

September 12, 1997

MEMORANDUM TO THE FILES

RE HRC Briefing Books

The briefing books are compiled in the following way:

- Brenda compiles the books and when HRC is finished with the book, it is returned to Brenda, who then verifies that the book is in its original form. Brenda replaces all missing documents and files the briefing book in the appropriate place.
- **Daily Briefing books**
Between one to two weeks are filed together in a larger binder. If an event takes place domestically which requires a special briefing book, the index of that day's book indicates where the briefing for that event is filed.
- **International briefing books**
These briefing books contain all information relevant to international trips including economic, political, and cultural background on the country HRC is visiting.
- **Speciality briefing books**
These briefing books contain information about specific issue events. For example: HRC is scheduled to appear on a talk-show to discuss child care. The briefing book will contain information specifically about child care, in addition to any other issue that might arise on the show.

Brenda has begun a project of indexing the briefing books, but the project is in the process of being completed. Additionally she has begun a system of cross referencing issues in HRC's briefing books and the cities and places she has visited.

- What does she do with
briefing books she gets back
that contain HRC notation?

November 18, 1997

MEMORANDUM TO THE FILES

RE Social Office Files

The Social Office files are organized in the following way:

- The Daybooks record all events HRC attends at the White House.
- A file of all four of the principals' schedules.
- A list of all state dinners and large presidential dinners.
- A list of all gifts the First Family has received and the personal items they kept.
- A list of all videos in the First Family's possession or that they've received.
- A list of the First Family's personal carpets.
- A list of the First Family's personal files.
- A list of the First Family's clothing files.
- A list of the First Family's books.
- Kelly keeps all items pulled together from the road, inside D.C., or on domestic trips.
(i.e. program or menus.)

where?

Are these descriptive? Where
are the Descriptions of
the major events?

November 19, 1997

MEMORANDUM TO THE FILES

RE Correspondence Files

The Office of First Lady Correspondence handles mail and correspondence in the following way:

- 85 volunteers in the Office of First Lady Correspondence keep track of the enormous volume of mail received by the office every week. They are responsible for opening and coding mail, proofing batches, addressing envelopes, etc.
- On Thursdays the volunteers prepare the tally mail which is that week's mail separated by issue and organized for response and count.
- Jodie Kaplan is the keeper of all honorary chair requests and rejected scheduling requests which are organized by the date the letter was mailed and the name of the organization.
- Letters for Members of Congress and heads of State are signed by HRC personally. Photographs for Congressional staffers, interns, and advance people are signed by HRC. Book inscriptions are done by her as well.
- Chelsea mail and children's mail are answered by the Office of First Lady Correspondence.
- There is generally a one week turnaround for letters that come into the office.
- Letters written in response to inquiries, requests, or comments can be retrieved by the text of the letter and a calculation can be made to determine how many individuals received that letter. — *for quarterly reports.*
- All answered mail is sent to records management, organized by the date the letter was mailed. *and*
- All mail-in campaigns are carefully monitored and *kept track of.* *tracked.*

November 19, 1997

MEMORANDUM TO THE FILES

RE Speechwriting files

The Speechwriting files are organized in the following way:

- Lissa's background materials for speeches are organized chronologically in file cabinets.
- Background materials for the columns are organized chronologically in file cabinets.
- 90% of HRC speeches are filed either as delivered or as written and filed in binders chronologically.
- Columns are filed chronologically in binders.
- The topical index of speeches exists both on disk and in binders.
- Drafts of speeches with HRC written changes do not exist.

not by speech topic
or issue area?

what happens to draft or
"as prepared" with HRC
notation?