like to request a favor from The First Lady. A young constituent of mine was near Mrs. Clinton on March 17th at 2:30pm as she was going into a meeting in the Rayburn House Office Building. Brian Stroup was told by a photographer with the group that he would be in a picture with her if he stood beside her. This was done.

Please see if you can identify Brian in the photographs that were made that day. I have enclosed a snapshot of him sitting in a chair. He is blond, blue eyed eleven year old.

He was so very thrilled to be in the picture with Mrs. Clinton. Please have it autographed by her if you find the print, and send it to my office.

Will you call Rachel Farris in my office with the update on procuring the photo? Thank you very much. It will mean a lot to Brian.

Sincerely yours,



Earl F. Hilliard
Member of Congress

EFH:rf

enclosure

file
copy
"DBL memos"





MEMO TO THE FIRST LADY'S STAFF

FROM: Diane Limo

DATE: December 2, 1993

SUBJECT: Holiday Spirit\ Holiday Vacation Plans

As the holiday season rapidly approaches us, we in the First Lady's office would like to spread holiday cheer by decorating the office. If anyone has any Christmas/holiday ornaments they would like to donate or lend to the office, please bring them in. Any contributions will be welcomed and appreciated. If you would like your decorations to be returned, please be sure to put your name on it.

Additionally, please indicate your holiday vacation plans on the attached schedule and return it to me ASAP. Thank you for your prompt response.

Happy Holidays!

HOLIDAY VACATION SCHEDULE

	DEC.	JAN.
Millie Alston		
Pam Barnett		
Anne Bartley		
Joyce Bonnett		
Lisa Caputo		
Kelly Craighead		
Helen Dickey		
Karen Finney		
Sara Grote		
Julie Hopper		
Carolyn Huber		
Neel Lattimore		
Evelyn Lieberman		
Diane Limo		
Capricia Marshall		
Ann McCoy		
Sarah Ryan		
Patti Solis		
Ann Stock		
Kim Tilley		
Melanne Verveer		

Congress of the United States
House of Representatives
Washington, DC 20515-0107

OFFICIAL BUSINESS

PRINTED ON RECYCLED PAPER

Earl F. Hilliard
M.C.

Office of The First Lady
Attn: Diane Limo
Room 100 OEOB
Washington, D.C. 20500



THE WHITE HOUSE

WASHINGTON

May 5, 1993

Ms. Rachel Farris
House of Representatives
1007 Longworth Building
Washington, D.C. 20515

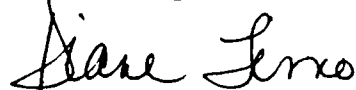
Dear Ms. Farris:

Per Congressman Hilliard's request, I am forwarding a signed photograph from the First Lady for Brian Stroup.

I apologize that we could not locate a picture with Brian in the foreground. We've included an extra photo for Brian's friend (who is also in the photo), which we hope either you or he will pass along.

Please contact me if I can be of any help in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane Limo".

Diane Limo
Special Assistant/
Office Manager

HOME ADDRESS LISTING
(as of 03/24/93)

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Mildred C. Alston	3622 Prospect St. Washington, DC 20007 (202) 333-0987	February 10
Pamela Barnett	2725 Washington Ave. Chevy Chase, MD 20815 (301) 588-2214	August 18
Anne Bartley	2852 Ontario Rd., NW Washington, DC 20009 (202) 462-1472	June 15
Joyce Bonnett	618 Bennington Dr. Silver Spring, MD 20910 (301) 589-8441	June 13
Lisa Caputo	1804 North Quinn St. #210 Arlington, VA 22209 (703) 524-2480	January 13
Kelly Carnes	3114 Tennyson St., NW Washington, DC 20015 (202) 363-7063	November 22
Kelly Craighead	1763 Willard, NW Washington, DC 20009 (202) 387-5811	August 22
Helen Dickey	1600 Pennsylvania Ave., NW Washington, DC 20500 (202) 456-1414	September 20
Karen Finney	1800 S Street, NW Washington, DC 20009 (202) 462-1409	August 15
Sara Groat	1720 S Street, NW Apartment SG Washington, DC 20009 (202) 483-7312	November 2
Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24

To Evelyn
Date 4/16 Time 10:35am

WHILE YOU WERE OUT

M. ~~Robert [unclear]~~
of Karen Vahlenhath
Kansas City Star
Phone (816) 234-4783

Area Code	Number	Extension
TELEPHONED	☒	PLEASE CALL ☒
CALLED TO SEE YOU	☐	WILL CALL AGAIN ☐
WANTS TO SEE YOU	☐	URGENT ☐
RETURNED YOUR CALL ☐		

Message _____
Re: Maggie - age, marital status,
is rec'd degree from Trinity, field
she rec'd Master's, title - Center for Budget
& Policy Priorities, did she grow up in
Kansas City, title for Bob Freeman,
title for Patti Sols Operator Di
Dies Ernette live in K.C. now Di

Went to Catholic schools she attended
AMPAD Prior to 23-023 **CARBONLESS**
EFFICIENCY College.

Carolyn Huber	3622 Prospect St., NW Washington, DC 20007 (202) 333-0987	October 14
Neel Lattimore	20 8th Street, NE #3 Washington, DC 20002 (202) 544-6573	January 6
Evelyn Lieberman	2230 California St., NW Apartment 2A E Washington, DC 20008 (202) 588-1211	July 9
Diane Limo	6978 Mayfair Terrace Laurel, MD 20707 (301) 497-0243	February 5
Capricia Marshall	9101 Crosby Road Silver Spring, MD 20910 (301) 589-8542	
Ann McCoy	2111 Jefferson-Davis Hgwy. Apt 411 North Arlington, VA (703) 418-4637	October 1
Shirley Sagawa	805 Gibbon Street Alexandria, VA 22314 (703) 548-4919	
Patti Solis	1320 21st Street, NW #404 Washington, DC 20036 (202) 785-1521	August 23
Ann Stock	521 Duke Street Alexandria, VA 22314 (703) 549-6489	June 3
Isabelle Tapia	7120 Sea Cliff Road McLean, VA 22101	
Kim Tilley	2801 Quebec Street, NW Washington, DC 20008 (202) 364-5331	November 17

Melanne Verveer

2125 Leroy Place, NW
Washington, DC 20008
(202) 265-0230
or
(202) 265-0236

June 24

Maggie Williams

1730 New Hampshire Ave.
Washington, DC 20009
(202) 332-0850

December 25

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Home Address Listing (partial) (1 page)	n.d.	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

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]

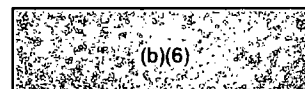
HOME ADDRESS LISTING(as of ~~02/15/93~~
03/23/93)

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Mildred C. Alston	3622 Prospect St. Washington, DC 20007 (202) 333-0987	February 10
Pamela Barnett	2725 Washington Ave. Chevy Chase, MD 20815 (301) 588-2214	August 18
Anne Bartley	2852 Ontario Rd., NW Washington, DC 20009 (202) 462-1472	June 15
Joyce Bonnett	618 Bennington Dr. Silver Spring, MD 20910 (301) 589-8441	June 13
Lisa Caputo	1804 North Quinn St. #210 Arlington, VA 22209 (703) 524-2480	January 13
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Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24
Carolyn Huber	3622 Prospect St., NW Washington, DC 20007 (202) 333-0987	October 14
Neel Lattimore	20 8th Street, NE #3 Washington, DC 20002 (202) 544-6573	January 6

[000]

Sara Groat

(202) 483-7312

1720 S St, NW
Apt. 56
Wash 20009

Evelyn Lieberman

2230 California St., NW
Apartment 2A E
Washington, DC 20008
(202) 588-1211

July 9

Diane Limo

6978 Mayfair Terrace
Laurel, MD 20707
(301) 497-0243

February 5

Changed to 11A. address
Ann McCoy

222 11th Street, NE
Washington, DC 20002
(202) 546-6795

October 1

Patti Solis

1320 21st Street, NW
#404
Washington, DC 20036
(202) 785-1521

August 23

Ann Stock

521 Duke Street
Alexandria, VA 22314
(703) 549-6489

June 3

Isabelle Tapia

7120 Sea Cliff Road
McLean, VA 22101

Kim Tilley

2801 Quebec Street, NW
Washington, DC 20008
(202) 364-5331

November 17

Melanne Verveer

2125 Leroy Place, NW
Washington, DC 20008
(202) 265-0230
or
(202) 265-0236

June 24

✓ Maggie Williams

1730 New Hampshire Ave.
Washington, DC 20009
(via Signal (202)395-2000

December 25

Need addresses
for:

Capricia

Shirley

~~Shirley~~

Private line

for Maggie's

Emily

9101 Erskine Rd.

SS. MD 20910
(301) 589-8542

Shirley Segawa
805 Gibbon St.

Alex. UT

22314

(703) 548-4919

THE WHITE HOUSE
WASHINGTON

March 22, 1993

MEMORANDUM FOR NANCY HERNREICH

FROM: MELANNE VERVEER *Done*
Deputy Chief of Staff to the First Lady
Office of the First Lady

SUBJECT: Request for Presidential Box at the Kennedy Center
for April 2, 1993

This memorandum is to request 7 tickets for the President's box on Friday, April 1, 1993 for the showing of "Pickle Family Circus" in the Eisenhower Theater. I would like to attend the 7:30pm showing. I can be reached on x6266 if you should have questions. Thank you.

THE WHITE HOUSE
WASHINGTON

March 19. 1993

MEMORANDUM TO: SAIC Russell Milder
FROM: Diane Limo, Office Manager
Office of the First Lady
RE: Keys

I am requesting two complete sets of keys for the Office of the First Lady. This includes keys for Rooms 100-104 OEOb, as well as for the Room 100 balcony door.

One set is for Maggie Williams, Mrs. Clinton's Chief of Staff, and the other is for me.

I can be reached at 456-6266 if you need more information. Thank you for your help.

THE WHITE HOUSE
WASHINGTON

March 18, 1993

MEMORANDUM FOR LIEUTENANT MICHAEL LUCAS

FROM: DIANE G. LIMO *Diane*

SUBJECT: Request for Sodas for First Lady's Office

This memorandum is to request sodas for the First Lady's Office, Room 100, OEOB. These sodas will be used for the First Lady's health care meetings. We would like:

- 1 case of Orange Slice
- 1 case of Coke
- 3 cases of Diet Coke
- 1 case of Slice
- 1 case of Diet Slice
- 1 case of Pepsi
- 1 case of Diet Pepsi

Please give me a call at x6266 when they are ready. Thank you.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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002. memo	For Jamie Williams from Diane Limo re: Volunteers for the First Lady's Office (partial) (1 page)	03/11/93	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

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]
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- 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

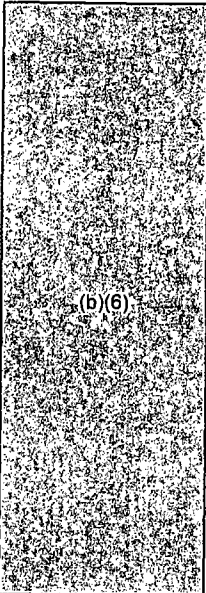
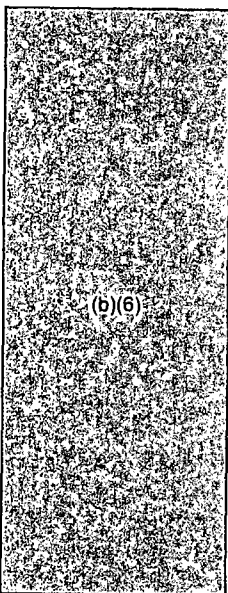
March 11, 1993

MEMORANDUM FOR JAMIE WILLIAMS
Director, Presidential Inquiries

FROM: DIANE LIMO *Diane*
Office Manager, Office of the First Lady

SUBJECT: Volunteers for the First Lady's Office

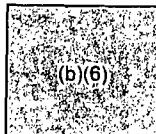
The following individuals volunteer on a regular basis for the First Lady's Office:

NAME	DATE OF BIRTH	SOCIAL SECURITY
Muriel C. Alper		
Eloise Buford		
Alma R. Candelaria		
Gwili H. Clifton		
Jamir R. Couch		
Lynn M. Filusch		
Pamela P. Findley		
Ida Hernandez		
Jean W. Johnson		
Stephney Keyser		
Ellen (Elli) Klein		
Miriam Leverage		
Tanya L. McKinney		
Yona McNish		
Terese E. Peisner		
Nancy Pittman		
Elizabeth R. Thornton		
Avis Nicholson Williams		
Barbara Zelenko		

[002]

Please ensure that they have permanent access to the Old Executive Office Building, Room 100. I will update you as the list changes. Also, the following individuals volunteer for the First Lady's East Wing offices:

Joan Baker
Eve Fuerth
Deborah Siebert
Jacqueline Balenti



Please ensure that they have permanent access, as well. If you should need additional information, please feel free to contact me at x6266.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. memo	For Barbara Allen from Diane Limo re: Volunteers for the First Lady's Office (partial) (1 page)	03/08/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S
ry1494

RESTRICTION CODES

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

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- 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]

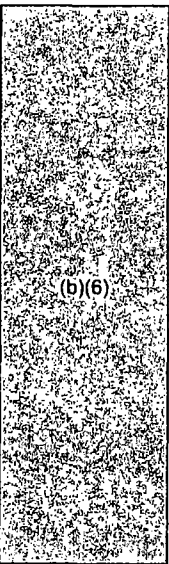
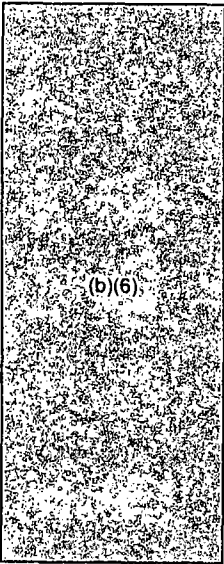
THE WHITE HOUSE
WASHINGTON

March 8, 1993

MEMORANDUM FOR BARBARA ALLEN.

FROM: DIANE LIMO *Diane*
SUBJECT: Volunteers for the First Lady's Office

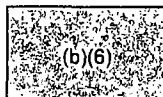
The following individuals volunteer on a regular basis for the First Lady's Office:

NAME	DATE OF BIRTH	SOCIAL SECURITY
Muriel C. Alper	 (b)(6)	 (b)(6)
Eloise Buford		
Alma R. Candelaria		
Gwili H. Clifton		
Jamir R. Couch		
Lynn M. Filusch		
Pamela P. Findley		
Ida Hernandez		
Jean W. Johnson		
Stephney Keyser		
Ellen (Elli) Klein		
Miriam Leverage		
Tanya L. McKinney		
Yona McNish		
Nancy Pittman		
Elizabeth R. Thornton		
Avis Nicholson Williams		
Barbara Zelenko		

[003]

Please ensure that they have permanent access to the Old Executive Office Building, Room 100. I will update you as the list changes. Also, the following individuals volunteer for the First Lady's East Wing offices:

Joan Baker
Eve Fuerth
Deborah Siebert



Please ensure that they have permanent access, as well. If you should need additional information, please feel free to contact me at x6266.

THE WHITE HOUSE

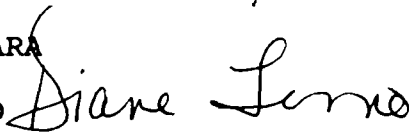
WASHINGTON

March 10, 1993

MEMORANDUM FOR TONY ZANGARA

FROM:

DIANE LIMO



SUBJECT:

Request to Have Locator Moved

This memorandum is to request to have the Presidential/First Lady "Locator" moved from Room 210, East Wing to Room 100, OEOB. Maggie Williams, Chief of Staff to the First Lady, is located in Room 100, OEOB and would like to have the locator in her office as soon as possible. If you should need additional information, please feel free to contact me at x6266.

THE WHITE HOUSE

WASHINGTON

March 9, 1993

MEMORANDUM FOR NANCY HERNREICH

FROM:

EVELYN LIEBERMAN *Evelyn S. Lieberman*
Office of the First Lady

SUBJECT:

Request for Kennedy Center Box for March 13, 1993

This memorandum is to request the President's box for Saturday, March 13, 1993 for the showing of "Turandot" in the Opera House. I would like to attend the 7:00pm showing. I understand that there are 4 seats left and would like to have those, if possible. However, if others should become available I could use a total of 8 seats. Thank you.

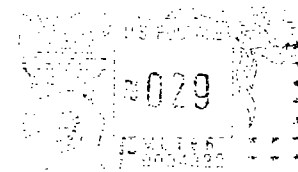
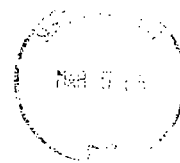
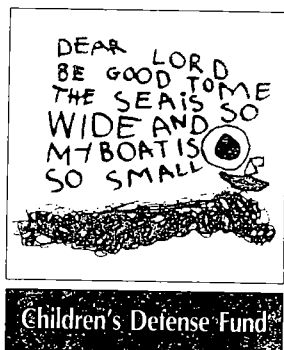
March 8, 1993

Memorandum for Maggie Williams

From: Bruce Bennett

Subject: Thank You

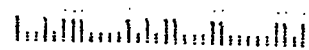
I just wanted to take a moment to thank you for taking the time out of what has to be a crazy schedule to send Jan Piercy a letter supporting my efforts to get a job in the Administration. Your support means a lot to me. I also want to thank your assistant Diane Limo who was extremely helpful to me. If I can be of some assistance to you in the future, please do not hesitate to call me.



Ms. Maggie Williams
Office of the First Lady
The White House
Room 100 OEOB
Washington, D.C. 20500

Attention: Diane Limo

25 E Street, NW
Washington, DC 20001



3/07/94

PAGE 244

DIVISION: FIRST LADY

WHITE HOUSE OFFICE

NAME	RELATIONSHIP	PASS	BUILDING	ROOM	PHONE	TALLY
BARTLEY, ANNE	VOLUNTEER	TWHS	EOB	101	456-6266	
BLAKE, ANGELA	INTERN		EOB	100	456-6266	
BONNETT, JOYCE E.	GOVERNMENT STAFF	WHS	EW/WH	200	456-7136	
BUTTON, KATHARINE	INTERN		EOB	100	456-6266	
CAPUTO, LISA M.	GOVERNMENT STAFF	TWHS	EOB	104	456-2960	
CHANG, ANDREA	INTERN		EOB	100 213	456-6266 2445	
CHISM, SHARON	INTERN		EOB	100	456-6266	
COOPER, TONI	INTERN		EOB	100	456-6266	
DICKEY, HELEN H.	GOVERNMENT STAFF	WHS	WH	2FL/EW	456-7136	
FINNEY, KAREN E.	GOVERNMENT STAFF	TWHS	EOB	103-104	456-2960	
GABER, PAULINE	INTERN		EOB	100 18	456-6266 2941	
GARCIA, MARICELA	INTERN		EOB	100	456-6266	
GHATAN, TANYA	INTERN		EOB	1800 G St, NW 100	456-6266 435-6060	
GUERIN, STEPHANIE	INTERN		EOB	100	456-6266	
HOTHAM, ERIC P.	GOVERNMENT STAFF	WHS	WH	2FL/EW	456-7064	
JENNINGS, MARY MARGARET	INTERN		EW/2FL		456-7136	
LAMBERT, AMANDA	INTERN		EW/2FL		456-7136	
LATTIMORE, G N.	GOVERNMENT STAFF	WHS	EOB	104	456-2960	
LIEBERMAN, EVELYN S.	GOVERNMENT STAFF	TWHS	EOB	100	456-6266	
* LIMO, DIANE G.	GOVERNMENT STAFF	WHS	EOB	100	456-6266	
MARSHALL, CAPRICIA P.	GOVERNMENT STAFF	TWHS	WH	2FL/EW	456-7064	
MATTIES, DOUGLAS	INTERN		EW/2FL		456-7136	
MCCOY, ANN A.	GOVERNMENT STAFF		WH	2FL EW	456-7136	
MULHOLLAND, JOMO	INTERN		EW/2FL		456-7136	
OKOBI, ADAOBI	INTERN		EOB	100	456-6266	

3/07/94

PAGE 245

DIVISION: FIRST LADY

WHITE HOUSE OFFICE

NAME	RELATIONSHIP	PASS	BUILDING	ROOM	PHONE	TALLY
PUSHKAR, ALICE J.	GOVERNMENT STAFF	TWHS	EOB	102 18	456-2941	
RABNER, NICOLE	INTERN		EOB	100	456-6266	
RYAN, EVAN	INTERN		EOB	100	456-6266	
SAPSFORD, CARLA	INTERN		EOB	100 18	456-6266	
SEVAK, PURVI	INTERN		EOB	100	456-6266	
SKULSTAD, HANS	INTERN		EOB	100 2163	456-6266	
STOCK, JUDITH A.	GOVERNMENT STAFF	TWHS	WH	2FL/EW	456-7136	
VERVEER, MELANNE	GOVERNMENT STAFF	TWHS	EOB	101 100	456-6266	
WEBBER, JENNIFER	INTERN		EOB	100	456-6266	
WHITMER, ELIZABETH	INTERN		EOB	100 104	456-6266 2960	
WIERNASZ, ELIZABETH	INTERN		EOB	100 18	456-6266 2941	
WILLIAMS, MARGARET A.	GOVERNMENT STAFF	TWHS	WH	2FL/WW	456-6266	

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004a. note	Note for Cathleen Cavender re: invoice (1 page)	03/05/93	Personal Misfile

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

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]
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- 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]
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- 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]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004b. invoice	Re: Presidential Transition Office (1 page)	01/18/93	Personal Misfile

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

RESTRICTION CODES

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004c. invoice	Re: Clinton Gore Presidential Transition Team (1 page)	01/18/93	Personal Misfile

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

RESTRICTION CODES

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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004d. note	To Cathleen Cavender from The White House (1 page)	n.d.	Personal Misfile
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

RESTRICTION CODES

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

Freedom of Information Act - [5 U.S.C. 552(b)]

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004e. envelope	Re: Horton Brothers (1 page)	01/19/93	Personal Misfile

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

RESTRICTION CODES

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

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- 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]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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004f. note	Re: Cathleen Cavender (1 page)	n.d.	Personal Misfile
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]
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RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

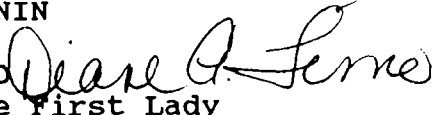
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b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled 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

February 16, 1993

MEMORANDUM FOR MARILYN JACANIN

FROM:

DIANE G. LIMO 
Office of the First Lady

SUBJECT:

Request for Pictures for the First Lady's Office

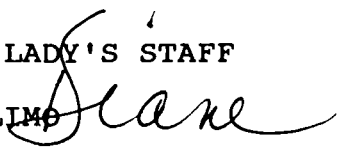
This memorandum is to request several jumbo pictures to be hung in the First Lady's Office (Room 100 - OEOB). We already have the following jumbos:

- portrait of the First Lady (head shot)
- portrait of the President (head shot)
- portrait of the President and First Lady (head shot)

I would appreciate any other photos that may be available.

February 16, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE G. LIMP 
SUBJECT: Helpful Information

Attached you will find the following information:

- Home Address Listing
- Private Line Listing
- Updated list of "Important Numbers"

If your name does not appear on any of the lists or if your number has changed, please let me know as soon as possible.

PRIVATE LINES

Millie Alston x6634
~~Phyllis Anderson x2707~~
Anne Bartley x2398
Lisa Caputo x2856
Kelly Craighead x2518
Karen Finney x7951
← Julie Hopper x7561
Carolyn Huber x6635
Neel Lattimore x2558
Evelyn Lieberman x7904
Diane Limo x6751
Capricia Marshall x7064
Ann McCoy x2347/2399
~~Trey Schroeder x2928~~
Patti Solis x2466
Ann Stock x2347/2399
Melanne Verveer x2538
Maggie Williams x7194

Sara Groat x7561

IMPORTANT NUMBERS
(as of ~~February 15, 1993~~)
March 23

NAME	TITLE	PHONE	FAX
Room 100-OEOB			
Margaret A. Williams	Chief of Staff WW to the First Lady	X1660 X6266	6244
Evelyn Lieberman	Executive Assistant to the Chief of Staff	x6266	6244
Melanne Verveer	Deputy Chief of Staff to the First Lady	x6266	6244
Anne Bartley	Assistant to the Deputy Chief of Staff	x6266	6244
Diane Limo	Special Assistant/ Office Manager	x6266	6244
Lisa Caputo	Press Secretary for the First Lady	x2960	7805
Neel Lattimore	Deputy Press Secretary	x2960	7805
Karen Finney	Deputy Press Secretary	x2960	7805
Second Floor - West Wing			
Pam Barnett	Executive Assistant for Domestic Policy	x2369	2878
Shirley Sagawa	Special Assistant to the President for Domestic Policy	x2599	2878
Rm 185 1/2 - OEOB			
Patti Solis	Director of Scheduling for the First Lady	x7560	2317
Julie Hopper	Deputy Director of Scheduling for the First Lady	x7560	2317
Sara Groat	<i>Off. of Scheduling for</i> <i>Chief First Lady</i>	<i>X 7560</i>	<i>2317</i>
Isabelle Tapia	Director of Advance	x7560	2317

Rm 188 - OEOB

		Ext	Fax
Kelly Craighead	Associate Director of Advance (First Lady)/ Trip Director	x2518	2317

Second Floor - East Wing

Capricia Marshall	Special Assistant to the First Lady	x7064	6235
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Ann Stock	Social Secretary	x7136	6235
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Ann McCoy	Deputy Social Secretary	x7136	6235
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Helen Dickey	Assistant to the Social Secretary	x7136	6235
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Joyce Bonnett	Special Assistant to Social Secretary	x7136	6235
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Carolyn Huber	Director, Personal Correspondence	x2957	4198
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Millie Alston	Personal Correspondence	x2957	4198
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Phyllis Anderson	Personal Correspondence	x2957	4198
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Trey Schroeder	Personal Correspondence	x2957	4198
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Rm 19 - OEOB

Kelly Carnes	Acting Director of Correspondence	x2708	2926
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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. memo	To David Watkins from Diane Limo re: Request for Daily Access to West Wing, Chris Jennings (partial) (1 page)	02/11/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10233

FOLDER TITLE:

Jan. 1, 1993 - dec. 31, 1993 [3]

2013-0359-S

ry1494

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)]

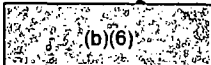
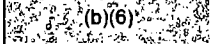
- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or 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]

February 11, 1993

MEMORANDUM TO DAVID WATKINS

THROUGH: JANE DANNENHAUER
FROM: DIANE LIMO *Diane*
SUBJECT: Request for Daily Access to West Wing
Chris Jennings

This memo is to request permission for Chris Jennings, a member of the Healthcare Task Force who is on loan to the White House from the Department of Health and Human Services, to enter the West Wing and Old Executive Office Building on a daily basis for various meetings. Mr. Jennings presently has to be cleared on a daily basis. If there is some way that he can be put on the list for daily access, it would be greatly appreciated. His information is as follows:

NAME: Christopher Jennings
DOB: 
SSN:  (b)(6)

[005]

cc: Melanne Verveer

February 8, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE LIMO *Diane*
Office Manager

SUBJECT: White House Athletic Center Membership, Business
Cards, E-Mail Classes and Updated Staff List

Attached you will find information regarding White House Athletic Center Membership, Business cards, E-Mail classes and an updated Staff List.

I. The White House Athletic Center (WHAC) is located in the New Executive Office building and is an excellent facility for keeping physically fit. Membership requires a \$40.00 initiation fee, in addition to an annual fee of \$260.00 which has several payment plan options. The following payment plans are available:

- 1) Payment of entire annual fee of \$260.00
- 2) Two installments of \$130.00
- 3) Payroll deduction (\$10.00 per pay period)

Aerobics Classes are available and are outlined in the attached schedule. Applications for membership are available in the White House Athletic Center - Room 2008, NEOB.

II. For those wishing to obtain business cards, an application is attached. Business cards are a personal expense and take about three weeks to come in. The cost is as follows:

- 1) \$7.50 per line (you will need 5 - 6 lines depending on your title)
- 2) \$30 - \$40 for the plate (the cards are engraved)
- 3) \$21.50 for 100 cards
\$35.25 for 250 cards
\$49.75 for 500 cards
\$75.25 for 1000 cards

(Ex. 100 cards will cost approximately \$110.00)

If you are interested in purchasing business cards, fill out the attached application and return it to me.

- III. As discussed at the last Staff Meeting, it is a good idea for everyone to have access to the Electronic Mail (E-Mail) System. The E-Mail system will allow the staff to communicate via computer terminal. Each of you will be assigned a "user ID" and an initial password. You will immediately need to change your password to a word that is convenient for you to remember. This password will need to be changed by you every three months for security reasons. Your computer will remind you to do this.

Attached you will find a Training Schedule for E-Mail classes. You will need to take the "Beginner OASIS" class, which is offered several times each week. This class takes about one hour, however, if you are somewhat familiar with the E-Mail system, this time can be cut down drastically. The "Beginner OASIS" class is required before a "user ID" and "password" can be issued.

- IV. An updated "Staff List" is provided for your use. If there are further changes/updates, please let me know.

If anyone has questions about any of the services outlined above, please feel free to contact me.

WHITE HOUSE ATHLETIC CENTER

INFORMATION SHEET

MEMBERSHIP AVAILABLE TO:

All EOP Employees
EOP Detail Employees
Contract Employees with access to the
EOP Complex
EOP Interns

HOURS:

Monday-Thursday 7:00 AM - 8:30 PM
Friday 7:00 AM - 8:00 PM
Saturday 11:00 AM - 3:00 PM
(October - April)

FEES:

Annual Membership
\$ 40.00 Initiation fee
Plus:
\$260.00 Annual fee payable as:
\$130.00 Two Installments; or
\$ 10.00 payroll deduction per pay period

Intern/Detailee Membership
\$ 5.00/week (minimum 4 weeks)
Plus:
\$ 20.00 for optional fitness evaluation

SERVICES/FACILITIES

Fitness Evaluations
Personal Exercise Programs
Trained Exercise Specialists
Showers and Lockers
Whirlpool and Sauna

EQUIPMENT:

Cybex Weight Training and
Free Weight Equipment
6 Lifecycles
3 Stairmasters
3 Treadmills
2 Concept II Rowers
1 Nordic Track

EXERCISE CLASSES:

Step
Low Impact Aerobics
Weight Training/Body Toning
Stretch
Hips and Thighs

WELLNESS SEMINARS:

Stress Management
Weight Management
Nutrition
Low Back Care
Strength Training
Heart Health
Freedom From Smoking
Exercise and Fitness
Injury Prevention

CONTACT:

Denise Terry, Program Director
Julie Wolcott, Assistant Director
Amy Baer, Wellness Coordinator

The White House Athletic Center is an employee-financed
health and fitness facility serving the EOP complex.

Room 2008
New Executive Office Building
Washington, D.C. 20503
(202)395-5688



WHITE HOUSE ATHLETIC CENTER

AEROBICS SCHEDULE



	MON	TUES	WED	THURS	FRI
7:30		MS		MS	
11:45	STEP	BW	STEP	BW	STEP
12:30	STEP	BEG ST	STEP		
1:00		STEP		STEP	BW
1:15	BW		BW		
6:00		H/T			
6:30	S/P	HI/LO	S/P		

STEP: Step Aerobics - 10 max

S/P: Step & Pump - 10 max

MS: Morning Stretch

BEG ST: Beginning Step

H/T: Hips & Thighs

BW: Bodyworks

HI/LO: Hi & Lo Impact
Aerobics

SCHEDULE BEGINS MONDAY, JANUARY 11TH!!

-
- MORNING STRETCH:** One half hour of gentle, effective stretching designed to improve flexibility and increase your energy level. A great way to begin your day!!
- BODYWORKS:** A 45 minute class of concentrated muscular work designed to promote strength, tone and definition. This class includes use of hand-weights for upperbody and barre or dynabands for lower body resistance. A great supplement or alternative to your aerobic workouts.
- STEP AEROBICS:** A high intensity, low impact program that involves stepping onto a platform while simultaneously performing upper body movements. The 45 minute class and includes a warm up, aerobic step set, abdominal, and a cool down. All participants must be tested for flexibility before taking the class.
- STEP & PUMP:** A 60 minute advanced class which includes step aerobics, upper body weight training, and floor work. Participants should have experience with step training and handweights. The class will be taught at a high intensity advanced level and will incorporate more challenging aerobic choreography and strength building weight routines.
- BEG STEP:** The WHAC's 30 minute introductory class for step aerobics. The instructor actively reviews basic step technique and choreography with participants. Join the class and learn this fun and innovative method of aerobic exercise!!
- HIPS & THIGHS:** The WHAC's 30 minute lower body workout includes inner thigh, outer hip, and gluteus work. Lower body stretches are incorporated in the cool down.
- HI/LO IMPACT:** A 60 minute class that combines high and low impact movements. This challenging and fun workout also includes muscular conditioning for abdominals, hips and thighs. Individuals of all fitness levels are encouraged to participate.
-

*** All classes are first come - first served up to the maximum.

*** Arrive about 10-15 minutes early to sign-in for class.

*** For your safety, instructors may deny access to any participant joining the class five minutes after the class begins.

TRAINING SCHEDULE

Week of February 15, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner PC
- Advanced PC
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday,
 February 12, 1993
 Call 7370**

**If you are unable
 to attend a class,
 Please call to cancel.**



FEBRUARY 1993

Monday	Tuesday	Wednesday	Thursday	Friday
15 HOLIDAY PRESIDENT'S DAY 	16 9:00 Beginner Lotus 11:00 Beginner OASIS 1:00 Beginner WordPerfect 4:00 Beginner OASIS	17 9:00 Intermediate WordPerfect 11:00 Beginner OASIS 1:00 Intermediate Lotus 4:00 Intermediate OASIS	18 9:00 Advanced WordPerfect 11:00 Advanced OASIS 1:00 Advanced Lotus 4:00 Beginner OASIS	19 9:00 Beginner OASIS 11:00 Beginner WordPerfect 1:00 Intermediate OASIS 4:00 Intermediate WordPerfect

**Office of Administration
 Information Resources Management Division**

THE WHITE HOUSE

REQUEST FOR BUSINESS CARDS

Note: The cost of business cards are a PERSONAL expense.

Name _____

Title _____
(use official title only)

Office _____

Telephone Extension _____

No. of copies to be Ordered _____
(orders of 100, 250, 500, 1,000 only)

Seal NAME TITLE	
The White House	Phone No.

Return to: White House
Administrative Office
Room 1, OEOB

Approval : _____

Head of Office

White House Administrative Office

February 11, 1993

MEMORANDUM FOR JANET GREEN

FROM: MAGGIE WILLIAMS

SUBJECT: Request for Beige Badge for Kelly Carnes

This memorandum is to request a beige badge for Kelly Carnes, Acting Director of Correspondence. Kelly has a need to enter the West Wing on a daily basis for various meetings. Anything you can do to assist in this matter would be greatly appreciated.

February 1, 1993

MEMORANDUM FOR JANET GREET

Director, White House Operations

FROM:

DIANE LIMO

Office Manager, Office of the First Lady

SUBJECT:

Administrative Requests

This memo is an update to the memo dated January 26, 1993. The Office of the First Lady has several requests that need to be addressed as soon as possible. They are:

~~Handwritten: JANET GREET~~
~~Handwritten: out of Janet's~~
~~Handwritten: Gran~~
EQUIPMENT/FURNITURE

-One Laserjet IID Printer (Maggie's office)

-One Fax Machine (Press Office)-on order

-One Television (Main Conference Room)

-Three VCRs

- First Lady's West Wing Office

- Press Office

- Main Conference Room

-One telephone for Main Conference Room

-Three sets of matching lamps

- Lisa Caputo's office

- Front office

~~Main Conference Room~~

-Supply cabinet

REQUESTS FOR SERVICE

- Need printer hook-up for:

- Maggie Williams' & Evelyn Lieberman

~~Handwritten: on~~ Two computers in Front Office

~~Handwritten: ✓~~ Two televisions need to be fixed (Maggie & Press)

-Need to have Fax Machines for Press Office hooked up

-for outgoing faxes

-for incoming faxes

-Need telephone hook-up in Main Conference Room

- All "private lines" should roll over onto x6266.

if not answered after three rings -working on it

-Removal of beige chair (Sig)

-Window sill needs to be painted after hours

(Evelyn Lieberman) (Sig)

-Fireplace mantel needs to be fixed (Sig)

-Desk bottom needs to be fixed (Diane Limo) (Sig)

~~Xerox machine lid will not stay shut~~

(check)

OK list
no money
for this per
Jan
x2861

OK

call Sig Rhea
directly per
Clarissa
x 6895

BEEPERS

- Helen Dickey
- Joyce Bonnett

*need to be ordered
end of this week
or by next week*

CELLULAR PHONES

- Melanne Verveer
- Deputy Press Secretary Office (Neel Lattimore and
Karen Finney will share one)
- Capricia Marshall

*No more available
- emergency use of beepers*

REQUESTS FOR SERVICE

- Two of our televisions need to be fixed
- Lisa Caputo
- Maggie Williams (TV should have remote control)

Attachment

Copy of memo dated January 26, 1993

February 1, 1993

MEMORANDUM FOR JANET GREEN *W*
Director, White House Operations

FROM: DIANE LIMO
Office Manager, Office of the First Lady

SUBJECT: Administrative Requests

The Office of the First Lady has several requests that need to be addressed as soon as possible. They are:

EQUIPMENT

- ~~Three~~ *Two* additional VCRs *Main Conf. Rm. Hillary's Office Press Office*
 - First Lady's West Wing Office *(Main Conf. Rm.)*
 - ~~- Maggie Williams' West Wing Office~~ *Room 100 - OEOB*
- One telephone for Main Conference Room
- Three sets of matching lamps
 - Lisa Caputo's office
 - Front office
 - Main Conference Room
- Supply cabinet

REQUESTS FOR SERVICE

- Need printer hook-up for:
 - Maggie Williams' & Evelyn Lieberman
 - Two computers in Front Office
- Need telephone hook-up in Main Conference Room
- All "private lines" should roll over onto x6266 if not answered after three rings
- Removal of beige chair
- Window sill needs to be painted after hours (Evelyn Lieberman)
- Fireplace mantel needs to be fixed
- Desk bottom needs to be fixed (Diane Limo)
- Xerox machine lid will not stay shut*

Additionally, the following requests which were made in my memo dated January 26, 1993 (copy attached) still need to be addressed:

EQUIPMENT

- One Laserjet IID Printer
- One Fax Machine (Press Office)
- ~~- Five VCRs (we already have four TVs)~~
- One television

BEEPERS

- Helen Dickey
- Joyce Bonnett

CELLULAR PHONES

- Melanne Verveer
- Deputy Press Secretary Office (Neel Lattimore and Karen Finney will share one)

~~-Ann Stock~~

~~-Ann McCoy~~

- Patty Solis
- Kelly Craighead

Ann Advance Of

REQUESTS FOR SERVICE

- Two of our televisions need to be fixed
- Lisa Caputo
- Maggie Williams (TV should have remote control)

Attachment

Copy of memo dated January 26, 1993

January 26, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM:

DIANE LIMO

Diane LIMO

SUBJECT:

Personnel Briefing

Everyone who has not done so already will need to attend a Personnel Briefing. This briefing will be held in Room 134, OEOB and will take about one hour. The Personnel Briefing is basically an orientation session in which all of your personal questions may be answered (i.e., health insurance, credit union membership, etc.). The following times on Thursday, January 28, 1993 have been set aside the the First Lady's Office:

9:00 am _____

11:00 am _____

2:30 pm _____

Please check the time that is good for your schedule. If you cannot make any of the times listed above, arrange for a time with Linda Watson or Lori Stallings of the Personnel Office (x2400). Please return this form to me as soon as possible so that I can let Personnel know who will attend.

January 26, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE LIMO *Diane LIMO*
SUBJECT: Personnel Briefing

Everyone who has not done so already will need to attend a Personnel Briefing. This briefing will be held in Room 134, OEOb and will take about one hour. The Personnel Briefing is basically an orientation session in which all of your personal questions may be answered (i.e., health insurance, credit union membership, etc.). The following times on Thursday, January 28, 1993 have been set aside the the First Lady's Office:

9:00 am _____

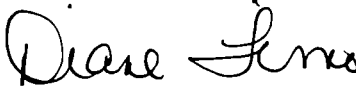
11:00 am _____

2:30 pm _____

Please check the time that is good for your schedule. If you cannot make any of the times listed above, arrange for a time with Linda Watson or Lori Stallings of the Personnel Office (x2400). Please return this form to me as soon as possible so that I can let Personnel know who will attend.

January 26, 1993

MEMORANDUM FOR THE STAFF

FROM: DIANE LIMO 
SUBJECT: Boxes From the Transition Office

Elaine Holland (of the Transition Office) called to let you know that all boxes for Maggie, Lisa and Melanne have been sent over to the White House. If any boxes were not claimed, they were stored in Room 488 (OEOB). The contact there is Pat Schneider (x2335).

If there are questions, Elaine Holland can be reached at (202) 973-1308.

- forms for newspapers
7:30am

January 26, 1993

MEMORANDUM FOR JANET GREEN
Director, White House Operations
FROM: DIANE LIMO *Diane LIMO*
SUBJECT: Request for Equipment

The Office of the First Lady has several requests that need to be addressed as soon as possible. They are:

Equipment

- One Fax Machine (for Press Office)
- Five VCRs (we already have four TVs)
- One Television
- One Laserjet IID Printer

Beepers

X Evelyn Lieberman
X Capricia Marshall
X Melanne Verveer
~~Capricia Marshall~~ not on list
Helen Dickey
Ann McCoy
Ann Stock
Joyce Bonnett Monday
Diane LIMO
X Karen Finney
X Neel Lattimore
X Patty Solis
X Kelly Craighead

Cellular Phones

Melanne Verveer
Deputy Press Secretary Office (Neel Lattimore and Karen
Finney will share one)
Ann Stock
Ann McCoy
Patty Solis
Kelly Chrighead
~~Helen Dickey~~

Repairs

- Two of our televisions need to be fixed
 - Maggie Williams' office
 - Lisa Caputo's office
- ~~-- Desk drawer needs to be fixed~~
- ~~-- Maggie Williams' office~~

Miscellaneous

- We will need two fax machines in our Press Office Room 103, OEOB. We already have one, but will need an additional one.
 - 1) for outgoing faxes
 - 2) for incoming faxes
- Need telephone hookup for second fax machine in Room 103
- Need "private line" for Maggie Williams
- Need separate telephone line for Press Office
- Need "direct PL line" to Hillary Clinton for Maggie Williams
- Need to have two terminals in Room 100, OEOB (front office) connected to the printer
- Need to have two terminals in in Room 100, OEOB (Maggie Williams' office) connected to the printer

Publicist: Bill Bowman
[NEOB]
5013
Fax 7279
395
x3629

January 26, 1993

MEMORANDUM FOR JANET GREEN
Director, White House Operations

FROM: DIANE LIMO

SUBJECT: Request for Equipment

The Office of the First Lady has several requests that need to be addressed as soon as possible. They are:

Equipment

- One Fax Machine (for Press Office)
- Five VCRs (we already have four TVs)
- One Television
- One Laserjet IID Printer

Beepers

✓ Evelyn Lieberman
✓ Capricia Marshall
✓ Melanne Verveer
✓ Capricia Marshall
Helen Dickey (Add to new memo)
✓ Ann McCoy
✓ Ann Stock
Joyce Bonnett (will receive on Monday)
✓ Diane Limo
✓ Karen Finney
✓ Neel Lattimore
✓ Patty Solis
✓ Kelly Craighead

Cellular Phones

Melanne Verveer
Deputy Press Secretary Office (Neel Lattimore and Karen
Finney will share one)
Ann Stock
Ann McCoy
Patty Solis
Kelly Chrighead
~~Helen Dickey~~ (Does not need)

Repairs

- Two of our televisions need to be fixed
 - Maggie Williams' office
 - Lisa Caputo's office
- Desk drawer needs to be fixed
- ~~✓~~ -- Maggie Williams' office *-done*

Miscellaneous

- We will need two fax machines in our Press Office Room 103, OEOB. We already have one, but will need an additional one.
 - 1) for outgoing faxes
 - 2) for incoming faxes
- Need telephone hookup for second fax machine in Room 103 *-being worked*
- Need "private line" for Maggie Williams *-being worked*
- Need separate telephone line for Press Office *??*
- Need "direct PL line" to Hillary Clinton for Maggie Williams *-being worked*
- Need to have two terminals in Room 100, OEOB (front office) connected to the printer
- ★* -- Need to have two terminals in in Room 100, OEOB (Maggie Williams' office) connected to the printer

1/10/94

Diane Limo
Office of the First Lady
Room 100
Old Executive Office Building
Washington, D.C. 20500-0001

I would like to thank you for your assistance in the matter of Elzbieta Szancer. Your help was very much appreciated by myself and by Renata, Elzbieta's daughter.

The gentleman that you had me contact at the National Security council was able to give me some advice on how to proceed.

This would not have been possible had you not helped. Once again I would like to thank you for your time and patience in this matter.

Thank you.

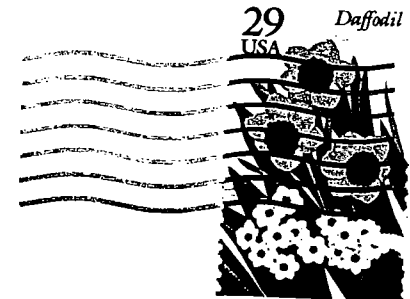
Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Ritter', with a stylized, cursive script.

Shawn Ritter

new file -
DGL
personal

Shawn Ritter
13102 N.E. 129th St.
Kirkland, Wash. 98034



Diane Limo
Office of the First Lady
Room 100
Old Executive Office Building
Washington, D.C. 20500-0001

mm

