



## George Bush Presidential Library

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### Inventory for FOIA Request 2007-0753-F

## Records on White House Office of Advance Manuals:

#### **Extent**

9 folders, approximately 933 pages

#### **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 2007. Previously restricted materials are added as they are released.

#### **Scope and Content**

The materials in FOIA 2007-0753-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 2007-0753-F contains materials from the White House Office of Advance, which is responsible for Presidential domestic and foreign travels.

The Staff and Office Files contain manuals used in the White House Office of Advance. The manuals describe routine responsibilities regarding Presidential domestic and foreign travels, correspondence manuals, and receptionist's manuals, which includes staff directories.

### **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, 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 following is a list of documents and folders processed in response to FOIA 2007-0753-F.

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

#### Advance Office

##### Peggy Hazelrigg Files

Binder: Assistant Director for Trip Coordination Manual [OA/ID 06986]

Binder: Advance Manual of the Vice President of the United States (George Bush) [Photos of Staff] [OA/ID 06986]

Binder: Staff Manual: White House Office, 6/91 [OA/ID 06987]

Binder: Advance Office Operations Manual [1] [OA/ID 06987]

Binder: Advance Office Operations Manual [2] [OA/ID 06987]

Binder: Correspondence Manual [OA/ID 06988-001]

Binder: Receptionist's Manual and OEOB Manual [OA/ID 07439]

Binder: Correspondence Manual [OA/ID 07439]

Binder: Oasis Reference Manual [OA/ID CF01859]

**Last modified:** 08/09/2007