

FOIA MARKER

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administrative marker by the William J. Clinton
Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40014

FolderID:

Folder Title:
Document Requests

Stack:
S

Row:
66

Section:
5

Shelf:
11

Position:
3

THE WHITE HOUSE

WASHINGTON

November __, 2000

MEMORANDUM

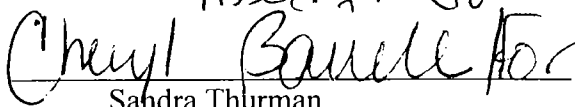
TO: Greg Smith
Associate Counsel to the President
479 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Telephone Records
Document Request sent November 2, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan sent November 2, 2000 relating to: (1) any and all documents and records produced from the Private Branch Exchange (PBX)/telephone switches for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (2) any and all documents and records produced from all database/application server(s), telephone management system server(s) and any Call Accounting Package(s) (CAP) or Call Accounting System(s) (CAS) for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (3) any and all documents and records produced from the voice attendant and voice mail systems for the White House and the Executive Office of the President, from January 20, 1993 through April 10, 2000; and (4) any and all documents and records, from January 20, 1993 through October 11, 2000, referring or relating to any communication during which the design or installation of the PBX/telephone switches and/or CAP/CAS-related systems in the White House and/or the Executive Office of the President was addressed. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. I have also reviewed my own files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

Assoc. Director

Sandra Thurman

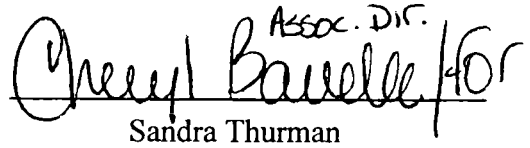
THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR: DIMITRI NIONAKIS
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Certification of FALN and Cuba Related
Document Request of November 16, 1999

This certification is in response to the document request memorandum from Beth Nolan, dated November 16, 1999, and related to FALN and Cuba, including, but not limited to, the Cuban Government, Cuban Agents, Cuban diplomats, General Intelligence Directorate (DGI), other Cuban intelligence services, or the Cuban military. By signing this document, I am certifying that I have directed all individuals in this office to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the National AIDS Policy:


Assoc. Dir.
Sandra Thurman

● PostMaster

11/18/99 09:02:58 AM

Record Type: Record

To: All EOP Users, All USTR Users

cc:

Subject: Request for Documents

MEMORANDUM TO: EOP STAFF

FROM: BETH NOLAN
COUNSEL TO THE PRESIDENT

SUBJECT: Request for Documents

In an effort to comply fully with a congressional subpoena, please conduct a thorough and complete search of all of your records -- whether in hard copy, computer form, or any other form -- for any of the following materials:

1. All records relating to any investigations or surveillance regarding the relationship between Fuerzas Armada Liberacion Nacional Puertorriquena ("FALN") and Cuba, including, but not limited to, the Cuban Government, Cuban agents, Cuban diplomats, General Intelligence Directorate ("DGI"), other Cuban intelligence services, or the Cuban military.
2. All records relating to any investigations or surveillance regarding the relationship between the Popular Boricua ("EPB-Macheteros") and Cuba, including, but not limited to, the Cuban Government, Cuban agents, Cuban diplomats, General Intelligence Directorate ("DGI"), other Cuban intelligence services, or the Cuban military.

Every employee is responsible for searching his or her own files and records to ensure a comprehensive search. The head of each office must provide a signed certification that all employees have searched their files and provided copies of any responsive documents in their possession.

In addition, if you believe that files from your office that have been sent to the Office of Records Management may contain responsive information, please advise us so that we may ensure that all responsive documents have been located.

Please send any responsive documents or materials to OEOB Room 400 by noon on Tuesday, November 23, 1999.

If you have any questions or anticipate any difficulty in meeting this deadline, please call Dimitri Nionakis at 456-5814. Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR: DIMITRI NIONAKIS
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Certification of the Branch Davidian Compound in Mt.
Carmel, Waco, Texas, in February-April 1993, dated
October 8, 1999

This certification is in response to the document request memorandum from Beth Nolan dated October 8, 1999, and related to the Branch Davidian compound in Mt. Carmel, outside of Waco, Texas, in February - April 1993. By signing this document, I am certifying I have directed all individuals in this office to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the National AIDS Policy:

Cheryl Bawelle ^{Assoc. Dir.} / for
Sandra Thurman

THE WHITE HOUSE
WASHINGTON

October 8, 1999

MEMORANDUM TO: EOP STAFF
FROM: BETH NOLAN 
Counsel to the President
SUBJECT: REQUEST FOR DOCUMENTS

In an effort to comply fully with a federal court order, please conduct a thorough and complete search of all of your records -- whether in hard copy, computer form, or any other form -- for any of the following materials:

All items or documents in any way relevant to the events occurring at the Branch Davidian compound in Mt. Carmel, outside of Waco, Texas, in February - April, 1993 ("Waco"), including, but not limited to:

- 1. Travel vouchers, telephone bills, and other tangential administrative materials relevant to the presence of military personnel during Waco; or**
- 2. Any investigative materials, such as reports or interviews, regardless of when they were created.**

With respect to this search, please note the following instructions:

1. Materials clearly in the public domain, such as news clippings, tapes of news shows, published reports, books and similar materials such as trial transcripts and pleadings files need not be provided.
2. "Privacy related materials," such as those containing information subject to the Privacy Act that are not relevant to the performance of federal agents involved in Waco or that do not relate to the presence or absence of military personnel during Waco need not be submitted.
3. Non-investigative materials created after June 17, 1994 need not be submitted.
4. The originals of all items, whether they are documents, photos, audio/visual tapes, etc., should be provided.

Every employee is responsible for searching his or her own files and records to ensure a comprehensive search. The head of each office must provide a signed certification that all employees have searched their files and provided copies of any responsive documents in their possession.

In addition, if you believe that files from your office that have been sent to the Office of Records Management may contain responsive information, please advise us so that we may ensure that all responsive documents have been located.

Please send any responsive documents or materials to OEOB Room 400 by noon on Monday, October 18, 1999.

If you have any questions or anticipate any difficulty in meeting this deadline, please call Dimitri Nionakis at 456-5814. Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

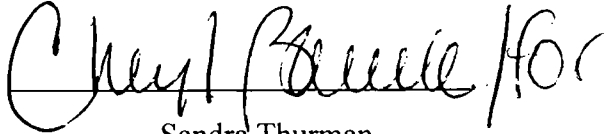
Memorandum for Dimitri Nionakis

From: Sandra Thurman
Director - National AIDS Policy

Regarding: Certification of the Document Requested Dated March 10, 2000

This certification is in response to the document request memorandum from Beth Nolan dated March 10, 2000. By signing this document, I am certifying that I have directed all the individuals in the National AIDS Policy Office to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the National AIDS Policy Office:


Sandra Thurman

THE WHITE HOUSE
WASHINGTON

Memorandum for Sandra Thurman
Director - National AIDS Policy

From: Dimitri Nionakis
Associate Counsel to the President

Regarding: Certification of the Document Request Dated March 13, 2000

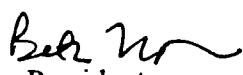
On March 13, 2000, Beth Noland circulated to all departments within the Executive Office of the President a document request related to the Information System & Technology's Automated Records Management System ("ARMS"). The memorandum requested a response by March 16, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to Ali Wines, in room 400/OEOB as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

March 10, 2000

MEMORANDUM TO: All EOP Staff

FROM: Beth Nolan 
Counsel to the President

SUBJECT: REQUEST FOR DOCUMENTS

We have received a subpoena requesting records relating to the Information System & Technology's Automatic Records Management System ("ARMS"). Accordingly, please conduct a thorough and complete search of all your records -- whether in hard copy, computer form, or any other form -- for any of the following material, for the period **January 20, 1993 to the present**, as set forth in the subpoena:

All records relating to the discovery, diagnosis, planned, implemented, or partially implemented solutions to problems associated with the Automatic Records Management System (ARMS) process and the failure to collect e-mail messages (also known as "Project X" or "Mail2 reconstruction project") from Executive Office of the President ("EOP") mail servers, including but not limited to:

1. E-mails dated approximately January or February 1998, between Daniel "Tony" Barry and John Spriggs regarding an e-mail from Monica Lewinsky to Ashley Raines missing from ARMS;
2. Incident reports drafted approximately January or February 1998, by Tony Barry related to the Lewinsky e-mail being missing from ARMS;
3. E-mails on or about June 12, 1998, between Yiman Salim and/or Robert Haas and/or Betty Lambuth regarding the discovery of a problem with ARMS;
4. Summaries or briefings or progress reports about efforts to remedy the ARMS problem;
5. Lists of users affected by ARMS failure to collect incoming e-mails including but not limited to Yiman Salim's list of Mail2 users who had active accounts on November 20, 1998 and a list of user accounts created by Robert Haas;

6. All notes or memoranda regarding meetings in or about the middle of June, 1998, between Steven Hawkins and Mark Lindsay and Laura Crabtree;
7. All letters from Northrop Grumman legal counsel to employee Dale Helms regarding unauthorized work performed by contract employees for EOP;
8. All analyses produced by Robert Haas regarding the scope of problems with ARMS and EOP mail servers;
9. All Internal Work Order ("IWO") prepared by John Spriggs relating to the ARMS problem and possible solutions and/or partial solutions;
10. E-mails between Tony Barry and John Spriggs regarding EOP rejection of the IWO;
11. E-mails sent to all EOP Lotus Notes users dated on or after January 1, 1998 requesting that users delete e-mails; and
12. Weekly reports or memoranda or notes dated after January 1, 1998 by Tony Barry regarding problems with e-mails not being recorded in ARMS.

Every employee is responsible for searching his or her own files and records to ensure a comprehensive search. Each office head or Assistant to the President must certify that his or her staff has done a complete and thorough search.

In addition, if you believe that files from your office that have been sent to the Office of Records Management may contain responsive information, please advise us so that we may ensure that all responsive documents have been located.

All materials must be provided to Dimitri Nionakis in EEOB Room 400, by noon on Thursday, March 16, 2000. If you have any questions, please contact Dimitri Nionakis at 6-5814.

THE WHITE HOUSE
WASHINGTON

September 1, 2000

MEMORANDUM

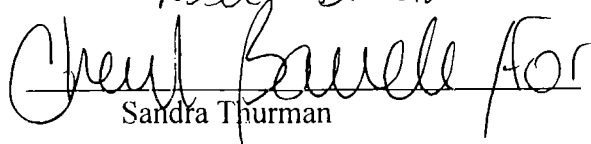
TO: Lisa J. Klem
Associate Counsel to the President
482 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Tobacco, Smoking and Health
Document Request of August 16, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan dated August 16, 2000 relating to tobacco, smoking and health. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

Assoc. Director

Cheryl Buehler For
Sandra Thurman

THE WHITE HOUSE
WASHINGTON

September 1, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Lisa J. Klem 
Associate Counsel to the President
482 EEOB

RE: Certification of Tobacco, Smoking and Health
Document Request of August 16, 2000

On August 16, 2000, White House Counsel Beth Nolan circulated to all staff of the White House Office, Office of the Vice President, Council of Economic Advisors, Council on Environmental Quality, National Security Council, Office of Administration, Office of National Drug Control Policy, Office of Policy Development, Office of Science and Technology Policy and the President's Foreign Intelligence Advisory Board a document request memorandum relating to tobacco, smoking and health. The memorandum requested a response by August 28, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Erin Peterson in room 127 of the EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

September 8, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Lisa J. Klem 
Associate Counsel to the President
482 EEOB

RE: Certification of McDonnell Douglas and CATIC
Document Request of August 31, 2000

On August 31, 2000, White House Counsel Beth Nolan circulated to all staff of the White House Office, Office of the Vice President, Council of Economic Advisors, National Security Council, Office of Policy Development, Office of Science and Technology Policy, the President's Foreign Intelligence Advisory Board and the United States Trade Representative a document request memorandum relating to: (1) ten export licenses granted to McDonnell Douglas and Douglas Aircraft in 1994; (2) a 1992 contract between McDonnell Douglas and China National Aero-Technology Import and Export Corporation (CATIC); and (3) the CATIC Machining Center in Beijing. The memorandum requested a response by September 12, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Erin Peterson in room 127 of EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

September 12, 2000

MEMORANDUM

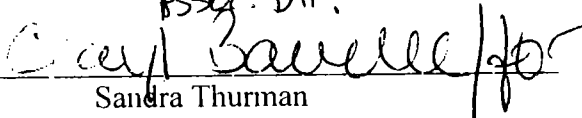
TO: Lisa J. Klem
Associate Counsel to the President
482 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of McDonnell Douglas and CATIC
Document Request of August 31, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan dated August 31, 2000 relating to: (1) ten export licenses granted to McDonnell Douglas and Douglas Aircraft in 1994; (2) a 1992 contract between McDonnell Douglas and China National Aero-Technology Import and Export Corporation (CATIC); and (3) the CATIC Machining Center in Beijing. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

SSG. Dir.

Sandra Thurman

THE WHITE HOUSE
WASHINGTON

November 16, 1999

MEMORANDUM TO: EOP Staff

FROM: BETH NOLAN 
Counsel to the President

SUBJECT: REQUEST FOR DOCUMENTS

In an effort to comply fully with a congressional subpoena, please conduct a thorough and complete search of all of your records -- whether in hard copy, computer form, or any other form -- for any of the following materials:

1. All records relating to any investigations or surveillance regarding the relationship between Fuerzas Armada Liberacion Nacional Puertorriquena ("FALN") and Cuba, including, but not limited to, the Cuban Government, Cuban agents, Cuban diplomats, General Intelligence Directorate ("DGI"), other Cuban intelligence services, or the Cuban military.
2. All records relating to any investigations or surveillance regarding the relationship between the Popular Boricua ("EPB-Macheteros") and Cuba, including, but not limited to, the Cuban Government, Cuban agents, Cuban diplomats, General Intelligence Directorate ("DGI"), other Cuban intelligence services, or the Cuban military.

Every employee is responsible for searching his or her own files and records to ensure a comprehensive search. The head of each office must provide a signed certification that all employees have searched their files and provided copies of any responsive documents in their possession.

In addition, if you believe that files from your office that have been sent to the Office of Records Management may contain responsive information, please advise us so that we may ensure that all responsive documents have been located.

Please send any responsive documents or materials to OEOB Room 400 by noon on Tuesday, November 23, 1999.

If you have any questions or anticipate any difficulty in meeting this deadline, please call Dimitri Nionakis at 456-5814. Thank you for your cooperation.

SUMMERS, TODD A.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

736 JACKSON PL

THE WHITE HOUSE
WASHINGTON

October __, 2000

MEMORANDUM

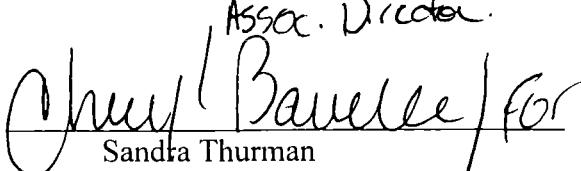
TO: Greg Smith
Associate Counsel to the President
479 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Computer Assistance
Document Request sent October 13, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan sent October 13, 2000 relating to any and all requests for assistance made to any person or entity by or on behalf of any person in, or connected with, the White House or the Executive Office of the President, relating in any way to computers, hard drives, electronically stored data, including files, which were or were thought to be related to or connected with Vincent W. Foster, Jr., Deborah Gorham, or Betsy Pond, or to computer equipment bearing or assigned the following serial numbers: 23-1221596, 23-1067944, 23-1224237-23-0372271, or 23-1286096. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. I have also reviewed my own files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

Assoc. Director

Sandra Thurman

THE WHITE HOUSE

WASHINGTON

October 24, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Greg Smith
Associate Counsel to the President
479 EEOB

RE: Certification of Computer Assistance
Document Request sent October 13, 2000

On October 13, 2000, White House Counsel Beth Nolan circulated to all staff of the Executive Office of the President a document request memorandum relating to any and all requests for assistance made to any person or entity by or on behalf of any person in, or connected with, the White House or the Executive Office of the President, relating in any way to computers, hard drives, electronically stored data, including files, which were or were thought to be related to or connected with Vincent W. Foster, Jr., Deborah Gorham, or Betsy Pond, or to computer equipment bearing or assigned the following serial numbers: 23-1221596, 23-1067944, 23-1224237-23-0372271, or 23-1286096. The memorandum requested a response by October 24, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Erin Peterson in room 127 of EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

October 31, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Greg Smith
Associate Counsel to the President
479 EEOB

RE: Certification of Computer Database and Inventory
Document Request of October 23, 2000

On October 20, 2000, White House Counsel Beth Nolan circulated to all staff of the Executive Office of the President a document request memorandum relating to any and all documents that may constitute a database or inventory of any computer hard drives or "F:" drives within the White House or Executive Office of the President—as well as any and all documents that may constitute a database or inventory of either back-up tape or reallocation tape copies of any such computer hard drives or "F:" drives. Finally, the memorandum requested copies of any descriptive labels that might be affixed to such computer drives or tapes. The memorandum requested a response by October 30, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Erin Peterson in room 127 of EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

October __, 2000

MEMORANDUM

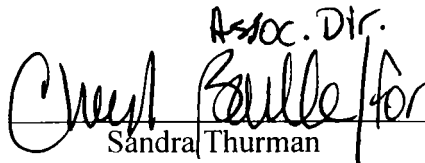
TO: Greg Smith
Associate Counsel to the President
479 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Computer Database and Inventory
Document Request of October 23, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan dated October 23, 2000 relating to any and all documents that may constitute a database or inventory of any computer hard drives or "F:" drives within the White House or Executive Office of the President—as well as any and all documents that may constitute a database or inventory of either back-up tape or reallocation tape copies of any such computer hard drives or "F:" drives. Finally, the memorandum requested copies of any descriptive labels that might be affixed to such computer drives or tapes. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. I also have reviewed my own files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

Assoc. Dir.

Sandra Thurman

THE WHITE HOUSE
WASHINGTON

November __, 2000

MEMORANDUM

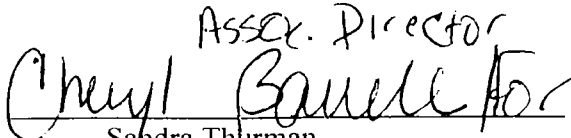
TO: Greg Smith
Associate Counsel to the President
479 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Telephone Records
Document Request sent November 2, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan sent November 2, 2000 relating to: (1) any and all documents and records produced from the Private Branch Exchange (PBX)/telephone switches for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (2) any and all documents and records produced from all database/application server(s), telephone management system server(s) and any Call Accounting Package(s) (CAP) or Call Accounting System(s) (CAS) for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (3) any and all documents and records produced from the voice attendant and voice mail systems for the White House and the Executive Office of the President, from January 20, 1993 through April 10, 2000; and (4) any and all documents and records, from January 20, 1993 through October 11, 2000, referring or relating to any communication during which the design or installation of the PBX/telephone switches and/or CAP/CAS-related systems in the White House and/or the Executive Office of the President was addressed. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. I have also reviewed my own files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

Assoc. Director

Sandra Thurman

THE WHITE HOUSE

WASHINGTON

November 13, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Greg Smith 
Associate Counsel to the President
479 EEOB

RE: Certification of Telephone Records
Document Request sent November 2, 2000

On November 2, 2000, White House Counsel Beth Nolan circulated to all staff of the Executive Office of the President a document request memorandum relating to: (1) any and all documents and records produced from the Private Branch Exchange (PBX)/telephone switches for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (2) any and all documents and records produced from all database/application server(s), telephone management system server(s) and any Call Accounting Package(s) (CAP) or Call Accounting System(s) (CAS) for the White House and the Executive Office of the President, from January 20, 1993 through October 11, 2000; (3) any and all documents and records produced from the voice attendant and voice mail systems for the White House and the Executive Office of the President, from January 20, 1993 through April 10, 2000; and (4) any and all documents and records, from January 20, 1993 through October 11, 2000, referring or relating to any communication during which the design or installation of the PBX/telephone switches and/or CAP/CAS-related systems in the White House and/or the Executive Office of the President was addressed. The memorandum requested a response by November 10, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Erin Peterson in room 127 of EEOB** as soon as possible.

Thank you for your cooperation.

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

Matthew Murguia

AGENCY/OFFICE

ONAP/OPD

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No X _____

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature

Matthew Murguia

Date

11/21/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

Mary May

AGENCY/OFFICE

OWAP/OPD

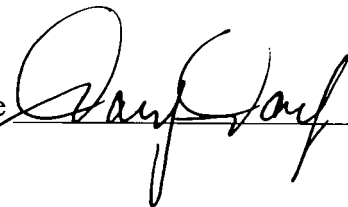
1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No _____

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature



Date

11-21-00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

Sandra Thurman

AGENCY/OFFICE

ONAR / OPD

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No X _____

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature

Sandra Thurman

Date

11/15/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME Erica Barks Roggles

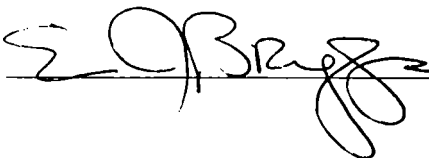
AGENCY/OFFICE ONAP / DPD

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No ✓

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature  Date 11/15/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

Cheryl Baerle

AGENCY/OFFICE

ONAP/OPD

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No ✓

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature

Cheryl Baerle

Date

11/15/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

DANIEL C. MONTROYA

AGENCY/OFFICE

ONAP/OPD

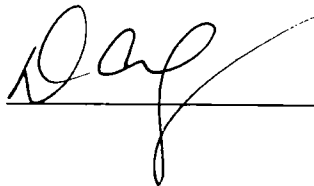
1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No ☒ _____

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature



Date

11/14/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME

May G. Kennedy

AGENCY/OFFICE

ONAP

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No ✓

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature

May G. Kennedy

Date

11/13/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

COMPUTER INFORMATION REQUEST FORM

EMPLOYEE NAME Eric goosby

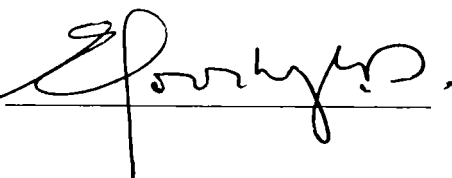
AGENCY/OFFICE DNAP/DPD

1. Do you know of a computer system with an e-mail function (other than the current Lotus Notes system or the previous All-in-One system) currently used by your office, or used in the past during this Administration?

Yes _____

No X

2. If your answer to Question 1 is yes, please identify the name of the computer system:

Employee signature 

Date 12/05/00

OFFICE HEADS & ASSISTANTS TO THE PRESIDENT:

Please collect and forward this form to Associate Counsel to the President Kathy Ruemmler, Room 488 OEOB, by **Monday, November 20, 2000.**

THE WHITE HOUSE
WASHINGTON

December 5, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Lisa J. Klem
Associate Counsel to the President
482 EEOB

RE: Certification of Document Request relating to David Chang, Audrey Yu,
Nikko Enterprises, et. al.

On November 21, 2000, White House Counsel Beth Nolan circulated to all staff of the White House Office, Office of the Vice President, Council of Economic Advisors, National Security Council, Office of Administration, Office of Policy Development, Office of Science and Technology Policy, the President's Foreign Intelligence Advisory Board, the United States Trade Representative and the Executive Residence a document request memorandum relating to eighteen individuals and entities. The memorandum requested a response by November 28, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Brad Winter in room 400 of EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

December __, 2000

MEMORANDUM

TO: Lisa J. Klem
Associate Counsel to the President
482 EEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Document Request relating to David Chang, Audrey Yu,
Nikko Enterprises, et. al.

This certification is in response to the document request memorandum from White House Counsel Beth Nolan, dated November 21, 2000, relating to eighteen individuals and entities. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy: *Assoc. Director*

Cheryl Baule /for
Sandra Thurman

THE WHITE HOUSE
WASHINGTON

May 16, 2000

Memorandum for Sandra Thurman

From: Karl A. Racine 
Associate Counsel to the President

Regarding: Certification of the Document Request Dated April 28, 2000

On April 28, 2000, Beth Nolan circulated to all departments within the Executive Office of the President a document request related to the Ellicott Machine Corporation. The memorandum requested a response by May 5, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to me as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

May 18, 2000

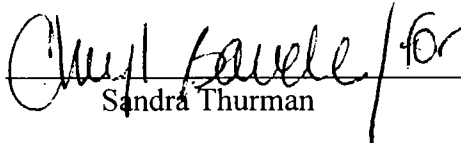
Memorandum for Karl A. Racine
Associate Counsel to the President
479 OEOB

From: Sandra Thurman

Regarding: Certification of the Document Request Dated April 28, 2000

This certification is in response to the document request memorandum from Beth Nolan dated April 28, 2000. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:


Sandra Thurman

THE WHITE HOUSE
WASHINGTON

May 16, 2000

Memorandum for Sandra Thurman

From: Karl A. Racine *KAR*
Associate Counsel to the President

Regarding: Certification of the Document Request Dated April 28, 2000

On April 28, 2000, Beth Nolan circulated to all departments within the Executive Office of the President a document request related to the Ellicott Machine Corporation. The memorandum requested a response by May 5, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to me as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

April __, 2000

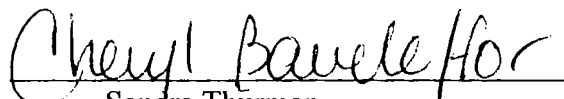
Memorandum for Karl A. Racine
Associate Counsel to the President
479 OEOB

From: Sandra Thurman

Regarding: Certification of the Document Request Dated April 6, 2000

This certification is in response to the document request memorandum from Beth Nolan dated April 6, 2000. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:


Sandra Thurman

Checked files
Sept. 20.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

TO: White House Office, Office of the Vice President, National Security Council, and Office of Policy Development Staff

FROM: Cheryl D. Mills 
Deputy Counsel to the President

DATE: September 8, 1999

RE: Request for Documents

We have received a document request for records relating to the matter listed below. The matter involves the President's offer of conditional clemency to sixteen individuals who committed crimes in the name of Puerto Rican independence. Please conduct a thorough and complete search of all your records -- **whether in hard copy, computer form or any other form** -- for any of the material described below.

Every employee is responsible for searching his or her own files and records to ensure a comprehensive search. Each office head or Assistant to the President must certify that his or her staff has done a complete and thorough search.

In addition, if you believe that files from your office that have been sent to the Office of Records Management may contain responsive information, please advise us so that we may ensure that all responsive documents have been located.

Please provide:

1. All records relating to the August 11, 1999, Executive Grant of Clemency or remittance of fines for the following individuals:

- a. Elizam Escobar
- b. Ricardo Jimenez
- c. Adolfo Matos
- d. Dylcia Noemi Pagan
- e. Alicia Rodriguez
- f. Ida Luz Rodriguez
- g. Luis Rosa

THURMAN, SANDRA L.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

736 JACKSON PL

- h. Carmen Valentin
 - i. Alberto Rodriguez
 - j. Aljendrina Torres
 - k. Edwin Cortes
 - l. Oscar Lopez-Rivera
 - m. Juan Enrique Segarra-Palmer
 - n. Antonio Camacho-Negron
 - o. Roberto Maldonado-Rivera
 - p. Norman Ramirez-Talavera
2. All Records provided by the Justice Department to the White House relating to the individual names in 1a-1p, including, but not limited to, any recommendations or reports on clemency.

All materials must be provided to Steven Reich (OEOB 127) by noon Monday, September 13, 1999. If you have any questions or anticipate difficulty meeting this deadline, please call Steven Reich at 456-5073.

THE WHITE HOUSE

WASHINGTON

May 30, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Steven Reich
Senior Associate Counsel to the President

RE: Certification of Document Request of May 22, 2000
Regarding Office of the Vice President E-mail

On May 22, 2000, Beth Nolan circulated to all staff of the Executive Office of the President a document request memorandum related to the computerized records-management of Office of the Vice President e-mail. The memorandum requested a response by May 30, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Robin Roland in room 127 of the EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

May __, 2000

MEMORANDUM

TO: Steven Reich
Senior Associate Counsel to the President
127 OEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Document Request of May 22, 2000
Regarding Office of the Vice President E-mail

This certification is in response to the document request memorandum from Beth Nolan dated May 22, 2000, and related to the computerized records-management of the Office of the Vice President e-mail. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:


Sandra Thurman

THE WHITE HOUSE
WASHINGTON

August 9, 2000

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Steven F. Reich 
Senior Associate Counsel to the President

RE: Certification of Viktor Chernomyrdin
Document Request of August 1, 2000

On August 1, 2000, White House Counsel Beth Nolan circulated to all staff of the White House Office, Office of the Vice President, and National Security Council a document request memorandum related to a record on possible corruption of Viktor Chernomyrdin. The memorandum requested a response by August 9, 2000. To certify that the files of your office have been searched, please sign the attached certification and return it to **Robin Roland in room 127 of the EEOB** as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

August 9, 2000

MEMORANDUM

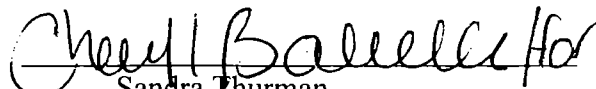
TO: Steven F. Reich
Senior Associate Counsel to the President
127 OEOB

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Viktor Chernomyrdin
Document Request of August 1, 2000

This certification is in response to the document request memorandum from White House Counsel Beth Nolan dated August 1, 2000, and relating to a record on possible corruption of Viktor Chernomyrdin. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:


Sandra Thurman

THE WHITE HOUSE
WASHINGTON

November 30, 2000

MEMORANDUM FOR ALL WHITE HOUSE AND OPD CELLULAR TELEPHONE USERS

FROM:

MARK F. LINDSAY 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT:

Certification of Cell Phone Usage

As we move toward the end of the Clinton Administration, it is required that beginning immediately all calls placed by White House Office and Office of Policy Development (OPD) staff using government-issued cell phones must only be used for calls that are 100% official. This is consistent with the EOP's Policy on Limited Use of Government Office Equipment, which allows management to suspend authorized limited use of government equipment at any time. Accordingly from this point on, any call not official in nature must be made using other means.

Staff still in possession of a government-issued cell phone after November 30, 2000, must sign a certification that will be forwarded to all cell phone users. This certification must be returned to White House Operations, Room 1, EEOB.

If you have any questions, please call White House Operations on x6-2500.

THE WHITE HOUSE

WASHINGTON

December 5, 2000

MEMORANDUM FOR WHITE HOUSE STAFF
OFFICE OF POLICY DEVELOPMENT STAFF

FROM: MARK F. LINDSAY
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Certification of Cell Phone Usage

As we move toward the end of the Clinton Administration, it is required that beginning immediately all calls placed by White House and Office of Policy Development (OPD) staff using Government-issued cell phones must be limited to official calls.

Accordingly, from this point forward, any call not official in nature must be made using other means. Staff who will continue to have a Government-issued cell phone must sign and return the certification below to White House Operations, Room 1, EEOB.

I certify by signing below that all calls made after this date will be official.

Printed Name

Sandra F. Thurman

Signature

Sandra F. Thurman

Date

12/12/00

THE WHITE HOUSE
WASHINGTON

October 1, 1999

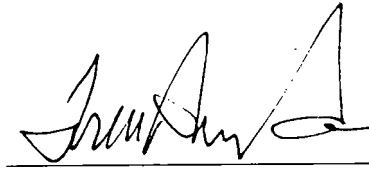
Memorandum for Karl A. Racine
Associate Counsel to the President
479 OEOB

From: Sandra Thurman

Regarding: Certification of the Document Request Dated September 24, 1999

This certification is in response to the document request memorandum from Beth Nolan dated September 24, 1999. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:


for Sandra Thurman Deputy Director

THE WHITE HOUSE
WASHINGTON

September 29, 1999

Memorandum for Sandra Thurman

From: Karl A. Racine 
Associate Counsel to the President

Regarding: Certification of the Document Request Dated September 24, 1999

On September 24, 1999, Beth Nolan circulated to various departments within the Executive Office of the President a request for documents related to Chiao Jen Wang, a.k.a. C.J. Wang, and the President's Export Council. The memorandum requested a response by October 4, 1999. To certify that the files of your office have been searched, please sign the attached certification and return it to me as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

September 29, 1999

Memorandum for Sandra Thurman

From: Karl A. Racine 
Associate Counsel to the President

Regarding: Certification of the Document Request Dated September 24, 1999

On September 24, 1999, Beth Nolan circulated to various departments within the Executive Office of the President a request for documents related to Chiao Jen Wang, a.k.a. C.J. Wang, and the President's Export Council. The memorandum requested a response by October 4, 1999. To certify that the files of your office have been searched, please sign the attached certification and return it to me as soon as possible.

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

August 13, 1999

MEMORANDUM

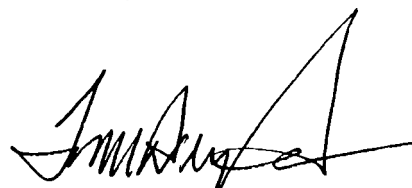
TO: Shelli Peterson
Associate Counsel to the President
OEOB 482

FROM: Sandra Thurman
Office of National AIDS Policy
808 17th St

RE: Certification of Congressman Bob Barr-Related
Document Request of August 6, 1999

This certification is in response to the document request memorandum from Charles F.C. Ruff dated August 6, 1999, and related Congressman Bob Barr. By signing this document, I am certifying that I have directed all the individuals in the Office of National AIDS Policy to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all potentially responsive documents have been provided.

On behalf of the Office of National AIDS Policy:

 Dep Director

for Sandra Thurman

THE WHITE HOUSE
WASHINGTON

August 9, 1999

MEMORANDUM

TO: Sandra Thurman
Office of National AIDS Policy
808 17th St

FROM: Shelli Peterson 
Associate Counsel to the President

RE: Certification of Bob Barr Related
Document Request of August 6, 1999

On August 6, 1999, Charles F.C. Ruff circulated to all staff of the Executive Office of the President; a document request memorandum related Congressman Bob Barr. The memorandum requested a response by August 12, 1999. To certify that the files of your office have been searched, please sign the attached certification and return it to me as soon as possible.

Thank you for your cooperation.