

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: National AIDS Policy Office
Series/Staff Member: Sandra Thurman
Subseries:

OA/ID Number: 40014
FolderID:

Folder Title:
Record Management

Stack:	Row:	Section:	Shelf:	Position:
S	66	5	11	3



Office of Records Management
OEOP 75, 456-2242

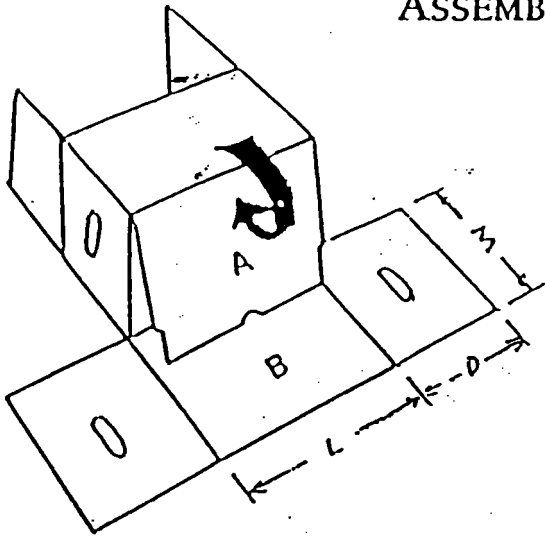
Preparing Records For Storage Or Retirement

10 Simple Steps To Make Your Task Easier:

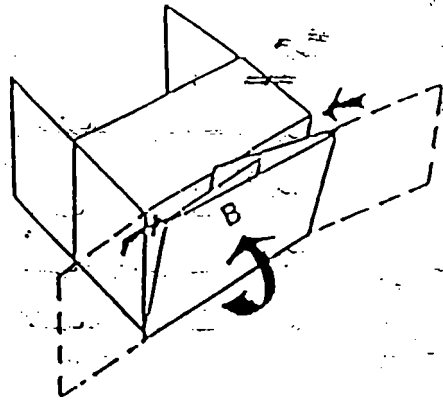
1. **ONLY** use storage boxes provided to you by the Office of Records Management.
2. Put each box together correctly. *(See the back of this page for instructions)*
3. Please use manila or accordion folder.
(If you have binders, hanging files or odd sized materials, please call us for advice)
4. Place files upright in the box and keep them in original order.
(As they were in the filing cabinet)
5. Prepare a detailed inventory listing the folder labels/contents in the order they appear in the box and be sure to include the staff member's name and office at the top of the inventory. Process security classified documents separately.
(All Boxes MUST have an inventory)
6. Place a paper copy of the inventory inside the box and transfer an electronic copy onto a 3 1/2" diskette. *(Please notify us if you need us to bring a diskette with us)*
7. Mark the top flap of the box appropriately with the staff member's name, office and box number. *(If more than one box is being archived use the format: 1 of 5, 2 of 5, etc.).*
8. Call 456-2242 to arrange for pick-up. *(Be sure to provide the contact person's name, room location, and the quantity of boxes that are ready to be picked up)*
9. Make sure the boxes are in an easily accessible location and that someone will be in the office during pick-up to answer any questions and verify the boxes to be picked up.
(DO NOT place boxes in the hallway, GSA may remove and destroy accidentally)
10. **CALL 456-2242 WITH ANY QUESTIONS**

Remember: Following these simple steps will help us in ensuring that your materials are easily accessible and organized when they are transferred to the Clinton Presidential Library at the end of the administration.

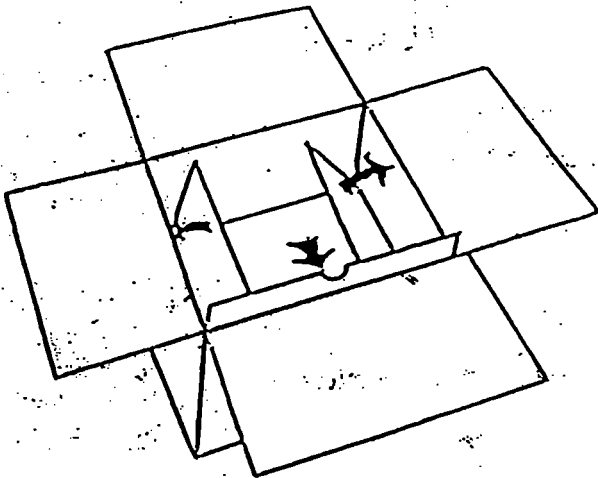
ASSEMBLY INSTRUCTIONS



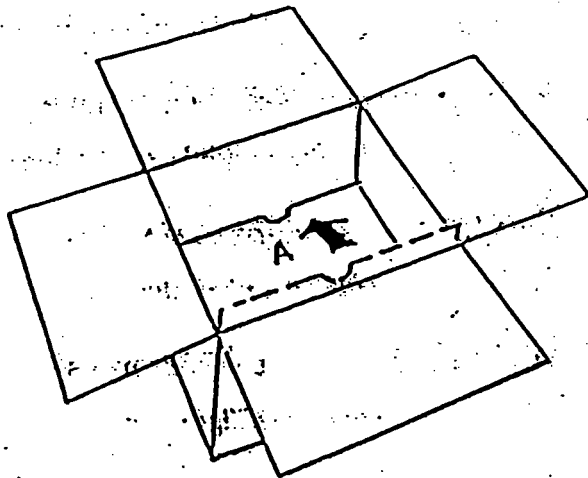
STEP 1. Square up box on its side, and fold flap A inside.



STEP 2. Fold extensions over on flap B, and fold to closed position.

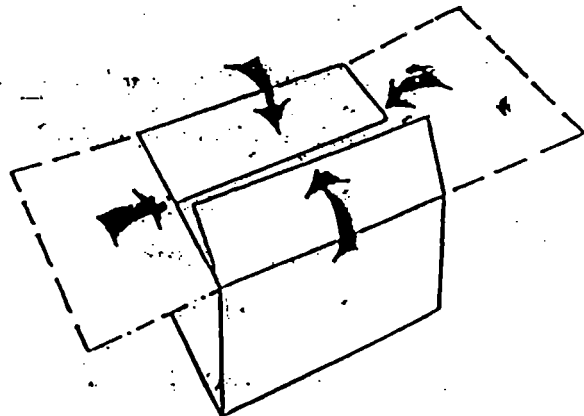


STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.



STEP 4. Lower flap A to bottom of box.

STEP 5. Fold all flaps in (small flaps first, large flaps last).



THE WHITE HOUSE
WASHINGTON

**MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE
OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY
COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF
ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN
INTELLIGENCE ADVISORY BOARD**

FROM: JOHN PODESTA, CHIEF OF STAFF 

RE: PRESERVATION OF STAFF RECORDS

DATE: SEPTEMBER 14, 2000

As we are now in the last year of the Clinton Administration, this is a good time for all staff in the Executive Office of the President to review the laws governing the disposition of their files as they continue to archive all appropriate material. Archiving the files that have been created during this Administration is an extremely important task. Staff files and donated personal records will be the nucleus of the Clinton Presidential Library. These records will be critically important to scholars and historians for many years to come.

The attached memorandum describes White House policy for departing staff regarding the appropriate treatment of your files. Listed below are some of the principal points for staff in the above-listed offices to bear in mind as you archive your files.

- The Presidential Records Act requires the preservation of Presidential records. Almost all work-related material created or received by personnel in the above offices will be a Presidential record. Do not discard Presidential records, although you do not have to preserve identical copies.
- Vice Presidential records should be treated in the same manner as Presidential records, although they are maintained separately.
- You may take copies of Presidential records when you leave only when all of the following conditions are met: The document must be a copy, not an original.

It must not be classified, and it must not contain confidential communications to or from the President or his senior advisors, material from personnel files and personal information the disclosure of which might constitute an unwarranted invasion of personal privacy, trade secrets, law enforcement information, or any other information the disclosure of which is prohibited by law. Each staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B.

- You do not need to preserve work-related but “non-record” material, such as certain notes for your own use and drafts not circulated to others. You may take such material with you when you leave, but only subject to the conditions given above.
- Personal records should be filed separately from Presidential records. Materials relating to a political campaign generally are personal records. You may take personal records with you, or discard them, when you leave. However, consider donating to the Archives any personal records that will create a fuller record of the accomplishments of the Clinton Administration for future historians.
- Continue to send Presidential records not needed for ongoing business to Records Management. Print out or copy to a diskette any Presidential records that exist only in your computer for inclusion with your records (do not include Lotus Notes email unless you have been instructed otherwise).
- Do not discard any of your files that you know are covered by subpoenas or document requests.

Each office within the White House Office has one or more Transition Coordinators who will be trained to assist you in the appropriate indexing and disposition of your files. A list of the WHO Transition Coordinators is attached to this memorandum. Staff in other EOP offices may call the Office of Records Management, counsel within their office, White House counsel at 6-7909, or counsel in the Office of the Vice-President at 6-7022, with any specific questions.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM TO THE STAFF OF THE WHITE HOUSE OFFICE, THE OFFICE OF THE VICE PRESIDENT, THE NATIONAL SECURITY COUNCIL, THE OFFICE OF POLICY DEVELOPMENT, THE COUNCIL OF ECONOMIC ADVISERS, AND THE PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD.

FROM: BETH NOLAN, COUNSEL TO THE PRESIDENT *Bm*

DATE: SEPTEMBER 14, 2000

SUBJECT: PRESERVATION OF PRESIDENTIAL RECORDS

This memorandum describes your obligations under the Presidential Records Act ("PRA") and how to prepare your records for delivery to the White House Office of Records Management prior to your departure. Staff records have been vital as we have worked to achieve the goals of the Clinton Administration, and they will continue to play a crucial role in the Clinton Library by documenting our achievements for future scholars and historians. Vice Presidential records are similarly important and will also be preserved in a Library.

The Presidential Records Act

The Presidential Records Act ("PRA") governs the ownership, maintenance and disposition of Presidential records. 44 U.S.C. 2201 *et seq.* The requirements of the PRA apply to all records of personnel in the White House Office, including the White House Military Office, the Office of the Vice President, the Office of Policy Development, the Council of Economic Advisors, the President's Foreign Intelligence Advisory Board, and the National Security Council.¹ Under the PRA, records of the Office of the Vice President are Vice Presidential records and are subject to the provisions of the PRA in the same manner as Presidential records. Both Presidential and Vice Presidential records are collectively referred as "Presidential records" in this memorandum.

Presidential records are the property of the United States. They should be filed separately from personal records or non-record material. Presidential records must not be discarded. They must be preserved and sent to the Office of Records Management, which will maintain them for the duration of the Administration. Those offices that have an agreement to send their Presidential records directly to the National Archives and Records Administration ("NARA"), should continue that practice.

¹ The requirements of another statute, the Federal Records Act, apply to all records of personnel in the Council on Environmental Quality, the Office of Administration, the Office of Management and Budget, the Office of National Drug Control Policy, the Office of Science and Technology Policy, and the United States Trade Representative.

I. Records Covered by the Presidential Records Act

Presidential records are defined in the Act as “documentary materials regardless of physical form that are created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President, whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory or other ceremonial or official duties of the President.” Documentary materials refers collectively to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording. The term includes but is not limited to correspondence, memoranda, documents, papers, pamphlets, electronic word processing files and emails, models, pictures, films, and audio and electronic recordings. All Presidential records must be preserved. You do not have to preserve identical copies. Documents -- even drafts -- circulated to others in the course of conducting activities that relate to Presidential duties are almost always Presidential records.

Electronic Presidential records/databases. If you have Presidential records that exist only in your computer, print them out or copy them to a clearly labeled diskette, so they can be filed with your other Presidential records. Do not print out emails in the standard Lotus Notes application, as they are being archived automatically. If you created an electronic database containing Presidential record information, or are the staff member responsible for maintaining such a database, promptly contact the Transition Coordinator for your office, or the Office of Records Management so that they and the OA Office of Information Services and Technology (“IS&T”) can include this database along with the appropriate technical information in the material transferred to NARA.

Restrictions on material that may be taken by staff on their departure. Staff members will be permitted to take with them extra copies of Presidential records created or received by the staff member that had previously been made for the staff member’s convenience. No original records may be taken. Further, no document may be taken if it contains the following:

- classified information;
- confidential communications to or from the President or his senior advisers;
- law enforcement information;
- information in personnel files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- trade secrets or sensitive commercial or financial information; or
- any other information the disclosure of which is prohibited by law.

All other copies of Presidential records must be sent to the Office of Records Management for eventual deposit in the President’s Library.

To ensure compliance with this policy, each departing staff member who wishes to remove any copies of Presidential records must sign the agreement attached to this memorandum as Appendix B as part of the official checkout procedures. The agreement obligates the staff member to comply with the policy outlined above, and to refrain from disclosing the contents of any Presidential records to third parties without the President’s consent. The agreement is

designed to protect the integrity of White House decision-making processes and to preserve the President's ability under the Constitution and the PRA to control the distribution of these kinds of records.

If you have an unusual circumstance you would like to raise regarding the copy of a particular Presidential record, call the White House Counsel's office at 6-7909.

II. Records in the Office of the Vice President

The PRA expressly provides that records of the Office of the Vice President are Vice Presidential records and subject to the provisions of the PRA in the same manner as Presidential records, although they are maintained separately. Thus, materials created or received in the Office of the Vice President should be treated in accordance with the guidance given in this memorandum. Personnel in the Office of the Vice President should consult with Ferne Mosley at 6-7022 for additional guidance regarding the filing and disposition of Vice Presidential records.

III. Other Types of Records

You may have other types of documentary materials in your files that are not subject to the preservation requirements of the PRA, as discussed below. These types of materials should be filed separately from your Presidential records.

1. Non-records. The PRA does not require you to preserve non-record materials such as the following:

- preliminary drafts of correspondence, memoranda or reports, kept for your own use and not circulated to others;
- work sheets and informal notes that contain information reflected in final documents and that do not document policy development or execution;
- copies of the 'clips' or other clippings or news summaries so long as they have not been annotated, organized or arranged for an official purpose;
- catalogs, trade journals and other publications received from other government agencies, or private firms and institutions and that are maintained for reference purposes;
- extra copies of documents produced only for convenience, when those copies are clearly so identified.

All of your documents should be reviewed carefully, however, because documents in the categories listed above may nonetheless constitute Presidential records. Particularly in the White House, drafts, working papers and other similar materials often document policy development, significant decisions or other matters related to the execution of Presidential duties. If there is any reasonable doubt, treat the material as a Presidential record. If the material is clearly of nonrecord status, you may discard it.

Administrative material, such as telephone directories, organizational charts and press releases, may not be Presidential records, but may nonetheless be of great utility to presidential scholars many years hence. We recommend preserving such material.

You may take non-record material when you depart, but only under the same conditions that are prescribed above for Presidential records. If you have a question regarding a particular document, call the White House Counsel's office at 6-7909.

2. Personal records. The category of "personal records" includes private papers, such as material accumulated before entering government service, personal photographs, insurance claim forms, purely personal correspondence, and personal diaries or journals that staff members sometimes keep in their offices. It also includes certain kinds of political materials, i.e., those relating exclusively to (a) the President's own election as President, (b) the Vice President's campaign for the presidency, (c) the election of a particular individual or individuals to Federal, State, or local office, or (d) private political associations. To be considered "personal," however, these materials must have no relation to or direct effect upon the execution of the President's official or ceremonial duties. Personal and political material should be filed separately from your Presidential records. You may remove personal records on your departure or donate them to NARA for the Clinton Library or the Vice President's library.

Donation of personal records to Clinton Library. If you have personal materials that could assist future scholars in building a comprehensive picture of the achievements of the Clinton Administration, you are most welcome to donate these materials to the Clinton Library, or in appropriate circumstances, to the Vice President's library. Let your office Transition Coordinator or the White House Counsel's office know of your intent and that person will put you in touch with a professional archivist from NARA.

Documents subject to a subpoena or document request. Documents in your possession may be responsive to a request for documents or a subpoena directed to the White House. Do not discard documents if you are aware that they are or have been responsive to a subpoena or document request.

No classified material may be removed from your office at any time, without compliance with the rules applicable to such materials.

The above discussion does not exhaust the universe of possible rules applicable to your files. If you have any questions about the record status or appropriate disposition of any material in your office, please contact Ann Bushmiller of the White House Counsel's Office for advice at 456-7909 or Ferne Mosley in the Office of the Vice President at 6-7022.

IV. Preparation of Presidential Records for Delivery to the Office of Records Management

As staff members continue to prepare your files for transfer to the Office of Records Management or to NARA, you should review your records and ensure that personal material you wish to take with you has been separated from your Presidential records. If you have any

Presidential records that exist only in your computer, reduce them to paper or copy them to a clearly labeled diskette. You do not need to print out emails in the standard Lotus Notes application, as they are being archived automatically. Ask your Transition Coordinator or records management specialist for further advice regarding emails if you are under specific instructions to preserve all of your email records.

You should index your files by preparing a typed inventory of the titles of the file folders. Place a typed copy of this inventory inside each box and provide Records Management with a computer disk of the inventory to all files being sent. Some Presidential records may be particularly sensitive, such as files relating to presidential appointments, which contain personal information. Note on the index that a particular file contains sensitive personal information. Under the PRA restrictions and the Freedom of Information Act ("FOIA") exemptions, as well as in accordance with constitutional and common law privileges, most sensitive Presidential records can be protected from public access for a period of 12 years, and longer in some cases. (Regardless of public availability, all such materials will be available to President Clinton, his designated representatives, and the Vice President, as applicable.)

As mentioned above, you should notify your Transition Coordinator or the Office of Records Management about any electronic databases you created or maintained that contain Presidential record material. Also notify these personnel of any stand-alone PC systems that have been used to generate Presidential records in your files, along with the hardware and software requirements. If you are transferring any electronic records on computer disks, CD-ROM, or tapes please indicate the software that has been used. It is extremely important that you indicate whenever a box of files includes electronic media. This will assist in ensuring that the information created on these systems and diskettes can be permanently preserved and accessed at the Clinton Library.

Consult with your Transition Coordinator or the Office of Records Management if you have additional questions on how to prepare your files for delivery to Records Management.

V. Delivery of Presidential Records to the Office of Records Management.

As part of the official checkout procedures, departing staff members must certify that they have transferred their Presidential records to the Office of Records Management. Upon the completion of the Clinton Administration, NARA will assume legal custody of Clinton Presidential records for eventual deposit at the Clinton Library. Vice Presidential records will be maintained separately in storage with Records Management and NARA prior to their transfer to a library.

To ensure the transfer of Presidential records to NARA in a timely manner at the completion of the Administration, you should, as soon as possible, deliver to the Office of Records Management those Presidential records that are not needed for ongoing business. These records can, of course, be retrieved if they later become needed. Staff members should transfer all of their remaining files to the Office of Records Management as they depart.

WHO TRANSITION COORDINATORS

EOP Office	Transition Coordinator	Backup Coordinator
Advance	Roger Kiley	
AIDS Policy	Cheryl Bauerle	
Cabinet Affairs	Raj Adlakha	Anne Bovaird
Chief of Staff	Carolyn Wu	
Communications	Todd Cohen	
Conference Center	Sheila Smith	
Correspondence	Matt Sonne	
Counsel	Kirstin Pflomm	
Domestic Policy Council	Sarah Lucas	
Environmental Initiatives	Angela Mizeur	
Executive Clerk	Tim Saunders	
First Lady	Eric Woodard	
Intergovernmental Affairs	Scott Beale	Alison Cantu
Interns	Kendee Yamaguchi	
Legislative Affairs	Josh Ackil	
Management & Administration	Kelli McClure	Brooks Scoville
Millennium Council	Jane Englestad	Beth Mohsinger
Military Office	Gerald Suarez	
National Economic Council	David Tseng	Elliott Baer
One America	Adrian Miller	
Oval Office	Betty Currie	
Photography	Marilyn Jacanin	
Political Affairs	Jaimme Collins	
Presidential Personnel	Pete Dagher	
Press	Missy Owens	
Public Liaison	Joe Ratner	
Records Management	Terry Good	Lee Johnson
Scheduling	Shannon Butler	
Special Envoy to the Americas	Sharon Liggett	
Speechwriting	Josh Gottheimer	
Staff Secretary	Carol Cleveland	
Telephone Service	Kathy McKeown	
Travel	Archana Ayyappan	
Visitors	Holly Thoden	-
White House Operations	Faye Granger	Edd Olds

APPENDIX A

DEPARTURE AGREEMENT REGARDING COPIES OF PRESIDENTIAL RECORDS

Agreement between President William J. Clinton and _____
(hereinafter "Staff Member"), dated _____.

1. Staff Member understands and acknowledges that "Presidential records" are documentary materials which relate to or have an effect upon the performance of the President's constitutional, statutory, ceremonial and official duties, including but not limited to written documents, models, pictures, films and audio and electronic recordings, and which either originated in or were received by staff within the following components of the Executive Office of the President:

White House Office
Office of the Vice President
National Security Council
Office of Policy Development
Council of Economic Advisers
President's Foreign Intelligence Advisory Board

2. Staff Member hereby requests permission to remove from existing "office convenience" files extra copies of Presidential records created or received by Staff Member, other than those containing:

- (1) classified information;
- (2) confidential communications to or from the President or his senior advisors;
- (3) law enforcement information;
- (4) information in personal files or similar files, and any other personal information the disclosure of which might constitute an unwarranted invasion of personal privacy;
- (5) trade secrets or sensitive commercial or financial information; or
- (6) any other information the disclosure of which is prohibited by law.

3. In consideration of President Clinton's approval to remove extra copies as set forth in paragraph 2, Staff Member accepts the obligation set forth in paragraphs 4, 5, and 6.

APPENDIX B

4. To the extent he or she has not already done so, Staff Member hereby agrees to deliver to the White House Office of Records Management the originals and all copies of any Presidential records in Staff Member's possession or control, other than those extra copies set forth in paragraph 2, or those extra copies which the Staff Member has been authorized to leave behind for the incoming Administration, prior to the termination of Staff Member's employment as a member of the Clinton Administration.

5. Staff Member hereby agrees to seek, and to wait for the receipt of, written approval by President Clinton or his designee before publishing or disclosing to any third person any materials which contain the complete or partial text or content of any non-public Presidential record or copy of such record. President Clinton agrees that his approval shall not be conditioned on reviewing or approving any comment the Staff Member plans to make about such record and shall be limited solely to the publication or disclosure of the complete or partial text or content of such paper.

6. Nothing contained herein limits a Staff Member's right to disclose the complete or partial text or content of Presidential record in response to a valid and enforceable subpoena, provided that, before disclosure, Staff Member gives reasonably prompt notice of the issuance of such a subpoena to President Clinton and to counsel for the incumbent President. If either decides to object on grounds of the President's (or former President's) constitutional or statutory authority to control the release of such material, Staff member agrees to defer disclosing the material subject to the objection until such objection has been withdrawn or judicially resolved.

7. This agreement may be enforced by proceedings for injunction or damages or both.

_____ Date	_____ Name of Departing Staff Member
	William J. Clinton
	By:
_____ Date	_____ His Authorized Representative

BAUERLE, CHERYL S.
WHITE HOUSE OFFICE
DOMESTIC POLICY COUNCIL
736 JACKSON PL

Clinton Presidential Records Digital Records Marker

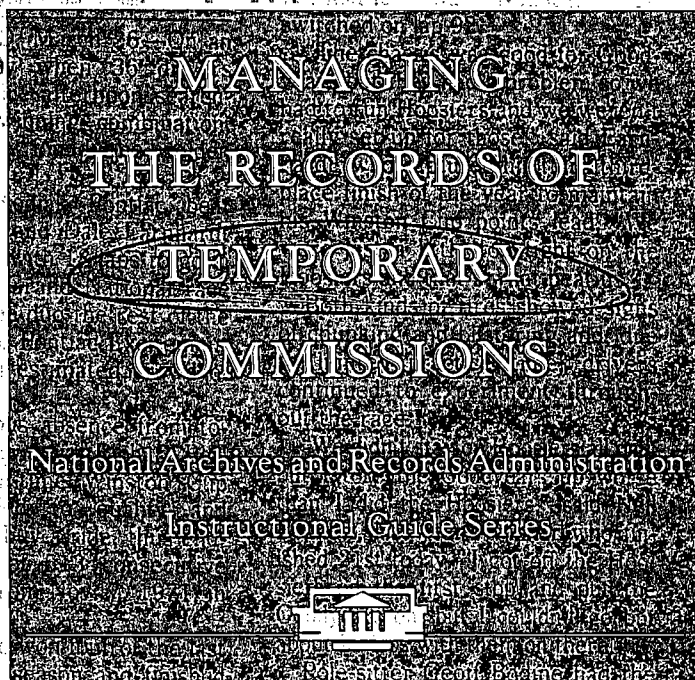
This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

27 Pgs

Where Calls On Citizens To
On Pornography



President Names 12 Members
Panel In Shuttle Inquiry
Board To Be Independent

Assassination to Be Probed
by Presidential Commission



ke a Film

Clinton Presidential Records Digital Records Marker

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22 Feb

PERSONAL PAPERS OF EXECUTIVE BRANCH OFFICIALS:

A MANAGEMENT GUIDE

National Archives
and
Records Administration

Management
Guide Series

Long Tomorrow What
a Great Job Went to
Great Hall yesterday
Forbidden City today
Fantastic history of you
walk 20 miles through
the National History
Museum



Federal Archives Act
Bur. of Historical Records & the newly
established (1934) Carnegie Institution
Washington
Promoted, published a series of y
(Van Gogh and Island), Quebec, etc.
for American History a bibliography
relatives learned about their own
Stanley Jameson created the Bur
and its program, 1905-12, with
Island Hall close relationship with
DHA, as others, editor of journal
- 1908 DHA started to support a Hall of
Records, 1910 resolution urged in "National
Antiquities Depository"
Committee's Jameson, Mahan,
McMaster, Ashford in 1911 bill, but
not passed
- Congress then passed (1934) (1946) bill
but World War II interrupted the
movement. However, it is successful
movement. Successful, 1946-1934
In 1936 Congress appropriated \$6.4 million
for the Lincoln Building, a part of a larger
Public Building Project, included 1.65
million in DHA. Several single bills
appropriated building committee reported
in 1937. Congress approved
House bill. Construction in progress
House bill committee
passed. National Archives
established

National Archives and Records Administration
Office of Records Administration
Washington, DC
1992

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32 pgs

AGENCY
RECORDKEEPING
REQUIREMENTS:

A
MANAGEMENT
GUIDE

National Archives
and
Records Administration

Management
Guide Series



National Archives and Records Administration
Office of Records Administration
College Park, MD
1995