Inventory for FOIA Request 1999-0277-F

Records on Samuel K. Skinner
White House Chief of Staff, December 1991 to August 1992

Extent
108 folders

Access
Collection is open to all researchers. Access to Bush Presidential Records, Bush Vice Presidential Records, and Quayle Vice Presidential Records is governed by the Freedom of Information Act (FOIA)(5 USC 552 as amended) and the Presidential Records Act (PRA)(44 USC 22) and therefore records may be restricted in whole or in part in accordance with legal exemptions.

Copyright
Documents in this collection that were prepared by officials of the United States government as part of their official duties are in the public domain. Researchers are advised to consult the copyright law of the United States (Title 17, USC) which governs the making of photocopies or other reproductions of copyrighted material.

Provenance
Official records of George Bush’s presidency and vice presidency are housed at the George Bush Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processed By
Staff Archivists, August 1999. Previously restricted materials are added as they are released.

Scope and Content
The materials in FOIA 1999-0277-F are a selective, not necessarily all inclusive, body of documents responsive to the topic of the FOIA. Researchers should consult the archivist about related materials.

FOIA 1999-0277-F contains material related to Samuel K. Skinner who served as White House Chief of Staff from December 1991 to August 1992. Much of the material responsive to this FOIA consists of correspondence and memoranda dealing with a variety of topics including the 1992 campaign, the Rio environmental summit, the federal budget, and the administration’s domestic agenda. Other materials
include schedules, briefing books, and invitations.

**System of Arrangement**
Records that are responsive to this FOIA request were found in one collection area—Bush Presidential Records: Staff and Office Files. As policy, WHORM Alphabetical Files and WHORM Subject Files are processed at the document level. Staff and Office Files are processed at the folder level, that is, individual documents are not selected and removed from a folder for processing. While this method maintains folder integrity, it frequently results in the incidental processing of documents that are not wholly responsive to the subject area.

The WHORM Subject File compiled by the White House Office of Records Management is comprised of a series of documents assigned a letter/number combination and filed in a subject category. A complete listing of the subject categories including a detailed description of each category is available in our research room and on our website at [http://bushlibrary.tamu.edu/research/find/whorm/whorm.html](http://bushlibrary.tamu.edu/research/find/whorm/whorm.html).

Please note that a single asterisk "*" indicates that the category is entirely processed and open.

The following is a list of documents and folders processed in response to FOIA 1999-0277-F.

**Bush Presidential Records: Staff and Office Files**

Chief of Staff

Sam Skinner Files

[Recusals] [OA/ID 05826]
Memos [OA/ID 05826] [1 of 14]
Memos [OA/ID 05826] [2 of 14]
Memos [OA/ID 05826] [3 of 14]
Memos [OA/ID 05826] [4 of 14]
Memos [OA/ID 05826] [5 of 14]
Memos [OA/ID 05826] [6 of 14]
Memos [OA/ID 05826] [7 of 14]
Memos [OA/ID 05826] [8 of 14]
Memos [OA/ID 05826] [9 of 14]
Memos [OA/ID 05826] [10 of 14]
Memos [OA/ID 05826] [11 of 14]
Memos [OA/ID 05826] [12 of 14]
Memos [OA/ID 05826] [13 of 14]
Memos [OA/ID 05826] [14 of 14]
Memos 91 [OA/ID 05826]
Memos January 92 [OA/ID 05826]
Memos February 92 [OA/ID 05826] [1 of 2]
Memos February 92 [OA/ID 05826] [2 of 2]
Memos March 92 [OA/ID 05826] [1 of 3]
Memos March 92 [OA/ID 05826] [2 of 3]
Memos March 92 [OA/ID 05826] [3 of 3]
Memos April 92 [OA/ID 05826]
Memos May 92 [OA/ID 05826]
Memos June 92 [OA/ID 05826]
Memos July 92 [OA/ID 05826]
Memos August 92 [OA/ID 05826]
Discussion Items for the Chief of Staff [OA/ID 05826] [1 of 5]
Discussion Items for the Chief of Staff [OA/ID 05826] [2 of 5]
Discussion Items for the Chief of Staff [OA/ID 05826] [3 of 5]