

TODD STERN

TRAVEL WITH THE PRESIDENT

04/14 - 04/21, 1996

South Korea, Japan and Russia

did not go

April 1, 1996

4/3/96
Sent to
Catherine
Cornelius

NOTE TO CATHERINE CORNELIUS

FROM: SHARON WAGNER (x6 2702)
Todd Stern's office

This is in response to your memo of April 1, 1996 requesting information on staff travelling with the President to South Korea, Japan and Russia, April 14-21, 1996.

1. Todd Stern
The White House
Assistant to the President and Staff Secretary
2. To handle all paperwork to and from the President
3. Entire trip
4. Air Force 1



4/3/96

Sent to Army Sd. Cla: R

Rm 1

THE WHITE HOUSE OFFICE TRAVEL AUTHORIZATION

NO. **75916**Date of Request: 04/01/961. TRAVELER'S NAME: **TODD STERN**Extension:
6 2702Room:
GrF1-WW☒ White House Staff ☐ Other: _____2. PURPOSE(s) AND DATE(s):
Travel with the President

04/14 - 04/21/963. ITINERARY (List all cities where stopovers occur):
South Korea, Japan, Russia

4. DEPARTURE

Date: 04/14/96 Time: p.m. Mode: AF1

RETURN

Date: 04/21/96 Time: Mode: AF1

5. FUNDING SOURCE:

☐ Official☐ Political☐ 501 (c)(3)☒ Other: State Department*Please Read Instructions Regarding Travel Expenses on Reverse side of this Form*

6. SPECIAL EXPENSES

☐ Commercial Car Rental ☐ Taxi

Hotel Name:

Other:

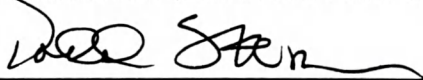
TRAVEL ADVANCE REQUESTED

☐ Yes ☐ No ☐ Amount \$ _____

Recipient's Signature:

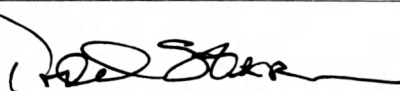
Date:

7. TRAVELER'S SIGNATURE (I HAVE READ AND AGREE TO THE TERMS SET FORTH ON THE REVERSE SIDE)



8. APPROVING SIGNATURES:

Office Head:



Approving Official (Political or Foreign Travel):

Special Assistant to the President and Director of White House Operations:

9. FOR TRANSPORTATION OFFICE USE ONLY:

Control No.:

Account:

(REV. 6/3/93)

ORIGINAL (Return with Voucher)

4/2 Deb can you
call her + ask
when photos are to be
submitted.

(read last para pg 1 + 1st
para pg 2 -- it's
confusing!)

65207
S ~~McMullen~~

4/1 Todd
Anyone going?
THE WHITE HOUSE
WASHINGTON

April 1, 1996

4/1 Debbie
96 APR 1 P4:24

MEMORANDUM FOR STAFF REQUESTING TO TRAVEL WITH THE PRESIDENT TO
SOUTH KOREA, JAPAN AND RUSSIA

FROM: Evelyn S. Lieberman
Assistant to the President and
Deputy Chief of Staff for Operations

Catherine Cornelius *Catherine*
Special Assistant to the President and
Deputy Director of Scheduling and Advance

SUBJECT: Authorization for Travel

I have left a v.m. msg
for Catherine Cornelius
asking her to clarify
when she needs
the 3 photos.

Am I to send them to her
w/ the Travel Authorization

The President will travel to South Korea, Japan and Russia from April 14-21, 1996. ~~He~~

Members of the Cabinet, Members of Congress and other staff who believe it is necessary to travel with the President must adhere to the following approval process for foreign travel. This process will help in allocating available hotel space, issuing passports and visas, coordinating logistical details, and limiting the size of the travelling party.

These procedures must be followed by staff or guests requesting to travel in advance of the President, on Air Force One, or on any other commercial or military aircraft in connection with the trip.

- Requests for travel must be submitted in writing or by electronic mail to Catherine Cornelius in Room 185.5 of the Old Executive Office Building by COB Thursday, April 4, 1996. Requests submitted after this deadline will be rejected.

Each request must include:

1. Traveler's name, agency / department and position;
2. Reason for travelling;
3. Exact itinerary as proposed; and
4. Mode of travel requested (i.e., Air Force One, commercial aircraft, etc.)

- No traveler will be issued a ticket or allowed on an aircraft without prior approval of the White House Deputy Chief of Staff. Notice of approval will be sent to all travelers by Wednesday, April 10, 1996.

see
p8
2
Travel Auth. is
in Todd's Box along
w/ short memo to
Catherine

C.
S.

- All approved travelers must provide three passport-sized color photos with their travel request for use in official credentials. White House personnel who do not have passport photos on file with the Advance Office may have photos made in the White House Travel Office, Room 87, OEOB.

If you have any questions, please call Catherine Cornelius at 202 / 456 - 7007. Thank you.

S-
please
put me
down as
going,

— 1.

4/1

Todd

Anyone going?

THE WHITE HOUSE
WASHINGTON

S

April 1, 1996

96 APR 1 P4:24

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SOUTH KOREA, JAPAN AND RUSSIA

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Assistant to the President and
Deputy Chief of Staff for Operations

Catherine Cornelius *Catherine*
Special Assistant to the President and
Deputy Director of Scheduling and Advance

SUBJECT: Authorization for Travel

The President will travel to South Korea, Japan and Russia from April 14-21, 1996.

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- ✓ *pent*
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TO DO

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CHANGE OF ADDRESS:

GEORGE STEPHANOPOULOS
COLUMBIA UNIVERSITY
INTERNATIONAL AFFAIRS BUILDING, ROOM 1315
420 W. 118TH
NEW YORK, NEW YORK 10027

PHONE: (212) 854-6399

FAX: (212) 854-7788

IN WASHINGTON: (202) 462-3435

5/10/96

Todd:

Sue Hazard in the travel office asked me to give you the attached. She wanted to know if the travel office could keep your signature on file.

Yes ☒ _____

No ☐ _____

If yes, you need to sign the blue form by the x and fill out the attached white sheet.

If no, destroy the attached.

deb

THE WHITE HOUSE
WASHINGTON

96 APR 25 P3:48

April 22, 1996

MEMORANDUM FOR TODD STERN

FROM: Kim Holmes
Special Assistant to the President
& Director of White House Operations

SUBJECT: Distribution of Senior Athletic Unit Keys

Periodically, the Senior Athletic Unit in OEOB Room 11 undergoes a lock change for security reasons. On Friday, April 19, 1996, Debbie Bird accepted and signed for your new key for the Senior Athletic Unit. We also need your signature on file, to acknowledge that you received the key.

Please sign and date below and return this to the Administrative Office, OEOB Room 1.
Thank you.

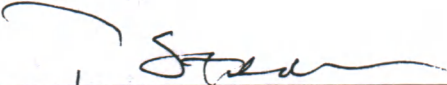
4/26

C. Jagan files

(TODD)

4/26
Sent Back to the
original
memo
S-

I received a copy of the newest key for the Senior Athletic Unit, OEOB Room 11.


Name

4-26-96
Date

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

16-Oct-1995 08:18am

TO: Alice J. Pushkar

FROM: Carolyn E. Cleveland
 Office of the Staff Secretary

SUBJECT: HOLIDAY CARDS FOR TODD STERN

Alice --

I apologize for the lateness of this note. I was unable to fax it to you last week because it had gotten so busy in our office. I wanted to make sure that the following people got 1995 Holiday Cards (they are all Todd Stern's requests):

Richard and Judith Stern
180 E. Pearson
Apt. # 6203
Chicago, Illinois 60611

Jim and Kathryn Stern
680 N. Lake Shore Drive
Chicago, Illinois 60611

Jell and Robyn Stern
3210 Blackthorn Street
Riverwoods, Illinois 60015

Gabriel Stern
3210 Blackthorn Street
Riverwoods, Illinois 60015

If there is anything else I should do to insure that these cards are sent, please let me know. Thank you for your assistance in this matter. Carol

Alice Puchner
65955
57370

~~SECRET~~
EXECUTIVE OFFICE OF THE PRESIDENT

14-Sep-1995 10:45am

TO: (See Below)
FROM: OASIS Manager
SUBJECT: 1995 Holiday Cards

Richard + Judith
Stam 180 E. PEARSON #6203
Chicago 60611

Jim + Kathryn
Stam 680 N. Lake Shore DR.
Chicago, 60611

SEPTEMBER 14, 1995

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: James A. Dorskind
SPECIAL ASSISTANT TO THE PRESIDENT
DIRECTOR OF CORRESPONDENCE AND
PRESIDENTIAL MESSAGES

SUBJECT: Holiday Cards -- Family Member Names and Addresses

Joell + Robyn
Stam 3210 Blackthorn St.
Riverwood, Ill.
60015

We are now in the process of compiling the 1995 holiday card list. Once *Esme* again, the President and First Lady are pleased to send cards to the family *LS* members of EOP staff. Should you wish the members of your immediate family to receive a holiday greeting from the First Family this year, we will need you *Joell* to provide their names and addresses as soon as possible. Family names that *Robyn* were submitted last year will not be transferred to the 1995 list.

The Office of Administration has established a form in OASIS where you can easily enter this information. It is located in the Desk Management menu, and its identifier is "HC - Holiday Card Request." When you select "HC - Holiday Card Request" from the Desk Management menu, a form will appear with spaces for name and address information. As in the past, each EOP employee may enter up to 10 names.

Please enter information for your immediate family members only. "Immediate family" is defined as parents, siblings, children, spouse or significant other, and grandparents. Please enter the names carefully and review the screen before finally sending the names to OASIS. Unfortunately, there is no capability for you to call-up the list after it has been sent. If you have any questions regarding how to use the application, please contact the Customer Support desk at ext. 57370.

You must submit your name and address information no later than Friday, September 29. Because of the extraordinary amount of data entry necessary for this year's holiday card list, we cannot guarantee that names received after September 29 will receive a greeting this year.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

October 6, 1995

10-10-95
Original sent to
Andy Kalnins
4005 M.J.

MEMORANDUM FOR TODD STERN
WHITE HOUSE OFFICE

95 OCT 10 AM 11:18

FROM: FRANK REEDER, DIRECTOR
OFFICE OF ADMINISTRATION

SUBJECT: Taxable Income for Reserved Parking

This notice is a reminder of the tax implications of employer provided parking. The Internal Revenue Service (IRS) requires employers to report parking as a taxable fringe benefit where the value exceeds a non-taxable threshold.

The monthly value of reserved parking has been determined to be \$290, based on commercial rates for reserved parking in the immediate vicinity of the White House. Since the non-taxable IRS threshold is \$160, the monthly taxable fringe benefit value will be \$130. This will result in reportable income that will be shown on a separate year-end W-2. For 12 months of parking, this would be \$1,560 ($\$290 - \$160 = \$130 \times 12 = \$1,560$). In the highest tax bracket (39%), this could increase your Federal tax liability for 1995 by as much as \$608.40. You may wish to consider this taxable fringe benefit income in your tax planning. The reported income will be pro-rated if you have had parking for less than twelve months.

For tax year 1995, our records indicate that you have received employer provided parking since January 1. If this information is correct, please sign the bottom of this memo and return it to NEOB, room 4005, attention Andy Kalnins. If you do not believe this information is correct, please so note. We will make the necessary adjustments. Call Andy Kalnins on 395-7623 if you have additional questions or need further information. Thank you for your assistance.

Yes, I have had employer provided parking for the period noted above.

No, the information above is not correct.

Explanation: _____

FRANK REEDER
[SIGNATURE]

OCT 10 1995
[DATE]

THE WHITE HOUSE
WASHINGTON

96 OCT 23 P4:42

October 23, 1996

MEMORANDUM FOR TODD STERN
ASSISTANT TO THE PRESIDENT
AND STAFF SECRETARY

FROM: MICHELLE HOUSTON *MH*
DIRECTOR, WHITE HOUSE GIFTS

SUBJECT: Disposal of Staff Gift

The completed paperwork on the gift that you submitted to our office for a ruling from the General Counsel's office is being returned to you with this memo. It has been determined that you may not personally retain the gift. It will be turned over to the National Archives as government property by the Gift Unit for possible future placement in the Clinton Presidential Library and Museum, per Counsel's instruction. Please call me if you have any questions, Ext. 65534.

Enclosure

I didn't
ask to !?
1.

WHITE HOUSE STAFF GIFT RECORD

Send completed Form and Gift to Gift Unit, ext. 7133

[DO NOT DETACH COPIES]

To be Completed by Staff Member

STAFF MEMBER		DONOR			
NAME (First, Middle, Last): <i>Todd D. Stern 705</i>		NAME (First, Middle, Last): <i>unknown</i>			
TITLE: <i>Staff Secretary</i>		TITLE:			
GIFT INTENDED FOR (mark ☒ in appropriate box): ☒ White House Staff Member (W) ☐ Other (O) (e.g., family)		ADDRESS (Street, City, State, Zip & Country):			
RECEIVED BY (mark ☒ in appropriate box): ☐ Mail Room (M) ☐ Presented Personally (P) ☐ Staff (S) ☐ Other (O) (Specify)					
DATE ACCEPTED AND CIRCUMSTANCES OF PRESENTATION: <i>October 95</i>					
REASON FOR NOT RETURNING TO DONOR:		ORGANIZATION/BUSINESS OF DONOR (Specify):			
		DONOR CATEGORY (mark ☒ in appropriate box):			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Personal Friend (F)</td> <td style="width: 50%;">☒ General Public (P)</td> </tr> <tr> <td>Foreign Official (H)</td> <td>VIP (V)</td> </tr> </table>		Personal Friend (F)	☒ General Public (P)
Personal Friend (F)	☒ General Public (P)				
Foreign Official (H)	VIP (V)				
DESCRIPTION OF GIFT: <i>Desk clock.</i> <i>T. Stern does not wish to keep.</i>					
REPORT PREPARED BY: <i>Jessica Arms</i>		DATE: <i>4/18/96</i>	ROOM NO.: <i>457</i>	EXT.: <i>65529</i>	

To be Completed by Gift Unit and Counsel

ID: <i>383 827</i>	DATE: <i>5-8-96</i>	GSA #:	DISPOSITION (mark ☒ in appropriate box):
CATEGORY CODE:	APPRAISED VALUE: <i>\$ 25 *</i>	ARCHIVE BOX #:	
COUNSEL'S OFFICE DECISION: ☐ APPROVE ☒ DISAPPROVE			☐ Presidential Staff—Personal (PP) ☒ Archives (AS) ☐ Returned to Sender, Commercial (RA) ☐ Destroyed (DS) ☐ Returned to Sender, Other (RC) ☐ Other (OH) ☒ Returned to Sender, Over Minimal Value (RB) <i>Can't return to unknown donor - will go to Archives</i> ☐ GSA Surplus, Turn Over to Government (GS) ☐ Presidential Staff—for official display/use (PS)
SIGNATURE: <i>Lyn Whalen 8/7/96</i>			
COMMENTS: <i>* Per E. Shea - Verbal appraised value</i>			

Disapproved pursuant to
5 C.F.R. Part 2635.201-203

CLINTON ADMINISTRATION STAFF ORDER FORM

PLEASE PRINT CLEARLY

NAME: TODD STERN

UPS Shipping Address: White House

ITEMS MUST BE SIGNED FOR

DESCRIPTION	SIZES					QUANTITY	PRICE	SUBTOTAL
	S	M	L	XL	XXL			
LEE #8330 7.5oz Sweatshirt Color: NAVY							\$27.18	
LEE #8330 7.5oz Sweatshirt Color: Natural							\$27.18	
STROHM 6-panel Cap Color: NATURAL crown/NAVY bill							\$17.88	
SPORTSMASTER #147 Polartec Snap T Pullover Color: CHARCOAL			✓				\$63.60	
							TOTAL AMOUNT ENCLOSED	\$

**All products made in the U.S.A.

**Price includes VA Sales Tax & UPS-Ground Delivery.

**Items are non-refundable or exchangeable unless defective.

Payment to: Leading Edge Screen Printing, Inc.

☒ Check or Money Order Enclosed # _____

☐ Visa or Mastercard # _____
Expiration Date _____

Authorized Signature Todd Stern

**COMPLETE FORMS WITH PAYMENT MUST BE SENT TO:

WAYNE SKINNER, EW/1ST FLOOR

CLINTON ADMINISTRATION STAFF ORDER FORM

PLEASE PRINT CLEARLY

NAME: JENNIFER KLEIN

UPS Shipping Address: White House

ITEMS MUST BE SIGNED FOR

DESCRIPTION	SIZES					QUANTITY	PRICE	SUBTOTAL
	S	M	L	XL	XXL			
LEE #8330 7.5oz Sweatshirt Color: NAVY		✓					\$27.18	
LEE #8330 7.5oz Sweatshirt Color: Natural							\$27.18	
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☒ Check or Money Order Enclosed # _____

☐ Visa or Mastercard # _____
Expiration Date _____

Authorized Signature [Signature]

****COMPLETE FORMS WITH PAYMENT MUST BE SENT TO:
WAYNE SKINNER, EW/1ST FLOOR**

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

14-Mar-1997 10:23am

TO: All ALL-IN-1 users on this node

FROM: OASIS Manager

SUBJECT: Administration Sweatshirts, Caps and Jackets

Memorandum To All EOP Staff, Interns and Volunteers

From: Wayne Skinner
 x 6-1206

Re: Administration Sweatshirts, Caps and Jackets

I have received approval from Counsel s Office to offer all Staff, Interns and Volunteers the opportunity to purchase Administration Sweatshirts, Baseball Caps and Jackets. This not for profit project is only offered until Friday, March 28, 1997.

Sweatshirt:

Brand: Lee - 50/50 cotton
Color: Navy or Natural

Baseball Caps:

Brand: Strohm, Color: Natural crown and Navy bill

Polartec Snap-T Pullover Jacket:

Brand: Polartec, Color: Charcoal

Polartec stretches with movement and offers a plush, lightweight feel and exceptional warmth with a slightly oversized fit.

(Samples are on display in front of the OEOB cafeteria)

All items are embroidered with the Presidential Coat-of-Arms. The phrase "Clinton Administration Staff" or "Intern" or "Volunteer" is embroidered around the stars of the Coat-of-Arms, except on the baseball caps. They have the phrase embroidered around the snap on the back.

A completed order form is required to purchase items. Staff may pick up the order forms in front of the Cafeteria in the OEOB and NEOB. Interns will need to pick up order forms from the Intern Office, Rm 98 OEOB. Volunteers will need to pick up order forms from the Volunteer Office, Rm 22 OEOB.

Staff must send completed forms w/ payment to Wayne Skinner, East Wing, 1st Floor. Interns must send completed forms w/payment to Madge Henning, OEOB Rm

98. Volunteers must send completed forms w/payment to Shelley Walker, OEOB Rm. 22.

All items ordered will be mailed directly to the address supplied on the order form. Postage, handling and taxes are included in the price of the items. Items may not be refunded or exchanged unless they are defective. Please allow 4-6 weeks for delivery. Signature required upon delivery.

Carnegie Endowment for International Peace

March 4, 1997

197 MAR 10 AM 11:56

Mr. Todd Stern
Staff Secretary
The White House
Washington, DC 20500

*C - Card
for RALPH
pls. T. done
can*

Dear Todd:

This week, I will be leaving the Carnegie Endowment for International Peace and returning to the Clinton administration as Special Adviser to the President and Secretary of State for NATO Enlargement Ratification. As I make this transition, I wanted to inform you of my plans.

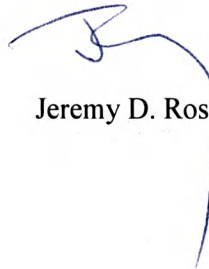
My new assignment will be to help President Clinton and Secretary Albright build public and congressional support for ratifying the addition of new members to NATO. The task is both challenging and exciting. As the President and Secretary have stressed, NATO's enlargement is a central part of American efforts to erase the outdated lines of the Cold War, and to help build an undivided, peaceful, and democratic Europe. Adding new states to the Alliance requires the active, informed, and bipartisan support of the American people and Congress, and I look forward to helping make the case for this initiative as it is considered both here in Washington and across our nation.

To do so, I will head up a newly created NATO Enlargement Ratification Office. It will be located at the State Department, and will coordinate efforts related to ratification at State, the Department of Defense, and the National Security Council.

I move to this new challenge after a very satisfying residence of more than two years at the Carnegie Endowment. I leave with admiration for Carnegie's president, Morton Abramowitz, who has created an extraordinary environment in which foreign policy specialists have the freedom to think, write, and contribute to the international dialogue on their issues. I have greatly enjoyed the opportunity to work on books, articles, and conferences, as well as the intellectual stimulation provided by my Carnegie colleagues.

Now, as I move to my new position, you can reach me at 202-647-4539. My new address is: NATO Enlargement Ratification Office, Room 7524, U.S. Department of State, 2201 C Street, NW, Washington, DC 20520. I look forward to talking with you again soon.

Sincerely,



Jeremy D. Rosner

Carnegie Endowment for International Peace
2400 N Street, N.W., Washington, D.C. 20037-1153



Mr. Todd Stern
Staff Secretary
The White House
Washington, DC 20500



THE WHITE HOUSE
WASHINGTON

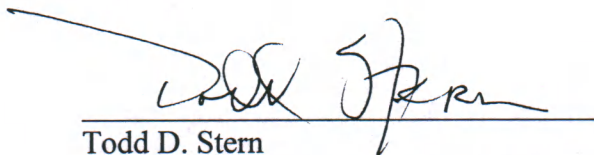
August ___, 1997

MEMORANDUM FOR: **MICHAEL IMBROSCIO**
Associate Counsel to the President

REGARDING: August 4, 1997 Request for Documents

This certification is in response to the memorandum from Charles F.C. Ruff, Counsel to the President, regarding the August 4, 1997 Document Request. By signing this document, I am certifying that I directed all individuals in my office to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all responsive documents have been provided.

Office of the Staff Secretary:



Todd D. Stern

Assistant to the President and Staff Secretary

Todd -

10/29/97

I have checked with RM and
all documents have been provided -
You can sign -- Karen
said they will date -

Carol

THE WHITE HOUSE

WASHINGTON

August 4, 1997

197 AUG 7 10:46

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT

FROM:  CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT

SUBJECT: DOCUMENT REQUEST

As part of our ongoing efforts to gather materials responsive to various document requests, we ask that you conduct a thorough and complete search of ALL of your records (whether in hard copy, computer, electronic message, or other form) that were created during the period January 20, 1993 to the present for materials responsive to the requests below. Please provide copies of these documents in the manner in which they are maintained in your files. Please remember that under the Presidential Records Act you must maintain all original White House or Executive Office of the President documents, including those responsive to this and other requests.

Every employee is responsible for searching all of his or her own files and records to ensure a comprehensive search. Each respective office head, Assistant to the President, General Counsel, or agency head must certify that all employees on his or her staff have made a complete and full search of their records. Certification forms will be circulated for this purpose in the near future.

Please search your files and records for the following materials:

1. All documents (a) reflecting any proposed or actual meetings between Carlos Mersan, Juan Carlos Wasmosy, Mark Jimenez, and any representative of the White House; (b) relating to any scheduled or actual meetings between any White House official and Juan Carlos Wasmosy (including but not limited to documents relating or referring to Paraguay's access to International Development loans); or (c) relating or referring to President Clinton's 1995 waiver of the State Department's decertification of Paraguay as a recipient of foreign aid from the United States in connection with Mark Jimenez, any representative of Futur-Tech International, Inc., or any fundraising activity or contribution.
2. All documents relating to the placement of Maria Haley as a Director at the United States Export-Import Bank.
3. All documents received by the White House from non-governmental sources concerning the issue of granting a visa to Taiwan's President, Lee Teng-hui, including any material submitted by Cassidy & Associates or any other outside lobbyist.
4. All documents relating to meetings or communications between any White House official and Alan Solomont (or any representative of ADS Group) regarding the enforcement of nursing home laws, rules, or regulations.
5. All documents relating to Alan Solomont's appointment as DNC Finance Chairman.

THE WHITE HOUSE
WASHINGTON

STALC 13-1045

August 18, 1997

MEMORANDUM FOR: TODD D. STERN

FROM: Michael Imbroscio
Associate Counsel to the President

REGARDING: August 4, 1997 Request for Documents

On August 4, 1997, Charles F.C. Ruff circulated to all Executive Office of the President staff a request for documents. The request sought a response by August 11, 1997. Please sign the attached certification as soon as possible so that we can establish that all appropriate files have been searched.

Thank you for your cooperation.

Carol -
D &
everyone
check
to her?
Todd

THE WHITE HOUSE

WASHINGTON

August 4, 1997

'97 AUG 7 AM 7:46

MEMORANDUM FOR: EXECUTIVE OFFICE OF THE PRESIDENT

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COUNSEL TO THE PRESIDENT

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Every employee is responsible for searching all of his or her own files and records to ensure a comprehensive search. Each respective office head, Assistant to the President, General Counsel, or agency head must certify that all employees on his or her staff have made a complete and full search of their records. Certification forms will be circulated for this purpose in the near future.

Please search your files and records for the following materials:

1. All documents (a) reflecting any proposed or actual meetings between Carlos Mersan, Juan Carlos Wasmosy, Mark Jimenez, and any representative of the White House; (b) relating to any scheduled or actual meetings between any White House official and Juan Carlos Wasmosy (including but not limited to documents relating or referring to Paraguay's access to International Development loans); or (c) relating or referring to President Clinton's 1995 waiver of the State Department's decertification of Paraguay as a recipient of foreign aid from the United States in connection with Mark Jimenez, any representative of Futur-Tech International, Inc., or any fundraising activity or contribution.
2. All documents relating to the placement of Maria Haley as a Director at the United States Export-Import Bank.
3. All documents received by the White House from non-governmental sources concerning the issue of granting a visa to Taiwan's President, Lee Teng-hui, including any material submitted by Cassidy & Associates or any other outside lobbyist.
4. All documents relating to meetings or communications between any White House official and Alan Solomont (or any representative of ADS Group) regarding the enforcement of nursing home laws, rules, or regulations.
5. All documents relating to Alan Solomont's appointment as DNC Finance Chairman.

6. All documents relating to Energy Capital Partners including, but not limited to, the program for energy efficiency administered by the Department of Housing and Urban Development.
7. All documents relating or referring to the Executive Order creating the Grand Staircase Escalante National Monument in Utah.
8. All documents relating to the Department of Interior's decision to deny a petition for a casino in Hudson, Wisconsin.
9. All documents relating to any communications or meetings with representatives of the Immigration and Naturalization Service regarding (a) sibling preferences in U.S. Immigration policy or (b) visas for foreign immigrants seeking to enter the United States for investment and/or business purposes within the meaning of the Immigration Act of 1990 or other federal laws.
10. All documents referring or relating to the Guam Commonwealth Act, including (a) any meetings or communications between White House officials and Carl T. Guterrez or any other public official or representative of Guam (including Mary Eva Candon, Esq.); or (b) any memoranda by John Garamendi, deputy secretary of the Interior Department, relating to the Guam Commonwealth Act.
11. Any documents relating or referring to any of the individuals or entities listed below:

INDIVIDUALS

Michael H. Cardozo
 Jessica Elnitiarta
 Sandra Elnitiarta
 Sundari Elnitiarta
 Maria Haley (after her departure as a White House employee on September 30, 1993 and unrelated to her official White House duties)
 Eric Hotung
 Patricia Hotung
 Maria Hsia
 Shen Jueren
 Juwati Judistrira
 Carl Linder
 Haroun (or Harut) Sassounian
 Ted Sioeng

ENTITIES

Buddhist Monastic Order
 CP Group
 Charoen Pokphand Group
 Chiquita Brands International Inc.
 ("Chiquita")
 Cosmopolitan Properties and Securities Ltd.
 Florida Splendid China Inc.
 Fo Kwang Shan
 Future Tech International
 Hong Kong Development Ltd.
 Hotung Institute
 International Buddhist Progress Society
 ("IBPS")

All documents must be provided **BY NOON ON MONDAY, AUGUST 11, 1997** to Michael Imbroscio, OEOB Room 488. If you anticipate any difficulty in meeting this deadline, or if you have any questions, please call Michael Imbroscio at 456-6243.

THE WHITE HOUSE
WASHINGTON

'97 AUG 18 PM12:45

August 18, 1997

MEMORANDUM FOR: TODD D. STERN

FROM: Michael Imbroscio
Associate Counsel to the President

REGARDING: August 4, 1997 Request for Documents

On August 4, 1997, Charles F.C. Ruff circulated to all Executive Office of the President staff a request for documents. The request sought a response by August 11, 1997. Please sign the attached certification as soon as possible so that we can establish that all appropriate files have been searched.

Thank you for your cooperation.

Carol -
Don't
everyone
check
files?
Todd

Chris/
Fox

Re: BLODGE X

'97 OCT 20 AM 10:30

September 24, 1997

Mr. Todd D. Stern
Assistant to the President
& Staff Secretary
The White House
Ground Floor, West Wing
1600 Pennsylvania Avenue, N.W.
Washington, DC 20500

(which
we need
to review!)

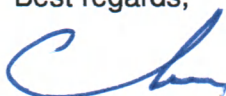
Thanks,
Todd

Dear Todd:

I thought you might be interested in the enclosed, which describes (with some hyperbole) my recent career change. I couldn't be more excited about it.

I hope things are well. I'd love to catch up with you if your busy schedule permits.

Best regards,



Christopher D. Cerf
Executive Vice President
and General Counsel

CDC:ms
Enclosure

Burson-Marsteller

is pleased to announce that

'97 OCT 16 AM 10:32

Richard I. Mintz

has joined the firm as

**Managing Director
Public Affairs Practice**

1801 K Street, N.W., Suite 1000-L
Washington, DC 20006
202-530-4555
Fax: 202-530-4500
richard_mintz@bm.com

Chen
R. I. Mintz

Memorandum for:

Lisa Hertzner
Associate White House Counsel

Subject:

October 17, 1997 Request for Documents

This certification is in response to the October 17, 1997, request from Charles Ruff, Counsel to the President, seeking certain documents and communications requested in the pending litigation, *U.S. Ecology v. United States*. By signing this document, I am certifying that I directed all individuals in my office to search their files as well as the office's files. To the best of my knowledge, these files have been reviewed and all responsive documents have been provided.

Nov. 7, 1997
Date



Todd D. Stern
Assistant to the President and Staff Secretary



TRAVEL AUTHORIZATION

WHITE HOUSE OFFICE

NUMBER: _____

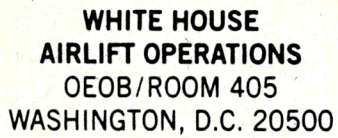
DATE OF REQUEST: 11-5-97

Please Print

Last Name Stern		First Name Todd D.	
Extension: 62702	Room: Gd F1 WW	☒ White House Staff ☐ Advance ☐ Other: _____	
2. PURPOSE(S) EVENT DATE(S) <u>Accompany President</u> <u>October 27-28,</u> <u>on trip to</u> <u>1997</u> <u>Chicago, IL</u> _____ _____		3. ITINERARY (List all cities including those through which flights are routed): Origin: <u>Washington, D.C.</u> Destination: <u>Chicago, IL</u> Return to: <u>Washington, D.C.</u>	
4. DEPARTURE		RETURN	
Date: 10/27/97	Time: 6:00pm	Date: 10/28/97	Time: 3:00pm
Mode: Govt Trans		Mode: Govt Trans	
5. FUNDING SOURCE: ☒ Official ☐ Political ☐ 501 (c)(3) ☐ Other: _____ Note: For travel funded by political, 501(c)(3) or other sources, an approved "Travel Expenses From Outside Source" form must be attached.			
Please Read Instructions Regarding Travel Expenses on Reverse side of this Form			
6. SPECIAL EXPENSES ☐ Mini-Van Rental ☐ Privately Owned Vehicle ☐ Standard Vehicle Rental			
Hotel: _____			
Per Diem: _____		Air Fare: _____	
7. TRAVELER'S SIGNATURE  (I have read and agree to the terms set forth on the reverse side)		8. FORM COMPLETED BY: <i>please print</i>	
9. APPROVING SIGNATURES:			
Office Head: _____		Political Travel Approval (for political travel only): _____	
Chief of Staff: _____			
10. FOR ADMINISTRATIVE OFFICE USE ONLY:			
OFFICE CODE: _____	TOTAL OBLIGATED COST: _____	TRIP CODE: _____	AIRFARE: _____

(REV. 4/96)

ORIGINAL (Return With Voucher)



1/5/98

TO:

'98 JAN 13 PM 1:53

TODD D. STERN
GFL/West Wing
The White House
Washington, D.C. 20500

**PAYMENT DUE UPON RECEIPT. MAKE CHECKS PAYABLE TO WHAO.
DETACH AND FORWARD WITH PAYMENT TO ABOVE ADDRESS.**

PAYMENT DUE UPON RECEIPT. MAKE CHECKS PAYABLE TO WHAO. DETACH AND FORWARD WITH PAYMENT TO ABOVE ADDRESS.					AMOUNT DUE	AMOUNT ENC.
DATE	TRANSACTION				\$3.56 AMOUNT	BALANCE
8/31/97	Balance forward					-9.10
12/8/97	INV #19302 - 27-28 OCT 97 AF-1/ADW TO CHIACGO, IL TO ADW				12.66	3.56

February 27, 1998

Todd Stern
Assistant to the President
The White House
1600 Pennsylvania Avenue
Washington, DC 20500

(Carol)

98 MAR 3 PM 1:52

Rolodex

Dear Todd:

As you may know, I am leaving the White House staff this week to take a new position in New York City. I want to thank you very much for the support and help which you have offered me in making my experience so special.

After three years as President Clinton's aide, and several months as Special Advisor to the President, I have decided to join the newly-formed USA Networks, Incorporated. As Vice President and Assistant to the Chairman, I will answer to Chairman Barry Diller, in the corporate headquarters. My responsibilities will include oversight of corporate communications, the Chairman's office, and the operations of the corporate offices. This position presents me with a tremendous opportunity to learn from an established leader in the field of entertainment, whose exploration of the convergence of electronic commerce, interactivity, and technology is unmatched in the industry.

While excited about my new adventure, it saddens me to leave my many friends in the Administration, and in Washington. It has been my honor to serve the President and I have enjoyed a rare seat to witness the power of President Clinton's intellect, the depth of his compassion, and the strength of his commitment. The past six years of my life have been devoted to the success of President Clinton, Vice President Gore, and to their vision of what our country can be. I am enormously proud of the Clinton/Gore accomplishments, and of my small role in them.

One of the greatest benefits of my experience at the White House has been the opportunity to get to know, and to work with so many incredibly talented and dedicated people from all fields and from every walk of life. If I have had any success, it has been due to the wisdom, example, and patience shown to me by my many mentors, colleagues, and friends. Thank you for all that you have done specifically to contribute to my experience; I am truly grateful.

My contact information is below. Please feel free to call on me if I may ever be of assistance to you, or if you just want to catch up. Thanks again for contributing to this important time of my life.

With warmest regards,

Stephen Goodin

Stephen Goodin

Vice President and Assistant to the Chairman
USA Networks, Inc.
152 West 57th Street--38th Floor
New York, NY 10019
212-247-5810

Carol-
I added this
to your
rolodex
Dana
3-9-98

Todd's
out
box

3/11/98

Julie -

Please put in the Rolodex
System — T.Y.

and

Carol -

These have been added.

— Julie

Todd Stern

03/11/98 08:41:42

AM

Record Type: Record

To: Carolyn E. Cleveland/WHO/EOP

cc:

Subject: rolodex

Another name: Tom Nides; Fannie Mae; 752-3001 (wife Virginia)