



George Bush Presidential Library

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Inventory for Systematic Request 2013-1012-S

Records on NSC Executive Secretary Files

Extent

152 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 (CASE NUMBER)(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.

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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, January 2016. Previously restricted materials are added as they are released.

System of Arrangement

Records for this systematic project were found in the following collection area—Bush Presidential Records: Staff and Office Files. 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.

Scope and Content

The materials in Case Number 2013-1012-S are a systematically processed body of documents responsive to the topic. Researchers should consult the archivist about related materials.

CASE NUMBER 2013-1012-S contains materials from the National Security Council's Executive Secretary's office.

The Staff and Office Files contain copies of the Presidential Daily Schedule listing daily activities, appointments, and meetings scheduled for the president; memoranda of conversation with foreign leaders; talking points and related memoranda for the acceptance of foreign ambassadors' credentials; and meeting memoranda related to a wide array of topics including the dissolution of the Soviet Union, START [Strategic Arms Reduction Treaty] negotiations, the Middle East Peace Process, Operations Desert Shield and Storm, etc.

The following is a list of documents and folders processed in response to Case Number 2013-1012-S.

Bush Presidential Records: NSC Executive Secretary Files

Box 1

Executive Secretary Files—Convenience File

- Cartagena (Drug Summit), 02/15/90 [OA/ID CF01947]
- Present Presidential Meetings, State/Official and Official Working Visits [List of Bush Vice Presidential and Presidential Meetings, 1989 to 05/13/91] [OA/ID CF01947]
- Guests Lists for State Dinners [OA/ID CF01947]
- Staff Files—Brenda Hilliard [List of Meetings with Heads of State, 01/21/89 to 01/02/90] [OA/ID CF01947]
- Staff Files—Cathy Millison [OA/ID CF01947]
- Staff Files—Wendy Gray [OA/ID CF01947]
- White House Gift Register, 12/12/90 to 05/26/92 [OA/ID CF01947]
- Request for Photo / Mailing Forms, 1989-1991 [OA/ID CF01947]

Box 2

Executive Secretary Files—Diplomatic Credentials File

- [Diplomatic] Credentials Ceremony, 02/07/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 05/11/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 08/03/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 08/14/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 10/24/89 [1] [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 10/24/89 [2] [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 12/18/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 12/20/89 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 02/05/90 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 04/09/90 [OAID CF00855]

Box 3

- [Diplomatic] Credentials Ceremony, 05/29/90 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 08/07/90 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 10/24/90 [OAID CF00855]
- [Diplomatic] Credentials Ceremony, 12/17/90 [OAID CF00855]

[Diplomatic] Credentials Ceremony, 02/19/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 04/11/91 [OAID CF00855]
Accreditation of Chiefs of Mission, 4/19/91 [Loose] [OAID CF00855]
[Diplomatic] Credentials Ceremony, 06/11/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 08/06/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 09/05/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 10/01/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 11/25/91 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 03/11/92 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 04/02/92 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 05/05/92 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 09/08/92 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 11/18/92 [OAID CF00855]
[Diplomatic] Credentials Ceremony, 11/19/92 [OAID CF00855]

Box 4

[Joseph] Hagin: Referrals—Regrets 1989 [1] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Regrets 1989 [2] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Regrets 1989 [3] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Regrets 1989 [4] [OA/ID CF00228]

Box 5

[Joseph] Hagin: Referrals—Accepts 1989 [1] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Accepts 1989 [2] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Accepts 1989 [3] [OA/ID CF00228]
[Joseph] Hagin: Referrals—Accepts 1989 [4] [OA/ID CF00228]

Box 6

[Joseph] Hagin: Referrals—Regrets 1990 [1] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1990 [2] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1990 [3] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Accepts 1990 [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1991 [1] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1991 [2] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1991 [3] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Regrets 1991 [4] [OA/ID CF02124]

Box 7

[Joseph] Hagin: Referrals—Accepts 1991 [1] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Accepts 1991 [2] [OA/ID CF02124]
[Joseph] Hagin: Referrals—Accepts 1991 [3] [OA/ID CF02124]
Presidential Appointment Requests, 03/91 to 10/91 [1] [OA/ID CF02124]
Presidential Appointment Requests, 03/91 to 10/91 [2] [OA/ID CF02124]

Box 8

Presidential Participants Lists, 01/89 to 08/89 [OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 01/89 to 02/89 [OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 03/89 [OA/ID CF00227]

[Presidential Schedules and Back-up Materials], 04/89[OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 05/89 [1] [OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 05/89 [2] [OA/ID CF00227]

Box 9

[Presidential Schedules and Back-up Materials], 06/89 [1] [OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 06/89 [2] [OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 07/89[OA/ID CF00227]
[Presidential Schedules and Back-up Materials], 08/89[OA/ID CF00227]

Box 10

[Presidential Schedules and Back-up Materials], 09/89 [1] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 09/89 [2] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 10/89 [1] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 10/89 [2] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 10/89 [3] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 11/89 [1] [OA/ID CF01946]

Box 11

[Presidential Schedules and Back-up Materials], 11/89 [2] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 11/89 [3] [OA/ID CF01946]
[Presidential Schedules and Back-up Materials], 12/89 [OA/ID CF01946]

Box 12

[Presidential Schedules and Back-up Materials], 01/90 [OA/ID CF02121]
Presidential Schedules, 02/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 02/90 [OA/ID CF02121]
Presidential Schedules, 03/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 03/90 [OA/ID CF02121]
Presidential Schedules, 04/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 04/90 [OA/ID CF02121]
Presidential Schedules, 05/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 05/90 [OA/ID CF02121]
Presidential Schedules, 06/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 06/90 [OA/ID CF02121]
Presidential Schedules, 07/90 [OA/ID CF02121]
[Back-up Materials for the Presidential Schedule], 07/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 08/01/90 to 08/15/90 [OA/ID CF02121]

Box 13

[Presidential Schedules and Back-up Materials], 08/16/90 to 08/31/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 09/01/90 to 09/16/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 09/17/90 to 09/30/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 10/01/90 to 10/15/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 10/16/90 to 10/31/90 [OA/ID CF02121]

Box 14

[Presidential Schedules and Back-up Materials], 11/01/90 to 11/15/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 11/16/90 to 11/30/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 12/01/90 to 12/16/90 [OA/ID CF02121]
[Presidential Schedules and Back-up Materials], 12/17/90 to 12/22/90 [OA/ID CF02121]

Box 15

[Presidential Schedules and Back-up Materials], 01/03/91 to 01/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 01/16/91 to 01/31/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 02/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 03/01/91 to 03/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 03/16/91 to 03/31/91 [OA/ID CF02122]

Box 16

[Presidential Schedules and Back-up Materials], 04/01/91 to 04/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 04/16/91 to 04/30/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 05/01/91 to 05/10/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 05/11/91 to 05/20/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 05/21/91 to 05/31/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 06/01/91 to 06/16/91 [OA/ID CF02122]

Box 17

[Presidential Schedules and Back-up Materials], 06/17/91 to 06/30/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 07/01/91 to 07/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 07/16/91 to 07/31/91 [OA/ID CF02122]
[Back-up Materials for the Presidential Schedule], 07/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 08/91 [OA/ID CF02122]
[Back-up Materials for the Presidential Schedule], 08/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 08/31/91 to 09/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 09/16/91 to 09/30/91 [OA/ID CF02122]
[Back-up Materials for the Presidential Schedule], 09/91 [OA/ID CF02122]

Box 18

[Presidential Schedules and Back-up Materials], 10/01/91 to 10/10/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 10/11/91 to 10/31/91 [OA/ID CF02122]
[Back-up Materials for the Presidential Schedule], 10/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 11/02/91 to 11/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 11/16/91 to 11/29/91 [OA/ID CF02122]
[Back-up Materials for the Presidential Schedule], 11/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 11/30/91 to 12/15/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 12/16/91 to 12/31/91 [OA/ID CF02122]
[Presidential Schedules and Back-up Materials], 12/91 [OA/ID CF02122]

Box 19

[Presidential Schedules and Back-up Materials], 01/92 [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 02/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 02/92 [2] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 03/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 03/92 [2] [OA/ID CF02123]

[Presidential Schedules and Back-up Materials], 04/01/92 to
04/20/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 04/01/92 to
04/20/92 [2] [OA/ID CF02123]

Box 20

[Presidential Schedules and Back-up Materials], 04/21/92 to
04/30/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 04/21/92 to
04/30/92 [2] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 05/01/92 to
05/10/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 05/01/92 to
05/10/92 [2] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 05/11/92 to
05/29/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 05/11/92 to
05/29/92 [2] [OA/ID CF02123]

Box 21

[Presidential Schedules and Back-up Materials], 06/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 06/92 [2] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 07/92 [OA/ID CF02123]

Box 22

[Presidential Schedules and Back-up Materials], 08/92 [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 09/92 [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 10/92 [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 11/92 [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 12/92 [1] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 12/92 [2] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 12/92 [3] [OA/ID CF02123]
[Presidential Schedules and Back-up Materials], 01/93 [OA/ID CF02123]

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