



## George Bush Presidential Library

1000 George Bush Drive West  
College Station, TX 77845  
phone: (979) 691-4041  
fax: (979) 691-4030  
<http://bushlibrary.tamu.edu>  
[library.bush@nara.gov](mailto:library.bush@nara.gov)

### Inventory for FOIA Request 2008-0067-F

## Selected Records on Constance Horner

#### **Extent**

13 folders

#### **Access**

Collection is open to all researchers. Access to Bush Presidential Records and Bush 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, December 2007. Previously restricted materials are added as they are released.

#### **Scope and Content**

The materials in FOIA 2008-0067-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 2008-0067-F consists of letters of correspondence, memoranda, handwritten notes, biographical sketches, resumes, White House gift unit annual reports, and publications. The letters of correspondence are primarily from Congressional officials recommending that the White House consider various individuals as candidates for various executive boards, commissions, and executive branch positions.

Handwritten notes and memoranda are routinely exchanged among White House Offices for the purpose of informing or inquiring about potential candidates being recommended for various boards, commissions, and other executive branch positions. Resumes and publications are related to Constance Horner and present background information regarding her qualifications and abilities for successfully serving in a variety of positions within the executive branch. The White House gift unit reports provide lists of gifts given to and reported to the White House by Mrs. Horner while she served as the Assistant to the President and Director of Presidential Personnel from 1991-93.

### **System of Arrangement**

Records that are responsive to this FOIA request were found in two collection areas—Bush Presidential Records: Staff and Office Files and Bush Vice 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 the folder processed in response to FOIA 2008-0067-F.

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

Counsels Office, White House

Appointment File

Member Constance Joan Horner Commission on Civil Rights [OA/ID 20130]

Government Representative Constance Joan Horner Council of the Administrative  
Conference of the US [OA/ID 20130]

Burns, Francine, Files

Constance Joan Horner, The White House, Presidential Personnel—Assistant to the  
President and Director of Presidential Personnel [OA/ID 45010]

Gray, C. Boyden, Files

[Memo from Constance Horner to various re: Your Appointments—January 4, 1993]

Paoletta, Mark, Files—Subject Files

Horner, Connie [OA/ID 45565]

Legislative Affairs, White House Office of

Miscellaneous Files

Memos to/from Horner [OA/ID 08631]

Personnel, White House Office of

Bullock, Katja, Files

Constance Horner: Cabinet Report (1/10/93–1/16/93) [OA/ID 08466]

Constance Horner: Press Records Act Obligations (Gray Memo) [OA/ID 08466]

Horner, Constance, Files

Administration Files: Appointments–DOD– since 1/89 (Cheney) [Folder Empty]  
[OA/ID 07094]

Policy Development, White House Office of

Porter, Roger, Files

Horner, Connie [OA/ID 08541]

Political Affairs, White House Office of

Kaufman, Ron, Files  
Ronald Kaufman Folder 3: Connie Horner [OA/ID 08647]

Moran, Kathryn, Files  
Biographical: Constance Horner [OA/ID 07880]

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

Operations, Administration, and Staff Secretary, Office of  
Collamore, Thomas, J., Files—Personnel Files  
Horner, Constance [OA/ID 14420]

**Last modified:** 01/02/2007