

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. fax	To Erica Batcheller from Terry Schaefer [Personally Identifiable Information] [partial] (1 page)	11/21/2000	b(6)
002. card	re: personal (4 pages)	00/00/0000	Personal Misfile

COLLECTION:

Clinton Presidential Records
First Lady's Office
Lissa Muscatine
OA/Box Number: 23215

FOLDER TITLE:

Events Binder: Office of the First Lady: Gayleen Dalsimer: [Book Promotion] [binder]

2015-0275-S

rc2087

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]
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- 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]

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

Book Promotion

Divider Title: _____

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National Broadcasting
Company, Inc.30 Rockefeller Plaza
New York, NY 10112
212 664-4444

Tuesday, November 21, 2000

To: Erica Batcheller
From: Terry Schaefer
Re: Security Info for NBC people

Erica I will give you EVERYONE, divided into which day they will be working on the interview with Mrs. Clinton, so you will have everything all at once. The only names missing from this list are camera crews, which will be assigned on Monday [some may have hard passes].

FOR THE MONDAY WALK THROUGH, PLEASE CLEAR THE FOLLOWING PEOPLE FOR 10 AT THE NW GATE:

FRANCES B. SCHAEFER [PRODUCER]

(b)(6)

[001]

SARAH CLAGETT [RESEARCHER]

(b)(6)

SUSAN VITOROVICH (TECH MGR)

(b)(6)

JOSEPH LOEBACH [TECHNICIAN]

(b)(6)

LESSANDRA MACHAMER [PRODUCTION MANAGER]

(b)(6)

AND FOR THE TUESDAY INTERVIEW, PLEASE CLEAR THE ABOVE PEOPLE AND THESE ADDITIONAL PEOPLE FOR 5 A.M. AT THE NW GATE:

SUSAN LASALLA [WASHINGTON SENIOR PRODUCER]

(b)(6)

ANDREA SMITH [BOOK EDITOR]

(b)(6)

Thank you so much. Call me anytime on my cellphone: 917 679-5908.

Terry Schaefer
Today Show Producer

Hillary Rodham Clinton Interviews November 28, 2000

TENTATIVE SCHEDULE

This schedule is open for discussion. Any suggestions are welcome.

- 5:00 am Set-up crew for NBC Today Show
Description: Today show will be using 6 cameras and lights on the State floor to do a live tour with Mrs. Clinton from 7:30-8:00am. They will tentatively go through the various rooms and then end with an interview in one of the rooms.
- 6:00 am Set-up crew for CBS -- Early Show
Description: They will set up their crew in one of the ground floor rooms (TBD). Mrs. Clinton will be interviewed for a 4 minute piece sometime between 8-8:15.
- 6:00 am Set-up crew for ABC -- Good Morning America
Description: They will set up their crew in one of the ground floor rooms (TBD). Mrs. Clinton will be interviewed for a 4 minute piece before or after the CBS interview (between 8-8:15pm)
- 7:30 am - 8:00am
Mrs. Clinton takes Katie Couric on a live tour of the State Rooms (Probably the State Dining Room, Blue Room, Green Room. route TBD). At the end of the tour she will sit down and do a brief interview (possibly Green Room?).
- 8:00 am Today Show begins breaking down equipment as soon as tour is finished.
- ~8:05 am Mrs. Clinton will go downstairs to either CBS or ABC for approximately 5 minutes.
- ~8:15 am Mrs. Clinton will go to a different room with either CBS or ABC for approximately 5 minutes.
- 8:30 am Set-up for Diane Rehm with WAMU show.
Note: We are working with Megan Maloney re: tentative logistics of ISDN and phone lines. We will probably have to do some set-up on Monday with lines.
- 10:00 am Tour with Mrs. Clinton and Diane Rehm (live radio) of the State Floors.
Preparation for event can still continue as normal.
- 10:40 am Mrs. Clinton goes into Map Room to continue sit down interview with Diane and take calls from listeners.

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EXECUTIVE OFFICE OF THE PRESIDENT

2000 PAY PERIODS

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- ① Holiday
- 1 Pay Period Ending Date
- 1 Pay Day
- ① Fiscal Year Pay Period Number

2000 Pay Year Ends 12/16/2000

2000 Leave Year Ends 1/13/2001

2001						
January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

EXECUTIVE OFFICE OF THE PRESIDENT 2000 LEAVE CALENDAR

2000 LEAVE PERIODS	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	ANNUAL LEAVE		BALANCE	SICK LEAVE		BALANCE
															EARNED	USED		EARNED	USED	
Jan 2 - Jan 15																		4		
Jan 16 - Jan 29		H																4		
Jan 30 - Feb 12																		4		
Feb 13 - Feb 26									H									4		
Feb 27 - Mar 11																		4		
Mar 12 - Mar 25																		4		
Mar 26 - Apr 8																		4		
Apr 9 - Apr 22																		4		
Apr 23 - May 6																		4		
May 7 - May 20																		4		
May 21 - June 3									H									4		
June 4 - June 17																		4		
June 18 - July 1																		4		
July 2 - July 15			H															4		
July 16 - July 29																		4		
July 30 - Aug 12																		4		
Aug 13 - Aug 26																		4		
Aug 27 - Sep 9									H									4		
Sep 10 - Sep 23																		4		
Sep 24 - Oct 7																		4		
Oct 8 - Oct 21		H																4		
Oct 22 - Nov 4																		4		
Nov 5 - Nov 18						H												4		
Nov 19 - Dec 2					H													4		
Dec 3 - Dec 16																		4		
Dec 17 - Dec 30									H									4		
Dec 31 - Jan 13		H																4		

LEAVE CODES

LEAVE HRS-PAID

LA - Annual Leave
LB - Advanced Annual Leave
LC - Court Leave
LG - Advanced Sick Leave
LH - Holiday Leave
LM - Military Leave
LN - Administration Leave
LR - Restored Leave
LS - Sick Leave
LT - Injury
LY - Time Off Award

LEAVE HRS-NONPAID

KA - Leave Without Pay
KB - Suspension
KC - Absence Without Leave
KD - OWCP
KF - Nonduty Hours

COMPENSATORY HRS

CE - Comp. Earned
CT - Comp. Taken
CA - Religious Taken
CR - Religious Earned

FAMILY & MEDICAL LEAVE

DA - Birth
DB - Adoption/Foster Care
DC - Serious Health Condition of
Spouse, Son, Daughter, Parent
DD - Serious Health Condition of Self

↓
(Family leave codes will be reported with
the applicable leave codes of LS, LA, LB,
LG, KA, LR, and CT.)

HOLIDAYS

Martin Luther King's B'day ..January 17, 2000
President's Day.....February 21, 2000
Memorial DayMay 29, 2000
Independence Day.....July 4, 2000
Labor Day.....September 4, 2000

Columbus Day.....October 9, 2000
Veterans' Day.....November 10, 2000
Thanksgiving DayNovember 23, 2000
Christmas DayDecember 25, 2000
New Year's DayJanuary 1, 2001
Martin Luther King's B'day ..January 15, 2001

Conference Call Procedures

Calls consisting of six or fewer parties:

- Limited to a total of six parties on the call, including the initiator of the call.
- Calls are conducted from telephone terminal of call initiator.

To conference or add another party to a call (for a total of up to **six** parties):

1. While on a call, press **Conf.**
2. Dial number of new party and wait for answer.
3. Press **Conf.** again.
4. Repeat steps 1-3 for additional conference connections.

To add a call you have put on hold to another call you are connected to:

1. Press **Conf.**
2. You are given a new call appearance.
3. Press call appearance button of call on hold (first call).
4. Press **Conf.** again.

To drop the last party added to a conference call:

1. Press **Drop**

Calls consisting of seven or more parties:

- Limited to a total of **no fewer** than seven parties, including the initiator of the call.
- Calls are conducted from White House switchboard.

1. The individual initiating a conference call must contact the White House Operator to schedule the call at least twenty-four hours in advance.
2. The White House Operator will provide the call initiator with a telephone number and access code to be used by all conferees at the scheduled time. It is the responsibility of call initiator to provide the conference number and access code to all participants.
3. In the event that changes must be made to the status of a scheduled conference call (addition or deletion of individuals, time changes), please notify the White House Operator immediately.

Conference calls that can not be supported by the White House Operator will be referred to WHCA Customer Service for processing.

1. WHCA Customer Service will only process calls that have been referred to them by the White House Operator (once requesting party has exhausted above options).
2. If both the White House Operator and WHCA customer service are unable to support calls of six or more parties, the individual initiating the call should contact their office's administrative contact for further instructions.

THE WHITE HOUSE

WASHINGTON

January 28, 1999

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

VIRGINIA M. APUZZO 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Guidelines for Use of White House Telephone Conferencing Capabilities

This memorandum serves to remind staff of the proper use and limitations of conference call capabilities available at the White House. Step-by-step instructions are attached to assist staff in making conference calls.

To provide staff with the best service possible, guidelines for conference calls are below:

1. Conference calls made using White House resources must be for official White House business only.
2. Non-permanent staff (e.g. interns, volunteers, and contractors) are not authorized to initiate conference calls, and should not be directed to do so by permanent staff.
3. Your local telephone instrument must be used for conference calls of six or fewer parties. Instructions on how to use this feature are included on the attachment.
4. Conference calls for seven or more parties must be arranged with the White House Telephone Operators 24 hours in advance of the desired call time. Please keep operators informed of any changes or cancellations.
5. Calls exceeding the capacity of the White House Switchboard will be referred to the White House Communications Agency's (WHCA) only by the White House Operators. Staff should not contact WHCA directly to arrange a conference call.

Any questions regarding these guidelines should be directed to White House Operations (Room 1 OEOB, x62500). Thank you.

Attachment

BERRY, MARSHA E.
WHITE HOUSE OFFICE

FIRST LADY

OEOB

100

- 202 544-4724

11/20/11
2011

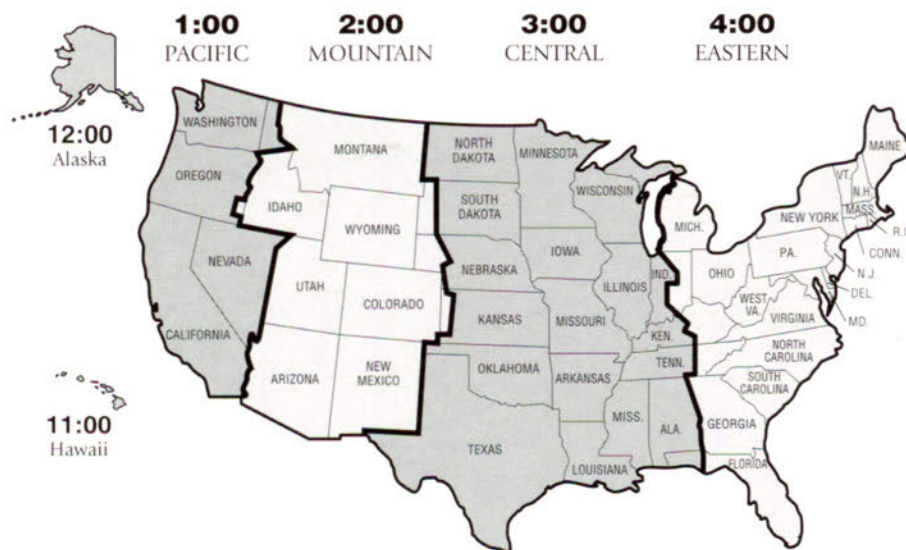
INSTRUCTIONS

Insert between record copy and next original to prevent rub through of message.

IMPORTANT PHONE NUMBERS

Name:	
Phone:	Fax:
Name:	
Phone:	Fax:
Name:	
Phone:	Fax:
Name:	
Phone:	Fax:
Name:	
Phone:	Fax:
Notes:	

DOMESTIC TIME ZONES



INTERNATIONAL TIME ZONES

Los Angeles, California 1 PM Monday is equivalent to:

Athens	11 PM Monday	Jakarta	4 AM Tuesday	Paris	10 PM Monday
Beijing	5 AM Tuesday	London	9 PM Monday	Rome	10 PM Monday
Cairo	11 PM Monday	Mexico City	3 PM Monday	Sao Paulo	7 PM Monday
Calcutta	2:30 AM Tuesday	Montreal	4 PM Monday	Sydney	8 AM Tuesday
Caracas	5 PM Monday	Moscow	12 AM Tuesday	Tel Aviv	11 PM Monday
Hong Kong	5 AM Tuesday	Nairobi	12 AM Tuesday	Tokyo	6 AM Tuesday

THE WHITE HOUSE
WASHINGTON

(540) 987 8289

(202) Cell phone Erika
907-8301

800-

Staff line

800-

877.
476 Staf.

Lisa cell

301 529 4185

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This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

EVENTS

Divider Title: _____
