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Executive Office Staff Memos

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THE WHITE HOUSE

WASHINGTON

September 19, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOEL I. KLEIN *Joel I. Klein*
DEPUTY COUNSEL TO THE PRESIDENT

RE: GRAND JURY SUBPOENA FOR DOCUMENTS

The White House has received a grand jury subpoena requesting the production of documents. The subpoena requests "All documents and other recordings relating to Harry Thomason and Darnell Martens, excluding those documents relating solely to the Presidential inauguration." The subpoena further states that the request "includes all records of any type, written or electronic, and duplicate copies as well as originals."

The subpoena calls for the documents to be produced no later than 9:30 a.m. Friday, September 30, 1994. To respond to this deadline, absolutely all members of the EOP staff immediately must search their files and provide all applicable documents and records to Marvin Krislov in the Counsel's Office, Room 126, OEOB by Friday, September 23, 1994. This request applies even if a staff member has previously searched his or her files and provided any such documents to the Counsel's Office.

To coordinate compliance, we have designated a representative from all EOP offices or entities to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These representatives should confirm that each staff member has searched his or her files and provided any responsive documents or records, and should notify Mr. Krislov or Chris Cerf at 52273 by Friday, September 23. A complete list of representatives is attached.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact Mr. Krislov or Mr. Cerf.

White House Office

Cabinet Affairs
Chief of Staff
Communications
Counsel's Office
Domestic Policy
Envir. Policy
First Lady Off.
Intergov. Aff.
Legislative Aff.
Man. & Admin.
Nat. Econ. Pol.
Office of Pres.
Political Aff.
Pres. Personnel
Public Liaison
Scheduling/Adv.
Social Secretary
Staff Secretary

Office Representative

Steve Silverman
John Angell
Rahm Emanuel
Marvin Krislov
Carol Rasco
Cathy Zoi
Melanne Verveer
Marcia Hale
Pat Griffin
Jodie Torkelson
Sylvia Mathews
George Stephanopoulos
Joan Baggett
Veronica Biggins
Alexis Herman
Ricki Seidman
Ann Stock
John Podesta

EOP Entity

CEA

CEQ

Exec. Residence

NSC

OA

OMB

ONDCP

OSTP

OVP

PFIAB

USTR

VP Residence

WHCA

WHMO

Office Representative

Tom O'Donnell

Elizabeth Blaug

Gary Walters

Alan Kreczko

Chris Cerf

Robert Damus

Ed Jurith

Holly Gwin

Todd Campbell

Alan Kreczko

Ira Shapiro

Todd Campbell

Col. Thomas Hawes

Capt. Mark Rogers

THE WHITE HOUSE
WASHINGTON

September 15, 1994

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: LEON PANETTA
CHIEF OF STAFF



SUBJECT: Coordination of Matters Relating to Puerto Rico

The Office of the President has the direct responsibility within the Executive Branch for matters affecting Puerto Rico under policy first established by President Kennedy.

In view of this, the President has directed the establishment of an Inter-agency working group on Puerto Rico co-chaired by Marcia Hale, Director of Intergovernmental Affairs, and Jeffrey Farrow, a senior advisor to the Department of Commerce.

In the future, any activities involving Puerto Rico should be coordinated with Marcia or Jeff. In addition, relevant offices will need to designate contacts for the working group as soon as possible. Jeff Farrow will be in touch with you next week regarding the matter. Jeff can be reached at the Department of Commerce at 482-0037.