



George Bush Presidential Library

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Inventory for Systematic Request 2023-0001-S

Records on Office of the First Lady, Advance, Jane Moore Files

Extent

3 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, October, 2022. 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.

Biographical Note

The Office of the First Lady managed all aspects of the First Lady's official responsibilities. Susan Porter Rose served as Deputy Assistant to the President and Chief of Staff to Mrs. Bush. She oversaw a small staff that, except foreign affairs and policy development, mirrored the president's staff.

The First Lady's staff consisted of a Press Secretary, Appointments and Scheduling Director, Events Coordinator, and Correspondence Director. Under Rose's direction, this staff managed Mrs. Bush's public role as the spouse of the President of the United States. Jane Moore was a member of this staff.

Scope and Content

The materials in Case Number 2023-0001-S are a systematically processed body of documents responsive to the topic. Researchers should consult the archivist about related materials.

These records consist of schedules, lists, diagrams, papers, speeches, scripts, newspaper articles, notes, and memos. The schedules reflect Mrs. Bush's activities and describe details of visits including departures, arrivals, overnight accommodations, locations, meetings, press availabilities, receptions, and photo opportunities. Hair, nail, and makeup appointments are also described. The lists include contact sheets reflecting names and phone numbers of available staff for travel purposes, gate lists of visitors to the White House, honorees recognized at White House medal ceremonies, and participants attending White House events. The diagrams illustrate floor plans of exhibits and buildings Mrs. Bush toured. The papers contain information about Republican candidates for office, background information about groups Mrs. Bush interacted with, and conferences Mrs. Bush attended. Descriptions of White House ceremonies are included. The speeches Mrs. Bush delivered to conference and reception attendees are in this collection. Scripts of PSAs that Mrs. Bush taped can also be found in these records. The newspaper articles are op-ed pieces that describe Republican candidates. The notes and memos between staffers mainly list trip details and contact names.

The following is a list of documents and folders processed in response to Case Number 2023-0001-S

Bush Presidential Records: Staff and Office Files

First Lady, Office of, Advance

Moore, Jane, Files—Mrs. Bush's Schedules

Mrs. Bush's Daily Schedules, 11/01/90 to 11/30/90 [Binder] [1] [OA/ID 06908]

Mrs. Bush's Daily Schedules, 11/01/90 to 11/30/90 [Binder] [2] [OA/ID 06908]

Mrs. Bush's Daily Schedules, 11/01/90 to 11/30/90 [Binder] [3] [OA/ID 06908]

Last modified: 12/01/2022