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Collection: Roberts, John G.: Files
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WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name

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File Folder

JGR/AGENCY REPLIES FOR WHITE HOUSE

RBW 8/30/2005

FOIA

F05-139/01

Box Number

COOK

4RW

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions	
1	MEMO	ROBERTS TO FRED FIELDING, RE RESPONSE (PARTIAL)	1	8/9/1984	B6	1189
2	MEMO	FIELDING TO CHARLES DONOVAN, RE RESPONSE (PARTIAL)	1	8/28/1984	B6	1190
3	MEMO	FIELDING TO CHARLES DONOVAN, RE RESPONSE (SAME TEXT AS DOC 2) (PARTIAL)	1	8/9/1984	B6	1191
4	WORKSHEET	FOR FI005-02 (PARTIAL) T 236320	1	7/2/1984	B6	1192
5	WORKSHEET	FOR FI005-02 (DIFFERENT WORKSHEET THAN DOC 4) (PARTIAL) T 236320	1	6/11/1984	B6	1193
6	MEMO	JAMES SANDERS TO SALLY KELLY (PARTIAL)	1	6/28/1984	B6	1194
7	LETTER	DRAFT LETTER (PARTIAL)	1	ND	B6	1195
8	REFERRAL	SALLY KELLY TO SBA (PARTIAL)	1	6/13/1984	B6	1196

Freedom of Information Act - [5 U.S.C. 552(b)]

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions	
9	LETTER	SBA LOAN	2	6/5/1984	B6	431

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THE WHITE HOUSE

WASHINGTON

August 9, 1984

MEMORANDUM FOR FRED F. FIELDING

FROM: JOHN G. ROBERTS *JGR*

SUBJECT: Response to [REDACTED] *b6*

Chuck Donovan of White House Correspondence has sent us a "typical" agency draft response to a letter to the President, and has asked whether it is preferable for the White House to transmit the reply or have the agency respond directly. The letter in question concerned possible SBA action in response to default on an SBA loan.

While each case must be examined individually, it seems clear that as a general matter it would be better not to run agency replies through the White House, when the issue concerns loans, contracts, adjudications, and the like. This is of course the rule with respect to independent agencies, and it certainly makes sense to extend the rule to executive branch agencies, at least with respect to individual matters such as a specific SBA loan. A contrary approach -- having replies prepared at the agency but sent from the White House -- creates the potential for misinterpretation of the White House role in the matter at issue, not only on the part of the correspondent but the agency as well.

A draft memorandum for Donovan, recommending that in this case and similar ones replies come directly from the pertinent agency, is attached for your review and signature.

Attachment

THE WHITE HOUSE

WASHINGTON

August 28, 1984

MEMORANDUM FOR CHARLES A. DONOVAN
DEPUTY DIRECTOR
WHITE HOUSE CORRESPONDENCE

FROM: FRED F. FIELDING Orig. signed by FFF
COUNSEL TO THE PRESIDENT

SUBJECT: Response to [REDACTED] - 66

You have asked whether a reply to a letter to the President, prepared by the Small Business Administration (SBA), should be sent by the agency or by White House Correspondence. The correspondence concerns possible action by the SBA in response to default by the correspondent on an SBA loan.

As a general matter correspondence concerning specific cases pending before agencies should be answered directly by the pertinent agency rather than the White House. This is of course the rule with respect to so-called "independent" agencies; the rule should also be followed with respect to individual cases involving loans, grants, contracts, adjudication, or the like before executive branch agencies. A contrary course of action creates the potential for misinterpretation of the White House role in the agency process not only by the correspondent but by agency personnel as well. Since the instant letter concerns the handling of a specific SBA loan, it should be answered directly by SBA, not the White House.

Thank you for raising this matter with us. If you have any further questions on this score, please do not hesitate to contact this office.

FFF:JGR:aea 8/28/84

cc: FFFielding/JGRoberts/Subj/Chron

THE WHITE HOUSE
WASHINGTON

August 9, 1984

MEMORANDUM FOR CHARLES A. DONOVAN
DEPUTY DIRECTOR
WHITE HOUSE CORRESPONDENCE

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Response to [REDACTED]

b6

You have asked whether a reply to a letter to the President, prepared by the Small Business Administration (SBA), should be sent by the agency or by White House Correspondence. The correspondence concerns possible action by the SBA in response to default by the correspondent on an SBA loan.

As a general matter correspondence concerning specific cases pending before agencies should be answered directly by the pertinent agency rather than the White House. This is of course the rule with respect to so-called "independent" agencies; the rule should also be followed with respect to individual cases involving loans, grants, contracts, adjudication, or the like before executive branch agencies. A contrary course of action creates the potential for misinterpretation of the White House role in the agency process not only by the correspondent but by agency personnel as well. Since the instant letter concerns the handling of a specific SBA loan, it should be answered directly by SBA, not the White House.

Thank you for raising this matter with us. If you have any further questions on this score, please do not hesitate to contact this office.

FFF:JGR:aea 8/9/84
cc: FFFielding/JGRoberts/Subj/Chron

ID # 236320 CU

FID05-62

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

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

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

gkr

Name of Correspondent: Chuck Donovan

☐ MI Mail Report

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

Subject: Response to [REDACTED]

COPY - Reagan Presidential Record

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>W Holland</u>		ORIGINATOR	<u>8/10/02</u>			<u>1 1</u>
<u>WAT 17</u>		Referral Note:	<u>R 8/10/02</u>		<u>S</u>	<u>8-10-02</u>
		Referral Note:				<u>1 1</u>
		Referral Note:				<u>1 1</u>
		Referral Note:				<u>1 1</u>
		Referral Note:				<u>1 1</u>

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.

THE WHITE HOUSE
WASHINGTON

236320a

June 29, 1984

To White House Counsel:

This is a fairly typical agency referral generating a days White House reply on an individual problem. Is there any objection to transmittal of this reply, or would it be better to let SBA respond directly? Would appreciate your thoughts.

Chuck Donovan
94 OERB, X7615

ID # 236320

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FI 005-02

COPY - Reagan Presidential Record

☐ O - OUTGOING

☐ H - INTERNAL

☒ I - INCOMING

Date Correspondence Received (YY/MM/DD) 84 106110

Name of Correspondent:

[Redacted Name]

☐ MI Mail Report

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

Subject: Pleads with RR to save home from liquidation by SBA for defaulted loan. Would have no place to go. Suffers from various physical ailments

ROUTE TO:		ACTION		DISPOSITION	
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response Code	Completion Date YY/MM/DD
	Conlyde	CS	84 10611		84 10 1
99	✓ SBA		84 10613		84 106138
	on Holt		84 107102		
	Cur at 18	R	84 0703		84 0712

ACTION CODES:

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U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

OFFICE OF THE ADMINISTRATOR

MEMORANDUM FOR:

Sally Kelly
Director of Agency Liaison
Presidential Correspondence
The White House

In response to your referral number 236320 dated June 13, 1984,
we are enclosing a draft response to [REDACTED] letter to
the President regarding possible foreclosure on her residence
by the Small Business Administration.

66

Please let us know if additional information is needed.

James C. Sanders
Administrator

Enclosures

D R A F T

Walter C. Intlekofer
Operations Assistance Branch
Office of Portfolio Management
653-6900

COPY - Reagan Presidential Record

b6

On behalf of President Reagan, Thank you for your letter concerning

~~I have requested the Small Business Administration to furnish me with information regarding the matter you cited in your June 5, 1984, letter to President Reagan concerning possible foreclosure on your residence to satisfy your SBA loan obligation.~~

A member of my staff contacted officials at the Small Business Administration and was given the following information.

~~Loan Officer Frances de Sousa of the SBA Boston District Office has been contacted by~~ ^{contacted} ~~officials in SBA's Washington Office~~ in order to gain a better understanding of the present status of your loan account. Ms. de Sousa has advised that although your account has been transferred to liquidation status because of the business failure, your residence is not in immediate danger of foreclosure. However, it is imperative that you arrange a meeting with Lorraine Thompson of the Boston District Office (617-223-3226) at your earliest convenience, in order to develop a feasible plan to settle this debt. It has also been suggested that you might consider refinancing your residence to obtain the funds necessary to resolve your liability to the Agency.

I hope this

~~It is hoped that~~ this information will be of assistance to you.

Sincerely,

AVH

~~Anne Higgins~~

THE WHITE HOUSE OFFICE
REFERRAL

JUNE 13, 1984

TO: SMALL BUSINESS ADMINISTRATION

ACTION REQUESTED:

DRAFT REPLY FOR SIGNATURE OF ANNE HIGGINS

DESCRIPTION OF INCOMING:

ID: 236320

MEDIA: LETTER, DATED JUNE 5, 1984

TO: PRESIDENT REAGAN

FROM:



b6

SUBJECT: PLEADS WITH RONALD REAGAN TO SAVE HOME FROM
LIQUIDATION BY SBA FOR DEFAULTED LOAN - WOULD
HAVE NO PLACE TO GO - SUFFERS FROM VARIOUS
PHYSICAL AILMENTS

PROMPT ACTION IS ESSENTIAL -- IF REQUIRED ACTION HAS NOT BEEN
TAKEN WITHIN 9 WORKING DAYS OF RECEIPT, PLEASE TELEPHONE THE
UNDERSIGNED AT 456-7486.

RETURN CORRESPONDENCE, WORKSHEET AND COPY OF RESPONSE
(OR DRAFT) TO:
AGENCY LIAISON, ROOM 91, THE WHITE HOUSE

SALLY KELLEY
DIRECTOR OF AGENCY LIAISON
PRESIDENTIAL CORRESPONDENCE

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RB 8/3/2005

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NO Document Description

*No of
pages*

Doc Date

*Restric-
tions*

8 REFERRAL

1 6/13/1984 B6

1196

SALLY KELLY TO SBA

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9 LETTER

2 6/5/1984 B6

431

SBA LOAN

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