

FOIA MARKER

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

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Records Management - SUBJECT FILE
Series/Staff Member: Subject Files
Subseries:

OA/ID Number: 17964
Scan ID: 055505
Document Number:

Folder Title:
IV

Stack:	Row:	Section:	Shelf:	Position:
S	85	2	1	2

14

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING☐ H - INTERNAL☐ I - INCOMINGDate Correspondence
Received (YY/MM/DD) 1/1/

Name of Correspondent: H. Richard Beres, Jr.

☐ MI Mail Report

User Codes: (A) (B) (C)

Subject: Invite Beres to visit West Haven, CT and promote the
crime bill by speaking at the U. of New Haven

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
SC	WIND	ORIGINATOR	01/03/02	RS	01/05/02
16	HALE	Referral Note:	1/1/02	ARN	01/05/02
		Referral Note:			
		Referral Note:			
		Referral Note:			
		Referral Note:			

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
B - Non-Special Referral

C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments:

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

These have
been requested
for PETS

Intergovernmental Affairs
Correspondence Routing Sheet

date received in IGA (3/11/94)

3/17 memo
to R. Seidman

Response Requested:

I. MLH, KM, JPH, LTA, please choose an appropriate response for The President from section II below.

II. Response Requested (select one):

_____ brief acknowledgement/no policy

_____ general policy response

_____ coordinate detailed policy response with

_____ please return to Marcia Hale, Keith Mason, John Hart or Loretta Avent in IGA, for final approval of response (please circle appropriate name)

_____ brief acknowledgement from Marcia Hale (Presidential response not necessary)

_____ other (please specify below)

(optional) Information for writer:

(provide information that will assist the writer in developing the response)

Forward to: Mark Miller, OEOB 94

No Presidential Response Necessary:

_____ **Forward to: Records Management, OEOB 80**

Scheduling Request:

I. MLH, KM, JPH, LTA, please make a recommendation for a response (select one):

_____ regret ✓ pending _____ prepare schedule proposal

Forward to: Sharon Kennedy, OEOB 110



OFFICE OF THE MAYOR

355 Main Street
West Haven
Connecticut 06516

H. RICHARD BORER, JR.

Mayor

SPECIAL OLYMPICS
WORLD GAMES
CONNECTICUT
1995



WEST HAVEN, CT
HOST SITE
FOR
BOCCE AND SAILING

February 8, 1994

President Bill Clinton
Scheduling Office
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

Dear Mr. President:

It was a pleasure to meet and speak with you last week at your meeting with the United States Conference of Mayors.

Our discussion centered on your attendance at Yale Law School and your teaching experience at the University of New Haven, located in West Haven. We have learned that you taught two classes in 1972-1973; Introduction to American Government and Introduction to Criminal Justice.

I would like to promote the points of your crime bill and I would respectfully request that you visit West Haven and promote your crime bill by speaking at the University of New Haven. You might also wish to know that several of the major events of the Special Olympic World Games are being held in our City in 1995.

Very truly yours,

H. Richard Borer, Jr.
Mayor

HRB/sar

cc: Vito M. Mazza, Mayor's Office

ID #055505

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

OPEN

IV

☐ O - OUTGOING☐ H - INTERNAL☐ I - INCOMINGDate Correspondence
Received (YY/MM/DD) 1/1/Name of Correspondent: H. Richard Beres, Jr.☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: Invites POTUS to visit West Haven, CT and promote the
crime bill by speaking at the U. of New Haven

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
SC	WIND	ORIGINATOR	94/03/02	RS	A	94/5/04
IG	HALE		94/03/02		C	94/5/04

ACTION CODES:

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FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: _____

SCANNED

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RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional
Correspondents: _____ Media: _____ Individual Codes: _____

Prime
Subject Code: _____ - _____ - _____ Secondary
Subject Codes: _____ - _____ - _____
_____ - _____ - _____
_____ - _____ - _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

SIGNATURE CODES:

CPn - Presidential Correspondence

- n - 0 - Unknown
- n - 1 - William J. Clinton
- n - 2 - Bill Clinton
- n - 3 - Bill

CLn - First Lady's Correspondence

- n - 1 - Hillary Rodham Clinton
- n - 2 - Hillary Clinton
- n - 3 - Hillary
- n - 4 - Mrs. Hillary Clinton

CBn - Presidential & First Lady's Correspondence

- n - 1 - Hillary & Bill Clinton
- n - 2 - Hillary & Bill

MEDIA CODES:

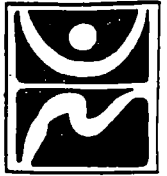
- B - Box/package
- C - Copy
- D - Official document
- F - FAX
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

055505

**OFFICE OF THE MAYOR**

355 Main Street
West Haven
Connecticut 06516

SPECIAL OLYMPICS
WORLD GAMES
CONNECTICUT
1995



WEST HAVEN, CT
HOST SITE
FOR
BOCCE AND SAILING

H. RICHARD BORER, JR.

Mayor

February 8, 1994

President Bill Clinton
Scheduling Office
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

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Very truly yours,

H. Richard Borer, Jr.
Mayor

HRB/sar

cc: Vito M. Mazza, Mayor's Office

May 4, 1994

The Honorable H. Richard Borer, Jr.
Mayor of the City of West Haven
355 Main Street
West Haven, Connecticut 06516

Dear Mayor Borer:

Thank you for inviting President Clinton to speak at the University of New Haven regarding the crime bill. The President has asked me to convey his appreciation for your kind offer.

At this time, I am unable to make a commitment to your request. However, please be assured that I will keep your open invitation on file for further consideration.

On behalf of the President, thank you again for your thoughtful invitation. Please do not hesitate to contact my office if we can be of further assistance.

Sincerely,

Ricki L. Seidman
Assistant to the President
Director of Scheduling and Advance

RLS/inf

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- ☐ O - OUTGOING
- ☐ H - INTERNAL
- ☐ I - INCOMING

Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: H. Richard Borer, Jr.

☐ MI Mail Report User Codes: (A) (B) (C)

Subject: Invites Pons to visit West Haven, CT and promote the crime bill by speaking at the U. of New Haven

ROUTE TO:		ACTION		DISPOSITION	
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
SC	WIND	ORIGINATOR	99103102	RS	A9412504
16	HALE	Referral Note:			
		Referral Note:			
		Referral Note:			
		Referral Note:			
		Referral Note:			

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 Code = "A"
 Completion Date = Date of Outgoing

Comments: Original tracking sheet and incoming not returned

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THE WHITE HOUSE

WASHINGTON

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On behalf of the President, thank you again for your thoughtful invitation. Please do not hesitate to contact my office if we can be of further assistance.

Sincerely,

A handwritten signature in dark ink, reading "Ricki L. Seidman". The signature is written in a cursive, flowing style with a large initial "R".

Ricki L. Seidman
Assistant to the President
Director of Scheduling and Advance

RLS/inf

Intergovernmental Affairs
Correspondence Routing Sheet

date received in IGA (3/11/94)

W. J. Carter

Response Requested:

I. MLH, KM, JPH, LTA, please choose an appropriate response for The President from section II below.

II. Response Requested (select one):

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___ general policy response

___ coordinate detailed policy response with

___ please return to Marcia Hale, Keith Mason, John Hart or Loretta Avent in IGA, for final approval of response (please circle appropriate name)

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(optional) Information for writer:

(provide information that will assist the writer in developing the response)

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___ **Forward to: Records Management, OEOB 80**

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