Inventory for FOIA Request 2016-0078-F

Selected Records on
The White House Usher’s Office

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

Scope and Content
EXAMPLE: The materials in FOIA 2016-0078-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 2016-0078-F contains selected materials from the White House Usher’s Office from the end of the
Reagan Administration through the Bush Administration.

The Staff and Office Files contain correspondence, inventory and invoices, memoranda, and publications maintained by individual staff members and offices. The files are primarily those of Chief Usher Gary Walters. There are invoices and inventories from dinners and events held in the White House Residence. There are documents relating to renovations and preservation measures in the White House, primarily concerning the Oval Office redesign. Memoranda concern personnel and policy issues in the Usher’s Office. There are forms and photographs of state gifts presented to President and Mrs. Bush. Also included is a daily diary for activities in the Residence for 1989.

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 2016-0078-F.

Bush Presidential Records: Staff and Office Files

Usher’s Office, White House
  Food and Beverage Expense Files
    January 1989 [1] [OAID 28205]
    January 1989 [2][1] [OAID 28205]
    January 1989 [2][2] [OAID 28205]

Past Presidents and Gary Walters Files
  Camp David 1989 [OAID 28208]
  Committee for Preservation [OAID 28208]
  Computers [OAID 28208]
  Oval Office [OAID 28209]
  Staff Memos [OAID 28209]
  State Gifts [OAID 28210]

Schedule Files
  January 1989 [OAID 28216]

Last modified: 05/18/2017