

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. resume	[Personally Identifiable Information] [partial] (7 pages)	00/00/1999	b(6)

COLLECTION:

Clinton Presidential Records
Staff Secretary
Too Late to Process
OA/Box Number: 22069

FOLDER TITLE:

Information re: Records/President/Archives [1]

2019-0990-S

rs3474

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

October 4, 1999

MEMORANDUM FOR SEAN MALONEY, STAFF SECRETARY

FROM: TERRY GOOD and LEE JOHNSON, ORM

SUBJECT: Archivists assigned to the White House

As you know, the National Archives is prepared to send three archivists on assignment to the White House. They should be seen as an "advance team" as we begin preparations for the movement of Clinton Presidential materials to Arkansas. Their presence here would continue a tradition that goes back through several administrations and has proved invaluable both to the White House and the Archives.

These three—Angela Fritz, John Keller, and Richard Stalcup—are prepared to go to Arkansas where they would form the nucleus of the archives staff for the Clinton Library. While here they would have the opportunity to work in selected offices to develop knowledge of how records are created and maintained. This would also provide the opportunity to meet Clinton staff members involved in the creation of these records. Knowledge of records processes and procedures and an acquaintance with the staff who initiated and carried them through will be of enormous benefit to the archives staff when they begin processing the Presidential materials in Arkansas.

We believe that these three people should begin their assignments by mid-October, 1999.

The first day they are here they should meet with you. Obviously you would want to meet them before they began to filter out through the complex and this would give you the opportunity to discover whether any of the candidates might be considered unsuitable for these assignments. Assuming that you have no problems with any of the three, we would propose that their first week be spent in our office. This would be appropriate for two reasons. First, based on our conversation with you of September 21, John Podesta's opinion is that the archivists assigned to the White House should report directly to the Office of Records Management (ORM). We agree. Second, and more important, this would provide a useful orientation to the collection of records maintained in ORM (which will constitute the core of the Clinton Presidential materials) and to the procedures and systems we use in processing these materials. In addition, while they are here we can provide them with background information regarding the various policy offices where they will carry out their assignments.

Sometime during the second week specific assignments to policy offices should begin.

An appropriate assignment for John Keller would be the NSC. John Ficklin of that staff has been informed of this possibility and has already sketched out some tasks he would like to see performed by a visiting archivist. (You should be aware that all three of the archivists in

question possess Top Secret clearances.)

We would propose that Angela Fritz be assigned to work with Ellen McCathran, the Presidential Diarist. Ellen has an enormous backlog of work to do and this would allow Angela to provide some assistance while gaining valuable knowledge of the day to day activities of the President. Here too we have held preliminary discussions with the hosting office and Ellen is open to this arrangement.

Finally, the most likely assignment for Richard Stalcup would be one of the component units of the Office of Correspondence. We would assume that he would move from there to other units as well depending on where his time could be spent most productively. In fact this was Dan Burkhardt's primary concern—that too brief rotations would not accomplish what the program purports to do. We see this as a legitimate concern. The length of these rotational assignments should be open to discussion and we believe that a reporting system should be instituted to address this potential problem.

We envision this reporting system as a two step procedure with the archivists themselves reporting to us (and probably also to the Archives) on what they are learning and the host White House policy office reporting to you (or any other designated White House representative) on the accomplishments of the archivists. The first of these reports should probably be due no later than the end of the first month of the first assignment.

After a certain period of time we would expect that these people would move on to other assignments within the White House. We know, for example, that the First Lady's Office has expressed interest in this proposal. We would also assume that these three would remain on assignment to the White House through the duration of the Administration, and as we approach the final months, they would aid ORM and all the other personnel assigned here in the actual movement of the Presidential materials from the White House complex to their new home in Arkansas.

Obviously a number of details concerning these assignments remain to be worked out. But this should not prevent its inception. As you know we would have liked to initiate something along these lines a good long time ago. The reason for that has not changed—we believe that acting on this proposal will prove to be of mutual benefit to the Archives and the White House. These archivists will perform real work for the White House while they become familiar with the personnel and the records-keeping procedures of this Administration. But, of course the primary beneficiary of this arrangement will be the Clinton Presidential Library. The experience these three young professionals gain here will allow them to "hit the ground running" when they arrive with all of the Presidential materials in Arkansas.

*National Archives and
Records Administration*

Washington, DC 20408

cc: Sean Maloney
Michele

NARA BULLETIN

NO. 99-05

September 24, 1999

TO: Heads of Federal Agencies

SUBJECT: Disposition of electronic records (NARA Bulletin 98-02)

EXPIRATION DATE: October 1, 2001

99 OCT 5 PM 1:38

1. What does this bulletin do? This bulletin notifies agencies to continue to submit records schedules covering new or revised series to NARA using the procedures established by NARA Bulletin 98-02. It also reminds agencies of their general recordkeeping responsibilities.

2. What are the procedures for submitting records schedules for new or revised series? New and revised items on SF 115s, Request for Records Disposition Authority, submitted for NARA approval must include provision for the disposition of both the copy of a record that resides on electronic mail or other office automation application, and the copy maintained in the recordkeeping system:

a. When new and revised items include records generated on office automation applications, the description on the proposed schedule should indicate that records were generated using office automation, AND

b. For each such item the proposed schedule should provide separate disposition instructions for the recordkeeping system described in the schedule and for the electronic copy created by the office automation application.

3. What are agency recordkeeping responsibilities? NARA regulations in 36 CFR ch. XII, Subchapter B provide guidance and requirements on recordkeeping policies and practices to assist agencies in ensuring adequate and proper documentation of agency activities. To support operational needs, protect rights, and allow accountability, agencies must create and preserve complete records in designated recordkeeping systems.

a. To ensure complete documentation, records (including those generated electronically with office automation applications) should include proper identification of originators and recipients, appropriate dates, and any other information needed by the agency to meet its business needs. Records generated with an office automation application must be copied to a recordkeeping system where they will be maintained as long as they are needed by the Government.

b. Proper recordkeeping systems organize or index records to provide context and to allow appropriate staff access to all records relating to a specific transaction, project, study, or subject. Recordkeeping systems may be in paper, micrographic, or electronic format.

4. Who do I contact for further information? Address questions to the appraiser in our Life Cycle Management Division with whom your agency normally works.


JOHN W. CARLIN
Archivist of the United States

Sean M. [Signature] 1
fui from carli- P. Podesta

TALKING POINTS FOR JOHN PODESTA ON THE NEED TO BEGIN PLANNING FOR THE MOVE OF CLINTON PRESIDENTIAL RECORDS AND GIFTS

Now is the time to begin move planning:

With only a year-and-a-half left before the Presidential transition, for what will be the largest Presidential collection ever created, NARA needs to begin discussions with the White House Staff and DOD, and begin detailed planning to implement a smooth move. Real planning cannot begin without full White House support at the highest level and a good understanding of issues that needed to be addressed to execute a successful move. Therefore we need White House approval and support for the following issues:

- Now is the time for NARA to receive approval to send over to the White House the three archival professionals committed to going to the Clinton Library. These three professionals, in coordination with WHORM, can begin the preliminary surveys of records still held by the various White House Offices and get familiar with the Clinton record filing systems. This is also a good opportunity for White House staff to get familiar with these people. All three have TOP SECRET clearances. We cannot undertake effective move planning without knowing how much material - textual, electronic and gifts - we are going to be receiving and addressing the different issues each of the different media may raise.
- For these people to be received well by different White House Offices we suggest a Letter of Introduction to be sent out by the White House (we suggest the Chief of Staff.) The Letter of Introduction starts the formal move process at the White House by letting the White House Staff know that you have asked for NARA's assistance to effect a smooth transition and transfer of Clinton Presidential records and gifts.
- To ensure that the Clinton Project can access the White House Office of Records Management computer system on January 20, 2001, NARA should be included in the current planning for the upgrade of STAIRS to File Net. We have asked several times, including in writing, for a copy of the functional requirements so that we can have an idea of what we need to be able to run this system, and how the records from 3 offices: WHORM, the White House Office of Correspondence, and the White House Office of Personnel will be merged in the new enterprise system WISDM. It is necessary that we have this system up and running at the project to ensure quick retrieval of information for the President and First Lady.
- To ensure a full and complete creation and transfer of Clinton Presidential Records, we suggest that a White House Memo go out either from White House Counsel or the Chief

of Staff reminding staff of their responsibilities under the Presidential Records Act.

- To facilitate smooth move and Library planning, we need to exchange lists of White House and NARA contacts for move and Library planning. We will then brief and coordinate these contacts on NARA's planning on these issues and would like these contacts to keep us informed of their progress. We will also meet on a regular basis with these contacts as the move planning becomes more intensive.
- Cost of the move: The majority of all previous move costs have fallen on NARA for payment. In the past we have paid for the costs in one of two ways: either as a supplemental item to the NARA budget or as an inclusion in the regular NARA budget. Since the Clinton Records and Gifts are the largest volume ever to be moved by NARA, this is going to be the most expensive move. A substantial portion of this move is the cost of DOD assistance for the move. A decision needs to be made as to how the move costs will be budgeted.
- Offer of NARA assistance or for further briefings for John Podesta or any designated White House staff

THE WHITE HOUSE

WASHINGTON

February 18, 1997

MEMORANDUM FOR: TODD STERN

ASSISTANT TO THE PRESIDENT

NANCY HERNREICH

DEPUTY ASSISTANT TO THE PRESIDENT

FROM:

TERRY GOOD

OFFICE OF RECORDS MANAGEMENT

RE:

RECORDS MANAGEMENT RECOMMENDATIONS

Sharon Fawcett of the National Archives has asked me to participate with her in preparing a report relating to records management at the White House with an eye toward ensuring that the historical record of this Administration is being created and maintained. She informs me that this is the outgrowth of a meeting held last month in Room 100 attended by representatives of the National Archives and the White House. Not having attended the meeting, I am uncomfortable acting on behalf of the White House without some guidance beyond my own views and experience. However, I am pleased to participate in any project such as this and will contribute to the best of my ability and knowledge.

What follows are my views on some, but by no means all, topics that often arise in discussions about:

1) White House records management programs

- Computer programs that will transfer to the Clinton Library
- Defining Presidential, personal, and political records
- Making "House Calls"
- Conducting oral history interviews with departing staff

2) NARA's previous on-site efforts preparing for a Presidential library

- NARA's two most significant and sustained projects to prepare for a Library while the President was in office
- NARA's feasibility study of processing records while the President was in office
- NARA archivists assigned to the Office of Records Management: two more approaches

3) NARA's current on-site support programs for the White House:

- President's Daily Diary
- Weekly Compilation of Presidential Documents
- National Security Council - Access Management Office

(Continued)

4) NARA's current off-site support programs that are managed primarily by the Office of Presidential Libraries

Courtesy storage and retrieval of records/gifts/audio/video tapes for the:

Office of Records Management

Gift Unit

White House Communications Agency

National Security Council

Reference service to the public of video recordings for the:

Office of Media Affairs

Reference service to the public of records of the President's Task Force
For Health Care Reform for the:

Office of Records Management

Review and approval to dispose of certain categories of material for the:

Office of Records Management

5) Staffing recommendations for now and at the Presidential library

WHITE HOUSE RECORDS MANAGEMENT PROGRAMS

I have chosen not to focus on the various programs that ORM daily administers. Based on feedback from White House staff, we seem to be successfully discharging our duties in these areas. Rather, I would prefer to highlight areas of long range concern that affect both ORM and later, NARA's President Clinton Library.

Status of ORM's Computer hardware and software

Unfortunately, ORM's programs are labor/equipment intensive. The equipment is no longer limited to paper, pencils, and file folders. Today, computers and the software to run them are the tools of our trade. And as the technology advances, those dependent upon this equipment must stay abreast not because it has failed to work, but because it is no longer supported by the vendors. We have two programs that are subject to this threat.

For some years now, both ORM and NARA have been concerned about ORM's aging mainframe data base, STAIRS, an IBM program that IBM no longer sells nor services. Unfortunately, IBM's successor program, SEARCH MANAGER, seems to be searching for, if not a manager, then at least a lot of buyers, particularly in the Federal Government arena. When first announced, IBM assured all STAIRS customers that "migrating" to SEARCH MANAGER would be painless, that the change would be transparent to the user, a very appealing proposition, and something worth waiting for. ORM is still waiting. For more than two years, ORM has waited to visit a Federal Government site with an operating SEARCH MANAGER data base. So far IBM has been unable to find one in the Washington, D.C. area nor anywhere close.

If ORM were the only player in this drama, we would not be too worried. We have the assurance of support from the Office of Administration's IS & T Division, at least as long as its mainframe exists. NARA, unfortunately is the party in jeopardy in this relationship. It inherits what ORM transfers at the end of each Administration, the textual records and software programs to run the computerized indices to these records. Three Presidential libraries are wedded to STAIRS. A fourth will be unless something occurs within the next year, which would allow ORM enough time to carefully "migrate" to a new software system before January 20, 2001. ORM would then be able to transfer to NARA a system that IBM would license and support at the four affected libraries.

ORM remains hopeful that IBM will discover a local Federal Government user of its system, a pioneer who has blazed the trail and returned to assure us that it is safe. It would be so much easier and, possibly less costly, to stay with IBM. We are not anxious to look elsewhere but may be forced to within the year. NARA, for its part, is developing a software program for its agency-wide needs. It is unknown to ORM how soon it will be operational and whether the STAIRS system could be converted to it. Further, it is doubtful that it could be employed in ORM since our needs are unique.

The second computerized program in need of upgrading is the optical disk system. In place since the Bush Administration, it has undergone several enhancements but is overdue for another. The aging equipment and software are living on borrowed time. "Downtime" has increased and with it, ORM's quality of service has suffered. It will only deteriorate more until new hardware and software are installed which, in any case, must be done in time to convert the system to one that NARA can inherit and operate on January 20, 2001. ORM made its needs known to the White House Administrative Office last year.

Status of other White House offices' computer hardware and software

ORM is not the only WHO with computerized programs that will be transferred to the President's library. Listed below are other programs that, as with ORM's, must be downloaded into the ASCE format that NARA requires, a daunting task under any circumstances, worse if left to the last minute. Yet many of the systems simply can not be shut down until the last minute: the White House is as dependent upon them as the body is the heart. Given the number and variety of programs and systems, it is mandatory to start early to survey, document, and plan for the transfer of these computerized data bases. NARA would be well advised to select a computer technician as part of the advance team of Clinton archivists assigned to the White House. The systems listed here are only some of those currently in operation throughout the Complex. Each will contribute in a very significant way to President's library.

The condition of these other computer systems is subject to the same technologically aging dynamics: all offices should be encouraged to upgrade in time to transfer programs that NARA can easily administer. The Office of Administration's Division of Information Systems and Technology (IS & T) could be tasked with coordinating this effort.

Quorum system for the Office of Correspondence
Daily Diary system
IBM's STAIRS system for the Photo Office photographic files
Resumex system for Office of Presidential Personnel
NSC's indexing system
E-mail system for Office of Correspondence

Will WHO's

Defining Presidential, personal and political records

I understand that one of the topics at the meeting dealt with the question of separating the President's personal papers that were political from the Presidential records. I would like to participate in further discussions on this topic. My experience with this subject has been both enlightening and distressing. The legislation that defines these terms, the Presidential Records Act, while laudatory in intent, leaves many confused who attempt to apply it. I would hope that the experience of the two libraries operating under the PRA guidelines, Reagan and Bush, could be brought to bear on this subject. The guidelines employed at the Nixon Presidential Library Project, while designed to meet different legal and legislative requirements, would also be useful.

Any effort to address this subject must take into account the existence of over 2,000 cubic feet of files and 6,000 boxes of Presidential documents already in ORM's custody plus an unknown but probably equally large number elsewhere in every staff office throughout the Complex. A review of these files and boxes to separate these records would appear to be a logistical impossibility at this time. Whatever is decided may have to accept the fact that these records will be transferred to NARA commingled with the Presidential documents. The White House may want to ask NARA if it could or would identify the political documents later as it processes the files at the library. This leads into a related topic.

Check-in procedure equal to the check-out process

When staff depart the White House, they must undergo a rather elaborate check-out process, visiting a number of offices to insure that they are current with the Mess, the Credit Union, the Library, etc. ORM is one of the stops on that trail. We remind them of the Presidential Records Act regulations prohibiting them from removing any records. Our brief message is: "Take all the fond memories but no records, not even copies."

John
Podesta
memo
2/97

In too many instances, it is clear that these individuals are hearing this for the first time. After an initial pause, they will ask how the PRA defines official versus personal records. Sometimes a fairly lengthy discussion ensues, at the end of which they will sign a statement that they are abiding by the PRA. There are occasions when I sense that they are leaving with a slightly uncomfortable feeling about the document they just signed.

Some of this could be avoided if they were required to visit with ORM at the beginning of their White House tenure. We would, of course, take the opportunity to talk with them about the importance of an adequate and organized records management system, and the amount and type of support that ORM could provide. As the Security Office now does, we could have a regularly scheduled time each month when new WHO employees could attend a meeting at which we would address records management issues. This would be a logistically practical way to provide the training envisioned in the May, 1993, memo to the White House staff from John Podesta and Stephen Neuwirth on this subject. To insure that incoming staff abide by this requirement, it could be stipulated that they would not receive their badge until all the offices had signed their check-in form. As I understand it, such a requirement is in place now for the Security Office. I might add that I believe that many, if not all, of the offices on the current check-out form would support this recommendation

"House" Calls

In every Administration, ORM develops, over time, rapport with most White House offices. Some are more receptive than others to our recommendations. Some take advantage of some/many of our services. In a number of instances, we visit offices on a daily basis to pick up/return files, documents, and correspondence for appropriate handling. As every Administration ages, the staffs become aware of ORM's vast and constantly growing bank of information. Our ability to retrieve and provide information from this resource invariably evokes awe. The satisfaction that we derive from these compliments is dampened by the knowledge that there are other offices for whom we don't provide a comparable level of support. Obviously, we would like to broaden our customer base.

X To pursue that goal, and in keeping with the Podesta/Neuwirth memo, ORM would like to meet with office staffs, periodically, to remind them to practice good records management procedures and to consider taking advantage of our support. To be fairly successful, a reissue of the P/N memorandum with a currently dated cover memo would greatly help in scheduling meetings with all offices, particularly, those with whom we have yet to establish a working relationship. The cover memo could simply reiterate that this Administration places a high value on documenting its record, discuss briefly the requirements of the Presidential Records Act, and stress that each office arrange with ORM for occasional in-office training sessions to ensure that the staff is in compliance. I am keenly aware that this proposal would have an uneven reception and it is for that reason that I would ask for a memorandum from a highly placed staff member as a door-opener. Another alternative might be meetings on records management in the Conference Room 450 as is being done this week and last on the subject of ethics sponsored by the Counsel's Office.

Oral History

I have conducted these interviews in the Administrations of Nixon, Reagan, and Bush, first as a NARA staff person, and later as a White House employee. Lee Johnson also conducted similar interviews during the Carter Administration. In all cases, they were voluntary. We have not interviewed anyone during this Administration due to an understandable hesitancy by White House staff to talk "on tape" in the current highly charged partisan atmosphere where subpoena bombardment puts all documentation at risk. However, the amount of information lost, while regrettable, is not irreplaceable. These "exit interviews" should not be confused with in-depth interviews conducted later by NARA. Rather, they are intended to capture some basic information which will assist NARA at that time.

John
Podesta

*Memo from Jerry Good Done
2 Feb, 1997*

NARA'S ON-SITE SUPPORT FOR THE WHITE HOUSE IN THE PAST

The National Archives, established during the Roosevelt Administration, has a long tradition of assigning archivists to the White House, going back at least to Truman. Almost every situation has been unique: different lengths of time, different projects, varying numbers of people, working for different offices, reporting to different staff. Lee Johnson and I have been part of that tradition, having participated in the two most significant and sustained projects to prepare for a library while the President was in office.

NARA's two most significant and sustained projects to prepare for a library while the President was in office.

I first came to the White House in January, 1969, as part of a two person team to begin planning for a Nixon Library. This Office of Presidential Papers and Archives (OPPA) eventually grew to about 12 people, a number of whom were committed to transferring to the Nixon Library. Following Nixon's resignation and the postponement of plans for a library, and after working for a number of months as part of a special NARA team tasked with reviewing all Nixon White House records for Watergate evidence, I was offered and accepted a position with ORM.

Projects undertaken by the OPPA included: writing the Daily Diary, identifying all individuals in White House Photo Office pictures, purchasing current and out-of-print books, creating a vertical reference file, providing courtesy storage at- and retrieval from NARA for WHO files, video tapes, and gifts, and conducting oral history interviews with departing staff.

*cc:
Don
John
JST*

Lee first came here as part of the NARA team that assisted with boxing of the Nixon Papers following the President's resignation. He was part of the NARA team that assisted with boxing and transferring the records of the Ford Administration to NARA. Later, he was assigned here for approximately 16 months as part of a NARA team of about five people to prepare for a Carter Library. With a much smaller staff, this team undertook some of the tasks pursued by OPPA.

An objective appraisal of these two NARA projects would reveal some significant contributions to each library program. Certainly, there was a direct correlation between the number of staff and the results.

NARA's feasibility study of processing records while the President was in office.

Toward the end of the Reagan Administration, NARA assigned 5 (?) archivists to ORM to archivally process some Presidential records in advance of their transfer to California. This was a pilot project to determine whether such an effort was worthwhile. For a variety of reasons, everyone concluded that it was premature, in all but the most unusual circumstances, to process the records before they were transferred to the library. This Administration's experience in processing the records of the President's Task Force on Health Care Reform would seem to corroborate this conclusion.

NARA archivists assigned to the Office of Records Management: two more approaches.

Jim Hastings, one of the archivists assigned to the feasibility study, remained with ORM through the beginning of the Bush Administration. Jim had prior experience as director of the Nixon Presidential Papers Project. In ORM he assisted us in all aspects of our daily and long term responsibilities. A promotional opportunity at NARA lured him away from us.

Later, we selected another archivist, David Alsobrook, who had been part of the NARA team at the White House preparing for the Carter Library. At the end of the Carter Administration, he had transferred with the records to Atlanta. At the time we invited him back to the White House, David was the senior archivist at the Carter Library. He took this new assignment with the understanding that, as before, he would transfer to the Bush Library when that time came. And he did.

Everyone agrees that David's experiences at the White House during Carter and Bush were extremely valuable. He was able to learn and take with him knowledge that helped him, first, at the Carter and now, at the Bush library. We strongly recommend this approach. Jim, on the other hand, learned but wasn't able to apply the knowledge when he returned to NARA in another capacity. While he contributed to the success of this office, all of us, including Jim, agree that his activities here had little long term benefit for the Bush library. We would not recommend that NARA follow this approach in the future. Our recommendation: if they come here, they should go there.

NARA'S ON-SITE SUPPORT FOR THE WHITE HOUSE AT PRESENT

The President's Daily Diary

Beginning with the Nixon Administration and continuing to the present, NARA archivists have collected the information and prepared the President's Daily Diary. The NARA staff working on the Nixon project found that it required 2 ½ people to create a diary as complete and accurate as possible. During subsequent Administrations support for this project has dropped to two and currently to one person. Having been the first archivist to work on this and having been largely responsible for its initial format, degree of completeness and accuracy, I can attest that the Nixon project's experience with the staffing requirements have, sadly, only been confirmed in the following Administrations. Thus, I would strongly recommend that additional personnel resources be provided for this very important task as soon as possible.

These records, along with those that comprise the President's Briefing Papers, constitute the two most important series of records, bar none, at a Presidential library. No one would dispute that the Administration's historical trail starts with the President and his daily activities. Without these "maps", the path cannot be followed, the story cannot be told.

Weekly Compilation of Presidential Documents

Since at least the Johnson Administration, a NARA team of varying numbers, generally two people, has collected and edited relevant information, passing it to GPO on a weekly basis for publication of this document. Each year, NARA subsequently coordinates with GPO to publish this information in book form as The Public Papers of President . . . Both the weekly and the annual editions are essential research sources for anyone interested in the Presidency. Both are considered the definitive word on what a President said or wrote in his official speeches, remarks, messages and statements. ORM recommends that this project be continued.

National Security Council - Access Management

Since the Carter Administration, a NARA team, averaging three people, has reviewed security classified NSC and White House documents of past Administrations in response to requests for their release. This effort involves considerable coordination with departments and agencies where many of the records were created and classified, and with NARA's various Presidential libraries where the records are now deposited. NARA's contribution to the declassification effort is greatly enhanced by this team working under the NSC umbrella. ORM recommends that this project be continued.

*memo
7/97 to
Steve
Harris*

*Jan
Jan*

NARA'S OFF-SITE SUPPORT OF THE WHITE HOUSE AT PRESENT

NARA's Office of Presidential Libraries provides significant daily support to several White House operations. In addition, each of these undertakings will contribute at the end of the Administration to a smoother transfer of the records and a quicker transition from merely an Arkansas storage facility for the President's records to a Presidential library serving the former President and the public. The White House should encourage NARA to continue to provide this support.

It provides courtesy storage and expeditious retrieval for rapidly increasing numbers of records. The impact of this project, while little known nor appreciated beyond the offices involved, has relieved the White House of an enormous storage problem. The following offices are greatly indebted to NARA for its assistance:

- 1) the Office of Records Management
with more than 6,000 boxes,
- 2) the White House Gift Unit
averaging considerably more than the 10,000 gifts per year of the previous Administration, and
- 3) the White House Communications Agency (WHCA)
with more than 4,000 audio and more than 10,000 video recordings which are taped both live and off-the-air.
- 4) the National Security Council
with several hundred boxes of material

It provides reference service to the public for:

- 1) video recordings that have been released by the Office of Media Affairs. Requests for these are received daily.
- 2) the records of the President's Task Force for Health Care Reform. NARA went to unprecedented lengths to make available storage and reference space at its College Park facility when these records were first opened to the public.

It reviews and approves the disposal of certain categories of material in accordance with an agreement between the White House, NARA, and Congress. This is no small matter. By the end of this Administration, the White House will have disposed of more than 30,000 boxes of this material which is almost exclusively incoming mail that was not answered or answered by form response. This Administration is on track with the previous two. It will dispose of approximately the same quantity of material as it will take to the library. Were it not for this program, the record holding areas of these libraries would have had to been twice as large!

STAFFING RECOMMENDATIONS FOR NOW

During this Administration, ORM has asked both the White House and NARA to assign another individual to ORM. Our recommendation remains under study. Now that we are into the second term, I believe that action on this proposal merits even more serious attention. I would stress that the individual should have previous Presidential library experience, be at least at the GS-11 pay grade and preferably higher, and be committed to transferring to the Clinton Library. While assigned to ORM, this individual would become familiar with the records, the Complex, and the White House staff, all extremely priceless assets later at the library. The individual would work closely with Lee and me in all aspects of ORM's mission focusing primarily on preparing for the transfer of the records and the establishment of the library.

The White House would need to decide to whom this individual reports for daily assignments. This matter has caused confusion and worse in previous Administrations. The White House decided, in the last two instances, that the NARA archivist should report to the White House Office of Records Management. No problems arose as a result. I would strongly recommend this arrangement, having experienced the pitfalls of the other option.

The individual should soon be joined by two or more NARA archivists committed to transferring to the Library. They, too, would use this opportunity to become familiar with the records, the Complex, and the White House staff. Sooner, preferably to later, archivists with specialties will be needed in certain fields such as library science, computer technology, and museum curatorship. The Reagan Library has benefitted greatly from one staff member's NSC expertise. This individual had worked in the NSC Secretariat for a period of time before switching to NARA and going to California. Given the importance of foreign policy issues in every administration, I would strongly recommend that NSC Secretariat staff be canvassed to determine if there is anyone interested in going to Little Rock.

As with a professional expansion sports team, a group of experienced archivists must form the core of the staff if the new library intends to be an early success. Untrained, inexperienced local recruits won't do. You must attempt to draw from the pool of archivists at the other Presidential libraries. The sooner that group can be assembled, the sooner it can start developing a level of cohesion and an understanding of the "game plan", and the sooner the President's records can be processed efficiently once they arrive at the library. Then, they can be much more easily and quickly researched to assist the President write his memoirs, a project that many consider the first order of business at a new library.

STAFFING RECOMMENDATIONS FOR A PRESIDENTIAL LIBRARY

No new library should think small when establishing personnel levels. More is better. Now is better than later. No existing library has enough staff. The most recent libraries, particularly, struggle to persuade NARA to lend a sympathetic ear to their personnel needs. The most opportune time to gain Congressional and NARA support to staff the library occurs during the President's White House years. Former Presidents don't wield nearly the influence: their families and friends even less in most instances. The following listing of personnel levels at the various libraries may be revealing. It should be noted that the size of each library's staff does not correlate with the quantity of records in the library nor the length of each President's public service. This information is taken from a 1985 NARA telephone listing. NARA can provide current figures.

Hoover 19
Roosevelt 24
Truman 35
Eisenhower 30
Kennedy 44
Johnson 26
Nixon 27 (Current)
Ford 21
Carter 26
Reagan 21
Bush 10

December 8, 1998

MEMORANDUM FOR: PHILLIP CAPLAN
STAFF SECRETARY

FROM: TERRY GOOD 
OFFICE OF RECORDS MANAGEMENT

RE: PREPARING FOR A CLINTON LIBRARY

Planning for a Presidential Library is a long process with many components. Whether a President serves one or two terms plays a very significant role in this planning. Fortunately, planning for this President's library can proceed at a more orderly pace, without all the uncertainties surrounding a reelection and the possibility of an November eviction notice to be off the premises two months later.

Last week, I mentioned briefly two Presidential Library projects; a survey of the records in offices within the Complex, and the actual boxing and transfer of the records to NARA.

Staffing the library, another NARA project, equally important to the success of a library, has reached that point where the White House can now contribute.

As it often does, NARA is in the process of bringing on board a number of archivists to be trained, along with some current employees, for careers within the Presidential Library system. From among this pool NARA hopes that a few of these individuals will prove to be viable candidates for the Clinton Library. As has been the case in several previous Administrations, these candidates will be prepared to spend time at the White House, under the guidance of a White House office.

Unless disapproved by the White House, NARA proposes that these archivists be on-site for a number of months during which each would have opportunities to work in selected offices to develop knowledge of the records and how they are created and maintained, invaluable knowledge at the Presidential library. Having worked with Capricia Marshall's Office on some matters relating to the First Family's personal papers, NARA has broached this project with that office and received a favorable response. Lee Johnson and I are strong proponents of this particular project and would be prepared to contribute to its implementation if asked.

I have prepared the following memo for NARA, recommending that archivists be assigned to a number of White House offices where records are created and maintained at the office-wide level rather than at the individual staff level.

In order to meet the requirements of the OA Security Office, NARA assures me that the archivists would possess Top Secret or above clearances, or be in the process of getting them. There have been tentative discussions between the OA Security Office and the NARA Security Office to iron out the details.

Since this project focuses on the Presidential records, it seems logical that your office be apprised of it, given the Staff Secretary's key role in record keeping. Further, it seems logical that ORM play a role in assisting the archivists to become familiar with the creation and maintenance of records within the White House, given our mission.

If you are agreeable, I will send this memo to NARA and proceed to arrange for archivists to spend time in those offices on this list that are amenable to this project. NARA would be prepared to assign an archivist in January for a period of three or more months, depending upon the success of the project. Other archivists would be assigned before the first rotation ends. At the moment there are three individuals being considered. The first individual would be John Keller, who has been in the Office of Presidential Libraries for several years. He has the clearances and has been one of the NARA people with whom we have worked on a daily basis. I would be happy to introduce him to you.

APPROVE _____

LET'S TALK _____

DRAFT

DATE

MEMORANDUM FOR: NANCY SMITH
OFFICE OF PRESIDENTIAL LIBRARIES

FROM: TERRY GOOD
OFFICE OF RECORDS MANAGEMENT

RE: ASSIGNMENT OPTIONS

As a follow up to our meeting of yesterday, the following offices would be possible options in considering White House offices to which a NARA staff person might be assigned. Time in these offices would provide the Clinton Library archivist with on site exposure to the workings of the White House and the records that are being created.

Office of Records Management

First Lady's Office

East Wing

West Wing (?)

OEOB

National Security Office

Correspondence Office

Presidential Letters

Presidential Messages

Mail Analysis

Presidential Inquiries/Greetings/Comments/Volunteers

Electronic Mail

Agency Liaison

Scheduling Office

Photo Office

Executive Clerk's Office

Office of Legislative Affairs

Correspondence Office

Presidential Diarist

Military Office

Press Office

OEOB

West Wing (?)

Presidential Personnel (?)

Office of Administration

EOP Data Center (?)

DRAFT

My selections are based in part on my beliefs that these offices:

- generate records of unusual volume and/or value at the Presidential Library
- create/maintain records at the office level in addition to the individual level
- are staffed with people who would probably be amenable to allowing a NARA person observe/work in the office
- have the office space to accommodate a NARA person

There are many other policy offices that I have not listed, largely because the record creating/processing function is primarily performed at the individual not the office level. I am uncertain that a NARA staff person assigned to these offices could gain a sense of the office's mission and records without needing to spend time in each office of each individual commissioned staff person. This strikes me as beyond the scope of this project.

Offices that fall into this category include:

- Advance Office
- Office of Cabinet Affairs
- Communications
- Counsel's Office
- Intergovernmental Affairs
- Management and Administration
- White House Operations
- Political Affairs
- Public Liaison
- Staff Secretary's Office

Any West Wing assignments would require a USSS West Wing pass. I would recommend that you discuss this matter with Capricia Marshall or Nancy Hernreich and Janice Kearney. I can pursue the OEOB pass request. Obviously, however, if the NARA staff person were given a "blue" pass entitling him/her to West Wing access, that would be good for the entire complex.

ANGELA I. FRITZ
921 N. MARSHALL ST., APT# 610
MILWAUKEE, WISCONSIN
53202
(414) 291-5221
aifritz@csd.uwm.edu



EDUCATION

UNIVERSITY OF WISCONSIN-MILWAUKEE,
MA- American History
Specialization- Immigration History and Women's History
Fall 1996- present.

UNIVERSITY OF WISCONSIN-MADISON,
MA- Library and Information Science
Specialization- Archival Administration
Fall 1994- Spring 1996.

UNIVERSITY OF IOWA-IOWA CITY,
BA- Double Major- History and Political Science
Double Minor- Women's Studies and French
Fall 1987- Spring 1992.

WORK EXPERIENCE

REFERENCE DEPARTMENT, MEMORIAL LIBRARY, MARQUETTE UNIVERSITY, MILWAUKEE, WISCONSIN, January - May 1998. Supervisor, Susan Hopwood, hopwoods@vmsb.csd.mu.edu
Reference Internship
Provided reference assistance in the use of print, Web-based, and other electronic resources. Gained experience in using a wide range of reference tools relating to the fields of humanities, social science, and business. Participated in reference desk rotation. Assisted users with interlibrary loan requests.

HISTORY DEPARTMENT, UNIVERSITY OF WISCONSIN, MILWAUKEE, WISCONSIN, August 1997- May 1998. Supervisor, Professor Margo Anderson, margo@csd.uwm.edu
Teaching Assistant
Organized and led six discussion sections in the history course, *Family and Gender Roles of the Past*. Led discussion and presented material relevant to the course. Assisted in writing exams. Proctored exams. Graded essay exams and written papers.

ARCHIVES CENTER, NATIONAL MUSEUM OF AMERICAN HISTORY, THE SMITHSONIAN INSTITUTION, WASHINGTON, D.C., June-August 1997. Supervisor, Craig Orr, orr@nmah.si.edu
Lemelson Center Internship
Processed the Formica Collection, [1920-1995]. Documenting the history of the corporation and the various uses of the plastic laminate in interior design. Surveyed and appraised collection to determine relationship between documents and series. Organized and arranged collection based on a processing plan. Performed basic preservation duties and arranged appropriate housing for textual files, photographs, photo slides, negatives, drawings, blueprints, and oversized material contained in the collection. Described manuscript collection by writing a finding aid including corporate history, scope and content note, and container list. Provided folder-level access to the collection. Created a catalog record using MARC-AMC format. Project totaled 12 c.f.

MANUSCRIPT DIVISION, THE LIBRARY OF CONGRESS, WASHINGTON D.C., June-August 1996.

Supervisor, Melinda Friend, melindafrind@loc.gov

Junior Fellowship

Assisted in processing the legal records of the NAACP. Arranged papers according to archivist's processing plan. Performed basic preservation duties. Aided in writing the finding aid.

THE SILVER BUCKLE PRESS, MEMORIAL LIBRARY, UNIVERSITY OF WISCONSIN, MADISON, WISCONSIN, January-June 1996. Supervisor, Tracy Honn, (608) 263-4929

Project Archivist

Organized archives for a nineteenth-century typography museum, specializing in fine arts material. Researched the history of the Press and its projects. Created a chronological arrangement for broadsides and monographs produced by the Press from 1974-1996. Performed basic preservation duties. Produced inventory for the collection. Project totaled 30 c.f.

ARCHIVES DIVISION, STATE HISTORICAL SOCIETY OF WISCONSIN, MADISON, WISCONSIN, January-September, 1995. Supervisor, Donna Sereda, donna.sereda@ccmail.adp.wisc.edu

Project Position

Organized, arranged, and prepared an accession inventory for the Gore Vidal Papers [1976-1990]. Material included original handwritten manuscripts and personal correspondence, 71 tape recordings, 103 videotapes, 2 films, and 26 disc recordings. Wrote narrative descriptions for each accession and updated the MARC record. Project totaled 140 c.f.

DEPARTMENT OF SPECIAL COLLECTIONS, UNIVERSITY LIBRARY, UNIVERSITY OF TEXAS-EL PASO, May-August 1995. Supervisor Gerri Schaad, schaad@rice.edu

Project Archivist

Processed the papers of Carl Hertzog [1902-1984], printer, typographer, and book designer. Organized and arranged collection based on a processing plan. Performed basic preservation duties and arranged appropriate housing for textual files, photographs, drawings, and oversized material contained in the collection. Described manuscript collection by writing a finding aid including abstract, biography, scope and content note, and container list. Created a catalog record using MARC-AMC format. Answered reference questions pertaining to the collection. Project totaled 58 c.f.

VISUAL MATERIALS ARCHIVES, STATE HISTORICAL SOCIETY OF WISCONSIN, MADISON, WISCONSIN, Dec. 1994-May 1995. Supervisor Nicolette Bromberg, Nicolette.Bromberg@ccmail.adp.wisc.edu

Project Archivist

Participated in reference desk rotation. Answered reference letters and inquiries. Processed the photographs of John Howe, architect and apprentice of Frank Lloyd Wright. Identified architectural projects depicted in photographs. Organized and arranged photographs by project name and location. Performed basic preservation duties.

REFERENCES

Carolyn Mattern, Senior Processing Archivist
State Historical Society of Wisconsin
618 State Street
Madison, Wisconsin 53706-1488
(608) 264-6452
carolyn.mattern@ccmail.adp.wisc.edu

Craig Orr, Archivist
National Museum of American History
Archives Center, C-340, MRC 601
Washington D.C. 20560
(202) 357-3270
orr@nmah.si.edu

Louise Robbins, Director of Library Science and Information Studies
University of Wisconsin-Madison
600 N. Park, HC White Hall
Madison, Wisconsin 53707
(608) 263-2105
robbins@maccc.wisc.edu

921 N. Marshall St., Apt. #610
Milwaukee, WI 53202

May 10, 1998

NARA, Human Resources Services Division
Human Resources Operations Branch (NHHO)
9700 Page Avenue, Room 2004
St. Louis, MO 63132
Attn: Sharon Brown



Dear Ms. Brown,

I am writing in regard to the archives specialist position (GS-1421-7) at the National Archives and Records Administration. Enclosed is a copy of my resume listing my academic training and work experience.

In May of 1996, I graduated with a Master of Arts Degree in Library Science from the University of Wisconsin-Madison. My library science course work combined specialized archives classes with a general library curriculum. Through broad and thorough academic training, I attained competence in the fundamental principles of archival theory, methodology, and practice. Archives course work included four classes dealing with the function, creation, arrangement, and use of records in modern organizations. Special attention was given to determining documents' origins and filing structure, assessing documents' physical characteristics and conditions, and explaining documents' relationship to other records.

Over the past four years, I have combined academic theory with practical experience by working at the Library of Congress, the Smithsonian Institution, the State Historical Society of Wisconsin, and Marquette University. Processing projects have entailed appraising, organizing, and arranging manuscript collections ranging from 12 c.f. to 140 c.f. As a consequence of these projects, I have gained experience with preservation methods used in housing textual files, photographs, and electronic records. And, I have honed my technical writing skills by synthesizing descriptive information in finding aids, appraisal reports, and catalog records. As a result of these diverse work projects, I have gained experience with all dimensions of archival work including acquisition and appraisal, processing and physical preservation, and providing access to archival collections.

Not only have I created finding aids but I have entered summary descriptions into automated databases using the USMARC-AMC format. In creating bibliographic records, I have become acquainted with the standardized cataloging manuals of the profession including APPM, AACR2, and LCSH. Moreover, I have a theoretical understanding of the foundations and applications of EAD, SGML, and HTML in authoring Web-related documents. I have experience with operating internal automated catalogs in a variety of libraries, museums, and historical societies. Finally, I have attained working knowledge of computer software including word processing, general database management systems, and spreadsheet programs.

In addition to formal training in archival administration, I have a subject specialization in American History. In August of 1998, I will receive a Master of Arts Degree in American History from the University of Wisconsin-Milwaukee. While conducting research for a thesis, I sharpened my analytic capabilities and writing abilities. And, I have acquired communication skills essential in dealing with the public through formal teaching experience and reference work.

My resume provides additional information regarding my qualifications. I welcome the opportunity to discuss my credentials further with you. I can be reached at the above address or (414) 291-5221.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Angela Fritz".

Angela Fritz

eligible for priority consideration under the Interagency Career Transition Assistance Program. Reduction-in-Force notice must be submitted with the application package. Well qualified applicants are those who fully meet all qualification requirements, the requirements listed under the section titled "Evaluation of Candidates" above, and are able to satisfactorily perform the duties of the position upon entry.

In accordance with 5 USC 3303, recommendations by a Senator or Representative may not be considered except as to the character or residence of the applicant.

Enrollment in Direct Deposit/Electronic Funds Transfer is required as a condition of employment for all new employees.

Application packages should include all requested documents and must be delivered or postmarked by the closing date of this announcement.

For more information and/or forms, call 1-800-827-4898. Hearing impaired applicants should make calls on TDD equipment to 314-538-4799 or 1-800-827-4898.

Consideration will be given to all qualified applicants without regard to race, color, creed, national origin, sex, disability, marital status, age, religious affiliation, or membership or non-membership in employee organization.

DUTY LOCATION PREFERENCE FORM

VACANCY ANNOUNCEMENT: NHS 98-30B

POSITION: Archives Specialist, GS-1421-7

Please specify the duty location(s) for which you wish to be considered. You may identify as many locations as you wish; you will only be considered for the location(s) that you have identified.

- 1 College Park, MD (Will relocate to Little Rock, AR yes ☒ no ☐)
- 2 Simi Valley, CA (Must relocate to Little Rock, AR in approx. 2 yrs.)
- Atlanta, GA
- College Station, TX (Must relocate to Little Rock, AR in approx. 2 yrs.)

THE WHITE HOUSE

WASHINGTON

February 18, 1997

MEMORANDUM FOR: *L* TODD STERN

ASSISTANT TO THE PRESIDENT
NANCY HERNREICH
DEPUTY ASSISTANT TO THE PRESIDENT

FROM:

TERRY GOOD *T. Good*
OFFICE OF RECORDS MANAGEMENT

RE:

RECORDS MANAGEMENT RECOMMENDATIONS

Sharon Fawcett of the National Archives has asked me to participate with her in preparing a report relating to records management at the White House with an eye toward ensuring that the historical record of this Administration is being created and maintained. She informs me that this is the outgrowth of a meeting held last month in Room 100 attended by representatives of the National Archives and the White House. Not having attended the meeting, I am uncomfortable acting on behalf of the White House without some guidance beyond my own views and experience. However, I am pleased to participate in any project such as this and will contribute to the best of my ability and knowledge.

What follows are my views on some, but by no means all, topics that often arise in discussions about:

1) White House records management programs

Computer programs that will transfer to the Clinton Library
Defining Presidential, personal, and political records
Making "House Calls"
Conducting oral history interviews with departing staff

2) NARA's previous on-site efforts preparing for a Presidential library

NARA's two most significant and sustained projects to prepare for a
Library while the President was in office
NARA's feasibility study of processing records while the President was
In office
NARA archivists assigned to the Office of Records Management:
two more approaches

3) NARA's current on-site support programs for the White House:

President's Daily Diary
Weekly Compilation of Presidential Documents
National Security Council - Access Management Office

(Continued)

file copy

4) NARA's current off-site support programs that are managed primarily by the Office of Presidential Libraries

Courtesy storage and retrieval of records/gifts/audio/video tapes for the:

Office of Records Management

Gift Unit

White House Communications Agency

National Security Council

Reference service to the public of video recordings for the:

Office of Media Affairs

Reference service to the public of records of the President's Task Force

For Health Care Reform for the:

Office of Records Management

Review and approval to dispose of certain categories of material for the:

Office of Records Management

5) Staffing recommendations for now and at the Presidential library

WHITE HOUSE RECORDS MANAGEMENT PROGRAMS

I have chosen not to focus on the various programs that ORM daily administers. Based on feedback from White House staff, we seem to be successfully discharging our duties in these areas. Rather, I would prefer to highlight areas of long range concern that affect both ORM and later, NARA's President Clinton Library.

Status of ORM's Computer hardware and software

Unfortunately, ORM's programs are labor/equipment intensive. The equipment is no longer limited to paper, pencils, and file folders. Today, computers and the software to run them are the tools of our trade. And as the technology advances, those dependent upon this equipment must stay abreast not because it has failed to work, but because it is no longer supported by the vendors. We have two programs that are subject to this threat.

For some years now, both ORM and NARA have been concerned about ORM's aging mainframe data base, STAIRS, an IBM program that IBM no longer sells nor services. Unfortunately, IBM's successor program, SEARCH MANAGER, seems to be searching for, if not a manager, then at least a lot of buyers, particularly in the Federal Government arena. When first announced, IBM assured all STAIRS customers that "migrating" to SEARCH MANAGER would be painless, that the change would be transparent to the user, a very appealing proposition, and something worth waiting for. ORM is still waiting. For more than two years, ORM has waited to visit a Federal Government site with an operating SEARCH MANAGER data base. So far IBM has been unable to find one in the Washington, D.C. area nor anywhere close.

If ORM were the only player in this drama, we would not be too worried. We have the assurance of support from the Office of Administration's IS & T Division, at least as long as its mainframe exists. NARA, unfortunately is the party in jeopardy in this relationship. It inherits what ORM transfers at the end of each Administration, the textual records and software programs to run the computerized indices to these records. Three Presidential libraries are wedded to STAIRS. A fourth will be unless something occurs within the next year, which would allow ORM enough time to carefully "migrate" to a new software system before January 20, 2001. ORM would then be able to transfer to NARA a system that IBM would license and support at the four affected libraries.

ORM remains hopeful that IBM will discover a local Federal Government user of its system, a pioneer who has blazed the trail and returned to assure us that it is safe. It would be so much easier and, possibly less costly, to stay with IBM. We are not anxious to look elsewhere but may be forced to within the year. NARA, for its part, is developing a software program for its agency-wide needs. It is unknown to ORM how soon it will be operational and whether the STAIRS system could be converted to it. Further, it is doubtful that it could be employed in ORM since our needs are unique.

The second computerized program in need of upgrading is the optical disk system. In place since the Bush Administration, it has undergone several enhancements but is overdue for another. The aging equipment and software are living on borrowed time. "Downtime" has increased and with it, ORM's quality of service has suffered. It will only deteriorate more until new hardware and software are installed which, in any case, must be done in time to convert the system to one that NARA can inherit and operate on January 20, 2001. ORM made its needs known to the White House Administrative Office last year.

Status of other White House offices' computer hardware and software

ORM is not the only WHO with computerized programs that will be transferred to the President's library. Listed below are other programs that, as with ORM's, must be downloaded into the ASCE format that NARA requires, a daunting task under any circumstances, worse if left to the last minute. Yet many of the systems simply can not be shut down until the last minute: the White House is as dependent upon them as the body is the heart. Given the number and variety of programs and systems, it is mandatory to start early to survey, document, and plan for the transfer of these computerized data bases. NARA would be well advised to select a computer technician as part of the advance team of Clinton archivists assigned to the White House. The systems listed here are only some of those currently in operation throughout the Complex. Each will contribute in a very significant way to President's library.

The condition of these other computer systems is subject to the same technologically aging dynamics: all offices should be encouraged to upgrade in time to transfer programs that NARA can easily administer. The Office of Administration's Division of Information Systems and Technology (IS & T) could be tasked with coordinating this effort.

Quorum system for the Office of Correspondence
Daily Diary system
IBM's STAIRS system for the Photo Office photographic files
Resumex system for Office of Presidential Personnel
NSC's indexing system
E-mail system for Office of Correspondence

Defining Presidential, personal and political records

I understand that one of the topics at the meeting dealt with the question of separating the President's personal papers that were political from the Presidential records. I would like to participate in further discussions on this topic. My experience with this subject has been both enlightening and distressing. The legislation that defines these terms, the Presidential Records Act, while laudatory in intent, leaves many confused who attempt to apply it. I would hope that the experience of the two libraries operating under the PRA guidelines, Reagan and Bush, could be brought to bear on this subject. The guidelines employed at the Nixon Presidential Library Project, while designed to meet different legal and legislative requirements, would also be useful.

Any effort to address this subject must take into account the existence of over 2,000 cubic feet of files and 6,000 boxes of Presidential documents already in ORM's custody plus an unknown but probably equally large number elsewhere in every staff office throughout the Complex. A review of these files and boxes to separate these records would appear to be a logistical impossibility at this time. Whatever is decided may have to accept the fact that these records will be transferred to NARA commingled with the Presidential documents. The White House may want to ask NARA if it could or would identify the political documents later as it processes the files at the library. This leads into a related topic.

Check-in procedure equal to the check-out process

When staff depart the White House, they must undergo a rather elaborate check-out process, visiting a number of offices to insure that they are current with the Mess, the Credit Union, the Library, etc. ORM is one of the stops on that trail. We remind them of the Presidential Records Act regulations prohibiting them from removing any records. Our brief message is : "Take all the fond memories but no records, not even copies."

In too many instances, it is clear that these individuals are hearing this for the first time. After an initial pause, they will ask how the PRA defines official versus personal records. Sometimes a fairly lengthy discussion ensues, at the end of which they will sign a statement that they are abiding by the PRA. There are occasions when I sense that they are leaving with a slightly uncomfortable feeling about the document they just signed.

Some of this could be avoided if they were required to visit with ORM at the beginning of their White House tenure. We would, of course, take the opportunity to talk with them about the importance of an adequate and organized records management system, and the amount and type of support that ORM could provide. As the Security Office now does, we could have a regularly scheduled time each month when new WHO employees could attend a meeting at which we would address records management issues. This would be a logistically practical way to provide the training envisioned in the May, 1993, memo to the White House staff from John Podesta and Stephen Neuwirth on this subject. To insure that incoming staff abide by this requirement, it could be stipulated that they would not receive their badge until all the offices had signed their check-in form. As I understand it, such a requirement is in place now for the Security Office. I might add that I believe that many, if not all, of the offices on the current check-out form would support this recommendation.

"House" Calls

In every Administration, ORM develops, over time, rapport with most White House offices. Some are more receptive than others to our recommendations. Some take advantage of some/many of our services. In a number of instances, we visit offices on a daily basis to pick up/return files, documents, and correspondence for appropriate handling. As every Administration ages, the staffs become aware of ORM's vast and constantly growing bank of information. Our ability to retrieve and provide information from this resource invariably evokes awe. The satisfaction that we derive from these compliments is dampened by the knowledge that there are other offices for whom we don't provide a comparable level of support. Obviously, we would like to broaden our customer base.

To pursue that goal, and in keeping with the Podesta/Neuwirth memo, ORM would like to meet with office staffs, periodically, to remind them to practice good records management procedures and to consider taking advantage of our support. To be fairly successful, a reissue of the P/N memorandum with a currently dated cover memo would greatly help in scheduling meetings with all offices, particularly, those with whom we have yet to establish a working relationship. The cover memo could simply reiterate that this Administration places a high value on documenting its record, discuss briefly the requirements of the Presidential Records Act, and stress that each office arrange with ORM for occasional in-office training sessions to ensure that the staff is in compliance. I am keenly aware that this proposal would have an uneven reception and it is for that reason that I would ask for a memorandum from a highly placed staff member as a door-opener. Another alternative might be meetings on records management in the Conference Room 450 as is being done this week and last on the subject of ethics sponsored by the Counsel's Office.

Oral History

I have conducted these interviews in the Administrations of Nixon, Reagan, and Bush, first as a NARA staff person, and later as a White House employee. Lee Johnson also conducted similar interviews during the Carter Administration. In all cases, they were voluntary. We have not interviewed anyone during this Administration due to an understandable hesitancy by White House staff to talk "on tape" in the current highly charged partisan atmosphere where subpoena bombardment puts all documentation at risk. However, the amount of information lost, while regrettable, is not irreplaceable. These "exit interviews" should not be confused with in-depth interviews conducted later by NARA. Rather, they are intended to capture some basic information which will assist NARA at that time.

NARA'S ON-SITE SUPPORT FOR THE WHITE HOUSE IN THE PAST

The National Archives, established during the Roosevelt Administration, has a long tradition of assigning archivists to the White House, going back at least to Truman. Almost every situation has been unique: different lengths of time, different projects, varying numbers of people, working for different offices, reporting to different staff. Lee Johnson and I have been part of that tradition, having participated in the two most significant and sustained projects to prepare for a library while the President was in office.

NARA's two most significant and sustained projects to prepare for a library while the President was in office.

I first came to the White House in January, 1969, as part of a two person team to begin planning for a Nixon Library. This Office of Presidential Papers and Archives (OPPA) eventually grew to about 12 people, a number of whom were committed to transferring to the Nixon Library. Following Nixon's resignation and the postponement of plans for a library, and after working for a number of months as part of a special NARA team tasked with reviewing all Nixon White House records for Watergate evidence, I was offered and accepted a position with ORM.

Projects undertaken by the OPPA included: writing the Daily Diary, identifying all individuals in White House Photo Office pictures, purchasing current and out-of-print books, creating a vertical reference file, providing courtesy storage at- and retrieval from NARA for WHO files, video tapes, and gifts, and conducting oral history interviews with departing staff.

Lee first came here as part of the NARA team that assisted with boxing of the Nixon Papers following the President's resignation. He was part of the NARA team that assisted with boxing and transferring the records of the Ford Administration to NARA. Later, he was assigned here for approximately 16 months as part of a NARA team of about five people to prepare for a Carter Library. With a much smaller staff, this team undertook some of the tasks pursued by OPPA.

An objective appraisal of these two NARA projects would reveal some significant contributions to each library program. Certainly, there was a direct correlation between the number of staff and the results.

NARA's feasibility study of processing records while the President was in office.

Toward the end of the Reagan Administration, NARA assigned 5 (?) archivists to ORM to archivally process some Presidential records in advance of their transfer to California. This was a pilot project to determine whether such an effort was worthwhile. For a variety of reasons, everyone concluded that it was premature, in all but the most unusual circumstances, to process the records before they were transferred to the library. This Administration's experience in processing the records of the President's Task Force on Health Care Reform would seem to corroborate this conclusion.

NARA archivists assigned to the Office of Records Management: two more approaches.

Jim Hastings, one of the archivists assigned to the feasibility study, remained with ORM through the beginning of the Bush Administration. Jim had prior experience as director of the Nixon Presidential Papers Project. In ORM he assisted us in all aspects of our daily and long term responsibilities. A promotional opportunity at NARA lured him away from us.

Later, we selected another archivist, David Alsobrook, who had been part of the NARA team at the White House preparing for the Carter Library. At the end of the Carter Administration, he had transferred with the records to Atlanta. At the time we invited him back to the White House, David was the senior archivist at the Carter Library. He took this new assignment with the understanding that, as before, he would transfer to the Bush Library when that time came. And he did.

Everyone agrees that David's experiences at the White House during Carter and Bush were extremely valuable. He was able to learn and take with him knowledge that helped him, first, at the Carter and now, at the Bush library. We strongly recommend this approach. Jim, on the other hand, learned but wasn't able to apply the knowledge when he returned to NARA in another capacity. While he contributed to the success of this office, all of us, including Jim, agree that his activities here had little long term benefit for the Bush library. We would not recommend that NARA follow this approach in the future. Our recommendation: if they come here, they should go there.

NARA'S ON-SITE SUPPORT FOR THE WHITE HOUSE AT PRESENT

The President's Daily Diary

Beginning with the Nixon Administration and continuing to the present, NARA archivists have collected the information and prepared the President's Daily Diary. The NARA staff working on the Nixon project found that it required 2 ½ people to create a diary as complete and accurate as possible. During subsequent Administrations support for this project has dropped to two and currently to one person. Having been the first archivist to work on this and having been largely responsible for its initial format, degree of completeness and accuracy, I can attest that the Nixon project's experience with the staffing requirements have, sadly, only been confirmed in the following Administrations. Thus, I would strongly recommend that additional personnel resources be provided for this very important task as soon as possible.

These records, along with those that comprise the President's Briefing Papers, constitute the two most important series of records, bar none, at a Presidential library. No one would dispute that the Administration's historical trail starts with the President and his daily activities. Without these "maps", the path cannot be followed, the story cannot be told.

Weekly Compilation of Presidential Documents

Since at least the Johnson Administration, a NARA team of varying numbers, generally two people, has collected and edited relevant information, passing it to GPO on a weekly basis for publication of this document. Each year, NARA subsequently coordinates with GPO to publish this information in book form as The Public Papers of President... Both the weekly and the annual editions are essential research sources for anyone interested in the Presidency. Both are considered the definitive word on what a President said or wrote in his official speeches, remarks, messages and statements. ORM recommends that this project be continued.

National Security Council - Access Management

Since the Carter Administration, a NARA team, averaging three people, has reviewed security classified NSC and White House documents of past Administrations in response to requests for their release. This effort involves considerable coordination with departments and agencies where many of the records were created and classified, and with NARA's various Presidential libraries where the records are now deposited. NARA's contribution to the declassification effort is greatly enhanced by this team working under the NSC umbrella. ORM recommends that this project be continued.

NARA'S OFF-SITE SUPPORT OF THE WHITE HOUSE AT PRESENT

NARA's Office of Presidential Libraries provides significant daily support to several White House operations. In addition, each of these undertakings will contribute at the end of the Administration to a smoother transfer of the records and a quicker transition from merely an Arkansas storage facility for the President's records to a Presidential library serving the former President and the public. The White House should encourage NARA to continue to provide this support.

It provides courtesy storage and expeditious retrieval for rapidly increasing numbers of records.

The impact of this project, while little known nor appreciated beyond the offices involved, has relieved the White House of an enormous storage problem. The following offices are greatly indebted to NARA for its assistance:

- 1) the Office of Records Management
with more than 6,000 boxes,
- 2) the White House Gift Unit
averaging considerably more than the 10,000 gifts per year of the previous Administration, and
- 3) the White House Communications Agency (WHCA)
with more than 4,000 audio and more than 10,000 video recordings which are taped both live and off-the-air.
- 4) the National Security Council
with several hundred boxes of material

It provides reference service to the public for:

- 1) video recordings that have been released by the Office of Media Affairs. Requests for these are received daily.
- 2) the records of the President's Task Force for Health Care Reform. NARA went to unprecedented lengths to make available storage and reference space at its College Park facility when these records were first opened to the public.

It reviews and approves the disposal of certain categories of material in accordance with an agreement between the White House, NARA, and Congress. This is no small matter. By the end of this Administration, the White House will have disposed of more than 30,000 boxes of this material which is almost exclusively incoming mail that was not answered or answered by form response. This Administration is on track with the previous two. It will dispose of approximately the same quantity of material as it will take to the library. Were it not for this program, the record holding areas of these libraries would have had to been twice as large!

STAFFING RECOMMENDATIONS FOR NOW

During this Administration, ORM has asked both the White House and NARA to assign another individual to ORM. Our recommendation remains under study. Now that we are into the second term, I believe that action on this proposal merits even more serious attention. I would stress that the individual should have previous Presidential library experience, be at least at the GS-11 pay grade and preferably higher, and be committed to transferring to the Clinton Library. While assigned to ORM, this individual would become familiar with the records, the Complex, and the White House staff, all extremely priceless assets later at the library. The individual would work closely with Lee and me in all aspects of ORM's mission focusing primarily on preparing for the transfer of the records and the establishment of the library.

The White House would need to decide to whom this individual reports for daily assignments. This matter has caused confusion and worse in previous Administrations. The White House decided, in the last two instances, that the NARA archivist should report to the White House Office of Records Management. No problems arose as a result. I would strongly recommend this arrangement, having experienced the pitfalls of the other option.

The individual should soon be joined by two or more NARA archivists committed to transferring to the Library. They, too, would use this opportunity to become familiar with the records, the Complex, and the White House staff. Sooner, preferably to later, archivists with specialties will be needed in certain fields such as library science, computer technology, and museum curatorship. The Reagan Library has benefitted greatly from one staff member's NSC expertise. This individual had worked in the NSC Secretariat for a period of time before switching to NARA and going to California. Given the importance of foreign policy issues in every administration, I would strongly recommend that NSC Secretariat staff be canvassed to determine if there is anyone interested in going to Little Rock.

As with a professional expansion sports team, a group of experienced archivists must form the core of the staff if the new library intends to be an early success. Untrained, inexperienced local recruits won't do. You must attempt to draw from the pool of archivists at the other Presidential libraries. The sooner that group can be assembled, the sooner it can start developing a level of cohesion and an understanding of the "game plan", and the sooner the President's records can be processed efficiently once they arrive at the library. Then, they can be much more easily and quickly researched to assist the President write his memoirs, a project that many consider the first order of business at a new library.

STAFFING RECOMMENDATIONS FOR A PRESIDENTIAL LIBRARY

No new library should think small when establishing personnel levels. More is better. Now is better than later. No existing library has enough staff. The most recent librarians, particularly, struggle to persuade NARA to lend a sympathetic ear to their personnel needs. The most opportune time to gain Congressional and NARA support to staff the library occurs during the President's White House years. Former Presidents don't wield nearly the influence: their families and friends even less in most instances. The following listing of personnel levels at the various libraries may be revealing. It should be noted that the size of each library's staff does not correlate with the quantity of records in the library nor the length of each President's public service. This information is taken from a 1985 NARA telephone listing. NARA can provide current figures.

Hoover 19
Roosevelt 24
Truman 35
Eisenhower 30
Kennedy 44
Johnson 26
Nixon 27 (Current)
Ford 21
Carter 26
Reagan 21
Bush 10

THE WHITE HOUSE

WASHINGTON

February 22, 1999

MEMORANDUM TO JOHN PODESTA

FROM: PHILLIP CAPLAN *PC*

SUBJECT: Library Planning

There's been some internal chatter lately on library issues. This memo addresses just one of the areas of discussion -- records.

This is a complicated area for a number of reasons -- the statute, the logistics, the psychology of planning for the library -- and, unlike other library issues such as fundraising or design, it involves every office in the complex.

The "presidential materials" staff at the Archives has made a proposal to begin the process of preparing to move records, but I didn't want to go any further with it until we had a chance to sit down and talk through it.

The Archives Plan - in short: The Archives has hired three D.C.-based archivists who have indicated that they would be willing to move to Little Rock once the library opens. Under this plan, these three people would rotate through the WH over the next 23 months, spending time in various offices so as to familiarize themselves with names of WH staff, how records are kept, etc. These people would be based in Terry Good's office and also spend a great deal of time learning the ORM filing system. This will enable the library to get off the ground much more quickly in terms of public access to information once the library opens for research. At the same time, this plan will permit the WH to become comfortable with these archivists and have the time to make changes if so desired.

I think this plan is a pretty good one in principle -- good for both the WH and the library. I have some logistical concerns, but they can probably be worked out. Terry Good thinks this is a good approach as well, as long as these archivists are based in his office.

I think, though, we need to talk it over, and include Counsel's office, before moving forward. If then you think it's a good idea, I'd suggest a few things need to happen before the plan is implemented: at a minimum, it will require a buy-in from senior staff on the need for this endeavor, and a plan for staff education/briefing on the do's and don'ts of the statute. To accomplish all of this, there should probably be a steering committee made up of you, the Staff Secretary, Ginny, Counsel, and others, to oversee and implement this plan.

And some unsolicited advice...my sense is that the overall library process needs to be structured a

bit more. I've heard that Craig is working on this. I'm not sure of all of the needs, but I imagine there would be an Executive Committee, chaired by you and including people like Bruce, Nicole Seligman, Nancy, Skip, etc. (This already exists to an extent). Then several other committees, such as a fundraising committee (e.g., Skip, Mack, Craig, Terry), a design committee (e.g., , Bruce, Nicole) and a records committee as mentioned above. There should probably be regular meetings, a reporting mechanism, and other structures. Records stuff is a big part of this, and involves the WH-at large the most, but it is only a piece of the puzzle.

I hope we can we can talk about this, but mostly the records piece, at your earliest convenience.

THE WHITE HOUSE

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I hope we can we can talk about this, but mostly the records piece, at your earliest convenience.

May 12, 1998

Richard P. Stalcup
1833 Halstead Boulevard, Apt. 715
Tallahassee, FL 32308

Frances Brooks
National Archives and Records Administration,
Human Resources Services Division
8601 Adelphi Road, Room 1200
College Park, MD 20740-6001

Ms. Brooks:

Please consider this letter and its following contents as an application for the position of Archivist (Announcement Number NHS 98-20B) under the Outstanding Scholar Program. My application is in the résumé format, but in the interest of security I have also enclosed form OF 612.

The transcript that accompanies this application is from my course of studies with The University of Tennessee, Knoxville. Currently, I am still in the process of completing my thesis for a Master of Arts in Public History at Middle Tennessee State University. Should you wish to see my record at MTSU, please contact me and I will forward a copy to you.

I do not base my qualifications for this position on academic achievement alone. During the period of time since my graduation from UTK, I have worked in a variety of positions in the field of cultural resources. Working as an Intern with the Cultural Resources Division of the Tennessee Valley Authority, I helped to create a database for a nascent collection of archival material housed with the TVA Historic Collection. It was my fortune to be involved with an agency just as they were moving to create a relevant structure for the public use of its archives and artifacts. Recently, as a Historic Data Analyst for the Florida Division of Historic Resources, I have assisted in the computerization of valuable information on Florida's historic bridges and structures. Now, I am entrusted with a major role in the creation of Florida's Historic Cemetery Form in dBase IV format. The final product will eventually be used to input information on all the state's notable historic cemeteries.

Ms. Brooks, I have the education and experience you seek in an Archivist. But as you seek to ascertain my qualifications, it is my wish that you will find in me the traits of responsibility, honor, and work ethic that I consider hallmarks of my education and experience.

Thank you for consideration of my application. If you wish to contact me, then please do not hesitate to telephone at (850) 487-2299 (daytime) or (850) 668-8638 (night).

Sincerely,

A handwritten signature in cursive script, appearing to read "Richard P. Stalcup".

Richard P. Stalcup

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. resume	[Personally Identifiable Information] [partial] (7 pages)	00/00/1999	b(6)

COLLECTION:

Clinton Presidential Records
Staff Secretary
Too Late to Process
OA/Box Number: 22069

FOLDER TITLE:

Information re: Records/President/Archives [1]

2019-0990-S

rs3474

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Richard P. Stalcup
1833 Halstead Boulevard, Apt. 715
Tallahassee, FL 32308
(850) 668-8638

Social Security Number: (b)(6)

Announcement Number: NHS 98-20B

Position Applied For: Archivist GS-1420-07/07

EDUCATION:

Master of Arts: Public History
Middle Tennessee State University, Murfreesboro, Tennessee
Total Hours Earned: 36
Currently enrolled in the Public History program. All coursework completed; only lacking completion of the thesis.
August, 1994-to present

Bachelor of Arts: History
The University of Tennessee, Knoxville, Tennessee
Total Hours Earned: 125
Completed studies at The University of Tennessee with a 3.61 GPA.

VOLUNTEER EXPERIENCE:

Stones River National Battlefield,
3501 Old Nashville Highway
Murfreesboro, Tennessee 37129
Supervisor: Bettie Cook
Served the National Park Service as a volunteer in their Volunteer-In-Parks program. Assisted visitors with answers to their questions about the history of Stones River National Battlefield. Aided the Visitor's Center in both the selling of items and the operation of audio-visual programs that are related to the Battle of Stones River.
September, 1994-May, 1996

WUTK-FM,
P-103 Andy Holt Tower,
Knoxville, Tennessee 37916
Supervisor: Benny Smith
Performed on a radio station as a morning radio announcer for an alternative radio station serving a college community. Delivered campus traffic reports and took hourly readings from the station's radio transmitter.
January, 1990-August, 1990

WORK EXPERIENCE:

Florida Division of Historic Resources,
500 South Bronough Street, #428
Tallahassee, Florida 32399
Salary: \$9.00/hour
Hours Worked: 40/week
Supervisor/Phone: Marion Smith, 850-487-2299

HISTORIC DATA ANALYST

Charged with entering historic structures, bridges, and cemeteries onto the database of the State of Florida's Master Site File. Work involves knowledge of DBASE, MSDOS, and Windows 95 computer systems, knowledge that is used to input historic information from paper forms into

the Site File's computer database. Entrusted with entering information on historic bridges for use by FEMA in their assessment of the flood damage to several Florida counties earlier this year. Currently helping to develop a Historic Cemetery Form that will be used as a repository for information on historic cemeteries on both paper forms and computer database.

November, 1997-Present

Talbot Islands Geopark,
11435 Fort George Road East,
Fort George, Florida 32226

Salary: \$6.50/hour

Hours Worked: 40/week

Supervisor/Phone: Nancy Garrison, (904) 251-2323

PARK ATTENDANT

Responsible for general maintenance duties for a major recreational park in the Florida State Park system. Performed care and daily upkeep of park restrooms, wells, and campground units. Entrusted, as one of the park's most visible employees, with interacting with park visitors and volunteers in such a way as to leave both groups with a positive experience at Talbot Islands GEOPark.

January, 1997-November, 1997

Fort Loudoun State Historic Area,
338 Fort Loudoun Road,
Vonore, Tennessee 37885

Salary: \$5.50/hour

Hours Worked: 40/week

Supervisor/Phone: Joe Distretti, (423) 884-6217

HISTORICAL INTERPRETER

Designed and presented interpretive programs for Fort Loudoun State Historic Area, a unit of Tennessee State Parks. Work included costumed and non-costumed interpretation designed around depicting the life of a British soldier at a frontier outpost during the French and Indian War. At Fort Loudoun, I was responsible for delivering programs to a wide variety of audiences both on site and on scheduled visits to schools, clubs, and civic groups.

May, 1996-December, 1996

The Hermitage,
4580 Rachel's Lane,
Hermitage, Tennessee 37076

Salary: \$4.25/hour

Hours Worked: 16/bi-weekly

Supervisor/Phone: Jean Russell, (615) 889-2941

HISTORICAL INTERPRETER

Helped to interpret the history of The Hermitage, home of President Andrew Jackson, during a period of intense restoration of the building. Responded to visitor's queries concerning President Jackson, his family, and the operations in and around the mansion during the period from 1837 to 1845.

January, 1996-May, 1996

Middle Tennessee State University,
285 Peck Hall,
Murfreesboro, Tennessee 37132

Salary: \$5.00/hour

Hours Worked: 20-24/week

Supervisor/Phone: Dr. Andrew Gulliford, (615) 898-2544

GRADUATE ASSISTANT

Working for Dr. Andrew Gulliford, my position involved some preparation of course materials, as well as the routing of correspondence from people interested in the MTSU Public History Department. In addition, my duties involved preparing research documents for Dr. Gulliford as he worked on his book on the subject of Native American Sacred Sites.

January, 1996-May, 1996

Stones River National Battlefield,

3501 Old Nashville Highway,

Murfreesboro, TN 37129

Salary: \$11.25/hour

Hours Worked: 32/week

Supervisor/Phone: Mary Ann Peckham, (615) 893-9501

MAINTENANCE WORKER

In this job with Stones River National Battlefield, I was among a group of seasonal workers restoring Redoubt Brannen and other areas formerly constituting Fortress Rosecrans, the largest Civil War fortification in the United State. Work entailed heavy lifting and manual labor, but also involved a level of care and preservation as befitted a Civil War-era military installation.

October, 1995-January, 1996

ARA Services,

James Union Building,

Murfreesboro, Tennessee 37132

Salary: \$5.50/hour

Hours Worked: 30/week

Supervisor/Phone: Wayne Deblois, (615) 898-2797

FOOD SERVICE WORKER

Depended upon as a "jack of all trades." I served as a dishwasher, clerk, cashier, and short-order cook. Delivered needed services on-time in a fast-paced environment.

August, 1994-October, 1995

Tennessee Valley Authority,

Natural Resources Building,

Norris, Tennessee 37828

Salary: \$4.25/hour

Hours Worked: 40/week

Supervisor/Phone: Pat Bernard Ezzell, (423) 632-1603

INTERN, CULTURAL RESOURCES DIVISION

Took the lead, under the supervision of the Curator of the TVA Historic Collection, in devising a method for the storage and care of artifacts important in documenting the history of the Tennessee Valley Authority. Developed a system and a database for the categorization of archival materials in the Historic Collection. Assisted the Historian by plotting historic sites on TVA property upon computer-generated maps.

May, 1995-August, 1995.

The University of Tennessee,

Presidential Court Cafeteria,

Knoxville, Tennessee 37996

Salary: \$4.50/hour

Hours Worked: 35-40/week

Supervisor/Phone: Shirley Rowans, (423) 974-5284

FOOD SERVICE WORKER/CASHIER

Responsible for the orderly exchange of money and crowd control for Presidential Court Cafeteria. Trusted with counting the money after the end of my shift. Also required to handle some duties associated with food services.

January, 1994-August, 1994

Southeast Services Incorporated,

3051C North Mall Road,

Knoxville, Tennessee 37924

Salary: \$18,000/year

Hours Worked: 70-80/week

Supervisor/Phone: Wendell Anderson, (615) 525-0445

MANAGER TRAINEE

Organized employee duties for night shift of a contract cleaning company working in a major metropolitan mall. Executed payroll duties and participated in the hiring of additional employees.

September, 1993-November, 1993

OTHER QUALIFICATIONS:

Experienced in use of Wordperfect, Windows, and dBase applications.

Member of the following honor societies: Phi Eta Sigma, Phi Kappa Phi, Golden Key, Phi Kappa Phi, Phi Alpha Theta, and Phi Beta Kappa.

REFERENCES:

Available upon request.

CERTIFICATIONS:

I certify that I am a citizen of the United States.

I certify that I do not claim veteran's preference.

I certify that I was once a seasonal employee with the National Park Service at Stones River National Battlefield in Murfreesboro, Tennessee. Otherwise, I have never held a full-time position as a Federal civilian employee.

I certify that I am not eligible for reinstatement based on career or career-conditional Federal status.

These answers I certify to be true, in full understanding of the consequences outlined in OF-612, Question 18.

Sincerely

Richard P. Stalcup 05/12/98
Richard P. Stalcup

Addendum to application concerning how experience and education relates to the KSAO's required for this position.

I consider myself fully qualified for this position based not only on my status as an Outstanding Scholar, but also for the experience that I have attained working in a variety of positions in the field of cultural resources.

KSAO #1:

As an Intern with the Tennessee Valley Authority's Cultural Resources Division, I devised a categorization system for the archives being housed in the TVA Historic Collection. Working with the Curator, I assisted with creating a database for these files. Working as a Graduate Assistant with MTSU, I organized the preliminary research of my professor, Dr. Andrew Gulliford, for his book on Native American Sacred Sites.

KSAO #2:

Working for the Florida Master Site File as an Historic Data Analyst, I have been entrusted with developing a paper and an electronic form on dBase IV format for a Historic Cemetery Form. This form will allow the public an easier way to record Cemetery information on a paper form than the present method. The electronic cemetery database will allow visitors to the Site File a quick, simple method to gain information on Florida's historic cemeteries.

KSAO #3:

As an Historic Interpreter with the Tennessee State Parks, one of my duties was to put together technical reports on matters of concern to the Park Manager on the subject of history. I also designed my own interpretive programs, which aimed at taking the history of Fort Loudoun State Historic Area and presenting it to the public. With MTSU, I performed preliminary research for my professor and presented my findings to him on the subject of Native American Sacred Sites. In addition, I handled Dr. Gulliford's correspondence on both historical and educational matters, working primarily in Wordperfect format.

KSAO #4:

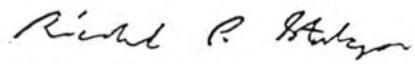
As a volunteer for WUTK-FM in Knoxville, Tennessee, I presented a morning radio program on a college radio station. As an Historical Interpreter with Tennessee State Parks, I was required to present complex oral programs to a wide variety of groups, from the local Civitan club to the Japanese High School (TMG, in Sweetwater, Tennessee). Currently, I am relied upon on occasion to answer the phones for the Florida Master Site File.

KSAO #5:

I have handled written correspondence as a volunteer for Stones River National Battlefield, as a Graduate Assistant at MTSU, and as an Historical Interpreter with Tennessee State Parks. With the Florida Master Site File, I am responsible

for responding some written requests for materials from surveyors and the general public.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Richard P. Stalcup".

Richard P. Stalcup

duties of the position upon entry.

In accordance with 5 USC 3303, recommendations by a Senator or Representative may not be considered except as to the character or residence of the applicant.

Enrollment in Direct Deposit/Electronic Funds Transfer is required as a condition of employment for all new employees.

Application packages should include all requested documents and must be delivered or postmarked by the closing date of this announcement.

For more information and/or forms, contact Frances Brooks at 301-713-6760. Hearing impaired applicants should make calls on TDD equipment to 301-713-6760.

Consideration will be given to all qualified applicants without regard to race, color, creed, national origin, sex, disability, marital status, age, religious affiliation, or membership or non-membership in employee organization.

DUTY LOCATION PREFERENCE FORM

VACANCY ANNOUNCEMENT: NHS 98-20B

POSITION: Archivist, GS-1420-7

Please mark the duty location(s) for which you wish to be considered. You may identify as many locations as you wish; you will only be considered for the location(s) that you have identified.

College Park, MD (Will relocate to Little Rock, AR (yes) OR no)

Laguna Niguel, CA

Simi Valley, CA (Must relocate to Little Rock, AR in approx. 2 yrs.)

Atlanta, GA

East Point, GA

Ft. Worth, TX

College Station, TX (Must relocate to Little Rock, AR in approx. 2 yrs.)

Seattle, WA

Applicant Signature: *Kenn P. Blay*

Date: *05/12/98*

John Paul Keller

8030 Gray Haven Road • Baltimore, MD 21222 • 410-285-1960



EXPERIENCE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

OFFICE OF PRESIDENTIAL LIBRARIES ■ Presidential Materials Staff

Archives Technician, 1996-Present

- Demonstrate immediate reference to the White House for textual, audiovisual and still picture records, as well as museum objects.
- Provide reference service to the Democratic National Committee and Republican National Committee in respect to their records as well as publicly available Clinton Video materials.
- Maintain and oversee the Clinton Presidential video collection.
- Set up proper storage for textual, audiovisual and still picture records, as well as museum objects.
- Maintain database and inventory control over transferred Presidential gifts using dBase IV and MS-Access.
- Actively prepare museum objects for wrapping and storing to prevent damage and enable a safe transport to the eventual Presidential Library.
- Administer the transfer of records and gifts from the White House Office of Records Management, White House Communication Agency, National Security Council, White House Photo Office, White House Gift Unit, as well as private donors.
- Act as a representative for the National Archives and Records Administration and field Presidential Library units with professional organizations and private donors in the Washington Metropolitan area.
- Develop and maintain a finding aid for the open Clinton Presidential video collection, enabling ready access for researchers.
- Supply supervisors and Office of Presidential Libraries management reports and findings as requested.
- Serve as Assistant Security Officer on the Presidential Materials Staff.
- Supervise interns and volunteers on the Presidential Materials Staff.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

STILL PICTURE BRANCH

Archives Technician, 1995-1996

- Responded to written and oral inquiries relating to case file type records.
- Performed reference service including identification and withdrawal of pertinent records for research and/or reproduction and the completion of form replies.
- Refiled records and archival supplies as needed.
- Arranged records in proper order, either in accordance with an existing file scheme or with specific instructions from supervisor.
- Examined documents for identification and detected missing items and enclosures that had been separated from their covering communication.
- Prepared new folders as needed and expedited box labels as well.
- Created and processed finding aids for record groups and various projects.
- Performed data entry and word processing via dBase and WordPerfect with regards to projects.
- Utilized National Archives Information Locator (NAIL) to provide series descriptions for various record group projects.

UNIVERSITY OF BALTIMORE

ACADEMIC RESOURCE CENTER

Administrative Assistant, 1993-1995

- Performed various receptionist tasks which included greeting students, answering phones, making appointments, and assisting students with instructional materials and equipment.
- Displayed good communication skills, efficient telephone manner, familiarity with word processing, and accuracy in detail-oriented work.
- Audited tutoring expenditures, recorded tutoring records and time sheets and ensured accuracy of records.
- Coordinated publicity for workshops and group tutorials.
- Monitored and evaluated customer satisfaction with tutoring.
- Maximized turnover and utilization of instructional materials and services.
- Used Paradox database to record student data, helped establish eligibility of students for tutoring service, and identified students needing study skills assistance.
- Streamlined and maintained Paradox data for centers' capacity and capability.
- Reconciled payroll expenditure records.
- Prepared and analyzed monthly, bi-annual and annual reports on service utilization.
- Delegated various assignments and duties to fellow employees.
- Actively utilized word processing software to improve centers' image and direction.
- Analyzed and researched student records on mainframe computer to find statistical trends and general facts in performance.
- Monitored office and customer consumption of supplies, instructional materials, and service utilization and ordered needed replacements.

EDUCATION

UNIVERSITY OF BALTIMORE - BALTIMORE, MD

Bachelor of Arts, History, 1994

DUNDALK COMMUNITY COLLEGE - BALTIMORE, MD

Associate of Arts, General Studies, 1990

SKILLS AND TRAINING

- U.S. Navy 1987-1991 (Active and Reserves)
Hospital Corpsman
Field Medical Technician
- Word Processing and Data Entry
- Microsoft Word
- WordPerfect for Windows
- Paradox for Windows
- Corel Draw
- MS-Access for Windows
- dBase IV
- Lotus 123 for Windows

MAY 07 '98 07:27

P.1

Standard Form 60-B
7/91
Office of Personnel Management
Supp. 298-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) ELLER JOHN P				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 01-04-98			
5. Action Code 5-B. Nature of Action CHG IN VET PREF				6. Action 6-A. Code 892 6-B. Nature of Action CHG IN SCD							
8. Code Code 5-D. Legal Authority 5 U.S.C. 2108				9. Code 6-C. Code VZM 6-D. Legal Authority 5 U.S.C. 6303							
Code 5-F. Legal Authority				6-E. Code 6-F. Legal Authority							
10. FROM: Position Title and Number ARCHIVES TECHNICIAN 3S2S510001				11. TO: Position Title and Number ARCHIVES TECHNICIAN 3S2S510001							
12. Plan		13. Occ. Code		14. Grade/Level		15. Step/Rate		16. Total Salary/Award		17. Pay Basis	
GS		1421		06		01		\$23,876.00		PA	
Basic Pay		125. Locality Adj.		126. Adj. Basic Pay		127. Other Pay		20A. Basic Pay		20B. Locality Adj.	
\$22,258		\$ 1618		\$23,876		\$ 0		\$22,258		\$ 1618	
20C. Adj. Basic Pay		20D. Other Pay		20E. Basic Pay		20F. Locality Adj.		20G. Adj. Basic Pay		20H. Other Pay	
\$ 0		\$ 0		\$23,876		\$ 0		\$ 0		\$ 0	
21. Name and Location of Position's Organization NLMS OFFICE OF PRESIDENTIAL LIBRARIES PRESIDENTIAL MATERIALS STAFF ST LOUIS MO						22. Name and Location of Position's Organization NLMS OFFICE OF PRESIDENTIAL LIBRARIES PRESIDENTIAL MATERIALS STAFF ST LOUIS MO					
23. Veterans Preference ☒ 1 - None ☐ 2 - 10 Points Disability ☐ 3 - 10 Points Other ☐ 4 - 10 Points Other						24. Tenure ☒ 0 - None ☐ 1 - Permanent ☐ 2 - Conditional ☐ 3 - Temporary					
25. Agency Use ☒ YES ☐ NO						26. Veterans Preference for RIF ☒ YES ☐ NO					
27. Basic Life Plus Standard Option ☒ BASIC LIFE PLUS STANDARD OPTION						28. Annuity Indicator ☒ 9 NOT APPLICABLE					
29. Retirement Plan ☒ FERS AND FICA						30. Work Schedule ☒ FULL TIME					
31. Position Data Position Occupied ☒ 1 - Competitive Service ☐ 2 - Excepted Service ☐ 3 - SES General ☐ 4 - SES Career Reserved						32. FLSA Category ☒ N E - Exempt N - Nonexempt					
33. Appropriation Code 110N00KL1302211A11001						34. Bargaining Unit/Status 0010					
35. Duty Station Code 11-0010-001						36. Duty Station (City - County - State or Overseas Location) WASHINGTON DC					
37. AGENCY DATA S001772		38. 41. NQ600		39. 42. 0727		40. 43. 9855 0000		41. PUSN SENS 3 CRITICAL SENSITIVE			

Remarks

CHANGES SCD FROM 08-23-95 BECAUSE OF RECEIPT OF DD-214.
CHANGE IN SCD IS RETROACTIVE TO 04-28-96.

5. Employing Department or Agency
NATL ARCHIVES AND RECORDS ADMIN

6. Agency Code
NQ00

48. Personnel Office ID
1772

49. Approval Date
04-22-98

KB

50. Signature/Authentication and Title of Approving Official

PERSONNEL OFFICER
ST LOUIS MO

URN OVER FOR IMPORTANT INFORMATION

Excluded Prior to 7/91 Are Not Usable After 6/30/92
NRM 7440-01-033-0238

KELLER, JOHN PAUL

(b)(6)

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: ARCHIVIST GS-1420-5/7

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

1. Knowledge of how modern organizations function and create, organize, and use records to document their activities.

In my experience as an Archives Technician with the Presidential Materials Staff, I have gained significant knowledge on how various White House offices function, create, organize, and use records to document their activities. In addition, I have worked with several non-federal agencies such as, the Democratic National Committee, and the Republican National Committee.

Furthermore, while working previously at the Still Picture Branch, I worked with Nick Natanson on the collection and appraisal of permanently valuable State Department Records. This project entailed gathering background data on the Audiovisual Services Branch of the State Department. I researched and worked firsthand with various administrators to gain knowledge and reconcile the organizational structure of the State Department. This was all necessary to process the records we collected and to proficiently organize and arrange them accordingly. In addition, I began to work with NAIL initiating a series description for this acquisition. By working and researching the records I got an up close and real sense on the creation, organization, function, and use of non-textual records. This was my first understanding of the Life-Cycle of Federal Records.

With my most recent experience, I have been fortunate to directly gain knowledge of how several White House offices function and create, organize, and use records to document their activities. My experiences include daily correspondence with the White House Gift Unit. I have the opportunity to process museum objects and use corresponding records to organize the gift collection. By corresponding with the White House Gift Unit on the front-end, I have gained further experience with the initial Life-Cycle of the records involved in the Office of Correspondence at the White House. On a continual basis I have assisted the White House Gift Unit in updating and acquiring their records to better serve their office and the museum collection.

Also at the White House, The White House Communication Agency audiovisually documents the Presidency. My office and I worked closely on the transfer of records from White House Television office and the Audio segment of the White House Communication Agency. I get a close look on the how they document the President and the White House. I work with the open publicly available Clinton video

materials assist with the organization of these records. In addition I having communication with the White House Press Office with regards to the releasing of video materials for the public. With this experience, I can clearly view the use of their office in dealings with the public.

I have begun to develop an understanding of the White House Office of Records Management. My office and I work daily with The White House Office of Records Management to coordinate the transfer of records to our courtesy storage at the National Archives. I have a basic concept on the organizational structure of the records, but I am limited to further knowledge due to the fact that they are closed for research and any other use.

Other modern organizations that I have knowledge with include the Democratic National Committee, and the Republican National Committee. My office has agreed and the obligated authority to store on a courtesy basis these respective agencies records. We correspond frequently with the Office of the Secretary in the transfer of records to our holdings. From time to time we assist researchers and the office with these records. From this experience and with communication from the respective offices, I have knowledge of their organizations.

KELLER, JOHN PAUL

(b)(6)

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: ARCHIVIST GS-1420-5/7

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

2. Knowledge of automation tools to improve access to, and disseminate information. (Include a description of which automation tools you have used and in what manner.)

With the year 2000 closing in on us, the need and use of automation tools and the ability to work with them is vital. With the Presidential Materials Staff and the Still Picture Staff I have had the fortunate experience to gain knowledge with various automation tools.

While at the Still Picture Branch, I used NAIL, the National Archives Information Locator, to improve access and describe record groups via an online database. I attended classes on NAIL and on HTML, Hyper-Text Mark-up Language. These are necessary skills to disseminate information in the electronic age. Also while at Still Pictures, I used dBase IV to describe and catalog record series in order to install the descriptions and images online to the National Archives Home Page. In addition, I gained knowledge of digitizing photographs and negatives for Web page use. I was introduced and trained using software and cameras to digitize Ansel Adams, and WWII select list photographs. I used PhotoShop 3.0 and Word Perfect to automate captions and descriptions.

At the Presidential Materials Staff, I have continued to use dBase IV and started to use Microsoft Access. I've successfully converted our dBase IV files into Microsoft Access for readier and superior use. By converting our Presidential Gift database to Access, we have updated and made it more friendlier to use and manipulate information for our use. Also at the Presidential Materials Staff we have planned to make available for a first time our own web page. This web page will provide general information for researchers and the Archives alike. I have developed and maintained a finding aid of released Clinton Video that could be assessable online and via e-mail. Also, I have experience using electronic mail to communicate and disseminate information for and from researchers.

With my experience and hands-on approach, I look forward to the future and furthering my knowledge and skill of automation tools. I'm eager to implement the Office Web Page and link it with the National Archives page. Also, I look forward to continual use with NAIL and Access to better ease the access and the dissemination of information.

These experiences are my foundations for the ability to compile and analyze data, draw logical conclusions, and present findings. I believe I can build upon these for future challenges.

KELLER, JOHN PAUL

(b)(6)

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: ARCHIVIST GS-1420-5/7

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

3. Ability to compile and analyze data, draw logical conclusions, and present findings. (Include a description of experience, if any, using electronic information applications.)

As a Archives Technician at Presidential Libraries, I have had several experiences compiling, analyzing data, drawing logical conclusions, and presenting the findings. But I would like to first describe an experience I had previously while a Administrative Assistant at the University of Baltimore in 1994. I worked on a team that compiled an Annual Report for Services for fiscal year 1993. I was in charge of gathering statistics such as, attendance, visiting hours, attendees, and geographic information. I used Paradox for Windows, a database software, Lotus 1-2-3, and Word Perfect for electronic means to compile statistics and process a narrative. Our end result was the Annual Report on Services 1993 to the Dean of Student Services at the University of Baltimore.

Currently here at Presidential Libraries, I routinely produce a report of gifts in our possession for the White House Gift Unit. This report is used by the White House to track gifts and to update their database for appropriate container locations. In compiling and analyzing the information dBase and Access is used to produce the findings. The reports conclusions are logically drawn from careful data-entry and precise instrumentation of software and manpower. This report returns to us for editing that they include in updating their database appropriately. Examples of editing, would be changes in Donor(s), geographic info., value of object(s), etc...

Furthermore, I also worked on a team that had to produce a report of finding for the Office of Inspector General, National Archives Management, and the Senate Subcommittee on Campaign Finance Reform & Oversight under Senator Fred R. Thompson, Tennessee. We were instructed to compile and analyze our recall requests and transfers of White House records to and from the National Archives. We responded in a timely manner and satisfied the Inspector General's Office, National Archives Management, and the Senate Committee. I helped use Word Perfect to produce a organized compilation of our services for several fiscal years that were requested. I was a team player in the wording and conclusions that we came up with for the Committee. Our conclusions stated specifically in regards to the transfer and the ready return of records upon request from the White House and their specific offices. As a staff member at the Presidential Materials Staff, I feel satisfied with our dedication to duty and speedy reply to the Committee's questions.

In addition, I'm in a supervisory role to instruct interns and volunteers in our office on various projects and matters. For instance, I supervised and oversaw the reboxing of various audiovisual records in the Clinton Presidential collection.

Coupled with my work history, my academic preparation has given me vital course work and knowledge in the ability to communicate orally. For example, I gave a presentation on the History of the Chesapeake and Delaware Canal in a Maritime History course. The presentation included visual aids and detailed outlines for the audience. I have also had experience teaching others practices and procedures regarding various software applications at my previous employer, The University of Baltimore. Throughout my work and academic career the ability to communicate orally has been expected and essential for success at work and college.

KELLER, JOHN PAUL

(b)(6)

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: ARCHIVIST GS-1420-5/7

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

4. Ability to communicate orally.

This ability is vital for success anywhere, but essential in a reference setting. I believe I am adequately qualified at this in several ways. With my previous experience at Still Pictures, I can draw a realm of instances that oral communication was essential. While acting as liaison for researchers I bridged gaps that were existing. Many instances researchers are confused and unclear on their record requests. When this occurred, I provided assistance verbally in a meaningful manner helpful to them. Also to ensure that the request was granted and conveyed to them in the proper way. Furthermore, important is the communication between the research room technician and myself to ensure that the policy and procedure of record pulls are followed accordingly.

At my previous employer before the National Archives, I worked at the University of Baltimore as Administrative Assistant. I had extensive public interaction and contact with students, faculty, and administrators. I dealt and assisted with a variety of needs and concerns. I also supervised other employees, delegating various assignments to them. My receptionist skills were used in fielding phone calls and letter correspondence.

Currently at Presidential Libraries, I'm maintaining oral communication with researchers, Archive officials, colleagues, and White House Personnel. On a daily basis I'm fielding reference questions by phone, fax, letter, or e-mail. Routinely requests are made to my attention from the White House and I respond immediately and precisely. I usually field record requests and record transfers from personnel at the White House Photo Office, White House Office of Records Management, White House Communication Agency, and the White House Gift Unit offices. In addition, I regularly communicate orally with the Democratic National Committee and the Republican National Committee in regards to transferring and recalling their respective records. When logistical problems arise with officials, they are carefully talked out and resolved with professionalism. Along with reference duties, I have occasionally conducted tours of my work area and the Archives building for White House Personnel, Interns from various agencies, and for National Archives Management and Staff. Also I've been part in meetings with White House staff, and National Archives Management. These meetings involved space concerns, project findings and logistical matters.

KELLER, JOHN PAUL

(b)(6)

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: ARCHIVIST GS-1420-5/7

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

5. Ability to communicate in writing.

Along with oral communication, written communication is essential to the workplace. During my college years I completed approximately 50 credit hours in a variety of History courses, as well as 70 more or so in Liberal Arts and Business subjects. These courses instructed to me how to research, write, speak, analyze analytically, and interpret historical evidence properly. My academic preparation exposed me to a strong regiment of research paper writing and essay writing.

While at Still Pictures, I wrote numerous finding aids in conjunction with the branch procedures and guidelines set forth. Also in the writing of these finding aids, I had used cross references to indicate further record relationships in other boxes and groups.

In other previous experience, as an Administrative Assistant at the University of Baltimore, I regularly wrote memorandum and kept correspondence for associates and supervisors. In addition I routinely wrote study instructional aids for students and administrators. One instance was a user's guide for Paradox for Windows, and one for using Word Perfect for Windows.

At this time, I'm currently furthering my ability to communicate in writing at the Office of Presidential Libraries. For example, I have composed a finding aid for the released Clinton Video collection. I frequently correspond with researchers in written form as well as orally. Often I reply to labs dealing with our reproductions in writing and memorandum. I have drafted various reports from findings and observations I've witnessed at conferences and lectures. I was selected to attend the Association of Moving Images Archivist Conference last year in Washington, DC. I also attend lectures on Preservation, Storage plans, and other archival matters that usually specialize in audiovisual records of any form. I also draft letters for correspondence at White House when needed. Furthermore, I've been on teams here in our office that have specialized in writing reports for spatial concerns in our work space. I put together a Spreadsheet laying out how our space is being used and a location register for all records we currently hold. As I stated above with various experiences, I building on this synthesis of experience to further enhance my goals and the Office of Presidential Libraries, Presidential Materials Staff.

DUTY LOCATION PREFERENCE FORM

VACANCY ANNOUNCEMENT: NHS 98-20

POSITION: Archivist, GS-1420-5/7

Please specify the duty location(s) for which you wish to be considered. You may identify as many locations as you wish; you will only be considered for the location(s) that you have identified.

- ☒ College Park, MD (Will relocate to Little Rock, AR yes ☒ no ☐)
- ☐ Laguna Niguel, CA
- ☐ Simi Valley, CA (Must relocate to Little Rock, AR in approx. 2 yrs.)
- ☐ Atlanta, GA
- ☐ East Point, GA
- ☐ Austin, TX
- ☐ Ft. Worth, TX
- ☐ College Station, TX (Must relocate to Little Rock, AR in approx. 2 yrs)
- ☐ Seattle, WA

Applicant Signature John P. Keller Date: 5/11/98

National Archives



Washington, DC 20408

February 12, 1999

'99 FEB 16 PM 12:26

Ms. Nancy Hernreich
Deputy Assistant to the President and
Director of Oval Office Operations
The White House
Washington, D.C. 20500

Dear Nancy:

In thinking about the meeting we had the other week on rotating Clinton Library archivists-in-training over to various offices in the White House, it occurred to me that it might be helpful if I explain the purpose of the training and the types of assistance they can provide.

The National Archives and Records Administration (NARA) has had a special relationship with Presidents and their staffs since the agency's establishment in 1934. This special relationship has included maintaining the Presidential diary, publishing the papers of the President, assisting the National Security Council staff with declassification review, providing courtesy storage for incumbent Presidential papers and gifts, planning and moving the Presidential materials at the end of the Administration, and planning and later managing the President's Library. Ideally this archivist then goes to the Library with the records. Currently NARA has the following staff on detail over in the White House: Ellen McCathran, the Diarist; Rodney Soubers, Michael Smith, Edith Prise, with the National Security Council Access and Management Staff, and Michael Sullivan with the Weekly Compilation of Presidential Documents. In past Administrations, we have also had an archivist stationed in the White House Office of Records Management so that they can become familiar with WHORM's filing system, the White House staff who create the records, and assist White House staff in move preparations.

For the first time, we have hired five archivists (three of whom are stationed on my staff in Washington) before the end of the Administration who are interested in going to the Clinton Library. We have done this so that these archivists can be better trained to assist both the President and the First Lady in terms of their record requests, and so that we can process materials more quickly and have more records available when the Library opens for research. Clearly having these archivists rotate to different records creating offices in the White House would be an invaluable training experience. This experience would allow them to become familiar with some of the people creating the records, the records themselves, and the office that creates the records. It would also allow key members of the President and First Lady's staff to become familiar with and comfortable with these archivists.

This means that we are now able to provide the White House with three professionally trained archivists who can provide whatever assistance the various offices feel they need. This could include the following types of activities: surveying the records in preparation for the move; filing, arranging and organizing the records; retrieval of records and assisting in responding to

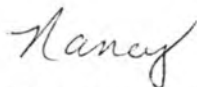
special requests; documenting the organizational components that created the records; inventorying and boxing the records for transfer to WHORM or courtesy storage. These archivists are trainees and would not be giving records advice, but rather assistance to the office in terms of their records or archival needs. We view these archivists as working in cooperation with the White House Office of Records Management, in keeping with a long-established relationship that NARA has had with that office.

There are several offices that have already expressed interest in having these archivists rotate to their staff. The National Security Council Access and Management staff is interested in having one of these archivists with the appropriate clearances assist with declassification review on former Presidential papers and with NSC records management. The Diarist has expressed interest in assistance with refiling diary materials pulled for subpoena requests. The White House Office of Records Management has talked about the importance of training these archivists in the STAIRS systems. In addition to the President's Office, the Vice President's Office and the First Lady's staff have indicated they would like to have these archivists on rotation to assist with filing and organizing records.

The archivists are currently doing various training assignments at NARA and can be available on very short notice to come over to the White House. The time for the rotations is flexible, but I envision the total time over the next 23 months being about eight months to one year for each of the three archivists. I hope this has provided you with more detail about what I have in mind and how valuable this experience would be for the archivists and the future Clinton Library.

Please let me know if you have any further questions on this issue. I can be reached at 202-501-5700.

Sincerely,



NANCY KEGAN SMITH
Director,
Presidential Materials Staff

cc: ✓ Mr. Phillip Caplan
Assistant to the President and
Staff Secretary
The White House
Washington, D.C. 20500

Ms. Capricia Marshall
Deputy Assistant to the President and
Social Secretary
The White House
Washington, D.C. 20500

THE WHITE HOUSE
WASHINGTON

May 9, 1997

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: Charles F.C. Ruff
Counsel to the President

SUBJECT: Presidential Records

The Presidential Records Act, 44 U.S.C. §§ 2201-07, imposes certain requirements regarding Presidential documents. This Guidance will first summarize the White House policies regarding the statute, and then discuss them in more detail.

Summary of White House Policies Regarding the Presidential Records Act

- The purpose of the Presidential Records Act is to document the performance of the President's constitutional, statutory and ceremonial duties.
- To accomplish this purpose, the Act requires the preservation of all original Presidential records. You do not have to keep identical copies.
- You need not keep "nonrecord" materials, such as notes for your own use, rough drafts not circulated to others, or call and visitor logs.
- You should file Presidential Records -- those pertaining to the performance of the President's duties -- separately from your personal records.
- When you leave the White House, send the Office of Records Management all original Presidential Records you have.
- Unless they have been publicly released, you may not take copies of Presidential Records when you leave, without permission from Counsel's Office.
- If you have any questions whether particular documents are Presidential Records, contact Robert Weiner in Counsel's Office (6-6297).
- This Guidance addresses your obligations under the Presidential Records Act. In addition, the White House has received subpoenas and document requests. You must preserve all materials that are covered by such subpoenas or requests.

GUIDELINES FOR THE PRESIDENTIAL RECORDS ACT

I. What are Presidential Records?

Presidential Records must meet two tests:

1. They must be **created** or **received** by the President, his immediate staff, or others in the EOP whose job is to advise and assist the President, and
2. They must relate to or directly affect the performance of the President's constitutional, statutory, ceremonial or other official duties.

II. What units in the EOP generate Presidential Records?

Records of the following units which meet the two tests above are Presidential Records:

White House Office	Council of Economic Advisors
National Security Council	President's Intelligence Oversight Board
Office of Policy Development	President's Foreign Intelligence Board
National Economic Council	

Records of the Office of the Vice President are treated in the same manner as Presidential Records. Records of other units in the Executive Office of the President are not Presidential Records, but may be subject to the Federal Records Act if they were created or received by employees of the agency and reflect the agency's activities or otherwise contain information of value.

III. What types or forms of records are included as Presidential Records?

A Presidential Record may be in any physical form, including: "books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordings." E-mails and documents existing only on computer are also included.

IV. What materials are not Presidential Records?

The following are not Presidential Records:

1. Personal records.
2. Nonrecord materials.
3. Official records of an agency.
4. Stocks of publications and stationery.
5. Extra copies of documents produced only for convenience or reference, when the copies are clearly identified as such.

V. What are “personal records?”

Personal records have a “purely private or nonpublic character” and do not relate to or affect the President’s official duties. Personal records may include:

1. Diaries, journals, and the like if they are not prepared, used or circulated for government business.
2. Materials gathered by a staff member before joining government service, if not used for government business.
3. Materials relating solely to the staff member’s private affairs, such as financial records, insurance forms, and outside professional associations.
4. Personal photographs.
5. Materials relating to the election of others to federal, state, or local office, which have no relation or direct effect on the performance of the President’s official duties.

VI. Are political documents Presidential Records?

Under the statute, materials regarding the political activities of the President and his staff which do not relate to or directly affect the performance of the President’s official duties are not Presidential Records. Neither are materials relating exclusively to the President’s own election. Because it sometimes can be difficult to judge which documents fall into these categories, you should consult the Office of White House Counsel regarding the records you may remove.

VII. What are “nonrecord materials?”

The following types of materials may not be Presidential Records:

1. Preliminary drafts not circulated to persons besides the authors.
2. Preliminary drafts, work sheets, and notes if they are reflected in the final product and they do not document the development or implementation of policy.
3. Shorthand and other notes once they are transcribed or converted to formal documents which are verified for accuracy and completeness.
4. Scratch pads, visitor and call logs, and similar nonsubstantive documents.

VIII. What are your obligations regarding the creation of Presidential Records?

The Presidential Records Act requires that staff members adequately document the performance of the President’s constitutional, statutory, and ceremonial duties. The decision whether to memorialize information rests in the first instance with each staff member.

IX. How should you maintain Presidential Records?

Maintain Presidential Records in organized files. Label and keep personal records separate from Presidential Records, and do not make personal records available to other staff for official business.

If your office has both Presidential and Federal Records, keep them separate. You may have to disclose Federal Records under the Freedom of Information Act. Presidential Records are not subject to such disclosure.

X. Can you destroy Presidential Records?

No. Presidential Records are the property of the United States, and may be disposed of only in accordance with procedures established by the Archivist.

One narrow exception: If your office receives certain recurring types of papers, including form letter public mail, unsolicited public mail not reviewed or answered by anyone in the White House, anonymous public mail, or enclosures in public mail, the White House Records Management Office will provide guidance regarding when you may dispose of those materials. Consult that Office before disposing of any such records.

XI. What happens to Presidential Records?

During his term, the President retains custody and control of Presidential Records.

At the end of the Administration, Presidential Records go to the Archives. Some will become subject to disclosure five years later. The President can restrict public access to certain documents, such as classified materials, documents related to appointments to federal office, or trade secrets, for up to 12 years. The materials then become publicly available as limited by any constitutional or other privilege.

XII. What can you take with you when you leave the EOP?

You may not take Presidential Records with you at the end of your employment. You also may not take copies of Presidential Records unless the records have been publicly released, or you have received permission from Counsel's Office. You may not remove classified documents from your office at any time without complying with the rules applicable to those materials. You may take political documents only with the approval of Counsel when you leave the EOP. You may also take personal records with you.

When a staff member leaves the White House or the EOP, he or she must deliver all Presidential Records to the White House Records Management Office (or leave the records in his or her office). NSC staff should provide their records to the NSC Records Management Office.

XIII. Who should you ask about the Presidential Records Act?

If you have questions regarding the coverage or interpretation of the Act, call **Robert Weiner** in the Office of White House Counsel (6-6297). Direct your questions about records maintenance and disposition of files to the White House Office of Records Management (or, for the Office of the Vice President, to the Vice President's records management staff, and for the NSC, the NSC Records Management Office).

To: Nancy Hernreich
From: Janis F. Kearney
RE: Meeting with Ellen McCatharan
Date: February 18, 1999

*cc Phil C.
Let's discuss
my other issues
not*

99 FEB 19 PM 3:34

Nancy, after my brief meeting with Ellen, I am more convinced than ever that there will not be a completed Presidential Diary by 2001, unless someone is assigned to assist her with the work.

From our conversation, it was very clear that she is much further behind than she was last year. Her explanation was that, over the last few years, an inordinate amount of her days have been filled with responding to legal requests, rather than working to bring her Diary up to date.

Her other explanation was that the role had initially called for two people, but she was told at the beginning of this administration that she couldn't have another person.

As far as just how far behind she is, Ellen said there were two or three years with large blocks of days and months without any input.

I strongly believe a person should be placed there with Ellen, to assist her on a daily basis - after being trained on the system she uses.

I also suggest, for monitoring purposes, that the Records Management office might be a better "home" for the Presidential Diarist position(s). I think the people there work closely with the Archives, and understand the urgency of bringing records projects, such as Ellen's, to completion before 2001.

Nancy, I am more than happy to help out in whatever way I can.

February xx, 1999

Paul - I think
this strikes
the right note
PA

MEMORANDUM TO JOHN PODESTA

FROM: PHILLIP CAPLAN

SUBJECT: Library Planning

There's been some internal chatter lately on library issues. This memo addresses just one of the areas of discussion -- records.

This is a complicated area for a number of reasons -- the statute, the logistics, the psychology of planning for the library -- and, unlike other library issues such as fundraising or design, it involves every office in the complex.

The "presidential materials" staff at the Archives has made a proposal to begin the process of preparing to move records, but I didn't want to go any further with it until we had a chance to sit down and talk through it.

The Archives Plan: The Archives has hired three D.C.-based archivists who have indicated that they would be willing to move to Little Rock once the library opens. Under this plan, these three people would rotate through the WH over the next 23 months, spending time in various offices so as to familiarize themselves with names of WH staff, how records are kept, etc. These people would be based in Terry Good's office and also spend a great deal of time learning the ORM filing system. This will enable the library to get off the ground much more quickly in terms of public access to information once the library opens for research. At the same time, this plan will permit the WH to become comfortable with these archivists and have the time to make changes if so desired.

I think this plan is a pretty good one in principle. I have some logistical concerns, but they can probably be worked out. Terry Good thinks this is a good approach as well, as long as these archivists are based in his office.

If you think this is a good idea, I'd suggest a few things need to happen before the plan is implemented: at a minimum, it will require a buy-in from senior staff on the need for this endeavor, and a plan for staff education/briefing on the do's and don'ts of the statute. To accomplish all of this, there should probably be a steering committee made up of you, the Staff Secretary, Ginny, Counsel, and others, to oversee and implement this plan.

assumes he knows it's
PRA might just
spell it out

And some unsolicited advice...my sense is that the library process needs to be structured a bit more. I'm not sure of all of the needs, but I imagine there would be an Executive Committee,

chaired by you and including people like Bruce, Nicole Seligman, Nancy, Skip, etc. (This already exists to an extent). Then several other committees, such as a fundraising committee (e.g., Skip, Mack, Craig, Terry), a design committee (e.g., , Bruce, Nicole) and a records committee as mentioned above. There should probably be regular meetings, a reporting mechanism, and other structures.

My sense is, from talking to a few people about this, that it's a bit haphazard now. Records stuff is a big part of this, and involves the WH-at large the most, but it is only a piece of the puzzle.

We can talk about this at your earliest convenience.

May 9, 1997

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: Charles F.C. Ruff
Counsel to the President

SUBJECT: Presidential Records

The Presidential Records Act, 44 U.S.C. §§ 2201-07, imposes certain requirements regarding Presidential documents. This Guidance will first summarize the White House policies regarding the statute, and then discuss them in more detail.

Summary of White House Policies Regarding the Presidential Records Act

- The purpose of the Presidential Records Act is to document the performance of the President's constitutional, statutory and ceremonial duties.
- To accomplish this purpose, the Act requires the preservation of all original Presidential records. You do not have to keep identical copies.
- You need not keep "nonrecord" materials, such as notes for your own use, rough drafts not circulated to others, or call and visitor logs.
- You should file Presidential Records -- those pertaining to the performance of the President's duties -- separately from your personal records.
- When you leave the White House, send the Office of Records Management all original Presidential Records you have.
- Unless they have been publicly released, you may not take copies of Presidential Records when you leave, without permission from Counsel's Office.
- If you have any questions whether particular documents are Presidential Records, contact Robert Weiner in Counsel's Office (6-6297).
- This Guidance addresses your obligations under the Presidential Records Act. In addition, the White House has received subpoenas and document requests. You must preserve all materials that are covered by such subpoenas or requests.

GUIDELINES FOR THE PRESIDENTIAL RECORDS ACT

I. What are Presidential Records?

Presidential Records must meet two tests:

1. They must be **created** or **received** by the President, his immediate staff, or others in the EOP whose job is to advise and assist the President, and
2. They must relate to or directly affect the performance of the President's constitutional, statutory, ceremonial or other official duties.

II. What units in the EOP generate Presidential Records?

Records of the following units which meet the two tests above are Presidential Records:

White House Office	Council of Economic Advisors
National Security Council	President's Intelligence Oversight Board
Office of Policy Development	President's Foreign Intelligence Board
National Economic Council	

Records of the Office of the Vice President are treated in the same manner as Presidential Records. Records of other units in the Executive Office of the President are not Presidential Records, but may be subject to the Federal Records Act if they were created or received by employees of the agency and reflect the agency's activities or otherwise contain information of value.

III. What types or forms of records are included as Presidential Records?

A Presidential Record may be in any physical form, including: "books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordings." E-mails and documents existing only on computer are also included.

IV. What materials are not Presidential Records?

The following are not Presidential Records:

1. Personal records.
2. Nonrecord materials.
3. Official records of an agency.
4. Stocks of publications and stationery.
5. Extra copies of documents produced only for convenience or reference, when the copies are clearly identified as such.

V. What are “personal records?”

Personal records have a “purely private or nonpublic character” and do not relate to or affect the President’s official duties. Personal records may include:

1. Diaries, journals, and the like if they are not prepared, used or circulated for government business.
2. Materials gathered by a staff member before joining government service, if not used for government business.
3. Materials relating solely to the staff member’s private affairs, such as financial records, insurance forms, and outside professional associations.
4. Personal photographs.
5. Materials relating to the election of others to federal, state, or local office, which have no relation or direct effect on the performance of the President’s official duties.

VI. Are political documents Presidential Records?

Under the statute, materials regarding the political activities of the President and his staff which do not relate to or directly affect the performance of the President’s official duties are not Presidential Records. Neither are materials relating exclusively to the President’s own election. Because it sometimes can be difficult to judge which documents fall into these categories, you should consult the Office of White House Counsel regarding the records you may remove.

VII. What are “nonrecord materials?”

The following types of materials may not be Presidential Records:

1. Preliminary drafts not circulated to persons besides the authors.
2. Preliminary drafts, work sheets, and notes if they are reflected in the final product and they do not document the development or implementation of policy.
3. Shorthand and other notes once they are transcribed or converted to formal documents which are verified for accuracy and completeness.
4. Scratch pads, visitor and call logs, and similar nonsubstantive documents.

VIII. What are your obligations regarding the creation of Presidential Records?

The Presidential Records Act requires that staff members adequately document the performance of the President’s constitutional, statutory, and ceremonial duties. The decision whether to memorialize information rests in the first instance with each staff member.

IX. How should you maintain Presidential Records?

Maintain Presidential Records in organized files. Label and keep personal records separate from Presidential Records, and do not make personal records available to other staff for official business.

If your office has both Presidential and Federal Records, keep them separate. You may have to disclose Federal Records under the Freedom of Information Act. Presidential Records are not subject to such disclosure.

X. Can you destroy Presidential Records?

No. Presidential Records are the property of the United States, and may be disposed of only in accordance with procedures established by the Archivist.

One narrow exception: If your office receives certain recurring types of papers, including form letter public mail, unsolicited public mail not reviewed or answered by anyone in the White House, anonymous public mail, or enclosures in public mail, the White House Records Management Office will provide guidance regarding when you may dispose of those materials. Consult that Office before disposing of any such records.

XI. What happens to Presidential Records?

During his term, the President retains custody and control of Presidential Records.

At the end of the Administration, Presidential Records go to the Archives. Some will become subject to disclosure five years later. The President can restrict public access to certain documents, such as classified materials, documents related to appointments to federal office, or trade secrets, for up to 12 years. The materials then become publicly available as limited by any constitutional or other privilege.

XII. What can you take with you when you leave the EOP?

You may not take Presidential Records with you at the end of your employment. You also may not take copies of Presidential Records unless the records have been publicly released, or you have received permission from Counsel's Office. You may not remove classified documents from your office at any time without complying with the rules applicable to those materials. You may take political documents only with the approval of Counsel when you leave the EOP. You may also take personal records with you.

When a staff member leaves the White House or the EOP, he or she must deliver all Presidential Records to the White House Records Management Office (or leave the records in his or her office). NSC staff should provide their records to the NSC Records Management Office.

XIII. Who should you ask about the Presidential Records Act?

If you have questions regarding the coverage or interpretation of the Act, call **Robert Weiner** in the Office of White House Counsel (6-6297). Direct your questions about records maintenance and disposition of files to the White House Office of Records Management (or, for the Office of the Vice President, to the Vice President's records management staff, and for the NSC, the NSC Records Management Office).

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WHITE HOUSE



S T A F F M A N U A L

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Federal Register

The Federal Register is a daily publication of Federal rules and notices published by the National Archives. Copies of the Federal Register and the Weekly Compilation of Presidential Documents are received by many White House offices and are also available in all three libraries.

Files (see also Tab B - Records Management, Office of)

The Presidential Records Act, 44 U.S.C. §§ 2201-07, imposes certain requirements regarding Presidential documents. The purpose of the Presidential Records Act is to document the performance of the President's constitutional, statutory and ceremonial duties. To accomplish this purpose, the Act requires the preservation of all original Presidential records. You do not have to keep identical copies. You need not keep "nonrecord" materials, such as notes for your own use, rough drafts not circulated to others, or call and visitor logs. In addition, official records of an agency and stocks of publications and stationery are not considered Presidential Records. You should file Presidential Records – those pertaining to the performance of the President's duties – separately from your personal records.

When you leave the White House, send the Office of Records Management all original Presidential Records you have. Unless they have been publicly released, you may not take copies of Presidential Records when you leave, without permission from Counsel's Office. If you have any questions about whether particular documents are Presidential Records, contact the Counsel to the President (Room 128, OEOB, x67900).

In addition to the provisions of the Presidential Records Act, the White House receives subpoenas and document requests. You must preserve all materials that are covered by such subpoenas or requests.

Framing

The General Services Administration operates a framing shop on premises to support official framing requests of Executive Office of the President staff members. All requests for framing of official items must be submitted to the White House Administrative Office (Room 1, OEOB, x62500) with a Facility Request form (see Tab C).

Items framed for official use become the property of the White House and must remain on the premises.

- **Executive Clerk's Office:** (Room 5, OEOB, x62226) The Executive Clerk's Office is responsible for the preparation and disposition of all official Presidential documents, such as nominations to the Senate, commissions of appointment, Executive Orders, proclamations, messages to Congress and memoranda from the President to units of the Executive Branch.

In addition, the office serves as the official point of Presidential receipt of formal documents from Congress, such as joint resolutions, enrolled bills, and Senate confirmation resolutions. The Office is charged with maintaining the official White House record of Presidential action on subjects mentioned above.

- **Records Management:** (Room 80, OEOB, x62240) The Office of Records Management (ORM) is open from 7:00 a.m. until 10:30 p.m., Monday through Friday and from 9:00 a.m. to 4:00 p.m., on Saturday. ORM is often open beyond these hours to accommodate staff demands. ORM staff may be reached through the White House Switchboard (x61414) at any time. White House Office staff members are encouraged to consult with the Director and Deputy Director for guidance on the creation and maintenance of files and appropriate filing procedures. As stated in the Presidential Records Act of 1978, complete ownership, possession, and control of Presidential records is administered by the United States Government. To ensure compliance with this Act, all staff should confer with ORM and White House Counsel's Office regarding the creation, maintenance and disposition of all documentation.

CS

THE WHITE HOUSE
WASHINGTON

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FE010

MAY 5, 1993

MEMORANDUM FOR ALL WHITE HOUSE AND OTHER EXECUTIVE OFFICE OF THE
PRESIDENT STAFF

FROM: THOMAS F. MCLARTY, III *Tm*
CHIEF OF STAFF

RE: PRESIDENTIAL AND FEDERAL RECORDS

Attached are two memoranda concerning Presidential and federal records -- the records we create and receive in the Executive Office of the President.

All personnel in the White House and other offices in the Executive Office of the President should review these memoranda carefully and comply with the guidance set forth therein.

Thank you for your cooperation.

Attachments

THE WHITE HOUSE

WASHINGTON

May 5, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM:

JOHN D. PODESTA *JDP*
Assistant to the President and
Staff Secretary

STEPHEN R. NEUWIRTH *SN*
Associate Counsel to the President

RE:

Presidential Records

The offices within the Executive Office of the President generate two categories of records: "Presidential Records" and Federal Records." A separate memo from David Watkins and Bruce Overton has been circulated today concerning "federal records."

This memorandum sets forth guidance on the creation, maintenance and disposition of "Presidential records" -- records "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 official or ceremonial duties of the President."

It is important that all staff in the Executive Office of the President review this memorandum carefully. The failure to designate documents and other materials properly can have serious implications, including possibly subjecting those materials to public disclosure under the Freedom of Information Act during the President's term of office.

I. UNITS WITHIN THE EXECUTIVE OFFICE OF THE PRESIDENT
THAT GENERATE PRESIDENTIAL RECORDS

All records of the White House Office, the Office of Policy Development, the National Economic Council, the Council of Economic Advisors, the President's Intelligence Oversight Board

and the President's Foreign Intelligence Advisory Board are Presidential records.

As discussed below, records of the Office of the Vice President are Vice Presidential records and are treated under the Presidential Records Act in the same manner as Presidential records. The records of the Office of the Vice President are not federal records.

The records of the National Security Council staff are Presidential records if they were received or created by or for the President, the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, the White House Office, or a unit or an individual within the NSC in advising or assisting the President, and are not official records of the NSC. All other NSC records are federal records.

Records produced or received by the Director of the Office of Science and Technology Policy in his role as Science Advisor to the President are Presidential records; all other OSTP records are federal records.

Records of the Office of Management and Budget, the Office of the United States Trade Representative, the Council on Environmental Quality, and the Office of Administration are federal, not Presidential, records.

II. Types of Records Covered by the Act

The Presidential Records Act defines "documentary materials" as "all books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordings." 44 U.S.C. § 2201(1).

The Act defines "Presidential records," in turn, to mean:

documentary materials, or any reasonably segregable portion thereof, 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 official or ceremonial duties of the President. Such term --

- (A) includes any documentary materials relating to the political activities of the President or members

of his staff, but only if such activities relate to or have a direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President.

44 U.S.C. § 2201(2).

Under this definition, Presidential records are documentary materials that meet two tests. First, the materials must have been created or received by the President, his immediate staff, or a unit or individuals (including volunteers) in the EOP whose function it is to advise and assist the President. Second, the records must relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Presidential records may be in any physical form, including paper, film and disk. The method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

A document created by personnel in a White House office, or an EOP office that advises and assists the President, normally is a Presidential record once it is circulated to others in the course of conducting activities which relate to or have an effect upon the carrying out of Presidential duties. Moreover, even documents that are not circulated can be Presidential records if, in the judgment of the office at issue, those documents are needed to conduct business that relates to or has an effect upon the carrying out of Presidential duties.

Materials received by personnel in the White House office, or in EOP offices that advise and assist the President, similarly become Presidential records when they are received in the course of conducting activities which relate to or have an effect upon the carrying out of Presidential duties. Materials received may be Presidential records whether they have been transmitted in person, by messenger, by mail, by electronic communication, or by any other means.

At the same time, several types of documentary materials are not subject to the Presidential Records Act. The Act expressly excludes documentary materials that are (1) official records of an agency; (2) stocks of publications and stationery; and (3) extra copies of documents produced only for convenience of reference, when such copies are clearly so identified.

The Act also excludes "personal records," defined to include all documentary materials, or any reasonably segregable portion thereof, "of a purely private or nonpublic character which do not relate to or have an effect upon the carrying out of

the constitutional, statutory, or other official or ceremonial duties of the President." Personal records may include:

- diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal, which are not prepared or utilized for, or circulated or communicated in the course of, transacting government business;
- materials relating to private political associations, and having no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President;
- papers and other materials accumulated by a staff member before joining government service and not used in the course of transacting government business;
- materials that relate to a staff member's private affairs, such as personal financial records, insurance forms, and materials relating to an individual's professional activities and outside business and political pursuits;
- personal photographs;
- materials relating exclusively to the President's own election to the office of the Presidency; and
- materials directly relating to the election of a particular individual or individuals to Federal, State, or local office, which have no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President.

Further examples of materials not covered by the Presidential Records Act may include items such as those listed below:

- preliminary drafts, that are not circulated to any other individual, of correspondence, reports, and studies;
- preliminary drafts, work sheets and informal notes that contain information reflected in final documents and that do not document policy development or execution;

- tickler, follow-up or suspense copies of correspondence, provided there are copies of such documents in the official files;
- newspaper clippings or news summaries, that have not been annotated, or organized or arranged for some official purpose;
- copies of printed or processed materials, such as operating and procedural manuals, directives, and notices, distributed for the information and use of office employees;
- shorthand and other notes that have been transcribed or converted to formal documents that have been verified for accuracy and completeness; and
- catalogs, trade journals, and other publications that are received from other government agencies, commercial firms, or private institutions and that are maintained for reference purposes.

It is important to remember, however, that certain documents in the categories listed above may be Presidential records -- particularly given that, in the White House, drafts, working papers and other similar materials often document policy development, significant decisions, or other matters related to the carrying out of Presidential duties, as discussed below.

III. Requirements for creation and maintenance of Presidential records

When advising or assisting the President in carrying out his duties, White House and EOP employees are responsible for complying with the Presidential Records Act and related regulations.

The law imposes an affirmative obligation on staff members to document adequately the performance of the President's constitutional, statutory and ceremonial duties. Where appropriate, staff members should document -- through notes, minutes or memoranda -- meetings, conversations and other business in connection with, or related to, the carrying out of the President's duties.

Presidential records should be maintained in organized files. For offices creating both Presidential and federal records, it is critical that staff members carefully segregate Presidential and federal records. Federal records are subject to

the Federal Records Act and may be subject to public disclosure under the Freedom of Information Act during the President's term of office. Presidential records, by contrast, are not subject to the Federal Records Act and are not subject to the provisions of the Freedom of Information Act during the President's term of office. Those offices (such as the National Security Council) that create or receive both Presidential records and federal records should file them separately with a clear indication of which records are Presidential and which are federal.

In addition, staff members should, to the extent possible, ensure that any files containing particularly sensitive records are clearly marked to reflect that fact. Designations for files containing sensitive records may include:

- (1) "classified information";¹
- (2) "information the release of which may be prejudicial to the maintenance of good relations with foreign nations";
- (3) "sensitive personal information" (*i.e.*, information the release of which may be embarrassing to the individuals mentioned or to their families);
- (4) "sensitive law enforcement materials";
- (5) "trade secrets or sensitive commercial or financial information"; and
- (6) "information subject to attorney-client or attorney work product privileges."

Finally, personal records should be clearly labeled, kept apart from Presidential records (and federal records) and not made available to other staff in connection with any official purpose.

IV. Electronic Presidential records

Increasingly, Presidential records may be created electronically. Records may be generated on word processing or electronic mail ("e-mail") systems, or on electronic databases.

¹ Please note that nothing in this memorandum should be construed to override existing Executive Orders setting forth who may designate specific documents as classified and what terms must be used in connection with such designations.

Records generated electronically must be incorporated into an official recordkeeping system. Thus, no word processing or e-mail document that is a Presidential record should be deleted unless it has been (a) printed and placed in an appropriate file, or (b) preserved in an appropriate electronic system. Questions concerning the record status of electronically generated materials should be directed to the White House Records Management Office. That office will periodically monitor electronic systems to ensure that correct records status determinations have been made.

As is the case for all record matters, the White House Records Management Office will continue to work with the White House Counsel's Office to coordinate policy and practices with respect to electronic Presidential records.

V. Disposition and destruction of Presidential records

Presidential records are the property of the United States and may be disposed of only in accordance with procedures established by the Archivist of the United States. The Presidential Records Act prohibits the disposal of Presidential records unless those records no longer have administrative, historical, informational, or evidentiary value. Moreover, before disposing of any Presidential records, the President must notify the Archivist who, under certain clearly defined circumstances, will notify appropriate Congressional committees.

The White House Records Management Office will provide guidance concerning disposal of certain recurring types of papers, including form letter public mail, unsolicited public mail that is not reviewed by any person in the White House with decision-making authority and not answered by any member of the White House staff, anonymous public mail, and enclosures received in public mail -- most of which may be destroyed after notification to the Archivist of the United States or the Archivist's representative.

Offices that have these recurring types of disposable material should coordinate all disposal procedures through the Office of Records Management. Under no circumstances should such material be disposed of without prior approval of the White House Records Management Office. (Prior approval is not necessary for the destruction of exact duplicates of documents which are being retained, or for unmarked copies of officially published documents, such as printed reports.)

The White House Office of Records Management serves as a central file for all Presidential records. Its primary role is to manage, process, maintain and store records for the daily use

of the President and all the policy units in the White House. Concurrently, it preserves these same records to ensure a comprehensive history of the Administration. All EOP staff members are encouraged to consult with this office for guidance on the creation and maintenance of files and on procedures for appropriate and systematic filing of documents.

VI. Legal control of Presidential records

Presidential records remain in the custody and control of the President during his term of office and are not subject to disclosure under the Freedom of Information Act during that term. As noted above, federal records are, by contrast, subject to the FOIA public disclosure provisions.

Upon completion of the Administration, the Archivist acquires custody of Presidential records. Many of these records will become available to the public under the FOIA five years after the end of the President's term of office. The President, however, may assert control over public access to certain categories of information -- generally including classified materials, documents related to appointments to federal offices, items specifically exempted from disclosure by other statutes, trade secrets or commercial information, confidential communications requesting or submitting advice between the President and his advisers (or between such advisers), and information implicating personal privacy concerns -- for up to twelve years after the end of the President's term. After twelve years, public access to these categories of documents is governed by the FOIA, subject to any Constitutional privilege against disclosure.

VII. Records that may be retained by staff members upon departure from office

Staff members may not remove Presidential records, or copies of such records, from their offices at any time, except in connection with an official function. Classified Presidential records may not be removed from the office at any time without compliance with the rules applicable to such materials. Records used in an official capacity should be returned to proper files immediately after such use.

When a staff member leaves the White House or another office in the EOP, he or she must deliver all Presidential records to the White House Records Management Office (or leave records in his or her office for pick-up). Staff members are not entitled to retain copies of any Presidential records for

personal use, except copies of documents that have already been publicly released.

Federal records should be left at the appropriate agency, and disposed of in accordance with the advice set forth in the federal records guidance memorandum from David Watkins and Bruce Overton.

Purely personal, unclassified materials may be removed from the office by staff members at any time, subject to any agency procedures regulating such removal. If, during the course of service at the White House, a staff member wishes to store personal (including private political) materials at the White House Office of Records Management, the staff member must clearly designate those materials as "personal."

VIII. Records in the Office of the Vice President

The Presidential Records Act expressly provides that records of the Office of the Vice President are Vice-Presidential records and are to be treated under the Presidential Records Act in the same manner as Presidential records. Thus, materials created or received in the Office of the Vice President should be treated in accordance with the guidance set forth above. The Office of the Vice President has its own records management staff, and personnel in the Office of the Vice President should consult with that staff for additional guidance regarding the filing and disposition of Vice President's Office records.

The Presidential Records Act further provides that "[t]he authority of the Archivist with respect to Vice-Presidential records shall be the same as the authority of the Archivist with respect to Presidential records, except that the Archivist may, when the Archivist determines that it is in the public interest, enter into an agreement for the deposit of Vice-Presidential records in a non-Federal archival depository."

IX. Training

The White House Office of Records Management and other appropriate personnel will be providing records management training in the near future.

* * *

The foregoing is designed to provide general guidance with respect to the Presidential Records Act. Specific questions of coverage or interpretation should be addressed to the White House Counsel's office. Assistance in records maintenance and

disposition can be obtained from the White House Office of Records Management (or, in the case of the Office of the Vice President, from the Vice President's records management staff).

THE WHITE HOUSE

WASHINGTON

May 5, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE
PRESIDENT STAFF

FROM: DAVID WATKINS *DW*
Assistant to the President for
Management and Administration

BRUCE OVERTON *BO*
General Counsel,
Office of Administration

RE: Federal Records

INTRODUCTION

The offices within the Executive Office of the President generate two categories of records: "Presidential Records" and "Federal Records."

Records are "Presidential" if they 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 official or ceremonial duties of the President." Such Presidential records are subject to the provisions of the Presidential Records Act, 44 U.S.C. § 2201. Presidential records remain in the custody and control of the President during his term of office and are not accessible to the public until five years after the end of the Administration, at the earliest. The treatment of Presidential records will be addressed in a separate memorandum issued today by the White House Office.

It is the purpose of this memorandum to discuss the identification, maintenance and disposition of "federal" records. Materials are "federal records" if (1) the materials have been created or received by agency personnel in connection with their official duties in a federal agency, and (2) the materials are appropriate for preservation as evidence of the agency's activities or because they contain information of value. Federal records are subject to the provisions of the Federal Records Act, 44 U.S.C. Chapters 29, 31 and 33. Unlike Presidential records, federal records are accessible to the public during the

Administration's term, unless exempt from disclosure under the provisions of the Freedom of Information Act.¹

The Federal Records Act imposes certain legal obligations with respect to the creation and receipt, custody and maintenance, and disposition of federal records. The responsibilities apply regardless of whether the records are generated in paper form or by automated systems.

It is critical that staff members in offices, such as the National Security Council, that create or receive both federal and Presidential records, file those records separately in clearly designated files. Once a document is filed as a federal record, it becomes subject to the Federal Records Act and may be subject to public disclosure under the Freedom of Information Act. Presidential records, by contrast, are not subject to the Federal Records Act and are not subject to the provisions of the Freedom of Information Act during the President's term of office. Personal records (defined and discussed below) also should be segregated, and filed separately, from official records.

¹ All records of the White House Office, the Office of Policy Development, the National Economic Council, the Council of Economic Advisers, the President's Intelligence Oversight Board and the President's Foreign Intelligence Advisory Board are Presidential records.

The records of the Office of the Vice President are treated in the same manner as Presidential records under the Presidential Records Act. The records of the Office of the Vice President are not federal records.

Records of the National Security Council staff are Presidential Records if they were received or created by or for the President, the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, the White House office, or a unit or an individual within the NSC in advising or assisting the President, and not official records of the NSC.

Records produced or received by the Director of the Office of Science and Technology Policy in his role as Science Advisor to the President are Presidential records and should be segregated as such. Other records of the OSTP are federal records.

Records of the Office of Management and Budget, the Office of the United States Trade Representative, the Council on Environmental Quality, and the Office of Administration are federal, not Presidential records.

The guidance that follows will assist EOP staff in complying with the Federal Records Act, which is designed to ensure that documentation of official activities is adequately created and preserved. See 44 U.S.C. § 3101. As explained below, not every document that you create or receive will be subject to the Federal Records Act, and it is therefore important to review this guidance to understand when Federal Records Act obligations do apply. In preparing this guidance, we have consulted with officials of the National Archives and Records Administration.

DEFINITION OF FEDERAL RECORDS

The Federal Records Act defines federal records as:

[A]ll books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

-- 44 U.S.C. § 3301.

Under this definition, federal records are documentary materials that meet two tests. First, the materials must have been created or received by agency personnel in connection with their official duties in a federal agency. Second, the materials must be appropriate for preservation as evidence of the agency's activities or because they contain information of value. Federal records may be in any physical form, including paper, film and disk. The method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

A document created in any agency normally becomes a federal record once it is circulated to others in the course of conducting agency business, or once it is placed in files accessible to others. Moreover, even documents that are not circulated can become federal records if, in the judgment of the agency, those documents are needed to conduct agency business -- and whether or not those documents are accommodated by current filing systems employed by the agency.

Materials received by agency personnel are federal records when they are received in the course of official business. Materials received can become federal records whether they have been transmitted in person, by messenger, by mail, by electronic communication, or by any other means.

At the same time, certain types of documentary materials are not subject to the Federal Records Act. The Act specifically excludes (1) library and museum materials created, or acquired and preserved, solely for reference or exhibit purposes; (2) extra copies of documents kept only for convenience of reference; and (3) stocks of publications and processed documents. These and other types of transitory or duplicate records are considered "nonrecord" because they are not "appropriate for preservation" as defined in the Act. Such materials are not needed to provide full and accurate documentation of an agency's policies, decisions, procedures, and program activities. These materials need not be maintained in official files, and, unlike federal records, may be destroyed when no longer needed and without prior approval of the National Archives and Records Administration.

Other examples of "nonrecord" materials not covered by the Federal Records Act may include:

- Preliminary drafts, that are not circulated to any other individual, of correspondence, reports, and studies.
- Preliminary drafts, work sheets and informal written notes that contain information reflected in final documents and that do not document policy development or execution.
- Tickler, follow-up or suspense copies of correspondence, provided there are copies of documents in the official files.
- Newspaper clippings or news summaries, particularly if they are not annotated.
- Copies of printed or processed agency materials, such as operating and procedural manuals, directives, and notices, distributed for the information or use of agency employees.
- Shorthand and other notes that have been transcribed or converted to formal documents that have been verified for accuracy and completeness.
- Catalogs, trade journals, and other publications that are received from other government agencies,

commercial firms, or private institutions and that are maintained for reference purposes.

In addition, certain "personal papers" fall outside the scope of the Federal Records Act. Personal papers are documentary materials that are not used in the transaction of agency business. Examples include:

- Papers and other materials accumulated by a staff member before joining government service.
- Materials that relate to a staff member's private affairs, such as personal financial records, insurance forms, and materials relating to an individual's professional activities and outside business and political pursuits.
- Personal photographs.
- Materials that may refer to official duties but are not directly used to carry out those duties. These include diaries, personal calendars, journals, and notes intended for an individual's personal use (memory aids and personal observations on work-related matters).²

It is important to remember, however, that certain informal documents may be federal records. In the Executive Office of the President, to a greater extent than in many other government offices, drafts, notes, background materials or working papers can be considered federal records because they document policy development, significant decisions, major activities, or other matters basic to an understanding of the office and its role in government operations. Such materials should be treated as federal records and maintained in official files if they were circulated for review or clearance, and if they have been modified substantively.

When it is difficult to determine whether documents or other records should be treated as federal records, you should tentatively treat them as federal records and contact the appropriate EOP agency records management office for a final determination. Legal questions will be referred by the records management office to appropriate counsel.

² For further information on personal papers, consult Personal Papers of Executive Branch Officials: A Management Guide, published by the National Archives and Records Administration. Copies are available in the Office of Administration, Records Management Office.

RECORDS CREATION AND MAINTENANCE REQUIREMENTS

When acting in their capacity as employees of a federal agency, such agency employees are responsible for complying with the Federal Records Act and related regulations.

The law requires that adequate and proper records be created and preserved to document the organization, functions, policies, decisions, procedures and essential transactions of the agency. The law also specifically requires that records be kept for appropriate periods if they can be used to protect the legal and financial rights of the Government or individuals directly affected by the agency's activities.

In order to ensure that agency records contain an adequate and proper account of policy development, implementation and decision-making, each employee must document those discussions, meetings and telephone conversations that are necessary to understand these functions. Where appropriate, in formal settings, minutes or notes should be taken for the purpose of including them in official files.

All staff members are responsible for complying with procedures that result in adequate and proper records creation and maintenance. All materials meeting federal records criteria must be incorporated into appropriate agency files or records systems. EOP staff members should consult with the appropriate EOP agency records management office to address any questions concerning the creation and maintenance of federal records.

ELECTRONIC FEDERAL RECORDS

Increasingly, federal records may be created electronically. Records may be generated on word processing, or electronic mail ("e-mail"), systems or other computer applications.

Records generated electronically must be incorporated into an official recordkeeping system. Thus, no word processing or e-mail document that is a federal record should be deleted unless it has been (a) printed and placed in an appropriate file, or (b) preserved in an appropriate electronic system.

On January 6 and 11, 1993, in the case of Armstrong v. Executive Office of the President, United States District Judge Charles R. Richey directed the National Archives and Records Administration to work with components of the EOP to develop further recordkeeping guidance both for e-mail communications in the EOP and for disposition of EOP electronic federal records generally. Pursuant to these orders, and until further

instructions, the following special rules should be observed by components of the EOP that generate federal records:

1. Material may not be deleted from any e-mail file unless (a) the material has been retained in full on a back-up tape or other comparable medium, and (b) the retained version includes both full text and all available transmittal information; and
2. EOP staff members with records management responsibility must monitor the implementation of guidance on federal records (including the status of records) to ensure consistent application of the court's order.

Questions concerning the status of electronic records, or the application of these rules to particular computer systems, should be directed to the appropriate EOP agency records management office. Those offices will periodically monitor electronic records systems to ensure that correct records status determinations have been made.

DESTRUCTION OR REMOVAL OF FEDERAL RECORDS

Federal records, as defined by the Federal Records Act, may not be destroyed, or permanently removed from appropriate official files, without the prior approval of the National Archives and Records Administration.

Federal records should be maintained in organized files and may not be damaged or altered by any staff member. Nor may federal records be temporarily removed from official files except for official purposes, and only if returned to the official files upon completion of that official function.

Policies and procedures governing the disposition of federal records are prescribed by the National Archives and Records Administration and are incorporated into the EOP records management program. Further information concerning these policies and procedures should be obtained from the appropriate EOP records management office.

REMOVAL OF NONRECORD AND PERSONAL MATERIALS

Purely personal, unclassified materials may be removed from the office by staff members at any time, subject to any agency procedures regulating such removal.

Unclassified nonrecord materials, with the exception of copies of records, may be removed with the prior approval of an agency official with records management responsibility.

Except where expressly authorized by appropriate agency officials, copies of federal records, regardless of the reason for which they have been duplicated, may not be taken by staff members for any purpose other than an official purpose related to the staff members' official duties and responsibilities.

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

TRAINING

EOP agency records management offices and other appropriate personnel will be providing records management training for all employees who generate or receive federal records.