

***PRESIDENTIAL
MATERIALS
STAFF***

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Presidential Libraries
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PRESIDENTIAL
Libraries



NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION

PRESIDENTIAL MATERIALS STAFF

National Archives and Records Administration
Prepared February 8, 2000

The Presidential Materials Staff (NLMS) was created as part of the Office of Presidential Libraries during the 1997 reorganization in the National Archives and Records Administration. The primary responsibility of the Presidential Materials Staff is to serve as a liaison to the White House providing guidance, technical assistance, and courtesy storage for Presidential records, gifts, and historical materials created or received by the President and his staff. NLMS provides advice and assistance to an incumbent President regarding transition issues and the move to the future Library site.

ASSISTANCE/GUIDANCE

The Presidential Materials Staff provides assistance and guidance in response to White House requests on issues pertaining to Presidential records, gifts, and other materials. The Director and her staff have worked with White House Counsel, the First Lady's Office, the National Security Council, and White House Office of Records Management to discuss implementation of the Presidential Records Act. NLMS has recently created several products to provide assistance to the incumbent administration including a proposal for the Clinton Administrative History Project, a proposal for the Clinton Oral History Project, and a guide for planning a successful Presidential transition. The staff currently includes five archival trainees (three in Washington and two in the field) and a curator who are slated to accompany Clinton Presidential materials to the new Clinton Presidential Materials Project next January. Three of these trainees have been working with various White House offices to gain expertise and familiarity with these materials and the processes through which they are created.

HOLDINGS/COURTESY STORAGE

The records, gifts, and historical materials maintained by NLMS are held on courtesy

storage. Courtesy storage means that the Clinton Presidential records are only in NARA's physical custody while legal custody remains with the President. As requested by the incumbent administration, NLMS receives for storage, servicing, and processing the records, gifts, and other historical materials pending transfer to a Presidential library or Presidential materials project. These records, gifts, and historical materials are made available only to the incumbent administration as requested for reference. In addition, NLMS establishes physical and initial intellectual control over the records, gifts, and historical materials, ensuring proper archival storage, arrangement, and security. As the administration draws to a close, NLMS will prepare and move all records, gifts, and historical materials to the future Presidential project site.

Presidential Records

Presidential records are all documentary materials 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 the constitutional, statutory, or other official or ceremonial duties of the President.(44 U.S.C. 2201) These records are governed by 44 U.S.C. 2201. The Presidential records maintained on courtesy storage by NLMS are comprised of approximately 19,000 cubic feet of White House textual and audiovisual records. The White House Office of Records Management (WHORM), which serves as a central filing unit, initially maintains the majority of textual records, but retires them to NLMS as appropriate. Additionally, NLMS provides courtesy storage for National Security Council Presidential records. The audiovisual records include video recordings, audio recordings, and photographs produced and maintained by several offices including White House Television, the White House Communications Agency, and the White

House Photo Office. Working in conjunction with these offices, NLMS retrieves and stores less active records. As needed, the staff provides reference services for the incumbent President and his staff.

Presidential Gifts and Artifacts

The NLMS staff presently maintains 3,025 foreign Head of State gifts and 52,645 domestic gifts, which includes 18,824 books and 5,382 audio-visual gifts. Storage volume of over 16,000 cubic feet includes "The White House Collection of American Crafts" and objects as diverse as a racing bicycle from the U.S. team which won the 1999 Tour de France, an American flag made of slate, and a large model of the "San Felipe," command ship of the Spanish Armada. Presidential artifacts range from the highly valuable, such as the silver and gold "Bahrani Horse," to important symbols of contemporary culture such as signed sports equipment from professional and college teams, to fine pieces of jewelry and works of art. These gifts are illustrative not only of the Presidency, but of American and foreign cultures. NLMS staff professionally care for and pack gifts and artifacts in preparation for the move to the Presidential Library.

Other Materials

The Presidential Libraries have a long history of acquiring personal paper collections of friends and associates of the President to add to their holdings. These records add richly to the depth of the library collection. NLMS works with the incumbent administration to pick up collections for the future library and continues to provide assistance to established libraries when collections are donated. Currently, we have received the pre-Presidential 1992 Clinton campaign photograph collection of Bob McNeely.

NLMS receives federal records created by Presidential commissions and committees that

complement the Presidential record holdings. These federal records are transferred to the Library with the Presidential records.

APPENDIX I

John W. Carlin, Archivist of the United States

Office of Presidential Libraries

David F. Peterson, Assistant Archivist for Presidential Libraries

Sharon K. Fawcett, Deputy Assistant Archivist for Presidential Libraries

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The Presidential Materials Staff (NLMS)

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Archival Staff

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Elizabeth Fidler, Archivist	ext. 268
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Carmencita Bourque, Archives Technician	ext. 245
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Museum Staff

Edward Quick, Curator (Clinton Library)	ext. 266
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Kimberly Koons, Museum Technician	ext. 271
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The curator and museum staff can also be reached at (202) 501-8041.

APPENDIX II

CLINTON RECORDS HOLDINGS SURVEY

PRESIDENTIAL MATERIALS STAFF HOLDINGS SURVEY FEBRUARY 2000 02/08/2000

Record Type	Cubic Feet				
GIFTS (FOREIGN/DOMESTIC)	16,288				
(Details, next page)					
WHORM	12,543				
Health Care Initiative (OPEN RECOR	300				
FIRST LADY MAIL (1E2)	705				
FIRST LADY MAIL (14W4)	576				
WHTV	279	(end box 484)			
WHCA-A (Presidential)	82	(end box 204/small)			
WHCA-A (First Lady)	6.5	(end box 15)			
WHCA-A (Staff)	38	(end box 83)			
WHCA-V	476	(end C6475)			
GOVERNMENT PRINTING OFFICE	419				
Federal Register Audio	24				
E-MAIL (@ 1.5 cu.ft. Per box) 440 box	660				
CF	500				
NSC	1,997	as of 1/19/00			
WHPO-E	90				
WHPO-L	196	(end box 196) (35,530 rolls)			
McNeely Collection (Oversized)	30				
McNeely Black & White Collection	13				
OTS @ 3 PALLET BOXES	120				
SAMPLED MAIL	15				
NEW TOTAL PRESIDENTIAL TEXTUAL & GIFTS	35,357				