Inventory for FOIA Request 1999-0432-F

Records from Selected White House Office of Personnel Files

Extent
192 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, November 1999. Previously restricted materials are added as they are released.

Scope and Content
The materials in FOIA 1999-0432-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 1999-0432-F contains selected files from the White House Office of Personnel, which was directed by Chase Untermeyer. It contains routine letters of recommendation, published articles, and White House memoranda. A significant amount of material responsive to this FOIA contains information that
was closed under the restrictions of the Presidential Records Act (appointments to federal office and confidential advice concerning these appointments), but are in the process of being released.

The Staff and Office Files contain routine letters of recommendation, published articles, and White House memoranda maintained by individual staff members within the Office of Personnel, which was directed by Chase Untermeyer.

**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; whereas, 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 1999-0432-F.

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

Personnel Office

Martha Goodwin Files
- National Critical Materials Council [OA/ID 06591]
- Council on Environmental Quality [OA/ID 06591]

Jan Naylor Files
- Code of Ethical Conduct for Transition Workers [OA/ID 07215]
- International Affairs Transition Guidebook—1988 [OA/ID 07215]
- Governor Sununu Memos [OA/ID 07217]

Ross Starek Files
- Interns [OA/ID 06599]

Chase Untermeyer Files
- Administrative [1] [OA/ID 05406]
- Administrative [2] [OA/ID 05406]
- Cabinet Meeting [OA/ID 05406]
- Sounding Board [OA/ID 05406]
- Interns [OA/ID 05406]
- National Academy of Public Administration [OA/ID 05406]
- White House Staff [OA/ID 05407]
- Chase Untermeyer Notes (A) January 1, 1991–August 16, 1991 [OA/ID 05408]
- Chase Untermeyer Notes (B) January 1, 1991–August 16, 1991 [OA/ID 05408]
- Chase Untermeyer Notes (C) January 1, 1991–August 16, 1991 [OA/ID 05408]
- Chase Untermeyer Notes (D) January 1, 1991–August 16, 1991 [OA/ID 05408]
- Chase Untermeyer Notes (E) January 1, 1991–August 16, 1991 [OA/ID 05408]
- Chase Untermeyer Notes (F) January 1, 1991–August 16, 1991 [OA/ID 05408]
Volume V 5/8/89–5/30/89 [OA/ID 05410]
Volume VI 5/31/89–6/21/89 [OA/ID 05410]
Volume X 8/14/89–8/24/89 [OA/ID 05410]
Volume XI 8/29/89–9/26/89 [OA/ID 05410]
Volume XII 9/27/89–10/18/89 [OA/ID 05410]
Volume XIII 10/19/89–11/27/89 [OA/ID 05410]
Volume XIV 11/28/89–1/18/90 [OA/ID 05410]
Volume XV 1/19/90–2/12/90 [OA/ID 05410]
Volume XVI 2/13/90–3/14/90 [OA/ID 05410]
Volume XVII 3/15/90–4/16/90 [OA/ID 05410]
Volume XVIII 4/18/90–5/21/90 [OA/ID 05410]
Volume XIX 5/25/90–7/26/90 [OA/ID 05410]
Volume XX 7/27/90–9/4/90 [OA/ID 05410]
Volume XXI 9/5/90–11/16/90 [OA/ID 05410]
Volume XXII 11/16/90–12/15/90 [OA/ID 05410]
Volume XXIII 12/17/90–1/25/91 [OA/ID 05410]
Volume XXIV 1/30/91–2/27/91 [OA/ID 05410]
Volume XXV 2/28/91–4/10/91 [OA/ID 05410]
Volume XXVII 5/29/91–8/5/91 [OA/ID 05410]

Chase Untermeyer Notes (A) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (B) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (C) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (D) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (E) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (F) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (G) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (H) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (K) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (L) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (M) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (N) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (O) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (P–Q) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (R) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (S) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (T) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (U–V) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (W) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (XYZ & GB) January 1–July 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (A) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (B) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (C) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (D) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (E) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (F) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (G) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (H) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (I–J) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (K) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (L) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (M) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (N) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (O) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (P–Q) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (R) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (S) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (T) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (U–V) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (W) August 1–December 31, 1990 [OA/ID 05411]
Chase Untermeyer Notes (XYZ & GB) August 1–December 31, 1990 [OA/ID 05411]

Schedule C Plan [OA/ID 05413]
Boyden Gray 89/90 [OA/ID 05414]
1989 Memos to the President [OA/ID 05414]

Breeden, Richard [OA/ID 05420]
Copies of memos to President 1990 [1] [OA/ID 05420]
Copies of memos to President 1990 [2] [OA/ID 05420]
Copies of memos to President 1991 [OA/ID 05420]

Card, Andy [OA/ID 05420]

Newman, Bonnie [OA/ID 05420]

Cicconi [Jim] [OA/ID 05420]

Bates, David [OA/ID 05420]

Delegations—1990 [OA/ID 05420]

Miscellaneous W.H. Staff [OA/ID 05420]

Memos to President Jan–June 1989 [1] [OA/ID 05420]
Memos to President Jan–June 1989 [2] [OA/ID 05420]
Memos to President Jan–June 1989 [3] [OA/ID 05420]
Memos/President July–Dec 1989 [1] [OA/ID 05420]
Memos/President July–Dec 1989 [2] [OA/ID 05420]

Scowcroft—1990 [OA/ID 05420]

Council on Environmental Quality [OA/ID 05426]
Special Placement [OA/ID 05426]

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