

**Original FOIA Number:** 2003-0262-F

**2nd FOIA Number:**

**3rd FOIA Number:**

**4th FOIA Number:**

**5th FOIA Number:**

# FOIA MARKER

**This is not a textual record. This is used as an  
administrative marker by the George Bush Presidential  
Library Staff.**

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|                           |                                                   |
|---------------------------|---------------------------------------------------|
| <b>Record Group:</b>      | Bush Presidential Records                         |
| <b>Office:</b>            | Records Management, White House Office of (WHORM) |
| <b>Series:</b>            | Subject File - General                            |
| <b>Scanned/Unscanned:</b> | Scanned                                           |

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|                             |                                         |
|-----------------------------|-----------------------------------------|
| <b>WHORM Category Code:</b> | ME002                                   |
| <b>WHORM Category Name:</b> | Messages (Sent to Groups/Organizations) |

|                         |        |
|-------------------------|--------|
| <b>Document Number:</b> | 291700 |
| <b>Alpha File Name:</b> |        |

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ID # 291700  
ME002

# WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING

☐ H - INTERNAL

☐ I - INCOMING

Date Correspondence  
Received (YY/MM/DD)

91/12/06

Name of Correspondent:

Phillip Kershner

☐ MI Mail Report

User Codes: (A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

Subject:

Message request for the Maryland Association  
of B'nai B'rith on the occasion of their 31st  
Anniversary  
February 29

ROUTE TO:

ACTION

DISPOSITION

| Office/Agency | (Staff Name) | Action Code       | Tracking Date<br>YY/MM/DD | Type of Response | Code     | Completion Date<br>YY/MM/DD |
|---------------|--------------|-------------------|---------------------------|------------------|----------|-----------------------------|
| <u>PM</u>     | <u>DEHA</u>  | <u>ORIGINATOR</u> | <u>91/12/06</u>           | <u>D.I</u>       | <u>S</u> | <u>92/02/29</u>             |
|               |              | Referral Note:    |                           |                  |          |                             |
|               |              |                   | / /                       |                  |          | / /                         |
|               |              | Referral Note:    |                           |                  |          |                             |
|               |              |                   | / /                       |                  |          | / /                         |
|               |              | Referral Note:    |                           |                  |          |                             |
|               |              |                   | / /                       |                  |          | / /                         |
|               |              | Referral Note:    |                           |                  |          |                             |
|               |              |                   | / /                       |                  |          | / /                         |
|               |              | Referral Note:    |                           |                  |          |                             |
|               |              |                   | / /                       |                  |          | / /                         |

## 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.

## RECORDS MANAGEMENT ONLY

### CLASSIFICATION SECTION

No. of Additional  
Correspondents: \_\_\_\_\_ Media: \_\_\_\_\_ Individual Codes: \_\_\_\_\_

Prime  
Subject Code: \_\_\_\_\_ - \_\_\_\_\_ Secondary  
Subject Codes: \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_

### PRESIDENTIAL REPLY

| Code      | Date  | Comment     | Form         |
|-----------|-------|-------------|--------------|
| C _____   | _____ | Time: _____ | P- _____     |
| DSP _____ | _____ | Time: _____ | Media: _____ |

#### SIGNATURE CODES:

**CPn** - Presidential Correspondence  
n - 0 - Unknown  
n - 1 - George Herbert Walker Bush  
n - 2 - George Bush  
n - 3 - George  
**CLn** - First Lady's Correspondence  
n - 1 - Barbara Bush  
n - 2 - Barbara  
n - 3 - Bar  
n - 4 - Mrs. Barbara Bush  
**CBn** - Presidential & First Lady's Correspondence  
n - 1 - Barbara & George Bush  
n - 2 - Barbara & George

#### MEDIA CODES:

**B** - Box/package  
**C** - Copy  
**D** - Official document  
**G** - Message  
**H** - Handcarried  
**L** - Letter  
**M** - Mailgram  
**O** - Memo  
**P** - Photo  
**R** - Report  
**S** - Sealed  
**T** - Telegram  
**V** - Telephone  
**X** - Miscellaneous  
**Y** - Study