



George Bush Presidential Library

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Inventory for FOIA Request 1999-0735-F

Records on Phillip D. Brady Assistant to the President and Staff Secretary

Extent

62 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, March 2001. Previously restricted materials are added as they are released.

Scope and Content

The materials in FOIA 1999-0735-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 1999-0735-F contains files created by Assistant to the President and Staff Secretary Phillip D. Brady. The Staff Secretary reported through the Chief of Staff to the President and was responsible for ensuring that all documents forwarded to the President were correct in form and content and that the

President's wishes for further action were respected. All materials intended for the President came to his office, and he reviewed and forwarded them directly or staffed them for senior staff comment and clearance before forwarding. In addition, he oversaw the creation of the President's daily schedule, reviewed presidential correspondence, and coordinated the administration of medals awarded by the President including the Presidential Medal of Freedom.

The files document Brady's tenure in the position from early 1991 through 1992. Included in the chronologically arranged files are letters, memoranda, agendas, reports, options papers, printed materials, invitations, and schedules. These materials document all aspects of the Staff Secretary's responsibilities and the issues confronting the Bush Administration during 1991 and 1992, but more substantive decision making materials have been removed in accordance with the Presidential Records Act. Prominent correspondents include cabinet secretaries and senior White House staff members including Jack Kemp, Louis Sullivan, Barbara Hackman Franklin, Sam Skinner, and Shirley Green. Additional letters are from members of Congress, the general public, and interest groups and are generally related to specific issues or current events. Mail analysis reports and summaries of White House Comments Line phone calls are particularly interesting.

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>.

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 1999-0735-F.

Bush Presidential Records: Staff and Office Files

Chief of Staff

Phillip D. Brady Files

- Chron File 1/91 [1] [OA/ID 05480]
- Chron File 1/91 [2] [OA/ID 05480]
- Chron File 1/91 [3] [OA/ID 05480]
- Chron File 2/91 [1] [OA/ID 05480]
- Chron File 2/91 [2] [OA/ID 05480]
- Chron File 2/91 [3] [OA/ID 05480]
- Chron File 3/91 [1] [OA/ID 05480]
- Chron File 3/91 [2] [OA/ID 05480]
- Chron File 3/91 [3] [OA/ID 05480]
- Chron File 4/91 [1] [OA/ID 05480]
- Chron File 4/91 [2] [OA/ID 05480]
- Chron File 4/91 [3] [OA/ID 05480]
- Chron File 5/91 [1] [OA/ID 05481]

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