

GEORGE H.W. BUSH PRESIDENTIAL LIBRARY GUIDE TO HOLDINGS

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Introduction

The following guide provides a brief overview of the offices comprising the White House Office. The White House Office is an administrative division of the Executive Office of the President. It includes the immediate office of the president, as well as support staff who serve at the discretion of the president. The organization of the White House Office during the Bush Administration (and other administrations as well) reflected the organizational priorities of the individuals who comprised the president's staff.

Generally, individuals appointed at the Assistant to the President level served as the president's primary advisors within their areas of responsibility. For example, the Assistant to the President for Media Affairs maintained overall authority for media affairs activities in the White House and reported to the president through the Chief of Staff. Assistants to the President often had an administrative officer who managed the day-to-day activities of their functional areas and served at the Deputy Assistant to the President level and often with the additional title of Director. Additional Deputy Assistants and Special Assistants to the President comprised the staff of each office. Employees detailed from other agencies or organizations, career White House employees, and interns provided additional support for White House functions. Some White House offices were managed by career White House employees who reported through a Presidential appointee at the Deputy Assistant or Assistant to the President level.

This guide is not intended as an all-inclusive description or analysis of the White House Office. Rather, it provides a general overview of each office, including who managed and administered each office, the line of authority or reporting hierarchy, and the holdings (listed by staff member) for each office. The list of individuals who directed the offices within the White House Office includes the exact dates of service for each individual (if available). Otherwise, a general year-to-year date is provided. The reporting hierarchy for each office reflects the formal organizational structure of the White House with Deputy Assistants to the President generally reporting to Assistants to the President who in turn (with the exception of the Assistant to the President for National Security Affairs) reported to the Chief of Staff to the President.

Please note that the formal reporting hierarchy of the White House Office does not reflect informal power structures and lines of authority. Also please note that this guide discusses other agencies or offices within the Executive Office of the President including the Office of the Vice President and the Office of Policy Development. Certain White House administrative functional offices directed by career employees are also included because these offices fall under the authority of Assistants or Deputy Assistants to the President.

One final note concerns the arrangement of the guide. Each office is treated as an individual entry arranged alphabetically by the functional name of the office. Thus the Office of Media Affairs is listed under "Media Affairs, Office of." In addition, if an office changed names during the Bush Administration, then each name comprises an individual entry listed separately in the guide. A brief description of the office directs the reader to any applicable predecessor or successor offices. An index of individuals who directed White House offices is also provided.

How is the Guide to Holdings Organized?

The 44,000,000 pages of archival material at the George Bush Presidential Library are divided as follows.

- Official Presidential Records of George H.W. Bush (January 21, 1989–January 20, 1993)
- Official Vice Presidential Records of George H.W. Bush (January 21, 1981–January 20, 1989)
- Official Vice Presidential Records of Dan Quayle (January 21, 1989–January 20, 1993)
- Federal Records
- Donated Historical Materials

With the exception of the Federal Records and Donated Historical Materials, the Bush Library will make the records available to researchers in accordance with the restrictions contained in the Presidential Records Act (PRA) and the Freedom of Information Act (FOIA). Federal records are made available under the provisions of the Freedom of Information Act only. Donated materials are made available under the terms of the donor's deed of gift. Please note that donated materials cannot be requested under the provisions of the Freedom of Information Act.

For more information on the availability of materials, filing a Freedom of Information Act request with the Bush Library, the Bush Library's research procedures, citing records from the Library, or other research related topics; please request a copy of the Bush Library's Frequently Asked Questions (FAQ) or read the FAQ on the Bush Library web site at <http://bushlibrary.tamu.edu/research/faq.php>.

Within each major subset of our holdings (Bush Presidential, Bush Vice Presidential, Quayle Vice Presidential, Federal, and Donated), records are listed alphabetically by office and within each office, alphabetically by staff member. Please note that Bush Library archivists have made every effort to clearly identify materials. In some cases, however, it is difficult to assign particular records to specific individuals or offices. These records are described as "miscellaneous" where necessary. We will be happy to further describe these records on a case-by-case basis.

Before examining the *Guide to Holdings*, please note the following points:

1. Although hundreds of staff members worked in the White House, the Bush Presidential Library does not have records for every staff member. This is particularly true for interns and lower-level employees. In addition, as the Bush Administration evolved, many staff members moved from one position to another. Generally, their records are only listed under one office. In other cases, offices within the White House were combined or renamed to reflect changes in the daily operation of the White House.
2. Some series of records served as central files for particular offices and therefore are not attributed to an individual. In these cases, the series are listed in alphabetical order within the relevant office.
3. Although Bush Library archivists have made every effort to assign records to the staff member who created them, in a few cases records are listed under the names of assistants or other staff members who turned the records over to the Office of Records Management (ORM) and the National Archives and Records Administration.

4. In some cases, the Office of Records Management attributed staff members' material to offices other than where the staff members were officially assigned. This was done to reflect the nature of the material as created by the individual staff members. As the Library processes material, and the origins of the records become clearer, archivists will update this guide.

5. Except where otherwise noted, the volume of material described in this guide is measured in cubic feet. One cubic foot equals approximately 2,500 pages. One linear foot equals approximately 1,000 pages.

6. In some offices where the duties of a particular individual are not clear, Bush Library archivists have described the staff member's area of specialization. Currently, the National Security Council (NSC) is the only office with a "Specialty" designation accompanying staff member descriptions. As time permits, Bush Library archivists will add specialty descriptions to other offices.

7. Brackets "[]" around dates or other information indicate that Bush Library archivists added additional descriptive information to clarify data provided by the White House and the Office of Records Management.

8. Due to the lack of personnel records from some offices in the White House, the dates of service for some members of the Bush Administration are either unknown or approximate. As time permits and information becomes available, Bush Library archivists will update the guide.

9. A double asterisk "**" following a listing indicates that material in that listing is open for research in its entirety. This means that Bush Library archivists have reviewed the material and removed restricted documents from all the records in that particular group.

10. A single asterisk "*" following a listing indicates that material in that listing is open in part to research. In this case, Bush Library archivists have opened at least one folder for that staff member or series during the course of processing Freedom of Information Act requests. For more information on the availability of this material, please contact the Bush Library.

11. For a more complete description of holdings on particular individuals or offices, please contact the Bush Library. In many cases, we can provide a detailed folder title list, including a list of materials previously opened under the Freedom of Information Act. Please note that National Archives and Records Administration policy prohibits Bush Library archivists describing the content of folders on a document-by-document basis.

12. The White House Office of Records Management (WHORM) filed certain Bush Vice Presidential and Bush Presidential records into subject categories called the WHORM Subject File. The Subject File contains correspondence from private citizens, members of Congress, heads of state, and from within the White House. Each of the fifty-eight primary WHORM subject file categories are assigned a two letter designation; for example, Education (ED), Trade (TA), Welfare (WE), etc. In addition, each primary category (ED, TA, WE etc.) is further broken down into subcategories using numerical extensions. For example, ED is subdivided into ED001, ED001-01, ED001-02, ED002, etc. In this guide, these categories are listed under "White House Office of Records Management" with the volume of material for each primary category included. Currently, forty-six of the fifty-eight primary Bush Presidential Subject File categories are available for research in their entirety. A further explanation of the WHORM Subject File and a full explanation of each primary category and subcategory are available on the Bush Library web site at http://bushlibrary.tamu.edu/research/finding_aids/whorm/.

13. There are a small number of Quayle Vice Presidential records arranged by Subject File categories, but due to the small volume, this material is listed only under "White House Office of Records Management" with the amount of material described by year rather than by category.

14. The White House Office of Records Management also filed some correspondence and other records into Bush Vice Presidential and Bush Presidential alphabetical name files. The file for the Bush Vice Presidential Records is called the Name File. The Bush Presidential file is called the WHORM Alpha File. There is no formal name file in the Quayle Vice Presidential Records.

Overview of Holdings

George Bush Presidential Records (10,057.5 feet)

White House Office of Records Management Alphabetical File 1989-1993 (1626.4 feet)

Alphabetical File (1340.4 feet) *

Alphabetical File Oversized Attachments (286.0 feet)

White House Office of Records Management Subject File (1226.67 feet)

Presidential Daily Briefing Papers 1989-1993 (28.0 feet)

C.F. [Confidential File] Oversized Attachments 1989-1993 (11.0 feet) *

Presidential Handwriting File 1989-1993 (37.0 feet)

Miscellaneous Books 1989-1993 (2.0 feet)

Miscellaneous Lists 1989-1993 (1.0 feet)

Oversized Attachments 1989-1993 (126.0 feet) *

Subject File AG – Agriculture (2.0 feet) **

Subject File AR – Arts (1.2 feet) **

Subject File AT – Atomic / Nuclear Energy (1.0 feet) *

Subject File BE – Business / Economics (18.4 feet) **

Subject File CA – Civil Aviation (3.6 feet) **

Subject File CM – Commodities (8.4 feet) **

Subject File CO – Countries (33.4 feet) *

Subject File DI – Disasters (10.0 feet) **

Subject File ED – Education (16.8 feet) **

Subject File FA – Federal Aid (3.6 feet) **

Subject File FE – Federal Government (16.4 feet) **

Subject File FG – Federal Government, Organizations (170.4 feet) *

Subject File FI – Finance (26.8 feet) **

Subject File FO – Foreign Affairs (17.8 feet) *

Subject File GI – Gifts (21.4 feet) *

Subject File HE – Health (38.8 feet) **

Subject File HI – Highways / Bridges (.8 feet) **

Subject File HO – Holidays (32.0 feet) **

Subject File HS – Housing (2.0 feet) **

Subject File HU – Human Rights (8.2 feet) **

Subject File IM – Immigration (4.8 feet) **

Subject File IN – Indian Affairs (2.8 feet) **

Subject File IS – Insurance (5.6 feet) **

Subject File IT – International Organizations (5.0 feet) *

Subject File IV – Invitations (71.6 feet) **

Subject File JL – Judicial - Legal Matters (26.8 feet) **

Subject File LA – Labor / Management (Non-Government) (6.4 feet) **

Subject File LE – Legislation (8.4 feet) **

Subject File LG – Local Governments (1.2 feet) **

Subject File MA – Medals / Awards (13.6 feet) **

Subject File MC – Meetings / Conferences (5.6 feet) **

Subject File ME – Messages (128.4 feet) *

Subject File ND – National Defense (28.8 feet) *

Subject File NR – Natural Resources (21.6 feet) **

Subject File OS – Outer Space (1.6 feet) **

Subject File PA – Parks / Monuments (1.2 feet) **

Subject File PC – Peace (.4 feet) **
 Subject File PE – Personnel (14.4 feet) *
 Subject File PO – Postal Service (.8 feet) **
 Subject File PQ – Procurement (.8 feet) **
 Subject File PR – Public Relations (43.4 feet) *
 Subject File PU – Publications (10.0 feet) *
 Subject File RA – Real Property (1.6 feet) **
 Subject File RE – Recreation (3.2 feet) **
 Subject File RM – Religious Matters (1.6 feet) **
 Subject File RS – Reports / Statistics (1.2 feet) **
 Subject File SA – Safety / Accident Prevention (.8 feet) **
 Subject File SA – Sciences (4.8 feet) **
 Subject File SO – Social Affairs (4.8 feet) *
 Subject File SP – Speeches (82.01 feet) **
 Subject File ST – State Governments (4.4 feet) **
 Subject File TA – Trade (12.6 feet) *
 Subject File TN – Transportation (3.2 feet) **
 Subject File TR – Trips (21.2 feet) **
 Subject File UT – Utilities (8.4 feet) **
 Subject File VA – Veterans Affairs (1.6 feet) **
 Subject File WE – Welfare (20.0 feet) **
 Subject File WH – White House Administration 1989-1993 (6.8 feet) **
 Weekly Compilation of Presidential Documents [1989-1993] (5.0 feet)
 White House Telephone Directories [1989-1993] (2.0 feet)

Staff and Office Files (7296.43 feet)

Administration (Library and Information Services) (436.0 feet) **
 Administration, Office of (2.0 feet)
 Administrative Office (White House) (No Holdings)
 Advance Office (See "Public Events and Initiatives, Office of")
 Advance and Special Initiatives, Office of (86.0 feet) *
 Agricultural Trade and Food Assistance, Office of (See "Cabinet Affairs, Office of")
 Appointments and Scheduling, Office of (85.6 feet) *
 Cabinet Affairs, Office of (281.0 feet) *
 Cabinet Secretary, Office of (See "Cabinet Affairs, Office of")
 Chief of Staff to the President, Office of (78.8 feet) *
 Communications, Office of (6.0 feet) *
 Correspondence Office (434.7 feet) *
 Council of Economic Advisers (CEA) (110.0 feet) *
 Counsel to the President, Office of (866.8 feet) *
 Domestic Policy Council (51.0 feet) *
 Domestic Policy, Office of (See "Economic and Domestic Policy, Office of")
 Economic and Domestic Policy, Office of (611.4 feet) *
 Economic Policy Council (12.0 feet) *
 Executive Clerk (43.0 feet) *
 Executive Residence (White House) (No Holdings)
 First Lady's Office the (389.4 feet total) *
 First Lady's Advance (10.0 feet) *
 First Lady's Calligraphy (16.0 feet) *
 First Lady's Chief of Staff (38.9 feet) *
 First Lady's Correspondence (75.0 feet) *
 First Lady's Press Office (100.0 feet) *

First Lady's Projects Office (64.0 feet) *
 First Lady's Scheduling (85.5 feet) *
 Gift Unit (27.0 feet) *
 Intergovernmental Affairs, Office of (139.0 feet) *
 Issues Analysis, Office of (No Holdings)
 Legislative Affairs, Office of (130.4 feet) *
 Management and Administration, Office of (205.0 feet) *
 Management and Budget, Office of (OMB) (4.4 feet) *
 Media Affairs, Office of (See "Media Relations, Office of")
 Media Relations, Office of (64.0 feet)
 Military Office (White House) (25.0 feet) *
 National Security Affairs, Office of the Assistant to the President for (1244.5 feet) *
 National Service, Office of (367.8 feet) *
 News Summary (White House) (No Holdings)
 Personnel Office (White House) (No Holdings)
 Photographic Office (59.0 feet)
 Policy Planning, Office of (No Holdings)
 Political Affairs, Office of (98.4 feet) *
 Office of the President
 George Bush Presidential Daily Files 1989-1993 (92.0 feet)
 Presidential Advance, Office of (No Holdings)
 Presidential Personal Aides (1.0 feet) *
 Presidential Personnel, Office of (311.8 feet) *
 Press Secretary, Office of the (244.7 feet) **
 Public Affairs, Office of (20.0 feet) *
 Public Affairs & Media Relations (See "Media Relations, Office of" / "Public Affairs, Office of")
 Public Events and Initiatives, Office of (86.0 feet) *
 Public Liaison, Office of (269.8 feet) *
 Public Liaison and Intergovernmental Affairs, Office of (See "Public Liaison, Office of")
 Records Mgmt., White House Office of (WHORM) (2853.07 feet) (detailed description above)
 Research, Office of (No Holdings)
 Science and Technology Policy, Office of (OSTP) (24.0 feet) *
 Secret Service (99.0 feet) *
 Social Office, White House (84.0 feet) *
 Special Activities and Initiatives, White House Office of (43.0 feet) *
 Speechwriting, White House Office of (178.8 feet) **
 Staff Secretary, Office of the (29.4 feet) *
 Telephone Service (White House) (No Holdings)
 Travel and Telegraph Office, White House (1.0 feet) *
 Visitor's Office, White House (66.0 feet) *
 White House Communications Agency (WACA) (13.0 feet) *

George Bush Vice Presidential Records (2002.8 feet)

Name File 1989-1993 (177.0 feet)

Name File (177.0 feet) *
 Oversize Attachments (73.0 feet)

Subject File (167.88 feet)

Subject File AG – Agriculture 1981-1989 (.5 feet)
 Subject File AR – Arts 1981-1989 (.25 feet)
 Subject File AT – Atomic / Nuclear 1981-1989 (.25 feet)
 Subject File BE – Business / Economics 1981-1989 (2.75 feet)

Subject File CA – Civil Aviation 1981-1989 (.25 feet)
 Subject File CM – Commodities 1981-1989 (.5 feet)
 Subject File CO – Countries 1981-1989 (6.75 feet)
 Subject File DI – Disasters 1981-1989 (.25 feet)
 Subject File ED – Education 1981-1989 (.75 feet)
 Subject File EM – Employment 1981-1985 (2.0 feet) (The EM category ends in 1985)
 Subject File EN – Endorsements 1981-1985 (2.25 feet) (EN merged into ED after 1985)
 Subject File FA – Federal Aid 1981-1989 (.5 feet)
 Subject File FE – Federal Government 1981-1989 (.5 feet)
 Subject File FG – Federal Government 1981-1989 (7.0 feet)
 Subject File FI – Finance 1981-1989 (4.75 feet)
 Subject File FO – Foreign Affairs 1981-1989 (2.75 feet)
 Subject File GI – Gifts (VG from 1985 until 1989) 1981-1989 (5.25 feet)
 Subject File HE – Health 1981-1989 (2.25 feet)
 Subject File HI – Highways / Bridges 1981-1989 (.167 feet)
 Subject File HO – Holidays 1981-1989 (.167 feet)
 Subject File HS – Housing 1981-1989 (.667 feet)
 Subject File HU – Human Rights 1981-1989 (.833 feet)
 Subject File IM – Immigration / Naturalization 1981-1989 (1.167 feet)
 Subject File IN – Indian Affairs 1981-1989 (.167 feet)
 Subject File IS – Insurance 1981-1989 (.167 feet)
 Subject File IT – International Organizations 1981-1989 (.5 feet)
 Subject File IV – Invitations (VI from 1985 until 1989) 1981-1989 (78.5 feet)
 Subject File JL – Judicial / Legal Matters 1981-1989 (1.75 feet)
 Subject File LA – Labor / Management 1981-1989 (.75 feet)
 Subject File LE – Legislation 1981-1989 (.25 feet)
 Subject File LG – Local Government 1981-1989 (.25 feet)
 Subject File LS – Lists 1981-1985 (.25 feet) (The LS category ends in 1985)
 Subject File MA – Medals / Awards 1981-1989 (.25 feet)
 Subject File MC – Meetings / Conferences 1981-1989 (.25 feet)
 Subject File ME – Messages (VM from 1985 until 1989) 1981-1989 (9.5 feet)
 Subject File ND – National Defense 1981-1989 (3.0 feet)
 Subject File NR – Natural Resources 1981-1989 (1.0 feet)
 Subject File PA – Parks / Monuments 1981-1989 (.25 feet)
 Subject File PC – Peace 1981-1989 (.25 feet)
 Subject File PE – Personnel Management 1981-1989 (1.25 feet)
 Subject File PO – Postal Service 1981-1989 (.25 feet)
 Subject File PP – President 1981-1989 (.167 feet)
 Subject File PQ – Procurement 1981-1989 (.167 feet)
 Subject File PR – Public Relations (VR from 1985 until 1989) 1981-1989 (11.33 feet)
 Subject File PU – Publications 1981-1989 (.5 feet)
 Subject File RA – Real Property 1981-1989 (.5 feet)
 Subject File RE – Recreation / Sports 1981-1989 (.25 feet)
 Subject File RM – Religious Matters 1981-1989 (1.0 feet)
 Subject File SA – Safety / Accident Prevention 1981-1989 (.167 feet)
 Subject File SC – Sciences 1981-1989 (.167 feet)
 Subject File SO – Social Affairs 1981-1989 (.5 feet)
 Subject File SP – Speeches (VS from 1985 until 1989) 1981-1989 (1.3 feet)
 Subject File ST – State Governments 1981-1989 (.833 feet)
 Subject File TA – Trade 1981-1989 (1.333 feet)
 Subject File TN – Transportation 1981-1989 (.5 feet)

- Subject File TR – Trips (VT from 1985 until 1989) 1981-1989 (6.167 feet)
- Subject File UT – Utilities 1981-1989 (.25 feet)
- Subject File VA – Veterans Affairs 1981-1989 (.5 feet)
- Subject File VS – Vice President's Office (VO from 1985 until 1989) 1981-1989 (1.167 feet)

Staff and Office Files (1566.0 feet)

- Administration, Office of (113.0 feet)
- Advance, Office of (63.0 feet)
- Chief of Staff to the Vice President, Office of (108.0 feet)
- Correspondence Office (3.0 feet)
- Counselor's Office (109.0 feet)
- First Lady's Office (255.0 feet)
 - White House Office of Records Management Barbara Bush Alphabetical File (45.0 feet)
 - Name File
 - White House Office of Records Management Barbara Bush Subject File (26.0 feet)
 - Subject File AG – Agriculture 1981-1989
 - Subject File AR – Arts 1981-1989
 - Subject File BE – Business / Economics 1981-1989
 - Subject File CM – Commodities 1981-1989
 - Subject File CO – Countries 1981-1989
 - Subject File DI – Disasters 1981-1989
 - Subject File ED – Education 1981-1989
 - Subject File EM – Employment 1981-1985 (The EM category ends in 1985)
 - Subject File EN – Endorsements 1981-1985 (EN merged into ED after 1985)
 - Subject File FA – Federal Aid 1981-1989
 - Subject File FE – Federal Government 1981-1989
 - Subject File FG – Federal Government 1981-1989
 - Subject File FI – Finance 1981-1989
 - Subject File FO – Foreign Affairs 1981-1989
 - Subject File GI – Gifts 1981-1989
 - Subject File HE – Health 1981-1989
 - Subject File HI – Highways / Bridges 1981-1989
 - Subject File HO – Holidays 1981-1989
 - Subject File HU – Human Rights 1981-1989
 - Subject File IM – Immigration / Naturalization 1981-1989
 - Subject File IN – Indian Affairs 1981-1989
 - Subject File IS – Insurance 1981-1989
 - Subject File IT – International Organizations 1981-1989
 - Subject File IV – Invitations 1981-1989
 - Subject File JL – Judicial / Legal Matters 1981-1989
 - Subject File LA – Labor / Management 1981-1989
 - Subject File LE – Legislation 1981-1989
 - Subject File LG – Local Government 1981-1989
 - Subject File LS – Lists 1981-1985 (The LS category ends in 1985)
 - Subject File MA – Medals / Awards 1981-1989
 - Subject File MC – Meetings / Conferences 1981-1989
 - Subject File ME – Messages 1981-1989
 - Subject File ND – National Defense 1981-1989
 - Subject File NR – Natural Resources 1981-1989
 - Subject File OS – Outer Space 1981-1989
 - Subject File PA – Parks / Monuments 1981-1989
 - Subject File PC – Peace 1981-1989

Subject File PE – Personnel Management 1981-1989
Subject File PL – Political 1981-1989
Subject File PO – Postal Service 1981-1989
Subject File PP – President 1981-1989
Subject File PQ – Procurement 1981-1989
Subject File PR – Public Relations 1981-1989
Subject File PU – Publications 1981-1989
Subject File RA – Real Property 1981-1989
Subject File RE – Recreation / Sports 1981-1989
Subject File RM – Religious Matters 1981-1989
Subject File RS – Reports / Statistics 1981-1989
Subject File SA – Safety / Accident Prevention 1981-1989
Subject File SC – Sciences 1981-1989
Subject File SO – Social Affairs 1981-1989
Subject File SP – Speeches 1981-1989
Subject File TA – Trade 1981-1989
Subject File TN – Transportation 1981-1989
Subject File TR – Trips 1981-1989
Subject File VA – Veterans Affairs 1981-1989
Subject File VP – Vice Presidential (Personal) 1981-1989
Subject File VS – Vice President's Office 1981-1989
Subject File WE – Welfare 1981-1989
Subject File WH – White House Administration 1981-1989

Barbara Bush Staff and Office Files (184.0 feet)

Chronological Files (12.0 feet)

Correspondence Files (6.0 feet)

Daily Schedules (20.0 feet)

Event Files (72.0 feet)

Files (57.0 feet)

Plaques (7.0 feet)

Trip Files (10.0 feet)

Houston Office (5.0 feet)

Legislative Affairs Office (75.0 feet)

National Narcotics Border Interdiction System (NNBIS) (13.0 feet)

National Security Affairs, Office of (141.0 feet) *

Operations, Administration, and Staff Secretary, Office of (feet)

Policy Office (45.0 feet)

Press Office (117.0 feet) *

Scheduling Office (156.0 feet)

Secret Service, United States (7.0 feet) *

Staff Assistant for Military Academies and Correspondence (24.0 feet)

Staff Secretary, Office of the (112.0 feet)

Task Force on Combating Terrorism (1.0 feet) *

Task Force on Regulatory Relief (120.0 feet) *

Vice President, Office of the

George Bush Vice Presidential Daily Files 1981-1989 (85.0 feet)

Dan Quayle Vice Presidential Records (708.0 feet)

White House Office of Records Management Subject File (3.0 feet)

Subject Files 1989-1991

Staff and Office Files (705.0 feet)

Administration, Office of (12.0 feet)
Advance, Office of (14.0 feet)
Assistant to the Vice President and Deputy Chief of Staff – Administration / Staff Secretary
 [Divided into smaller units between 11/89-5/90. Records listed under smaller units.]
Chief of Staff (7.0 feet)
Correspondence Materials (211.0 feet)
Council on Competitiveness (59.0 feet)
Counselor's Office (8.5 feet)
Deputy Chief of Staff (5.0 feet)
Domestic Policy, Office of (Materials listed under "Chief of Staff" and "Deputy Chief of Staff")
Legal Council, Office of (106.0 feet)
Legislative Affairs, Office of (1.0 feet)
Mrs. Quayle's Office (84.0 feet)
National Security Affairs, office of (4.0 feet)
National Space Council (11.0 feet)
Press Office (26.0 feet)
Public Liaison, Office of (1.0 feet, Also see "Deputy Chief of Staff")
Scheduling Office (29.0 feet)
Staff Secretary (90.0 feet)
Transition Materials (19.0 feet)
Vice President's Office (West Wing) (18.0 feet)
Vice President's Office (Old Executive office Building) (10.0 feet, Also see "Staff Secretary" and
 "Vice President's Office (West Wing)")

Federal Records (62.6 feet)

National Commission on America's Urban Families 1992-1993 (7.2 feet)
Office of Consumer Affairs [1989-1993] (39.2 feet)
White House Conference on Global Change 1992 (3.2 feet)

Donated Historical Material (2152.43 feet)

George Bush Papers (592.23 feet) *
 George Bush Personal Papers (88.5 feet) *
 World War II Correspondence 1942-1948 (.7 linear feet) **
 Zapata Oil Files, 1943-1983 (10.4 linear feet) **
 Congressional Files, 1963-1971 (1.2 linear feet) **
 United Nations Files, 1971-1972 (1.2 linear feet) **
 Republican National Committee Files, 1972-1974 (2.0 linear feet) **
 China File, 1974-1975 (4.4 linear feet) **
 CIA Files, 1975-1978 (3.2 linear feet) **
 Prescott Bush Materials (.2 linear feet) **
 Dorothy Walker Bush Materials (.2 linear feet) **
 Personal Files (November 1986-January 1988) (7.0 feet)
 Subject Files (3.0 feet)
 Political Files from West Wing (November 1991-December 1992) (2.0 feet)
 Personal Subject File (4.0 feet)
 Personal Trips 1977 (2.0 feet)
 Personal Files (1974-1982) (10.0 feet)
 Houston Office Files (1993-) (22.0 feet)
 Personal Papers (11.0 feet)
 Appointment and Address Books (2.0 feet)

Miscellaneous Personal Records (4.0 feet)
 George Bush Post-Presidential Collection (1993-present) (202.72 feet)
 George Bush for President 1980 (64.0 feet)
 White House Office of Records Management (WHORM) Presidential Subject File
 Subject File – Political Affairs (PL) 1989-1993 (12.8 feet)
 Subject File – Presidential Personal (PP) 1989-1993 (35.46 feet)
 White House Office of Records Management (WHORM) Vice Presidential Subject File
 Subject File – Political Affairs (PL) 1981-1989 (6.75 feet)
 Subject File – Vice President (Personal) (VP) 1981-1989 (5.0 feet)
 Bush/Quayle 1988 Campaign (729.0 feet)
 Bush/Quayle 1992 Campaign (576.0 feet)
 George W. Bush Collection (52.0 feet)
 Barbara Bush Collection (4.0 feet)
 Dorothy Koch Collection (1.4 feet)
 Jeremy Shane Collection (.8 feet)
 David Hoffman Collection (7.6 feet) **
 John Rote Collection (.1 feet) **
 Charles (Chase) Untermeyer Collection (4.0 feet)
 Jan Burmeister Collection (9.2 feet)
 Victor Gold Collection (.4 feet)
 Dr. Donald Senese Collection (15.4 feet)
 Donald Rhodes Collection (147.0 feet)
 Richard Cheney Collection (18.0 feet)
 Joe Todd Collection (5.0 feet)
 Transition Materials (114.0 feet)
 Miller Center Oral History Project Collection (.4 feet)
 Dr. Rezneat Darnell Collection (.4 feet)
 Fitzgerald Bemiss Collection (1.0 feet)
 William K. Reilly Collection (.4 feet)
 Vivian Flynn Collection (.4 feet)
 Susie Peake Collection (1.0 feet)
 James Oberwetter Collection (2.0 feet)
 James Cicconi Collection (.4 feet)
 John S. Rivers Collection (3.0 feet)
 R. Matthew Lee Collection (.4 feet)
 Larry Flak Collection (1.3 feet)
 Jean Becker Collection (.4 feet)
 RG274 – Records of the 1989 Presidential Inaugural (47.2 linear feet)

George H.W. Bush Presidential Records

Administration (Library and Information Services) **

SUMMARY:

The Office of Library and Information Services maintained an extensive collection of newspaper clippings for reference purposes. These clippings are organized as the White House Vertical File. The Vertical File consists of newspaper clippings from six major newspapers including the *Washington Post*, the *Washington Times*, the *Wall Street Journal*, the *Christian Science Monitor*, the *Los Angeles Times*, and the *New York Times*. Articles from other papers such as the *New York Post* and the *Atlanta Journal-Constitution* are also occasionally included. The Daily Vertical File is a collection of newspaper clippings organized by date. The Subject Vertical File consists of the same clippings organized by subject. Please inquire about a detailed list of subjects.

HOLDINGS:

Daily Vertical File, [1984–1993] (213.2 feet) **

Subject Vertical File, [1984–1993] (222.8 feet) **

Administration, Office of

REPORTING HIERARCHY:

1989–1993: Office of Administration; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Paul W. Bateman, Deputy Assistant to the President for Management and Director 3/1/89–1/11/93

SUMMARY:

The Office of Administration, established by the president's Reorganization Plan of 1977, was primarily responsible for the administrative services of the Executive Office of the President, including the White House Office. These services included, but were not limited to, administrative operations; facilities management; financial management; information resources; library and information services; and personnel management. As Director, Bateman was responsible for tracking correspondence, documenting and implementing agency procedures; and planning and reviewing programs. Bateman reported to the Assistant to the President for Management and Administration and had line authority over the White House Military Office and initially White House Operations. However, Rose M. Zamaria, Director of White House Operations, was promoted from Deputy Assistant to the President for White House Operations in 1991 and began reporting directly to the Assistant to the President for Management and Administration.

HOLDINGS:

Bateman, Paul

Deputy Assistant to the President for Management and Director, Office of Administration 3/1/89–1/11/93 (2.0 feet)

Administrative Office (White House)

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Jean Lamb, White House Administrative Officer 6/23/85–12/29/89

Chris Vein, Financial Officer 1990–1991

Chris Vein, Director of Administrative and Financial Services 1991–1993

SUMMARY:

The White House Administrative Office was responsible for the administrative and financial activities of the White House Office. The Administrative Office maintained overall responsibility for purchasing, budgeting, and management of the White House Office. The Administrative Office was also responsible for conference room scheduling and parking at the White House complex.

HOLDINGS:

None

Advance Office

REPORTING HIERARCHY:

N/A

EXECUTIVE OFFICER:

N/A

SUMMARY:

The Bush Library uses "Advance Office" as shorthand to describe the "Office of Public Events and Initiatives" and the "Office of Advance and Special Initiatives."

HOLDINGS:

Please see "Public Events and Initiatives, Office of"

Advance and Special Initiatives, Office of

REPORTING HIERARCHY:

1992–1993: Office of Advance and Special Initiatives; Office of Communications; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

John G. Keller, Jr., Deputy Assistant to the President for Special Initiatives 9/24/92–1/20/93

SUMMARY:

The Office of Advance and Special Initiatives was responsible for planning and staging the president's public appearances. John G. Keller, Jr., who had served as the original Advance Director in the Bush White House, rejoined the administration in September 1992 to oversee advance activities and reported to Margaret Tutwiler, Director of Communications. Keller essentially assumed the responsibilities of Sig Rogich, who had served as Assistant to the President for Public Events and Initiatives.

HOLDINGS:

Please see "Public Events and Initiatives, Office of"

Agricultural Trade and Food Assistance, Office of

REPORTING HIERARCHY:

1989–1993: Office of Agricultural Trade and Food Assistance Office of Cabinet Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

T. Cooper Evans, Special Assistant to the President for Agricultural Trade and Food Assistance 1/23/89–11/9/90

Gary R. Blumenthal, Special Assistant to the President for Agricultural Trade and Food Assistance 6/10/91–1/20/93

SUMMARY:

The Office of Agricultural Trade and Food Assistance was primarily responsible for formulating and coordinating policy relating to the trade of agricultural products and the provision of food, through direct shipments and credits to foreign nations. The Special Assistant assisted and advised the president on food assistance programs and the implementation of food aid and agricultural export programs. He also made recommendations to the president on coordinating and streamlining the operation of food assistance programs carried out by the Department of Agriculture and the Agency for International Development. The position was mandated by Public Law 99-198 of December 23, 1985. T. Cooper Evans, a detailee from the Department of Agriculture, first served in this post in the Bush Administration, and was succeeded by Gary R. Blumenthal in June 1991. Blumenthal served concurrently as Deputy Assistant to the President for Cabinet Liaison.

HOLDINGS:

Blumenthal, Gary

Please see "Cabinet Affairs, Office of"

Evans, Thomas Cooper

Please see "Cabinet Affairs, Office of"

Appointments and Scheduling, Office of

REPORTING HIERARCHY:

(1989–1993) Office of Appointments and Scheduling; Office of the Staff Secretary; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Joseph W. Hagin II, Deputy Assistant to the President for Appointments and Scheduling 1/21/89–12/21/90

Katherine L. Super, Deputy Assistant to the President for Appointments and Scheduling 12/22/90–1/20/93

SUMMARY:

The White House Office of Appointments and Scheduling was responsible for all aspects of the president's calendar, from scheduling to meeting briefings. The Director and Deputy Director were responsible for receiving and responding to schedule requests and for preparing and presenting schedule proposals to the Chief of Staff and the president. The Office also notified individuals or groups of appointments, maintained the president's appointment calendar, and prepared staff briefing materials regarding appointments. The Office also oversaw the compilation of the Daily Diary, a detailed schedule of the president's daily activities. Joseph W. Hagin II, served as the first director of this Office, and was succeeded by Katherine L. Super, who remained until the end of the administration.

HOLDINGS:

Approved Presidential Activities 1989–1993 (5.0 feet)

Douglas, Keri

Assistant to the Presidential Diarist 2/25/90–9/18/92 (1.0 feet)

Presidential Daily Diary 1989–1993 (38.4 feet) **

Presidential Daily Diary Research Materials 1989–1993 (6.4 feet) **

Salomone, Susanne

White House Intern 9/28/90–4/26/91

Staff Assistant 2/3/92–1/20/93 (1.0 feet)

Schedule Proposals [1989–1993] (26.8 feet)

Super, Katherine (Kathy) *

Deputy Director for Appointments 1/29/89–12/22/90

Deputy Assistant to the President for Appointments 12/22/90–1/20/93 (26.8 feet)

Cabinet Affairs, Office of

REPORTING HIERARCHY:

1989–1993: Office of Cabinet Affairs; Office of the Cabinet Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Phillip D. Brady, Deputy Assistant to the President and Director 1989

Stephen Danzansky, Deputy Assistant to the President and Director 6/26/89–4/20/91

Gary R. Blumenthal, Deputy Assistant to the President for Cabinet Liaison 6/10/91–1/20/93

Daniel Casse, Special Assistant to the President for Cabinet Affairs 9/10/92–11/21/92

SUMMARY:

The Office of Cabinet Affairs served as the administrative arm of the Office of the Cabinet Secretary. The Director of Cabinet Affairs was responsible for the day-to-day operations of the office, including personnel issues and staff activities. Phillip D. Brady and Stephen Danzansky directed Cabinet Affairs successively from 1989 to 1991. Danzansky left the White House Office to serve on the staff of Education Secretary Lamar Alexander. In June 1991, Gary R. Blumenthal was named Deputy Assistant to the President for Cabinet Liaison and assumed Danzansky's responsibilities, although without Danzansky's former title. In 1992, plans initially called for Blumenthal to work with Clayton Yeutter on domestic policy issues, but this change never occurred. Daniel Casse was promoted from Special Assistant to the President and assumed responsibility for the administrative operations of the Cabinet Affairs Office.

HOLDINGS:

Adair, Doug *

Associate Director of Cabinet Liaison 3/89–6/91 (9.0 feet)

Administrative Files [1989–1993] (7.0 feet)

Bates, David Q., Jr.

Assistant to the President and Secretary to the Cabinet 1/21/89–6/1/90 (7.0 feet)

Blumenthal, Gary *

Deputy Assistant to the President for Cabinet Liaison and Special Assistant to the President for Agricultural Trade and Food Assistance (detailed from Department of Agriculture) 6/21/91–1/20/93 (14.0 feet)

Butterfield, William

Associate Director, Office of Cabinet Affairs 10/92 (2.0 feet)

Calio, Nicholas E. *

Deputy Assistant to the President for Legislative Affairs 1/20/89–6/17/91

Assistant to the President for Legislative Affairs 2/2/92–1/20/93 (4.0 feet)

(Please note that Nicholas Calio also has material listed under "Legislative Affairs")

Casse, Daniel *

Associate Director of Cabinet Liaison 9/2/90–2/16/92

Deputy Director of Cabinet Liaison 2/16/92–9/4/92
Special Assistant to the President for Cabinet Affairs 9/4/92–11/21/92 (26.0 feet)

D'Andrea, Justine *
Associate Director of Cabinet Liaison 3/89–5/90 (6.0 feet)

Dance, Stephanie *
Staff Assistant, Office of Cabinet Affairs 4/92 (4.0 feet)

Danzansky, Stephen
Deputy Assistant to the President and Director of Cabinet Affairs 6/26/89–4/20/91 (.5 feet)

Duggan, Juanita *
Special Assistant to the President for Cabinet Affairs 3/89–5/90 (6.0 feet)

Evans, Thomas Cooper *
Special Assistant to the President for Agricultural Trade and Food Assistance (detailed from
Department of Agriculture) 1/23/89–11/9/90 (6.0 feet)

Fitzhenry, James
Associate Director for Cabinet Liaison 6/91–10/92 (11.0 feet)

Gable, Elizabeth
Staff Assistant, Office of Cabinet Affairs 1/91 (.5 feet)

Gunn, Will *
Associate Director for Cabinet Liaison 1/91–6/91 (3.0 feet)

Holiday, Edith E. (Ede) *
Assistant to the President and Secretary of the Cabinet 6/3/90–1/20/93 (5.0 feet)

Ingersoll, Honor Willson
Staff Assistant 3/89–6/91
Deputy Associate Director for Cabinet Liaison 6/91–4/92 (2.0 feet)

Jackson, Michael P. *
Associate Director, Office of Cabinet Affairs 3/89–5/90
Special Assistant to the President and Executive Secretary for Cabinet Liaison 5/90–1/91 (27.0
feet)

Jaeger, Lisa *
Associate Director, Office of Cabinet Affairs 10/92 (2.0 feet)

Korfonta, Paul *
Staff Assistant 1/91–10/92
Deputy Associate Director for Staff Operations 10/92 (45.0 feet)

Kutchins, Allison *
Associate Director, Office of Cabinet Affairs 4/92 (3.0 feet)

Lefkowitz, Jay P. *

Associate Director for Cabinet Affairs (Deputy Executive Director, Domestic Policy Council)
3/1/92–11/21/92 (21.0 feet)

McBee, Barry

Associate Director for Cabinet Liaison 5/90 (7.0 feet)

Miscellaneous Files [1989–1993] (12.0 feet)

Porter, Richard *

Special Assistant to the President and Executive Secretary, Domestic Policy Council 1/91–6/91
(2.0 feet)

Schriefer, Shannon

Staff Assistant 4/92–10/92
Deputy Associate Director 10/92 (2.0 feet)

Sechler, Claire *

Associate Director for Cabinet Liaison 1/91–4/92 (9.0 feet)

Shanahan, Kathy *

Associate Director for Cabinet Liaison 4/92–10/92
Deputy Director, Office of Cabinet Affairs 10/92 (10.0 feet)

Stephens, Caroline *

Staff Assistant, Office of Cabinet Affairs 10/92 (3.0 feet)

Temeles, Melissa

White House Intern 1/22/90–4/20/90 (1.0 feet)

Williamson, Holly

Public Affairs Interagency Liaison 2/13/89–2/10/90 (24.0 feet)

Cabinet Secretary, Office of the

REPORTING HIERARCHY:

1989–1993: Office of the Cabinet Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

David Q. Bates, Jr., Assistant to the President and Secretary to the Cabinet 1/21/89–6/1/90

Edith E. Holiday, Assistant to the President and Secretary to the Cabinet 6/3/90–1/20/93

SUMMARY:

The Cabinet Secretary served as the primary liaison between the White House, cabinet departments, and executive agencies. David Q. Bates, Jr., a long time Bush staff member, served as the first Cabinet Secretary for President Bush. When he left government service in 1990 Edith E. Holiday succeeded him and remained until the end of the administration. Holiday had previously served as General Counsel in the Department of Treasury. Bates returned to the White House on August 30, 1992 as Assistant to the President and Special Assistant to the Chief of Staff, and remained in this position until December 11, 1992.

HOLDINGS:

Please see holdings listed under "Cabinet Affairs, Office of"

Chief of Staff to the President, Office of the

REPORTING HIERARCHY:

1989–1993: Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

John H. Sununu, Chief of Staff 1/21/89–3/28/92 (Remained on staff until March 1992)

Samuel K. Skinner, Chief of Staff 12/16/91–8/29/92

James A. Baker III, Chief of Staff 8/23/92–1/19/93

SUMMARY:

The Office of the Chief of Staff oversaw the day-to-day activities (both routine and substantive) of the Bush White House. Almost all information for the president, excepting national security affairs, flowed through the Chief of Staff, who essentially controlled access to the president. John H. Sununu, former governor of New Hampshire, served as Bush's first Chief of Staff. Sununu resigned in December 1991 and was succeeded by Transportation Secretary Samuel K. Skinner, who remained in the post until the late summer of 1992. Skinner reorganized the White House staff, replacing Sununu's top aides with his own staff. One of Sununu's aides, Deputy Chief of Staff Andrew H. Card, Jr., succeeded Skinner as Secretary of Transportation. James A. Baker III was asked to assume the role of Chief of Staff in August 1992. He instituted another staff reorganization, bringing his top aides to the White House from the Department of State, including Margaret Tutwiler, Dennis Ross, and Janet G. Mullins. Skinner assumed a position with the Republican National Committee. Baker managed the White House in concert with President Bush's reelection efforts, remaining with the administration until January 19, 1993.

HOLDINGS:

Baker, James A. III *

Chief of Staff and Senior Counselor to the President of the United States of America 8/23/92–1/20/93 (8.0 feet)

Brady, Phillip D.

Assistant to the President and Staff Secretary 1/13/91–10/92 (6.0 feet)

Card, Andrew A. *

Assistant to the President and Deputy to the Chief of Staff 1/21/89–3/3/91

Assistant to the President and Deputy Chief of Staff 3/3/91–2/24/92 (16.0 feet)

Findlay, D. Cameron

Deputy Assistant to the President and Counselor to the Chief of Staff 12/22/91–10/2/92 (1.0 feet)

Rogers, Edward *

Deputy Assistant to the President and Executive Assistant to the Chief of Staff 1/21/89–8/2/91 (5.4 feet)

Skinner, Samuel **

Chief of Staff to the President of the United States of America 12/16/91–8/29/92 (7.0 feet)

Sununu, John **

Chief of Staff to the President of the United States of America 1/21/89–12/16/91

Counselor to the President of the United States of America 12/16/91–2/28/92 (34.4 feet)

Winkeljohn, Katherine (Katie)

Special Assistant to the Chief of Staff 1/21/89–12/16/91

Special Assistant to the Counselor to the President 12/16/91–1/3/92 (1.0 feet)

Communications, Office of

REPORTING HIERARCHY:

1989–1993: Office of Communications; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

David F. Demarest, Jr., Assistant to the President for Communications 1/21/89–8/23/92

Steven D. Provost, Assistant to the President for Communications 7/13/92–8/23/92

Margaret D. Tutwiler, Assistant to the President for Communications 8/23/92–1/20/93

SUMMARY:

The Office of Communications originally oversaw a variety of activities including speechwriting, research support, public and media affairs, intergovernmental affairs, and public liaison. Essentially a major public affairs program, the Communications Office promoted the president and his agenda to the public directly and through state and local media. The Office of Communications was drastically reorganized in 1992 to better reflect the changes in the Office of the Chief of Staff as first Samuel K. Skinner sought to create a flexible and effective communications program and later James A. Baker III worked to improve the office in the complex context of an election year. Skinner moved public and media affairs activities out of the Communications Office and named Washington outsider Steven D. Provost to the post of Assistant to the President for Communications. Provost, an executive with Kentucky Fried Chicken, served only six weeks before James A. Baker III was named Chief of Staff to the President. Baker then named his long-time aide Margaret D. Tutwiler to the position of Assistant to the President for Communications. Tutwiler had previously served as the chief State Department spokesperson, and she served in the White House until the end of the administration.

HOLDINGS:

Demarest, David *

Assistant to the President for Communications 1/21/89–7/13/92 (3.0 feet)

McNeill, Paul *

Assistant Director of Media Relations 1/7/91–9/1/91

Assistant Director of Media Affairs 9/1/91–1/20/93 (3.0 feet)

Correspondence Office

REPORTING HIERARCHY:

1989–1993: White House Correspondence; Office of the Staff Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Shirley M. Green, Special Assistant to the President for Presidential Messages and Correspondence
2/1/89–1/19/93

SUMMARY:

The White House Office of Correspondence had the overwhelming job of managing and processing incoming mail to the president and of coordinating mass mailings from the White House to the president's constituents. Shirley M. Green served as Special Assistant to the President for Presidential Messages and Correspondence and faced the tremendous task of routing and forwarding incoming mail to the appropriate administration officials for responses, and of responding to public mail in general and issue-oriented mail in particular. Green developed and continued throughout the administration to refine a series of standard responses, known as 'robos,' which were used to handle public mail. Her office was also responsible for presidential messages to individuals or groups for special occasions, such as anniversaries, birthdays, or other commemorative events. The Correspondence Office also oversaw the White House Typing Unit and White House Gift Unit.

HOLDINGS:

Bell, Lillie

Director, Mail Analysis, Office of Correspondence 3/89–1/91

Director, Correspondence Analysis 1/91–10/92 (11.0 feet)

Bulk Mail [1989–1993] (14.0 feet)

Burmeister, Jan

Staff Assistant 1/21/89–11/18/90

Director, President's Personal Correspondence 11/18/90–1/19/93 (2.0 feet)

Correspondence re: The Bushes' Wedding Anniversary [1989–1992] (1.0 feet)

Correspondence re: Chief of Staff John Sununu 1991–1992 (1.0 feet)

Correspondence re: China [1989–1993] (4.0 feet)

Correspondence re: Drugs [1989–1993] (9.0 feet)

Correspondence re: Education [1989–1993] (1.0 feet)

Correspondence re: Flag Burning [1989–1993] (17.0 feet)

Correspondence re: Malta Summit 1989–1990 (1.0 feet) *

Correspondence re: Panama 1989 (2.0 feet)

Correspondence re: Persian Gulf 1990–1991 (58.0 feet)

DeHart, Linda
Director, Presidential Messages 3/89–10/92 (9.4 feet)

Donovan, Teresa
Writer, Office of Correspondence 1/21/89–2/16/92
Senior Editor / Writer, Office of Correspondence 2/16/92–1/20/93 (9.0 feet)

General Office Files [1989–1993] (1.0 feet)

Gibson, Joan *
Writer, Office of Correspondence 3/12/90–5/10/92
Administrative Assistant 5/10/92–12/18/92 (49.0 feet)

Green, Shirley *
Special Assistant to the President for Presidential Messages and Correspondence 2/1/89–6/15/92
Deputy Assistant to the President for Presidential Messages and Correspondence 6/15/92–1/19/93
(15.0 feet)

Griffith, Susan *
Administrative Assistant, Special Letter Response 4/9/90–1/91
Staff Assistant, 1/91–4/92 (14.0 feet)

Hogan, Kathleen
Administrative Assistant 3/89–6/91 (.3 feet)

Horvath, Charles *
Deputy Director 3/27/89–11/6/92 (4.0 feet)

Houser, Bobby
Staff Member, Correspondence Analysis 5/90–10/92 (1.0 feet)

Hudson, Maureen
Director, Special Typing Unit 3/89–11/89
Director, Secretarial and Typing Unit 11/89–10/92 (11.0 feet)

Ingals, Mary
Presidential Photo Requests 3/89–10/92 (9.0 feet)

Lynch, Timothy
Director of Special Letter Response Unit 6/5/89–2/8/92 (.3 feet)

Mail Analysis Tally Sheets [1989–1993] (2.0 feet)

McGrath, James
White House Intern 6/3/91–8/31/91
Staff Assistant 9/16/91–1/19/93 (6.0 feet)

Moore, C. Dian *

Detailed from the Department of Agriculture. Assignment began 2/1/89
Director, Presidential Inquiries, Comments, and Volunteers 3/89–1/91
Director of Greetings, Comments, and Volunteers 1/91–10/92 (45.0 feet)

Riegner, Barbara

Staff Member, Secretarial and Typing Unit 11/89–10/92 (70.0 feet)

Robo Letters [1989–1993] (21.4 feet)

Special Letter Response Files [1989–1993] (26.0 feet) *

Strichartz, Ellen

Staff Member, Special Letter Response 3/89–10/92 (.3 feet)

Ward, Beverly *

Special Issues Director 6/7/89–11/8/92

Deputy Director, Office of Presidential Messages and Correspondence 11/8/92–1/19/93 (2.0 feet)

Witherspoon, John *

Writer, Office of Correspondence 3/3/91–1/20/93 (18.0 feet)

Council of Economic Advisers (CEA)

HOLDINGS:

1990 Economic Summit (13.0 feet) *

Boskin, Michael *

Chairman, Council of Economic Advisors 3/89–10/92 (33.0 feet)

Bradford, David *

Member, Council of Economic Advisors 4/92–10/92 (18.0 feet)

Hill, J. French *

Executive Secretary (of the Policy Coordinating Group Executive Secretariat—in the Office of Policy Development) 4/92

Special Assistant to the President for Domestic Economic Policy (in the Office of Policy Development) 11/92 (4.0 feet)

Saxonhouse, Gary

Member, Council of Economic Advisors

Schmalensee, Richard *

Member-Designate, Council of Economic Advisors 11/89

Member, Council of Economic Advisors 5/90–6/91 (18.0 feet)

Taylor, John B. *

Member, Council of Economic Advisors 11/89–6/91 (14.0 feet)

Wonnacott, Paul *

Member, Council of Economic Advisors 4/92–11/92 (10.0 feet)

Counsel to the President, Office of

REPORTING HIERARCHY:

1989–1993: Office of Counsel to the President; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

C. Boyden Gray, Counsel to the President 1/21/89–1/20/93

SUMMARY:

The Office of Counsel to the President provided legal advice and guidance for the president and his staff. During the Bush Administration, the Counsel coordinated the judicial selection process with the Department of Justice; managed the White House ethics program; reviewed the financial interests of Presidential nominees for conflicts of interest; and protected the constitutional authority of the Office of President. The office was comprised of the president's chief counsel, C. Boyden Gray, who served in the position throughout the administration; a deputy counsel; and a staff of associate counsels the number of which varied over the course of the administration.

HOLDINGS:

Aronsson, Patricia (Patti)

Legal Staff Assistant (detailed from the National Archives and Records Administration for Iran/Contra (Assignment began on 3/25/87) 1/21/89–4/26/90 (1.0 feet)

Beach, Chester Paul, Jr. *

Associate Counsel to the President 10/92 (22.0 feet)

Bryan, Patricia Mack (Pat) *

Associate Counsel to the President 1/21/89–9/1/89 (7.0 feet)

Burns, Francine *

Executive Assistant to the Counsel to the President 3/3/91–1/19/93 (16.0 feet)

Bybee, Jay S. *

Assistant Counsel to the President (detailed from the Department of Justice—Presidential Records Issues and Litigation Matters) 9/18/89–6/1/90

Associate Counsel to the President 6/1/90–7/5/91 (21.0 feet)

Clearance Files [1989–1993] (72.0 feet)

General Administrative Files [1989–1993] (5.0 feet)

Gray, C. Boyden *

Counsel to the President 1/21/89–1/19/93 (79.5 feet)

Hansen, Deborah *

Administrative Assistant to the Counsel to the President (detailed from the Department of Justice) 2/6/89–1/20/93 (18.0 feet)

Harker, Hilary C.
White House Intern 5/92–8/7/92 (.4 feet)

Hatch, Brent O. *
Associate Counsel to the President (detailed from the Department of Justice—Iran/Contra),
4/24/89–9/9/90 (25.5 feet)

Holmstead, Jeffrey *
Assistant Counsel to the President 9/4/89–10/1/89
Associate Counsel to the President 10/1/89–1/20/93 (43.0 feet)

Intrater, Arnold *
General Counsel 3/89 (3.0 feet)

Landers, William
Associate Counsel to the President 3/89 (1.0 feet)

Layton, Joan McLane
Attorney Adviser (Clean Air Legislation and Campaign Finance Reform) 5/21/90–9/28/90 (2.0
feet)

Liberman, Lee S. *
Associate Counsel to the President 1/21/89–1/20/93 (111.4 feet)

Lund, Nelson *
Associate Counsel to the President 2/1/89–7/4/92 (82.0 feet)

Marshall, Sherri
Detailed from Federal Communications Commission 1/21/89–3/10/89 (1.0 feet)

McGrath, C. Dean *
Associate Counsel to the President 1/20/89–2/28/89 (3.0 feet)

Nelson, Frederick D. *
Associate Counsel to the President 10/23/89–11/2/90 (14.5 feet)

Otis, William Graham *
Special Counsel (detailed from US Attorney's Office, Eastern District of Virginia—investigation
into U.S.-Iraq Relationship) 7/13/92–1/20/93 (9.0 feet)

Paoletta, Mark *
Assistant Counsel to the President 1/91–10/92 (67.0 feet)

Pardon Files [1989–1993] (1.0 feet)

Portman, Robert *
Associate Counsel to the President 3/20/89–9/5/89 (5.0 feet)

President's Foreign Intelligence Advisory Board (PFIAB) Files 1989–1993 (4.0 feet) *

President's Intelligence Oversight Board (PIOB) 1989–1993 (7.0 feet)

Rademaker, Stephen *

Deputy Legal Adviser (of the National Security Council) 3/89–10/92

Associate Counsel to the President and Deputy Legal Adviser (of the National Security Council) 10/92 (11.0 feet)

(Please note that Stephen Rademaker also has material listed under "National Security Council")

Rehnquist, Janet *

Associate Counsel to the President (detailed from the Department of Justice for civil and criminal litigation, and served as liaison to Justice for Presidential Pardons) 10/1/90–1/20/93 (22.0 feet)

Reynolds, Lauren Ball

Secretary to the Associate Counsel to the President (detailed from the Merit Systems Protection Board) 8/7/89–1/3/92 (2.0 feet)

Riordan, Mary Beth

Staff Assistant to the Associate Counsel 5/1/89–1/20/93 (2.0 feet)

Rivkin, David *

Legal Advisor to the Counsel to the President for National Service Affairs (detailed from the Department of Justice) 8/21/89–6/1/90 (3.0 feet)

Schaerr, Gene C. *

Associate Counsel to the President 4/14/91–1/20/93 (45.0 feet)

Schmitz, John *

Deputy Counsel to the President 1/21/89–1/20/93—55.0 feet)

Schwartz, Amy **

Associate Counsel 1/21/89–11/6/90 (17.0 feet)

Swanson, Robert (Rob) *

Assistant Counsel to the President (detailed from the Office of Government Ethics) 10/15/90–3/14/92

Assistant Counsel to the President 3/15/92–1/20/93 (22.5 feet)

Von Lembke, Ronald *

[Unspecified position as Special Counsel to the National Security Council] Dates Unknown (18.0 feet)

(Please note that Ronald Von Lembke also has material listed under "National Security Council")

Walden, Gregory *

Associate Counsel to the President 12/30/90–1/19/93 (47.0 feet)

Wimmer, Janice Carolyn (Carol)

Secretary to the Associate Counsel (detailed from the State Department) 2/28/89–3/13/89

Assistant to the Deputy Counsel (detailed from the State Department) 3/13/89–8/30/89 (1.0 feet)

Domestic Policy Council

HOLDINGS:

Domestic Policy Council (DPC) Files [1989–1993] (39.0 feet) *

Schall, John *

Deputy Executive Secretary 3/89–5/90

Deputy Executive Secretary and Associate Director 5/90–6/91 (8.0 feet)

Schulteis, Dean *

Staff Assistant 11/89–6/91

Staff Assistant (for Domestic Economic Policy in the Office of Policy Development) 10/92 (1.0 feet)

Yale, Ken *

Special Assistant to the President and Executive Secretary 3/89–5/90 (3.0 feet)

Domestic Policy, Office of

REPORTING HIERARCHY:

1992: Office of Domestic Policy; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Clayton Yeutter, Counselor to the President for Domestic Policy 2/18/92–8/31/92

SUMMARY:

Clayton Yeutter, head of the Republican National Committee, was named by the President as Counselor to the President for Domestic Policy in early 1992. This appointment was the first major change in domestic policy activities at the White House since the beginning of the administration. Yeutter, whose role was to strengthen the formulation of domestic policy in the White House, remained at the White House until August 1992 when he joined the Bush/Quayle 1992 Presidential Campaign staff.

HOLDINGS:

Please see "Economic and Domestic Policy, Office of"

Economic Policy Council (EPC)

HOLDINGS:

Wethington, Olin *

Special Assistant to the President and Executive Secretary 5/90–6/91 (12.0 feet)

Executive Clerk

REPORTING HIERARCHY:

1989–1993: White House Executive Clerk; Office of the Staff Secretary; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Ronald R. Geisler, Executive Clerk 1989–1993

SUMMARY:

The White House Executive Clerk was responsible for the preparation and disposition of all official presidential documents, such as nominations to the Senate, commissions of appointment, acceptances of resignations, executive orders, proclamations, messages to the Congress, and memoranda from the President to units of the Executive Branch. In addition, the Office served as the official point of Presidential receipt for formal documents from the Congress.

HOLDINGS:

Bill Files [1989–1993] (13.0 feet) *

Executive Clerk's Documents (too late to process) [1989–1993] (5.0 feet)

Geisler, Ron

Executive Clerk 3/89–10/92 (25.0 feet)

Executive Residence (White House)

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Gary L. Walters, Chief Usher 1989–1993

SUMMARY:

The White House Executive Residence was directed by Chief Usher Gary L. Walters. In this capacity, he had responsibility for the day-to-day operations of the White House residence, including the State Floor and Private Residence. He oversaw all aspects of White House maintenance and upkeep, and supervised employees ranging from the kitchen staff to the butlers and maids who maintained the Executive Residence. As chief usher, he also maintained records of visitors to the White House Residence and monitored preparations for special occasions such as state dinners.

HOLDINGS:

None

First Lady, Office of the

REPORTING HIERARCHY:

1989–1993: Office of the First Lady; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Susan Porter Rose, Deputy Assistant to the President and Chief of Staff to Mrs. Bush, 1989–1993

SUMMARY:

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, with the exception of 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. Please see the breakdown of different staff functions below.

HOLDINGS:

See individual descriptions below.

First Lady's Advance

HOLDINGS:

Brady, Katherine (Kim) C.

Director of Advance for the First Lady 8/23/89–9/29/90 (2.0 feet)

Coughlin, Catherine

Deputy Director of Advance for the First Lady 8/19/90–10/7/90

Director of Advance for the First Lady 10/7/90–6/28/91 (2.0 feet)

Moore, Jane

Schedule Coordinator 7/5/89–7/1/91

Trip Coordinator 7/1/91–1/20/93 (8.0 feet)

First Lady's Calligraphy

HOLDINGS:

Office Files [1989–1993] (15.0 feet)

First Lady's Chief of Staff

HOLDINGS:

General Files [1989–1993] (3.4 feet)

Rose, Susan Porter *

Deputy Assistant to the President and Chief of Staff to the First Lady 3/89–10/92 (28.0 feet)

Runion, Sally

Staff Assistant to the Chief of Staff to the First Lady 1/21/89–12/16/90

Executive Assistant to the Chief of Staff to the First Lady 12/16/90–9/15/91
Staff Assistant 9/15/91–1/20/93 (5.0 feet)

Swift, Margaret (Peggy)
Personal Assistant to the First Lady 10/1/89–1/19/93 (1.5 feet)

White House Endowment Fund [1989–1993] (1.0 feet)

First Lady's Correspondence

HOLDINGS:

Barbara Bush Mail [1989–1993] (15.0 feet)

DeCain, Joan
Director of Correspondence for the First Lady 1/21/89–1/16/93 (57.0 feet)

Kellogg, Diana
Deputy Director First Lady's Correspondence 2/12/89–1/20/93 (3.0 feet)

First Lady's Press Office

HOLDINGS:

Barbara Bush Mail [1989–1993] (1.0 feet)

Becker, Jean
Deputy Press Secretary to the First Lady 1/21/89–1/20/93 (3.0 feet)

Clippings [1989–1993] (12.0 feet)

Events File [1989–1993] (24.0 feet)

Family Background Files [1989–1993] (3.0 feet)

Lee, Alicia
NO POSITION FOUND (1.0 feet)

Perez, Anna
Press Secretary to the First Lady 1/21/89–1/20/93 (56.0 feet)

First Lady's Projects Office

HOLDINGS:

Cooke, L. Julianne (Julie) *
Director of Projects for the First Lady 1/20/89–9/15/92 (first term)
Director of Projects for the First Lady 11/4/92–1/20/93 (second term) (28.0 feet)

Events File [1989–1993] (5.0 feet) *

Foundation for Family Literacy [1989–1993] (2.0 feet)

General Files [1989–1993] (4.0 feet) *

Green, Susan

Assistant Director of Projects (detailed from the Department of Education) 1/21/89–1/14/93 (1.0 feet)

State Literacy Files [1989–1993] (2.0 feet)

Steffy, Kathleen (Kathy) *

Staff Assistant 1/21/89–1/20/93 (21.0 feet)

Videos [1989–1993] (1.0 feet)

First Lady's Scheduling

HOLDINGS:

Barbara Bush Foundation Donors, [1989–1993] (3.0 feet)

Brady, Kim *

Director of Advance for the First Lady 8/23/89–9/30/90 (1.0 feet)

Brock, Ann *

Director of Scheduling for the First Lady 4/13/89–1/20/93 (76.5 feet)

General Files [1989–1993] (1.0 feet)

Limo, Diane

Staff Assistant 4/92–10/92 (4.0 feet)

White House Gift Unit

HOLDINGS:

Correspondence Chronological Files [1989–1993] (4.0 feet)

Description Forms [1989–1993] (3.0 feet)

Financial Disclosure Reports [1989–1993] (1.0 feet)

Foreign Gift Reports and Backup [1989–1993] (1.0 feet)

Free, Charles M., Jr. *

Assistant Director, White House Gift Unit 3/89–4/92

Director, White House Gift Unit 4/92–10/92 (18.0 feet)

Intergovernmental Affairs, Office of

REPORTING HIERARCHY:

1989: Office of Intergovernmental Affairs; Office of Issues Analysis; Office of the Chief of Staff to the President; Office of the President.

1989–1990: Office of Intergovernmental Affairs; Office of the Chief of Staff to the President; Office of the President.

1990–1992: Office of Intergovernmental Affairs; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1992: Office of Intergovernmental Affairs; Office of Public Liaison and Intergovernmental Affairs; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Intergovernmental Affairs; Office of the Assistant to the President for Intergovernmental Affairs; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Debra R. Anderson, Deputy Assistant to the President and Director 3/6/89–4/25/92

Bobbie G. Kilberg, Deputy Assistant to the President and Director 4/15/92–1/8/93

W. Henson Moore, Assistant to the President for Intergovernmental Affairs 8/23/92–1/20/93

SUMMARY:

The Office of Intergovernmental Affairs was responsible for interaction with state governments and local municipalities. The office consisted of three special assistants to the president, assigned to governors, state legislators, or mayors. Effective February 10, 1992, the office was placed under an umbrella organization, the Office of Public Liaison and Intergovernmental Affairs, along with the Office of Public Liaison, as part of Samuel K. Skinner's reorganization of White House staff. This organization remained in effect until James A. Baker III assumed the position of Chief of Staff to the President in August 1992. At that time, he named W. Henson Moore as Assistant to the President for Intergovernmental Affairs with overall responsibility for relations with state and local governments and elected officials. The Director of Intergovernmental Affairs remained at the Deputy Assistant to the President level and reported through Moore. Moore remained with the administration until January 1993.

HOLDINGS:

Alderman, Cliff *

Deputy to the Special Assistant for Intergovernmental Affairs 11/11/90–9/27/92

Special Assistant to the President for Intergovernmental Affairs (State Legislators) 9/27/92–1/20/93 (36.0 feet)

Anderson, Debra *

Deputy Assistant to the President and Director of the Office of Intergovernmental Affairs 3/6/89–4/25/92 (17.0 feet)

Canary, William *

Special Assistant to the President for Intergovernmental Affairs 2/1/89–6/28/91 (16.0 feet)

Denniston, Susan
Administrative Officer 4/6/92–1/20/93 (1.0 feet)

Files [1989–1993] (4.0 feet) *

Frantz, Mark *
White House Intern 10/31/90–2/13/91
Staff Assistant, Office of Intergovernmental Affairs 2/13/91–2/2/92
Deputy to the Special Assistant for Intergovernmental Affairs 2/2/92–10/13/92
Associate Director of the Office of Intergovernmental Affairs 10/13/92–1/20/93 (11.0 feet)

Griffith, Lanny *
Special Assistant to the President for Intergovernmental Affairs 1/21/89–9/23/91 (4.0 feet)

Jonas, Margaret *
Staff Assistant, Office of Intergovernmental Affairs 1/6/91–1/20/93 (5.0 feet)

Kilberg, Barbara G. (Bobbie) *
Deputy Assistant to the President and Director of the Office of Intergovernmental Affairs
4/16/92–1/20/93 (2.0 feet)

McClure, Mary Anne *
Special Assistant to the President for Intergovernmental Affairs 4/11/89–7/31/92 (24.0 feet)

Snyder, James (Jim) *
Special Assistant to the President for Intergovernmental Affairs 10/1/91–1/8/93 (12.0 feet)

Wald, Hiroshi
White House Volunteer 7/1/92–9/92 (1.0 feet)

Weekly Reports [1989–1993] (3.0 feet)

Wilcox, Allen Erwin
Executive Assistant, Office of Intergovernmental Affairs 1/21/89–1/4/91 (1.0 feet)

Zaccagnino, Lia
Staff Assistant to Director for Intergovernmental Affairs 3/15/89–4/1/90
Deputy to the Special Assistant 4/1/90–5/21/91 (2.0 feet)

Issues Analysis, Office of

REPORTING HIERARCHY:

1989: Office of Issues Analysis; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Richard Breeden, Assistant to the President for Issues Analysis 2/2/89–10/7/89

SUMMARY:

Richard Breeden, a longtime advisor to President Bush, joined the Bush Administration in February 1989. He was responsible for analysis of major issues, such as the problems with the savings and loan industry. During his tenure as an Assistant to the President, he helped draft legislation regarding that crisis. He resigned his position in October 1989 for a position on the Securities and Exchange Commission.

HOLDINGS:

Breeden, Richard *

Assistant to the President for Issues Analysis 1/21/89–10/7/89 (8.0 feet)

Legislative Affairs, Office of

REPORTING HIERARCHY:

|1989–1993: Office of Legislative Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Frederick D. McClure, Assistant to the President for Legislative Affairs 1/21/89–2/1/92

Nicholas E. Calio, Assistant to the President for Legislative Affairs 2/3/92–1/20/93

SUMMARY:

The president's Assistant for Legislative Affairs provided advice and support regarding the president's legislative agenda and legislation in general, and coordinated interaction between the White House staff and members of Congress. The office provided the president with a weekly legislative report in which key legislation and actions of Congress were outlined and discussed. Staff members were each assigned to different Congressional committees and were responsible for tracking legislation through the committee process, meeting with committee members and staff, and keeping the Assistant to the President for Legislative Affairs informed about committee activities. E. Boyd Hollingsworth, who served as Frederick D. McClure's deputy, maintained general oversight of all committees and issues and delegated specific committee oversight to Special Assistants to the President for Legislative Affairs.

HOLDINGS:

Anderson, Rebecca *

Administrative Assistant 1/21/89–1/20/93 (12.0 feet)

Bolten, Joshua *

Deputy Assistant to the President and Director, Office of Legislative Affairs 10/92 (3.0 feet)

Calio, Nicholas E. *

Deputy Assistant to the President for Legislative Affairs 1/20/89–6/17/91

Assistant to the President for Legislative Affairs 2/2/92–1/20/93 (19.0 feet)

(Please note that Nicholas E. Calio also has material listed under "Cabinet Affairs")

Dyer, James W. *

Deputy Assistant to the President for Legislative Affairs (Senate) 3/31/91–1/3/93 (5.0 feet)

East Wing (EW) Congressional Files [1989–1993] (11.0 feet) *

East Wing (EW) [1989–1993] (6.0 feet) *

East Wing (EW) Senate Files [1989–1993] (6.0 feet) *

Hart, Stephen T. *

Deputy Assistant to the President and Director, Office of Legislative Affairs 5/6/91–4/11/92 (2.0 feet)

Havens, Arnold I. *

Special Assistant to the President for Legislative Affairs 5/28/91–1/20/93 (1.0 feet)

Hollingsworth, E. Boyd *
Deputy Assistant to the President for Legislative Affairs (Senate) 1/26/89–3/1/91 (3.0 feet)

McClure, Frederick
Assistant to the President for Legislative Affairs 1/21/89–2/1/92 (16.4 feet)

McCormack, Susan
Legislative Correspondent 3/11/90–3/2/91 (1.0 feet)

Plaster, Henry
Director of Congressional Correspondence 7/24/89–1/20/93 (8.0 feet)

Renne, James *
Staff Assistant 5/20/91–1/20/93 (14.0 feet)

Smeallie, Shawn *
Special Assistant to the President for Legislative Affairs 6/24/90–1/9/93 (8.0 feet)

Tarplin, Linda *
Special Assistant to the President for Legislative Affairs (Senate) 2/2/92–1/20/93 (5.0 feet)

Thompson, Desiree
Staff Assistant to the Director of Correspondence 11/25/90–
Legislative Correspondent 10/5/92–1/20/93 (1.0 feet)

Waidmann, Brian
Special Assistant to the President for Legislative Affairs (Senate) 3/18/89–1/20/93 (1.0 feet)

Management and Administration, Office of

REPORTING HIERARCHY:

1989–1991 and 1992–1993: Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

J. Bonnie Newman, Assistant to the President for Management and Administration 1/21/89–2/2/91
Vacant, 1991–1992

Timothy J. McBride, Assistant to the President for Management and Administration 1/14/92–1/20/93

SUMMARY:

The White House Office of Management and Administration oversaw the general administrative operations within the White House Office and throughout the Executive Office of the President. Initially, J. Bonnie Newman was responsible for these varied areas including travel and transportation, White House personnel (not Presidential Personnel), facilities management, and information resources, to name a few. The Director of the Office of Administration, Director of the White House Military Office, and Director of White House Operations reported through the Assistant to the President for Management and Administration. Following Newman's departure from the White House in 1991, the position of Assistant to the President for Management and Administration remained vacant until 1992 when Timothy J. McBride was named to the position, serving until the end of the administration.

HOLDINGS:

Keniston, Sheri

Executive Assistant 4/92–10/92 (1.0 feet)

McBride, Timothy *

Special Assistant to the President 1/21/89–8/5/90

Assistant to the President for Management and Administration 1/14/92–1/20/93 (8.0 feet)

Operations—Personnel Files [1989–1993] (25.0 feet)

Press Releases [1989–1993] (162.0 feet)

Schneider, Pat

Staff Assistant 11/89–5/90

Facilities Management Specialist 5/90–10/92 (1.0 feet)

Zamaria, Rose

Special Assistant to the President and Director of White House Operations 3/89–1/91

Deputy Assistant to the President and Director of White House Operations 1/91–10/92 (6.0 feet)

Management and Budget, Office of (OMB)

HOLDINGS:

Grady, Robert *

Deputy Assistant to the President and Executive Associate Director, OMB 7/29/92–1/20/93 (3.0 feet)

Rodriguez, Justine Farr

Senior Economist, Economic Policy 3/89–1/91

Deputy Associate Director (Acting), Economic Policy 1/91–10/92 (1.0 feet)

Scully, Tom

Deputy Assistant to the President and Counselor to the Director, OMB 9/4/92–1/6/93 (.4 feet)

Media Affairs, Office of

REPORTING HIERARCHY:

1991–1992: Office of Media Affairs; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Media Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Dorrance Smith, Assistant to the President for Media Affairs 4/7/91–1/20/93

SUMMARY:

Following his tenure as executive producer of ABC's *Nightline* and *This Week with David Brinkley*, Dorrance Smith was brought onto the White House staff in 1991 to promote the Bush Administration to state and local media. His job was primarily to lead and coordinate efforts to get the Bush message to media sources outside Washington, especially local newspapers and television stations across the nation. He assumed responsibility for Media Relations and Public Affairs, which had formerly reported through the Assistant to the President for Communications. Smith remained with the administration until January 1993.

HOLDINGS:

Please see "Media Relations, Office of"

Media Relations, Office of

REPORTING HIERARCHY:

1990–1991: Office Media Relations; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1991–1992: Office of Media Relations; Office of Media Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Deborah Amend, Special Assistant to the President for Communications and Director 1/2/90–9/29/91

SUMMARY:

The Office of Media Relations coordinated interactions with state and local news media. The Office was created in 1990 out of the Media Relations program in the Office of Communications. In 1991, to facilitate media relations' activities, the Chief of Staff appointed Dorrance Smith as Assistant to the President for Media Affairs. Smith then assumed overall responsibility for the Offices of Public Affairs and Media Relations.

HOLDINGS:

Campbell, Joyce

Staff Assistant 9/29/91–1/20/93 (2.0 feet)

Gear, Kristen *

Special Assistant to the Deputy Assistant for Communication 1/21/89–5/6/90

Associate Director for Media Affairs 9/1/91–3/21/92 (3.0 feet)

Holt, Katherine *

Staff Assistant, Office of the Press Secretary, 1/20/89–12/28/90

Executive Assistant to the Assistant Secretary for Public Affairs HHS, 1/91–1/20/93 (5.0 feet)

Kelly, Marguerite G. (Mia) *

Associate Director for Media Affairs 10/13/91–1/20/93 (6.0 feet)

Kienel, Cheryl

Staff Assistant, Office of Media Affairs 3/89–11/89

Special Assistant to the Director of Media Relations 11/89–1/91

Assistant Director, Office of Media Affairs 1/91–6/91 (2.0 feet)

Luthringer, Paul J.

Staff Assistant to the Director of Media Relations 1/21/89–6/1/89

Assistant Director of Media Relations 6/1/89–4/27/90

Associate Director for Media Affairs 9/5/91–1/20/93 (3.0 feet)

McNeill, Paul *

Assistant Director of Media Relations 1/7/91–9/1/91

Assistant Director of Media Affairs 9/1/91–1/20/93 (13.0 feet)

Offit, Margaret

Staff Assistant, Office of Media Affairs 9/2/91–1/20/93

Acting Associate Director, Office of Media Affairs 2/92–1/20/93 (7.0 feet)

Sheehan, Maria Eitel*

Media Specialist (Presidential Management Intern from the United States Information Agency)
7/20/89–4/18/90

Deputy Director of Media Relations (Presidential Management Intern from the United States
Information Agency) 4/18/90–9/30/90

Deputy Director of Media Relations (detailed from USIA) 9/30/90–9/30/91

Deputy Director of Media Affairs 10/1/91–6/23/92

Special Assistant to the President and Deputy Director of Media Affairs 6/23/92–1/20/93 (5.0
feet)

Smith, J. Dorrance *

Assistant to the President for Media Affairs 4/7/91–1/20/93 (4.0 feet)

Taylor, Kristin

Director of Media Relations 1/21/89–11/9/90 (1.0 feet)

Undeland, John *

Senior Writer for Media Affairs 9/27/91–1/20/93 (13.0 feet)

Military Office (White House)

REPORTING HIERARCHY:

1989–1993: White House Military Office; Office of Administration; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Antonio Lopez, Special Assistant to the President and Director 1/23/89–5/27/89

Paul W. Bateman, Acting Director 5/27/89–1/8/90

Richard G. Trefrey, Military Assistant to the President and Director 1/8/90–2/22/92

John A. Gaughan, Deputy Assistant to the President and Director 1992–1993

SUMMARY:

The White House Military Office was responsible for the management and administration of an array of Defense Department resources in support of the president. The Office also served as the liaison between the White House Office and the Department of Defense on administrative issues. The White House Military Office provided general administrative support relative to briefing and attending to the president at ceremonial and official functions and coordinated Department of Defense support for Presidential travel. The Office was also responsible for the White House Medical Unit, the Office of Presidential Contingency Programs, the White House Communications Agency, the Office of the Presidential Pilot, the Marine Helicopter Squadron One, Camp David, the White House Staff Mess, the White House Television Unit, and Presidential Military Aides.

HOLDINGS:

General Office Files [1989–1993] (25.0 feet)

National Security Affairs, Office of the Assistant to the President for

REPORTING HIERARCHY:

1989–1993: Office of the National Security Affairs; Office of the President

EXECUTIVE OFFICER:

Brent Scowcroft, Assistant to the President for National Security Affairs 1/21/89–1/20/93

SUMMARY:

The Assistant to the President for National Security Affairs served as the president's primary advisor on domestic, foreign, and military affairs related to national security. He served as the de facto head of the National Security Council, a statutory body created in 1949 and formally chaired by the president. The National Security Advisor, a member of the White House Office, directed a staff of national security advisors who had specialized knowledge and expertise in national security affairs. The National Security Advisor briefed the president on a daily basis and had relatively unlimited access to the president. He also traveled with the president on many domestic and all international trips. The National Security Advisor also worked closely with the Director of Central Intelligence, the Secretary of Defense, and with the Secretary of State to formulate and implement policy relating to national security issues.

HOLDINGS:

Barth, Richard *

Director, International Economic Affairs 5/90–10/92 (16.0 feet)

Portfolio: Export Controls, Technology, Missile Proliferation

Basora, Adrian A. *

Director, European and Soviet Affairs 3/89–5/90 (3.0 feet)

Portfolio: Canada, Ireland

Beers, Robert R. (Randy) [NSC International Programs]

Director, International Programs 3/89–5/90 (1.0 feet)

Portfolio: Narcotics, Counter-terrorism

Blackwill, Robert D. [NSC European and Soviet Affairs]

Special Assistant to the President and Senior Director, European and Soviet Affairs 3/89–5/90 (3.0 feet)

Portfolio: Germany, Malta Summit

Briggs, Everett E. [NSC Latin American Affairs]

Special Assistant to the President and Senior Director, Latin American Affairs 11/89 (2.0 feet)

Portfolio: Central America, Mexico, South America

Burns, R. Nicholas *

Director, European and Soviet Affairs 6/91–10/92 (7.3 feet)

Portfolio: Russia, Commonwealth of Independent States (CIS), Mikhail Gorbachev, Eastern Europe

(Please note that the names of Nicholas Burns and Ed Hewett appear on 13.0 feet of additional material together. See Dr. Hewett's entry for more information on his position.)

Canas, Richard L. *
Director, International Programs 1/91–11/92 (10.0 feet)
Portfolio: Narcotics, Drug Control Policy, Drug Interdiction, Border Control

Carney, Timothy M.
Director, Asian Affairs 4/92 (4.0 feet)
Portfolio: South Asia, Vietnam, Philippines

Chellis, Craig *
Director, Defense Policy / Arms Control 4/92–11/92 (13.0 feet)
Portfolio: NATO, Open Skies, CFE, CSCE
(Please note that Craig Chellis shares a Chronological File with Michael D. Fry. See Michael D. Fry's entry for more information on his position)

Childress, Richard
Latin American Affairs Directorate 3/89 (1.0 feet)
Portfolio: Vietnam, Laos

Clarke, Richard *
Senior Director, International Programs 11/92 (7.0 feet)
Portfolio: Panama, Cuba, Philippines, Counter-narcotics, Counter-terrorism, Border Control

Computer Tapes [1989–1993] (4.0 feet)

Confidential Files [1989–1993] (18.0 feet)

Craner, Lorne, W. *
Director, Asian Affairs 11/92 (3.0 feet)
Portfolio: Southeast Asian Nations, Southeast Asia Arms / Drugs / Refugees, Vietnam, POW/MIA

Curtain, Jeremy
International Programs 1/89–2/89 (1.0 feet)
Portfolio: Chronological File

Davis, Richard A. * [NSC Defense Policy/Arms Control]
Director, Defense Policy / Arms Control 11/89–12/90 (6.0 feet)
Portfolio: START, U.S.-Soviet Arms Control, Arms Control Ministerial

Deal, Timothy E. *
Acting Senior Director, International Economic Affairs 3/89–11/89
Director, International Economic Affairs 11/89–5/90
Special Assistant to the President and Senior Director 5/90–4/92 (13.0 feet)
Portfolio: Paris / Houston / London / Munich Economic Summits, Export Controls
(Please note that the names of Timothy Deal and Mitchell Reiss appear on one foot of additional material together. See Mr. Reiss's entry for more information on his position.)

Declassified National Security Directives (NSD's) and National Security Reviews (NSR's) [1989–1993] (4.0 feet) *

Dorminey, A. Blair *

Director, National Security Council Counselor / Planning 3/89–5/90

Director of Planning, Legal Adviser 1/91 (3.0 feet)

Portfolio: Southeast Asian Refugees

Dyke, Nancy Bearg * [NSC International Programs]

Director, International Programs 3/89–11/92 (26.0 feet)

Portfolio: United Nations, Refugees, Foreign Assistance, Summits, Human Rights

Ebner, Eugene * [NSC Defense Policy/Arms Control]

Director, Defense Policy / Arms Control 3/89–11/89 (2.0 feet)

Portfolio: Military Budget, NATO

European and Eurasian Directorate Central Chronological File [11/89–1/93] (11.3 feet)

European and Soviet Directorate [1989–1992] (2.0 feet)

Subject File (1.0 feet)

Summit Briefing Books (1.0 feet)

Executive Secretary Chronological File [1989–1993] (56.0 feet)

Farrar, Stephen P.

International Economic Affairs 1/89–3/89 (1.0 feet)

Portfolio: Trade, Export Controls

Files from 1990 (2.0 feet)

Files not attributed to NSC staff members [1989–1993] (2.0 feet)

Frank, Robin *

Unspecified Position within the NSC's Office of Legal Adviser (3.0 feet)

Portfolio: Iran Contra, Sarkis Soghanalian, Achille Lauro, Terrorism

Frasure, Robert C.

Director, African Affairs 1/91–6/91 (1.0 feet)

Portfolio: Chronological File

(Please note that Robert Frasure shares material with John Ordway. See Mr. Ordway's entry for more information on his position.)

Fry, Michael D. *

Director, Defense Policy / Arms Control 5/90–10/92 (5.0 feet)

Portfolio: Chemical Weapons, Nuclear Weapons, Missile Development

(Please note that Michael D. Fry shares the Chronological File with Craig Chellis. See Chellis' entry for more information on his position)

Gates, Robert M.

Deputy Assistant to the President for National Security Affairs 4/9/89–8/3/89

Assistant to the President and Deputy for National Security Affairs 8/3/89–11/5/91 (3.0 feet)

Portfolio: Gates Confirmation, Gates Speeches, Gulf War

Gillespie Jr., Charles A.*

Special Assistant to the President and Senior Director, Latin American Affairs 11/92 (29.0 feet)
Portfolio: Central and South American Country Files, Narcotics

Gompert, David C.*

Special Assistant to the President and Senior Director, European and Soviet Affairs 1/91–4/92
Special Assistant to the President and Senior Director, European and Eurasian Affairs 4/92–10/92
(6.6 feet)
Portfolio: NATO, Europe

Gordon, John A. * [NSC Defense Policy/Arms Control]

Director, Defense Policy / Arms Control 11/89–4/92
Special Assistant to the President and Senior Director, Defense Policy / Arms Control 4/92–11/92
(60.0 feet)
Portfolio: START, Chemical Weapons, Open Skies, Weapons Proliferation, Biological Weapons,
U.S.-USSR Arms Reduction / Verification / Testing

Haass, Richard N. * [NSC Near East and South Asian Affairs]

Special Assistant to the President and Senior Director, Near East and South Asia Affairs 3/89–
11/92 (30.0 feet)
Portfolio: Iraq, Persian Gulf, Middle East Peace Process

Hahn, Keith D.

Director, Defense Policy / Arms Control 11/92 (7.0 feet)
Portfolio: Ocean Shipping, Technology Control, Open Skies
(Please note that the names of Keith Hahn and Jeffrey Jones appear on one foot of additional
material together. See Mr. Jones's entry for more information on his position.)

Hall, Wilma G.

Confidential Assistant 3/89–10/92 (4.0 feet)
Portfolio: Copies of signed photos with POTUS and foreign dignitaries

Hayden, Colonel Michael

Director, Defense Policy / Arms Control 5/90–6/91 (1.0 feet)
Portfolio: Chronological File

Head of State Correspondence Summaries 7/89–1/93 (1.0 feet)

Hewett, Ed *

Special Assistant to the President and Senior Director, Soviet Affairs 6/91–10/92 (13.0 feet)
Portfolio: Russian Trade and Military Issues, Former Soviet Republics (CIS)
(Please note that the names of Nicholas Burns and Ed Hewett appear on this material together.
See Mr. Burns' entry for more information on his position.)

Hill, Martha

Deputy Legal Adviser 10/92 (1.0 feet)

Hoffman, Deane [NSC International Economic Affairs]

Special Assistant to the President and Senior Director, International Economic Affairs 11/89 (2.0

feet)
Portfolio: Technology Transfer, Economic Summits

Holl, Jane *

Director, European and Eurasian Affairs 4/92–11/92 (27.0 feet)
Portfolio: Electronic Messages from Europe, Bosnia, Yugoslavia, Russia, and the former Soviet Union

Howe, Jonathan

Deputy Assistant to the President for National Security Affairs 4/92–11/92 (3.0 feet)
Portfolio: Somalia, Haiti, Yugoslavia, Iraq

Hughes, G. Philip [Executive Secretary]

Executive Secretary 3/89–11/89 (8.0 feet)
Portfolio: Presidential Event Files, Diplomatic Credentials, Presidential Schedule, Presidential Meetings

Hull, Edmund J. *

Director, Near East and South Asia Affairs 6/91–11/92 (4.0 feet)
Portfolio: Middle East Peace Process, Israel, Middle Eastern Nations

Hutchings, Robert L. *

Director, European and Soviet Affairs 3/89–4/92
Director, European and Eurasian Affairs 4/92 (11.0 feet)
Portfolio: Eastern and Central Europe Country Files, German Unification

Jackson, Karl * [NSC Asian Affairs]

Special Assistant to the President and Senior Director, Asian Affairs 3/89–1/91 (13.0 feet)
Portfolio: Philippines, China, Taiwan, Korea, Japan, POW/MIA
(Please note that the names of Karl Jackson and James Kelly appear on one foot of additional material together. See Mr. Kelly's entry for more information on his position.)

Jones, Colonel Jeffrey

Director, Defense Policy / Arms Control 4/92–10/92 (4.0 feet)
Portfolio: Military Preparedness, Peacekeeping, Base Closures, Defense Management
(Please note that the names of Keith Hahn and Jeffrey Jones appear on one foot of additional material together. See Mr. Hahn's entry for more information on his position.)

Kansteiner, Walter *

Director of African Affairs (detailed from the Department of State) 1991–4/22/92
Special Assistant to the President and Deputy Press Secretary for Foreign Affairs (detailed from the Department of State) 4/22/92–1/20/93 (21.0 feet)
Portfolio: Press Releases / Press Briefings (Foreign Policy Topics), Country File

Kanter, Arnold [NSC Defense Policy/Arms Control]

Special Assistant to the President and Senior Director, Defense Policy / Arms Control 11/89–6/91 (8.0 feet)
Portfolio: Defense and Arms Control Group Chronological File

Keith, James

Staff Assistant / Asian Affairs 4/92 (4.0 feet)

Portfolio: China, Hong Kong, China / Mongolia / Taiwan / Australia / New Zealand / Hong Kong

Kelly, James A.

Position within Asian Affairs 3/89 (1.0 feet)

(Shared with Karl Jackson. See Mr. Jackson's entry for more information on his position.)

Koch, Susan *

Director, Defense Policy / Arms Control 4/92–10/92 (22.0 feet)

Portfolio: Nonproliferation, Missile Proliferation, Dept. of Energy, Warhead Reduction, SDI

LaMagna, Richard [NSC International Programs]

Director, International Programs 3/89–5/90 (2.0 feet)

Portfolio: Drug / Narcotics Control, Drug Trafficking

Lampley, Virginia * [NSC Legislative Affairs]

Special Assistant to the President and Senior Director, Legislative Affairs 3/89–10/92 (17.0 feet)

Portfolio: Presidential Meetings with Congressmen, Intelligence / Defense Authorization, Brent Scowcroft Meetings with Congressmen, Notebooks, General Subject File

Latin American Files [1989–1993] (3.0 feet) *

Leach, Jerry *

Director, International Programs 3/89–11/89

Director, International Economic Affairs 11/89 (8.0 feet)

Portfolio: Country File, Environmental Policy, Export Controls, U.S.-USSR Technology Transfer

Lehr, Deborah *

Director, Asian Affairs 10/92 (2.0 feet)

Portfolio: Taiwan, China

Levin, Dan * [NSC Legal Advisor]

Deputy Legal Adviser 11/89–5/90 (12.0 feet)

Portfolio: Subject File

Linhares, Patrick

Director, Emergency Planning 5/90–4/92

Director, Defense Policy / Arms Control 4/92–10/92 (2.0 feet)

Portfolio: Telecommunications

Lowenkron, Barry *

Director, European and Soviet Affairs 3/89–11/89

Director, European and Eurasian Affairs 4/92–10/92 (12.0 feet)

Portfolio: NATO, Great Britain, European Strategy Steering Group

Lundsager, Meg *

Director, International Economic Affairs 6/91 (3.0 feet)

Portfolio: International Banking

Mahley, Donald A. [NSC Defense Policy/Arms Control]
Director, Defense Policy / Arms Control 3/89–11/89 (1.0 feet)

Mandel, Judyt * [NSC Defense Policy/Arms Control]
Director, Defense Policy / Arms Control 3/89–5/90 (17.0 feet)
Portfolio: Intermediate Range Nuclear Forces, Nonproliferation

Map Presented by Mikhail Gorbachev to George Bush at the Malta Summit 1989 (1.0 feet)
[Transferred to Bush Library Museum Collection]

McCue, Jim
Director, National Security Council Security Office 3/89 (1.0 feet)
Portfolio: NSC Physical / Data Security

McNamara, Thomas E. (Ted) *
Special Assistant to the President and Senior Director, African Affairs 6/91–10/92 (10.0 feet)
Portfolio: Country File

McShane, John
Director, Latin American Affairs 4/92–10/92 (1.0 feet)
Portfolio: Caribbean
(Please note that John McShane shares material with Robert Morley. See Mr. Morley's entry for more information on his position.)

Melby, Eric *
Director, International Economic Affairs 3/89–10/92
Special Assistant to the President and Senior Director, International Economic Affairs (19.0 feet)
Portfolio: International Trade, Economic Summits

Miskel, James F. [NSC Defense Policy/Arms Control]
Director, Defense Policy / Arms Control 3/89–11/89 (2.0 feet)
Portfolio: Ammonium Perchlorate

Morley, Robert
Director, Latin American Affairs 6/91–10/92 (1.0 feet)
Portfolio: Rio Summit, Columbia
(Please note that Robert Morley shares material with John McShane. See McShane's entry for more information on his position.)

National Security Council Chronological File [1989–1993] (15.8 feet)

National Security Council Copies (Copied 10/95) (1.0 feet)

National Security Council Numbered Files [1989–1993] (96.0 feet)

National Security Council System Copies [1989–1993] (8.0 feet)

National Security Council Unclassified (too late to process) [1989–1993] (1.0 feet)

Needels, Chris [NSC International Programs]

Director, International Programs 3/89–4/92 (1.0 feet)

Portfolio: International Programs 1989–1992

Ordway, John M. *

Director, African Affairs 10/92 (7.0 feet)

Portfolio: African Country File, Visits of African Leaders

(Please note that the names of John Ordway and Robert Frasure appear on one foot of additional material together. Please see Mr. Frasure's entry for more information on his position.)

PA Files [1989–1993] (46.8 feet)

Paal, Doug * [NSC Asian Affairs]

Director, Asian Affairs 3/89–6/91

Special Assistant to the President and Senior Director, Asian Affairs 6/91–10/92 (22.0 feet)

Portfolio: China, Taiwan, Korea, Cambodia, Southeast Asia Country File

Pacelli, David * [NSC Latin American Affairs]

Director, Latin American Affairs 3/89–6/91 (2.0 feet)

Portfolio: Panama, Nicaragua

Passage, David * [NSC African Affairs]

Director, African Affairs 11/89 (2.0 feet)

Portfolio: African Country File

Pastorino, Robert S.

Acting Senior Director, Latin American Affairs 3/89 (2.0 feet)

Portfolio: Panama, Nicaragua

Patterson, Torkel *

Director, Asian Affairs 10/92 (17.0 feet)

Portfolio: Japan, Korea, President's Asia Trip, Asian Business Issues

Pilling, Rear Admiral Donald L.

Director, Defense Policy / Arms Control 5/90–4/92 (3.0 feet)

Portfolio: Chronological File

Poneman, Daniel B. *

Director, Defense Policy / Arms Control 1/91–10/92 (15.0 feet)

Portfolio: China, Export Controls, Technology Transfer, Nuclear Issues

Popadiuk, Roman *

Deputy Assistant to the President and Deputy Press Secretary for Foreign Affairs (detailed from the Department of State) 1/21/89–5/26/92 (24.0 feet)

Portfolio: Defense, Gates / Scowcroft / Presidential Interviews, Department of State Briefings, Press Releases, Presidential Remarks, Gates Nomination, James A. Baker Briefings / Remarks / Testimony

Presidential E-mail [1989–1993] (1.0 feet)

Presidential Memcons [1989–1993] (2.5 feet) *

Presidential Special Access File [1989–1993] (1.0 feet)

Presidential Telcons 1989–1993 (2.5 feet) *

Primrosch, William

Director, International Economic Affairs 10/92 (3.0 feet)

Portfolio: Chronological File

PRS Chronological Files [1989–1993] (24.3 feet)

Pryce, William T. * [NSC Latin American Affairs]

Director, Latin American Affairs 11/89–5/90

Special Assistant to the President and Senior Director, Latin American Affairs 5/90–4/92 (19.0 feet)

Portfolio: Central and South America Country File, Panama, Cuba, Nicaragua

Rademaker, Stephen * [NSC Legal Advisor]

Deputy Legal Adviser [of the NSC] 3/89–10/92

Associate Counsel to the President and Deputy Legal Adviser [of the NSC] 10/92 (13.0 feet)

Portfolio: General Subject File, International Trade

(Please note that Stephen Rademaker also has material listed under "Counsels Office")

Reiss, Mitchell B.

White House Fellow in the Office of Legal Adviser 3/89 (1.0 feet)

Portfolio: Paris Economic Summit, Hungary

(Please note that Mitchell Reiss shares material with Timothy Deal. See Mr. Deal's entry for more information on his position.)

Rice, Condoleezza * [NSC European and Soviet Affairs]

Director, European and Soviet Affairs 3/89–1/91

Special Assistant to the President and Senior Director, Soviet Affairs 1/91 (7.0 feet)

Portfolio: Germany, Malta, USSR, Baltic States

Riedel, Bruce O. *

Director, Near East and South Asia Affairs 4/92–10/92 (2.0 feet)

Portfolio: Middle East, Iraq, Gulf War, Pre-Gulf War Chronological File

Rodman, Peter W. *

NSC Counselor 3/89–11/89

Special Assistant to the President and NSC Counselor 11/89–5/90 (6.0 feet)

Portfolio: Soviet Union, Cambodia

Rostow, Nicholas * [NSC Legal Advisor]

Special Assistant to the President and Legal Adviser 3/89–11/92 (82.0 feet)

Portfolio: Middle East, NSC Legal Issues / FOIA Requests, General Subject File

Sanner, Beth E. *

Associate Director, European and Eurasian Affairs 10/92 (5.0 feet)
Portfolio: Eastern Europe, Former Soviet Union, Electronic Messages

Scowcroft, Brent

Assistant to the President for National Security Affairs 1/20/89–1/20/93 (51.0 feet)
Portfolio: Scheduled Calls, Broad Coverage of National Security Council Issues

Sheehan, Michael A. *

International Programs 10/92 (4.0 feet)
Portfolio: Peacekeeping, Border Security, Terrorism, Counter-narcotics

Stettner, Carolyn *

Director, International Programs 4/92–10/92 (5.0 feet)
Portfolio: Hostages, Terrorism, Terrorist Groups

Summit Briefing Books [1989–1993] (6.0 feet) *

Tobey, William * [NSC Defense Policy/Arms Control]

Director, Defense Policy / Arms Control 3/89–10/92 (22.0 feet)
Portfolio: Germany, Baltic States, Defense and Space, Verification, ABM, SDI

Too Late to File [1989–1993] (1.0 feet)

Von Lembke, Ronald *

[Position as Special Counsel to the National Security Council], DATES UNKNOWN (4.0 feet)
Portfolio: North Korea, War Crimes, Iran Contra
(Please note that Von Lembke also has material listed under "Counsels Office")

Walsh, Helen

Director, International Economic Affairs 10/92 (1.4 feet)
Portfolio: Middle East Export Controls, Iraq

Wayne, Earl Anthony *

Director, European and Soviet Affairs 6/91–4/92
Director, European and Eurasian Affairs 4/92–11/92 (13.0 feet)
Portfolio: European Community, France, Italy, Netherlands, Portugal, Spain, Uruguay Round

Welch, C. David * [NSC Near East and South Asian Affairs]

Director, Near East and South Asia Affairs 3/89–1/91 (4.0 feet)
Portfolio: North African Nations, Jordan, Israel, Middle Eastern Leaders, Arab-Israeli Conflict

White House Situation Room Files (23.0 feet) *

Presidential Chronological File 1/89–12/92 [SecState Daily Reports and SecDef Weekly Reports] (3.0 feet)
Situation Room Daily Logs 1/89–12/92 (2.0 feet) Situation Room AM/PM Summaries 1/89–12/92 (4.0 feet)
Special Head of State Messages (1.0 feet)
Incoming and Outgoing Privacy [Backchannel] Messages (1.0 feet)
Presidential Messages [via State Department Channels] 1989–1993 (2.0 feet)

State Department NODIS Cables 1/89–12/92 (8.0 feet)
China—[Tiananmen Square Crisis] (May–June 1989) (1.0 feet) **
USSR—[Moscow Coup Attempt] (1991) (1.0 feet) **

White House Situation Room Support Staff (12.0 feet)
[Incident File—Gulf Crisis] (5.0 feet)
[Incident File—Operation Desert Shield] (6.0 feet)
[Incident File—Libya] (.33 feet)
[Incident File—Madrid Peace Conference] (.33 feet)
[Incident File—Lt. Colonel Higgins Incident] (.33 feet)

Wilson, Heather * [NSC Defense Policy/Arms Control]
Director, Defense Policy / Arms Control 11/89–6/91 (24.0 feet)
Portfolio: Germany, USSR, Conventional Forces in Europe, Great Britain, NATO

Woolsey, James
NO TITLE FOUND (1.0 feet)
Portfolio: Conventional Forces in Europe, Low Intensity Conflict

Zelikow, Philip * [NSC European and Soviet Affairs]
Director, European and Soviet Affairs 3/89–1/91 (12.0 feet)
Portfolio: START, Conventional Forces in Europe, Open Skies, CSCE, Weapons Proliferation

National Service, Office of

REPORTING HIERARCHY:

1989–1991: Office of National Service; Office of Special Activities and Initiatives; Office of the Chief of Staff to the President; Office of the President.

1991–1993: Office of National Service; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

C. Gregg Petersmeyer, Deputy Assistant to the President for National Service 1/21/89–4/8/91

C. Gregg Petersmeyer, Assistant to the President and Director 4/8/91–1/20/93

SUMMARY:

C. Gregg Petersmeyer oversaw President Bush's National Service agenda, which primarily consisted of the Thousand Points of Light program. Each day, the Bush Administration awarded a Daily Point of Light to a volunteer, organization, or business for outstanding community service. In general, the Office of National Service sought to promote community-based solutions to social problems.

HOLDINGS:

Barnes, Karen

Research Assistant (intern) 5/91–8/91

Staff Assistant for Daily Points of Light 5/26/92–1/20/93 (19.0 feet)

Carney, Lucy Cole

Associate Director for Communication and Promotion 2/21/89–3/23/90

Executive Assistant to the Director, Office of National Service 3/23/90–8/16/91 (2.0 feet)

Castle, Shara

White House Intern Coordinator (detailed from the Department of Housing and Urban Development,

assignment began on 7/17/88) 3/26/90–1/20/93 (10.0 feet)

Chodorov, Jill

Staff Assistant 6/4/90–11/1/92

Associate Director for Youth Outreach 11/1/92–1/20/93 (7.0 feet)

Ervin, Clark Kent *

Associate Director for Policy (detailed from the Agency for International Development) 4/9/89–4/8/90

Associate Director for Policy 4/8/90–7/12/91 (8.0 feet)

General Office Files [1989–1993] (154.8 feet) *

George, Joey Russell (J.R.) *

Associate Director for Policy 8/4/91–2/29/92 (first term)

Associate Director for Policy 11/22/92–1/20/93 (second term) (21.0 feet)

Geraghty, Leah M.
Deputy Director 2/11/90–9/21/91 (1.0 feet)

Homestead, Miah *
White House Intern 1/6/91–5/17/91
Staff Assistant 7/7/91–5/18/92
Daily Point of Light Coordinator 5/18/92–1/20/93 (53.0 feet)

Iloff, Donald *
Associate Director for Communications and Promotion (detailed from Health and Human Services) 2/7/89–5/4/90 (6.0 feet)

Lucas, Elizabeth Perry Liles
Staff Assistant for Communications and Promotion 2/1/89–3/25/90
Associate Director for Communication 3/25/90–12/22/91
Associate Director for Events and Cabinet Affairs 12/22/91–1/20/93 (6.0 feet)

McLaughlin, Donald *
Mail Analyst / Writer 1/25/90–11/24/91
Associate Director for Policy 11/24/91–1/20/93 (4.0 feet)

Miller, Theresa *
Receptionist 10/1/90–11/24/91
Special Assistant to the Director 11/24/91–1/20/93 (18.0 feet)

Moore, Bettina Brena
Staff Assistant 6/11/90–11/24/91
Associate Director for Special Initiatives 11/24/91–1/20/93 (3.0 feet)

Nicholson, John R.
White House Intern 8/26/91–11/91
Staff Assistant 11/8/91–1/20/93 (10.0 feet)

Pagel, Gretchen
Staff Assistant 3/89
Associate Director for Policy 11/89–6/91
Deputy Director, Office of National Service 4/92–10/92 (3.0 feet)

Petersmeyer, Charles Gregg
Deputy Assistant to the President for National Service 1/21/89–4/10/91
Assistant to the President and Director of the Office of National Service 4/10/91–1/20/93 (38.0 feet)

Reid, Schelly
Associate Director for Media 2/16/92–1/20/93 (3.0 feet)

Taylor, Tracey
Staff Assistant for Administration 2/9/89–3/25/90

Coordinator of Daily Points of Light 3/25/90–5/15/92 (1.0 feet)

National Space Council

REPORTING HIERARCHY:

1989–1992: Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Mark Albrecht, Executive Secretary, 4/1989– 1992

SUMMARY:

Responsible for the coordination of U.S. space strategies and for monitoring their implementation, the National Space Council was created by an act of Congress in 1988 and was established by Executive Order No. 12675 on April 20, 1989. The Council was chaired by the Vice President and was composed of cabinet-level appointees, heads of departments and agencies, and other senior officials. The Council was further supported by a sub-cabinet level, interagency Policy Implementation and Review Committee (PIRC) composed of senior representatives from each member agency that evaluated recommendations from other interagency working groups. Although chaired by the VP, the National Space Council was an independent federal agency and acted as an autonomous element of the Executive Office of the President. Records pertaining to the National Space Council will be found both in Bush Presidential and Quayle Vice Presidential record groups.

HOLDINGS:

Boland, Colleen*

Administrative Specialist, 11/1989–5/1990

Chief of Administrative Services 5/90–10/92 (2.0 feet)

News Summary (White House)

REPORTING HIERARCHY:

1989–1993: White House News Summary; Office of the Press Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Bruce Wilmot, Director 1/21/89–1/20/93

SUMMARY:

The White House Press Office compiled a daily summary of news stories and editorial comment relating to the president, his agenda, and national events. Bruce Wilmot culled the summary not only from the print media but also from television newscasts. The News Summary Office also prepared special editorial opinion reports on topics of interest to the administration. Wilmot was a career White House employee.

HOLDINGS:

None

Operations (White House)

REPORTING HIERARCHY:

1989–1991: White House Operations; Office of Administration; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

1991–1993: White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Rose M. Zamaria, Special Assistant to the President and Director 1989–1991

Rose M. Zamaria, Deputy Assistant to the President and Director 1991–1993

SUMMARY:

The Director of White House Operations provided overall management of the administrative functions within the White House Office but not for the entire Executive Office of the President. Rose M. Zamaria served as first Special Assistant and later Deputy Assistant to the President and Director of White House Operations. She was responsible for the White House Administrative Office; the White House Personnel Office; the White House Travel and Telegraph Office; the White House Telephone Service; and the White House Visitors Office.

HOLDINGS:

See "Management and Administration, Office of"

Personnel Office (White House)

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Anita Bevacqua, Director 6/15/87–7/25/92

Douglas Feher, Director 1992–1993

SUMMARY:

White House personnel responsibilities were handled through the White House Personnel Office. This Office served the White House Office only and should not be confused with the White House Office of Presidential Personnel. The White House Personnel Office provided personnel support such as preparing necessary paperwork when individuals joined or left the White House staff; maintaining personnel records for each White House Office employee; and notifying staff of changes in personnel procedures and operations within the White House Office.

HOLDINGS:

None

Photographic Office

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

David Valdez, Director 1/21/89–1/20/93

SUMMARY:

The White House Photographic Office provided photographic support for the president. The director of the White House Photographic Office was responsible for the administrative and management functions of the Office and the Photograph Laboratory. He oversaw a staff of full-time and detailed employees engaged in all aspects of professional photography, editing, and other technical photographic work. Photographic work was conducted at the White House and on location with the presidential party. Although administratively a part of the Office of Management and Administration, the director generally reported to the president's Press Secretary.

HOLDINGS:

Cross, Stephanie

Staff Assistant 10/92 (1.0 feet)

General Office Files [1989–1993] (12.0 feet)

Henckel, Barbara

Photo Editor (detailed from the Defense Intelligence Agency) 5/8/89–1/20/93 (9.0 feet)

McConnell, Janet

Detailed from the Department of Defense. Assignment began 8/1/88

Staff Assistant 3/89–6/91

Photo Librarian 6/91–10/92 (1.0 feet)

Photo Forms [1989–1993] (35.0 feet)

Policy Development, Office of (Economic and Domestic Policy, Office of)

REPORTING HIERARCHY:

1989–1992: Office of Economic and Domestic Policy; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Economic and Domestic Policy; Office of Policy Planning; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Roger B. Porter, Assistant to the President for Economic and Domestic Policy 2/1/89–1/20/93

SUMMARY:

President Bush appointed Roger B. Porter as Assistant to the President for Economic and Domestic Policy at the beginning of his administration. Porter served as the chief policy maker at the White House coordinating the activities of the Office of Policy Development with the Economic and Domestic Policy Councils, the Cabinet, and the Office of Management and Budget.

HOLDINGS:

Adams, Tim *

Policy Analyst 1/91–4/92

Deputy Associate Director, Domestic Economic Policy 4/92–10/92 (16.0 feet)

Alexander, Dave *

Director of Administration 3/89–10/92 (16.0 feet)

Anderson, Betsy *

Associate Director, Legal Policy 4/92–10/92 (39.0 feet)

Anderson, Brenda

Staff Assistant 10/92 (3.0 feet)

Beales, Randolph *

Deputy Associate Director, Education Policy 10/92 (3.0 feet)

Buchholz, Todd *

Associate Director, Domestic Economic Policy 4/92–10/92 (10.0 feet)

Charles, Robert (Bobby) *

Deputy Associate Director, Legal Policy 10/92 (13.0 feet)

Chess, Robert (Rob) *

White House Fellow 1/91

Deputy Associate Director 6/91 (7.0 feet)

Eagle, Will *

Staff Assistant 3/89–6/91 (7.0 feet)

English, Richard
Assistant to James Pinkerton 1/89–3/89 (1.0 feet)

Evans, Thomas Cooper *
Special Assistant to the President for Agricultural Trade and Food Assistance (detailed from the Department of Agriculture) 1/23/89–11/9/90 (6.0 feet)

Farrar, Stephen *
Associate Director for International Economic Policy 3/89–5/90
Special Assistant to the President for Policy Development and Associate Director for International Economic Policy 5/90–4/92 (9.0 feet)

Fossan, Stephanie *
Staff Assistant, Health and Social Services Policy 4/92–10/92 (2.0 feet)

Froman, Michael *
White House Fellow NO DATES FOUND (4.0 feet)

Furchtgott-Roth, Diana *
Associate Director, Policy Planning 4/92–10/92 (6.0 feet)

Furse, Austen *
Deputy Director, Policy Planning 3/89–1/91
Director, Policy Planning 1/91–10/92 (1.0 feet)

Germanis, Peter *
Senior Policy Analyst, Low-Income Opportunity Board 3/89–5/90 (4.0 feet)

Glenn, Dylan
Policy Analyst, Policy Planning 11/89–5/90
Staff Assistant, Policy Planning 5/90 (2.0 feet)

Goldstein, Ed *
Senior Policy Analyst, Environment, Energy, and Natural Resources Policy 5/90–4/92
Deputy Associate Director, Energy, Environment and Natural Resources Policy 4/92–10/92 (30.0 feet)

Gorman, Teresa *
Associate Director for Environment, Energy, and Natural Resources Policy 5/90–6/91
Special Assistant to the President for Policy Development and Associate Director for Energy, Environment and Natural Resources Policy 6/91–10/92 (31.0 feet)

Herrmann, John *
Executive Assistant 4/92–10/92 (9.0 feet)

Hill, J. French *
Special Assistant to the President for Domestic Economic Policy and Executive Secretary, Policy Coordinating Group 4/92–10/92 (25.0 feet)

Klausner, Michael *
Deputy Associate Director for Legal Policy 11/89–1/91
Deputy Associate Director for Transportation Policy 1/91 (4.0 feet)

Kolb, Charles E. M. *
Deputy Assistant to the President for Domestic Policy 1/91–10/92 (11.0 feet)

Kuttner, Johannes *
Deputy Associate Director for Health and Human Services Policy 3/89–4/92
Associate Director for Health and Social Services Policy 4/92–10/92 (81.0 feet)

Lindsey, Lawrence *
Associate Director for Domestic Economic Policy 3/89–5/90
Special Assistant to the President for Policy Development and Associate Director for Domestic Economic Policy 5/90–6/91 (23.0 feet)

Maloley, Nancy
Associate Director for Environment, Energy, and Natural Resources Policy 3/89–11/89 (8.0 feet)

Maruyama, Warren *
Deputy Associate Director, International Economic Policy 11/89–10/92
Associate Director, International Economic Policy 10/92 (9.0 feet)

McGettigan, Marianne *
Associate Director, Legal Policy 11/89–5/90
Special Assistant to the President and Associate Director, Legal Policy 5/90–6/91 (49.0 feet)

Mead, Emily *
Staff, 3/89–11/89
Senior Staff Member for Special Projects 11/89–4/92
Senior Staff Member, Policy Planning 4/92–10/92 (46.0 feet)

Metzler, Jane
Administrative Assistant 6/91–10/92 (2.0 feet)

Miscellaneous Files [1989–1993] (2.0 feet)

Mitchell, Bradley *
Senior Policy Analyst 3/89–5/90
Executive Assistant 5/90–1/91 (4.0 feet)

Moore, Kate
Staff 3/89 (3.0 feet)

Nelson, Rae *
Senior Policy Analyst, Education, Housing, Urban Development, and Transportation Policy
11/89–5/90
Deputy Associate Director for Education Policy 5/90–4/92
Associate Director 4/92–10/92 (36.0 feet)

Noyes, Jennifer *
Staff Assistant 10/92 (1.0 feet)

Pekkanen, Robert
No Title Available 7/92 (1.0 feet)

Pinkerton, James *
Deputy Assistant to the President for Policy Planning 1/21/89–1/12/92 (15.0 feet)

Porter, Roger *
Assistant to the President for Economic and Domestic Policy 2/1/89–1/20/93 (27.0 feet)

Roellig, Paul *
Staff 3/89–11/89
Senior Policy Analyst, Environment, Energy, and Natural Resources Policy 11/89–5/90 (2.0 feet)

Roper, William *
Deputy Assistant to the President for Domestic Policy, Director, Office of Policy Development
and Chairman, Low-Income Opportunity Board 3/89–11/89 (7.0 feet)

Schmelkin, Martin
White House Intern 6/1/92–8/7/92 (1.0 feet)

Sheehan, Christine *
Executive Assistant, Domestic Policy 4/92–10/92
Special Projects Analyst, Policy Planning 10/92 (2.0 feet)

Sigerson, Andrew
No title found (.4 feet)

Tolman, Jonathan
Staff Assistant, Energy, Environment and Natural Resources Policy 10/92 (3.0 feet)

Torgerson, Doreen *
Policy Analyst, Health and Human Services Policy 11/89–5/90
Policy Analyst, Education Policy 5/90–4/92
Deputy Associate Director, Education Policy 4/92 (10.0 feet)

White, Barry A. *
Deputy Associate Director, Health and Social Services Policy 10/92 (3.0 feet)

Wilensky, Gail *
Deputy Assistant to the President for Policy Development 3/8/92–1/20/93 (5.0 feet)

Williams, Richard
NO TITLE FOUND (4.0 feet)

Willis, Gina *
Staff Assistant, Education Policy 6/91–10/92

Policy Analyst, Education Policy 10/92 (12.0 feet)

Policy Planning, Office of

REPORTING HIERARCHY:

1992–1993: Office of Policy Planning; Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Dennis B. Ross, Assistant to the President for Policy Planning 8/23/92–11/19/92

SUMMARY:

The Office of Policy Planning was established by James A. Baker III after he became White House Chief of Staff in August 1992. He named his policy-planning aide from the State Department, Dennis B. Ross, as Assistant to the President for Policy Planning. Ross assumed responsibility for coordinating the president's policy agenda throughout the administration. He continued, however, to focus on the Middle East peace process and Soviet affairs—his major portfolios at State. Following the November defeat of the Bush/Quayle ticket, Ross returned to the State Department.

HOLDINGS:

None

Political Affairs, Office of

REPORTING HIERARCHY:

1989: Office of Political Affairs; Office of Issues Analysis; Office of the Chief of Staff of the President; Office of the President.

1990–1993: Office of Political Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

James R. Wray, Deputy Assistant to the President and Director 1/21/89–6/2/90

David M. Carney, Special Assistant to the President and Acting Director 9/9/90–3/3/91

David M. Carney, Special Assistant to the President and Director 3/3/91–1/21/92

Ronald C. Kaufman, Deputy Assistant to the President for Political Affairs 3/3/91–1/20/93

Janet G. Mullins, Assistant to the President for Political Affairs 8/23/92–1/20/93

SUMMARY:

The Office of Political Affairs was primarily responsible for maintaining relationships between the president and political officials and organizations throughout the nation. Traditionally, the Director of Political Affairs also served as the primary liaison between the White House and the political party of the president. The initial Director of Political Affairs in the White House, James Wray, served at the Deputy Assistant to the President level. Upon Wray's departure, David M. Carney served as Acting Director of Political Affairs. With the 1992 election cycle nearing, Governor John H. Sununu, White House Chief of Staff, appointed Ronald C. Kaufman as Deputy Assistant to the President for Political Affairs in March 1991, assigning Carney to the position of Director. Carney reported through Ronald C. Kaufman, who oversaw interaction with politicians and political organizations throughout the nation and with the Bush/Quayle '92 Campaign. In January 1992, Carney accepted a position with the Bush/Quayle '92 campaign. Kaufman continued in his role as Deputy Assistant to the President for Political Affairs until the end of the administration. However, during his August 1992 reorganization of White House staff, James A. Baker III named Janet G. Mullins Assistant to the President for Political Affairs, reporting directly to the Chief of Staff. She maintained full responsibility for political affairs at the White House until January 1993.

HOLDINGS:

Carney, David *

Special Assistant to the President and Deputy Director of Political Affairs 1/21/89–9/9/90

Special Assistant to the President and Acting Director, Office of Political Affairs 9/9/90–3/3/91

Special Assistant to the President and Director, Office of Political Affairs 3/3/91–1/21/92 (8.0 feet)

Davis, Patrick *

Assistant to the Deputy Director 6/18/90–1/21/92 (2.0 feet)

Dube, Chris *

Assistant to the Director 6/24/90–1/24/92 (5.0 feet)

Foster, Andrew *

Associate Director of the Office of Political Affairs 1/21/89–5/15/92 (5.0 feet)

General Office Files [1989–1993] (5.0 feet)

Hoghaug, Eric
Associate Director 3/9/92–1/20/93 (2.0 feet)

Hutchinson, Catherine (Cathy)
Staff Assistant 1/30/89–1/28/90
Deputy Associate Director 1/28/90–7/3/90
Associate Director 7/3/90–6/19/92 (5.0 feet)

Kaufman, Ronald *
Deputy Assistant to the President for Political Affairs 3/3/91–1/20/93 (30.4 feet)

Lawson, Madelyn M. (Lynn)
Associate Director of the Office of Political Affairs 2/1/91–7/31/92 (8.0 feet)

Moran, Kathryn *
Special Assistant for Political Affairs 4/15/92–12/11/92 (11.0 feet)

Musgrove, Valerie
Associate Director, Office of Political Affairs 7/8/90–1/24/92 (2.0 feet)

Salmon, Sara (Sally)
Associate Director, Office of Political Affairs 1/21/89–2/8/91 (3.0 feet)

Szulman, Susan
Staff Secretary, Office of Political Affairs 2/19/90–2/19/91 (3.0 feet)

White, Walter *
Deputy Director, Field Operations 6/1/92–1/20/93 (12.0 feet)

Wray, James (Jim)
Deputy Assistant to the President and Director of Office of Political Affairs 1/21/89–6/2/90 (8.0 feet)

President, Office of the

REPORTING HIERARCHY:

1989–1992: Office of Advance; Office of Special Activities and Initiatives; Office of the Chief of Staff to the President; Office of the President.

1992: Office of Advance; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

John G. Keller, Jr., Deputy Assistant to the President and Director 1/21/89–3/3/91

Jake L. Parmer, II, Special Assistant to the President and Director 3/3/91–2/28/92

Edward D. Murnane, Deputy Assistant to the President and Director 2/16/92–1/20/93

SUMMARY:

The Office of Presidential Advance planned and managed the movement of the president to scheduled activities and events, foreign and domestic. The Director of Presidential Advance traveled with the president to manage operations of presidential events and activities. The Office was reorganized and renamed the Office of Advance and Special Initiatives in 1992. Keller, who directed the program initially, had served as Advance Director for Vice President Bush and rejoined the White House staff following the 1992 reorganization by Chief of Staff James A. Baker III. In the interim, he had served as Undersecretary of Commerce for Travel and Tourism. Edward D. Murnane, the last Deputy Assistant to the President and Director of Advance, remained on the White House staff until the end of the administration.

HOLDINGS:

None

Presidential Advance, Office of

REPORTING HIERARCHY:

1989–1992: Office of Advance; Office of Special Activities and Initiatives; Office of the Chief of Staff to the President; Office of the President.

1992: Office of Advance; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

John G. Keller, Jr., Deputy Assistant to the President and Director 1/21/89–3/3/91

Jake L. Parmer, II, Special Assistant to the President and Director 3/3/91–2/28/92

Edward D. Murnane, Deputy Assistant to the President and Director 2/16/92–1/20/93

SUMMARY:

The Office of Presidential Advance planned and managed the movement of the president to scheduled activities and events, foreign and domestic. The Director of Presidential Advance traveled with the president to manage operations of presidential events and activities. The Office was reorganized and renamed the Office of Advance and Special Initiatives in 1992. Keller, who directed the program initially, had served as Advance Director for Vice President Bush and rejoined the White House staff following the 1992 reorganization by Chief of Staff James A. Baker III. In the interim, he had served as Undersecretary of Commerce for Travel and Tourism. Edward D. Murnane, the last Deputy Assistant to the President and Director of Advance, remained on the White House staff until the end of the administration.

HOLDINGS:

None

Presidential Personal Aides

HOLDINGS:

McBride, Timothy *

Special Assistant to the President 1/21/89–8/6/90 (1.0 feet)

Presidential Personnel, Office of

REPORTING HIERARCHY:

1989–1993: Office of Presidential Personnel; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Charles G. Untermeyer, Assistant to the President and Director 1/21/89–8/24/91
Constance Horner, Assistant to the President and Director 1991–1993

SUMMARY:

The Office of Presidential Personnel was responsible for all presidential appointments throughout the administration. This Office should not be confused with the White House Personnel Office which managed career White House employees and detailees from other agencies of the government, as well as provided personnel support for the White House staff. The Office of Presidential Personnel screened and reviewed applicants for Presidential Boards and Commissions, senior staff positions in White House and cabinet offices, and ambassadorships. Charles G. Untermeyer served as the first Director of Presidential Personnel. Untermeyer left the White House to head the Voice of America and was succeeded by Constance Horner.

HOLDINGS:

Bullock, Katja *

Director for Computer and Information Systems (detailed from the Department of Justice, assignment began on 10/1/87) 3/89–10/92 (138.0 feet)

Fong, Clayton *

Detailed from the Department of Labor. Assignment began on 3/6/89. Please "Public Liaison, Office of" for Mr. Fong's holdings.

Gable, Elizabeth

Detailed from the Department of Housing and Urban Development. Assignment began on 1/23/89. Please see "Cabinet Affairs, Office of" for Ms. Gable's holdings.

General Office Files [1989–1993] (31.8 feet)

Goodwin, Martha

Special Assistant to the President and Associate Director, Office of Presidential Personnel 1/21/89–1/20/93 (5.0 feet)

Gwaltney, Anne *

Special Assistant to the President and Associate Director, Office of Presidential Personnel 1/20/89–1/20/93 (7.0 feet)

Horner, Constance *

Assistant to the President and Director of Presidential Personnel 4/92–10/92 (1.0 feet)

Martinez, Jose *

Special Assistant to the President and Associate Director of Presidential Personnel 1/22/90–12/21/91 (3.0 feet)

Miller, Nancy
Special Assistant to the President and Associate Director of Presidential Personnel 1/30/89–
1/20/93 (2.0 feet)

Naylor, Jeannette Louise (Jan) *
Special Assistant to the President and Associate Director 1/21/89–11/16/90
Deputy Assistant to the President and Deputy Director of Presidential Personnel 11/16/90–
1/20/93 (12.0 feet)

Parker, Vernon *
Special Assistant to the President and Associate Director, Office of Presidential Personnel
6/14/92–1/20/93 (10.0 feet)

Priority Resumes [1989–1993] (40.0 feet)

Ryder, Margaret (Monie)
Deputy Associate Director of Presidential Personnel (detailed from the Department of Labor)
1/23/89–2/28/91
Associate Director of Presidential Personnel (detailed from the Department of Labor) 2/28/91–
6/13/92
Associate Director of Presidential Personnel 6/14/92–1/20/93 (2.0 feet)

Schedule C and SES Files [1989–1993] (33.0 feet)

Starek, Roscoe (Ross) *
Deputy Assistant to the President and Deputy Director of Presidential Personnel 1/29/89–
11/17/90 (1.0 feet)

Untermeyer, Charles G. (Chase) *
Assistant to the President for Presidential Personnel 1/21/89–8/24/91 (26.0 feet)

Press Secretary, Office of **

(Please note that the files of the Press Office are measured in linear feet.)

REPORTING HIERARCHY:

1989–1993: Office of the Press Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Marlin Fitzwater, Assistant to the President and Press Secretary 1/21/89–1/20/93

SUMMARY:

The President's Press Secretary was the primary liaison with the national and international news media. Marlin Fitzwater served in this capacity throughout the Bush Administration and conducted regular news briefings about the president's activities, agenda, and reaction to national and world events. The Press Secretary served as the president's official spokesperson and coordinated most aspects of promoting and disseminating the president's message in tandem with the Office of Communications. The Press Secretary attended senior staff meetings, met regularly with the president and his senior staff, and traveled with the president on both domestic and foreign trips. Although formally reporting through the Office of the Chief of Staff to the President, the Press Secretary had relatively ready access to the president.

HOLDINGS:

Administrative Files 1989–1993 (6.4 feet) **

Audiovisual Materials 1989–1993 (1.4 feet) **

Bush, Michael J.

Staff Assistant 10/1/90–9/1/91

Assistant Press Secretary 9/1/91–1/20/93 (.8 feet) **

Cooper, Barry J.

Deputy Assistant to the President and Deputy Press Secretary 1/21/89–7/28/89 (.8 feet) **

Daily Guidance Files 1989–1993 (16.8 feet) **

Daily Press Briefings 1989–1993 (9.0 feet) **

Daily Press Releases 1989–1993 (20.8 feet) **

Event Sheets File 1989–1993 (2.0 feet) **

Fitzwater, Marlin

Assistant to the President and Press Secretary 1/20/89–1/20/93 (66.4 feet) **

Foreign and Domestic Trip Files (4.8 feet) **

Foster, Gary

Special Assistant to the President and Deputy Press Secretary 5/12/91–5/18/92 (4.0 feet) **

Friday Follies 1989–1992 (7.2 feet) **

Glen, Alixe

Special Assistant to the President and Deputy Press Secretary 1/21/89–11/23/90 (.8 feet) **

Hart, Stephen T.

Special Assistant to the President and Deputy Press Secretary 1/20/89–5/8/91 (7.2 feet) **

Holt, Katherine *

Staff Assistant, Office of the Press Secretary, left position 12/29/90

Please see "Media Relations, Office of" for holdings.

Internal Transcripts 1989–1993 (2.0 feet) **

Lower Press Office 1989–1993 (12.4 feet) **

Master Set of White House Press Releases 1989–1993 (9.2 feet) **

Melillo, Laura

Staff Assistant 1/21/89–8/6/89

Assistant Press Secretary 8/6/89–6/9/92

Special Assistant to the President and Deputy Press Secretary 6/9/92–1/20/93 (2.4 feet) **

News Summaries 1989–1993 (32.4 feet) **

Press Briefings and Releases 1989–1993 (12.0 feet) **

Rogers, Edward

Deputy Assistant to the President and Executive Assistant to the Chief of Staff 1/21/89–8/2/91 (.8 feet) **

Schedules 1989–1993 (.4 feet) **

Smith, Judy

Special Assistant to the President and Deputy Press Secretary 4/14/91–1/20/93 (9.6 feet) **

Subject File [1989–1993] (3.6 feet) **

Walsh, Sean

Staff Assistant 1/21/89–12/16/90

Assistant Press Secretary 12/16/90–1/20/93 (18.4 feet) **

Weekly Compilation of Presidential Documents 1989–1993 (5.4 feet) **

Public Affairs, Office of

REPORTING HIERARCHY:

1990–1991: Office of Public Affairs; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1991: Office of Public Affairs; Office of Media Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Barrie Tron, Director of Public Affairs 3/23/90–5/18/91

SUMMARY:

The Office of Public Affairs was created in 1990 from the Office of Public Affairs and Media Relations in the Office of Communications. The Office was responsible for coordinating public affairs activities throughout the Bush Administration. In particular, the Director of Public Affairs designed communications plans for administration initiatives, developed talking points, and produced presidential public service announcements. Barrie Tron served as Director of Public Affairs and initially reported to the Director of Communications. However, to improve public affairs and media relations activities at the White House, the Chief of Staff appointed Dorrance Smith, former network television executive, to oversee these responsibilities in 1991. From then until the end of the administration, the Director of Public Affairs reported through Smith.

HOLDINGS:

Gear, Kristen *

Associate Director for Public Affairs 5/6/90–9/1/91 (8.0 feet)

General Office Files 1989–1993 (2.0 feet)

Luthringer, Paul

Associate Director for Public Affairs 4/27/90–9/5/91 (1.0 feet)

Tron, Barrie *

Associate Director 1/21/89–6/1/89

Deputy Director of Media Relations 6/1/89–3/23/90

Director of Public Affairs 3/23/90–8/18/91

Director of Public Events and Initiatives 8/18/91–4/25/92 (17.0 feet)

Public Affairs and Media Relations, Office of

REPORTING HIERARCHY:

1989–1990: Office of Public Affairs and Media Relations; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Kristen Taylor, Director of Media Relations 1/21/89–11/9/90

SUMMARY:

The Office of Public Affairs and Media Relations originally functioned within the Office of Communication as an informal administrative unit. The office coordinated public affairs statements throughout the Bush Administration and maintained relationships with state and local news media. Although no formal administrative divisions existed in the office, certain staff was designated by the Director of Communications as responsible for public affairs and others handled media relations. Kristen Taylor, in fact, held the title of Director of Media Relations. The distinctions between public affairs and media relations responsibilities were mainly reflected through job titles. In 1990, the functions were more formally organized into the Office of Public Affairs and the Office of Media Relations.

HOLDINGS:

Please see "Media Relations, Office of" and "Public Affairs, Office of"

Public Events and Initiatives, Office of

REPORTING HIERARCHY:

1989–1992: Office of Public Events and Initiatives; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Sigmund A. Rogich, Assistant to the President for Public Events and Initiatives 10/22/89–5/26/92

Barrie Tron, Director of Public Events and Initiatives 8/18/91–4/25/92

SUMMARY:

The Office of Public Events and Initiatives was primarily responsible for planning and staging the president's personal appearances. Sigmund A. Rogich was originally appointed on October 4, 1989, with the title of Assistant to the President for Special Activities and Initiatives. Rogich left this position in 1992 when he was appointed Ambassador to Iceland. Barrie Tron, formerly Director of Public Affairs, joined Rogich's office in 1991 and served as director of Public Events and Initiatives. In this capacity, he served as Rogich's surrogate, attending senior staff meetings and long range planning meetings as well as traveling to plan filmed events of the president. Tron essentially assumed the post vacated by Bruce Zanca, who had served as Executive Assistant and Later Deputy Director in the Office of Public Events and Initiatives.

HOLDINGS:

Hazelrigg, Margaret J. (Peggy) *

Assistant Director for Trip Coordination 1/30/89–1/20/93 (55.0 feet)

Herrick, John *

Press Advanceman 1/21/89–1/14/90

Assistant Press Secretary 1/14/90–9/1/91

Special Assistant to the President for Advance 9/1/91–1/20/93 (10.0 feet)

Kennelly, Lyn D.

Assistant Director for Special Projects 4/26/92–1/20/93 (3.0 feet)

Lukens, Mel *

Lead Advance Representative 12/3/89–4/92

Deputy Director of Advance Office 4/92–10/92 (6.0 feet)

Parmer, Jay *

Assistant Director for Special Projects 1/20/89–10/2/89

Deputy Director for Special Projects 10/2/89–3/3/91

Special Assistant to the President and Director of Presidential Advance 3/3/91–2/28/92 (10.0 feet)

Ray, D. Craig *

Lead Advance Representative 1/7/91–7/31/92 (first term)

Lead Advance Representative 11/8/92–1/20/93 (second term) (2.0 feet)

Rogich, Sigmund (Sig) *

Please see listing under "Special Activities and Initiatives"

Public Liaison, Office of

REPORTING HIERARCHY:

1989–1992: Office of Public Liaison; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Public Liaison and Intergovernmental Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Bobbie G. Kilberg, Deputy Assistant to the President for Public Liaison 1/21/89–4/15/92

Cecile B. Kremer, Deputy Assistant to the President and Director 4/12/92–1/20/93

SUMMARY:

The Office of Public Liaison coordinated activities, events, and relations between various public interest groups and constituencies and the Bush Administration. Initially, Public Liaison reported through the Office of Communications but was later reorganized under the Office of Public Liaison and Intergovernmental Affairs effective February 10, 1992 (see description below). Later that year, after James A. Baker III assumed the position of Chief of Staff to the President, the Director of Public Liaison reported through the Assistant to the President for Public Liaison and Intergovernmental Affairs David F. Demarest, Jr. Although Demarest's title suggests that he was also responsible for Intergovernmental Affairs, in fact, he was not, as this area was placed under the direction of W. Henson Moore, Assistant to the President for Intergovernmental Affairs.

HOLDINGS:

Bacarisse, Charles *

Special Assistant to the Deputy Assistant 1/21/89–6/21/90

Assistant Director and Special Assistant to the Deputy Assistant for Public Liaison 6/21/90–12/19/90 (3.0 feet)

Portfolio: Asia, Central America, Foreign Policy

Battaglia, Lisa

Staff Assistant 7/17/89–10/21/90

Special Assistant for Public Liaison 10/21/90–3/13/92 (2.0 feet)

Portfolio: Schools, Drugs

Butts, Claudia *

Associate Director of Public Liaison 8/5/91–3/7/92 (2.0 feet)

Portfolio: Black Issues, Clarence Thomas Nomination

Caldwell, William *

Associate Director of Public Liaison (White House Fellow from the U.S. Army) 9/4/91–12/4/92 (10.0 feet)

Portfolio: Military

DeCamp, Sarah *

Assistant Director of Public Liaison 1/21/89–10/31/90 (3.0 feet)

Portfolio: Women's Issues, Jewish Issues

Demarest, David

Assistant to the President for Public Liaison 7/13/92–1/20/93 (1.0 feet)
Portfolio: Presidential Scheduling, Intraoffice Communications

Denniston, Susan

Correspondence Secretary 2/6/89–4/28/91
Staff Assistant 4/28/91–4/6/92
Administrative Officer 4/6/92–1/20/93 (23.0 feet)
Portfolio: Administrative Issues

Donahue, Marla *

Associate Director for Public Liaison 6/1/92–1/11/93 (1.0 feet)
Portfolio: Environment, Health, Energy

Fitch, Greg

Deputy to the Special Assistant for Public Liaison 10/22/90–2/10/92
Special Assistant to the Deputy Assistant for Public Liaison 2/10/92–1/20/93 (1.0 feet)
Portfolio: Law Enforcement, Crime

Fong, Clayton *

Deputy Assistant to the President for Public Liaison 5/10/92–1/20/93 (2.0 feet)
Portfolio: Asian Issues

General Office Files [1989–1993] (28.0 feet) *

Jeavons, Kathy *

Assistant Director for Public Liaison (detailed from the Environmental Protection Agency)
1/23/89–10/21/90
Associate Director for Public Liaison (detailed from the Environmental Protection Agency)
10/21/90–92
Associate Director for Public Liaison 3/1/92–5/1/92 (18.0 feet)
Portfolio: Energy, Environment, Health, Jewish Issues, Arabs, Arab Groups, Middle East

Kilberg, Barbara G. (Bobbie) *

Deputy Assistant to the President for Public Liaison 1/20/89–4/12/92 (11.0 feet)
Portfolio: Military, Jewish Issues, Environment, Business, Media

Leonard, Jane *

Associate Director 6/91–4/92 (19.0 feet)
Portfolio: Education, Literacy

Metzger, Leigh Ann *

Special Assistant to the President for Public Liaison 8/13/90–2/4/92
Deputy Assistant to the President for Public Liaison 2/4/92–1/20/93 (32.0 feet)
Portfolio: Christian Groups, Religious Issues

Osborne, Molly *

Special Assistant to the Deputy Assistant 1/20/89–6/17/90
Assistant Director for Public Liaison 6/17/90–4/6/92

Associate Director for Public Liaison 4/6/92–1/20/93 (9.0 feet)
Portfolio: Agricultural / Economic Issues

Rollins, Sherrie

Assistant to the President for Public Liaison and Intergovernmental Affairs 2/10/92–6/10/92 (1.4 feet)

Portfolio: Local Government

Rust, Kathryn (Kathy) *

Assistant to the Special Assistant 7/17/89–5/6/90

Deputy to the Special Assistant for Public Liaison 5/6/90–2/10/92

Special Assistant to the Deputy Assistant for Public Liaison 2/10/92–1/20/93 (4.0 feet)

Portfolio: Youth Issues

Samora, Joseph *

White House Fellow (from Veterans Affairs) 9/4/90–10/18/91 (3.0 feet)

Portfolio: Clarence Thomas Nomination

Sanchez, Shiree *

Associate Director, Office of Public Liaison 1/21/89–2/10/92

Associate Director for Public Liaison 2/10/92–6/9/92

Special Assistant to the President for Public Liaison 6/9/92–1/20/93 (9.0 feet)

Portfolio: Hispanic Issues

Schaefer, Charles James *

Assistant Director and Special Assistant to the Deputy Assistant to the President for Public Liaison 1/22/91–4/6/92

Associate Director for Public Liaison 4/6/92–1/15/93 (25.4 feet)

Portfolio: Military, Arab Groups, Eastern Europe

Siv, Sichan *

Deputy Assistant to the President for Public Liaison 2/13/89–5/9/92 (6.0 feet)

Portfolio: Asian American Issues

Smith, Willa Hall *

Associate Director for Public Liaison 4/13/92–1/20/93 (5.0 feet)

Portfolio: Black Issues, Women's Issues, Clarence Thomas Nomination

Sutherland, Scott *

Assistant Director of Public Liaison (detailed from the Department of Agriculture) 9/6/88–4/20/90 (4.0 feet)

Portfolio: Eastern Europe, Former Soviet Union

Vogt, Jeff *

Assistant Director, Office of Public Liaison 1/21/89–10/21/90

Associate Director, Office of Public Liaison 10/21/90–2/10/92

Associate Director for Public Liaison 2/10/92–6/9/92

Special Assistant to the President for Public Liaison 6/9/92–1/20/93 (21.0 feet)

Portfolio: Business, Banking, Real Estate, Economy

Watkins, Joseph *

Public Liaison Assistant 1/21/89–5/17/91 (12.0 feet)

Portfolio: African-American Issues

Wead, Douglas *

Special Assistant to the President for Public Liaison 1/21/89–8/31/90 (2.0 feet)

Portfolio: Evangelical Christians, Christian Groups

White, Lindley H. (Windy) *

Special Assistant to the Deputy Assistant to the President for Public Liaison 4/6/92–1/20/93 (12.0 feet)

Portfolio: Jewish Issues

Public Liaison and Intergovernmental Affairs, Office of

REPORTING HIERARCHY:

1992–1993: Office of Public Liaison and Intergovernmental Affairs; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Sherrie Rollins, Assistant to the President for Public Liaison and Intergovernmental Affairs 2/10/92–6/10/92

David F. Demarest, Jr., Assistant to the President for Public Liaison and Intergovernmental Affairs 8/23/92–1/20/93

SUMMARY:

Public Liaison and Intergovernmental Affairs functions were placed under an umbrella organization known as the Office of Public Liaison and Intergovernmental Affairs on February 10, 1992, upon the appointment of Sherrie Rollins by Chief of Staff Sam Skinner. Rollins's appointment placed additional emphasis on these activities in the White House as the administration prepared for the 1992 election. Edward Rollins, Ms. Rollins's husband, was a prominent GOP strategist and critic of President Bush. The appointment of Rollins was the first step in new Chief of Staff Samuel K. Skinner's reorganization of the White House staff. Rollins maintained overall program responsibility for both the Office of Public Liaison and the Office of Intergovernmental Affairs. She remained in the position until her husband became head of Ross Perot's presidential campaign at which time she tendered her resignation. When James A. Baker III reorganized the White House staff after becoming the Chief of Staff in August 1992, he named David F. Demarest, Jr., formerly Assistant to the President for Communications, to the position of Assistant to the President for Public Liaison and Intergovernmental Affairs. Although his title did not change, Intergovernmental Affairs functions were removed from his jurisdiction at this time. He continued to oversee the Office of Public Liaison until the end of the Bush Administration.

HOLDINGS:

Please see "Public Liaison, Office of"

Records Management, White House Office of (WHORM)

(Please note that WHORM Subject File categories are measured in linear feet.)

REPORTING HIERARCHY:

1989–1993: White House Office of Records Management; Office of the Staff Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Terry Good, Director 1989–1993

SUMMARY:

The White House Office of Records Management (WHORM) served as the central filing office for White House records. The office received records from White House staff members, tracked White House documents using subject file codes, and scanned documents onto an optical disk system. The primary purpose of the entire operation was to provide document storage and retrieval for the White House staff and to respond efficiently and speedily to requests from White House staffers for records. The office also maintained White House databases on Presidential and staff correspondence, gifts, and photographs. Terry Good, a career White House employee, served as director of the office, and the dates of his service reflect only his tenure during the Bush Administration.

HOLDINGS:

Alphabetical File 1989–1993 (1340.4 feet) *

Alpha Oversized Attachments 1989–1993 (286.0 feet)

Briefing Papers 1989–1993 (27.0 feet)

C.F. [Confidential File] Oversized Attachments 1989–1993 (11.0 feet)

Handwriting File 1989–1993 (34.6 feet)

Miscellaneous Books 1989–1993 (2.0 feet)

Miscellaneous Lists 1989–1993 (1.0 feet)

Oversized Attachments 1989–1993 (126.0 feet)

Subject File—Agriculture (AG) 1989–1993 (2.0 feet) **

Subject File—Arts (AR) 1989–1993 (1.2 feet) **

Subject File—Atomic / Nuclear Energy (AT) 1989–1993 (1.0 feet) *

Subject File—Business / Economics (BE) 1989–1993 (18.4 feet) **

Subject File—Civil Aviation (CA) 1989–1993 (3.6 feet) **

Subject File—Commodities (CM) 1989–1993 (8.4 feet) **

Subject File—Countries (CO) 1989–1993 (33.4 feet) *

Subject File—Disasters (DI) 1989–1993 (10.0 feet) **

Subject File—Education (ED) 1989–1993 (16.8 feet) **

Subject File—Federal Aid (FA) 1989–1993 (3.6 feet) **

Subject File—Federal Government (FE) 1989–1993 (16.4 feet) **

Subject File—Federal Government, Organizations (FG) 1989–1993 (170.4 feet) *

Subject File—Finance (FI) 1989–1993 (26.8 feet) **

Subject File—Foreign Affairs (FO) 1989–1993 (17.8 feet) *

Subject File—Gifts (GI) 1989–1993 (21.4 feet) *

Subject File—Health (HE) 1989–1993 (38.8 feet) **

Subject File—Highways / Bridges (HI) 1989–1993 (.8 feet) **

Subject File—Holidays (HO) 1989–1993 (32.0 feet) **

Subject File—Housing (HS) 1989–1993 (2.0 feet) **

Subject File—Human Rights (HU) 1989–1993 (8.2 feet) *

Subject File—Immigration / Naturalization (IM) 1989–1993 (4.8 feet) **

Subject File—Indian Affairs (IN) 1989–1993 (2.8 feet) **

Subject File—Insurance (IS) 1989–1993 (5.6 feet) **

Subject File—International Organizations (IT) 1989–1993 (5.0 feet) *

Subject File—Invitations (IV) 1989–1993 (71.6 feet) **

Subject File—Judicial-Legal Matters (JL) 1989–1993 (26.8 feet) **

Subject File—Labor / Management (Non-Government) (LA) 1989–1993 (6.4 feet) **

Subject File—Legislation (LE) 1989–1993 (8.4 feet) **

Subject File—Local Governments (LG) 1989–1993 (1.2 feet) **

Subject File—Medals / Awards (MA) 1989–1993 (13.6 feet) **

Subject File—Meetings / Conferences (MC) 1989–1993 (5.6 feet) **

Subject File—Messages (ME) 1989–1993 (128.4 feet) *

Subject File—National Security / Defense (ND) 1989–1993 (28.8 feet) *

Subject File—Natural Resources (NR) 1989–1993 (21.6 feet) **

Subject File—Outer Space (OS) 1989–1993 (1.6 feet) **

Subject File—Parks / Monuments (PA) 1989–1993 (1.2 feet) **

Subject File—Peace (PC) 1989–1993 (.4 feet) **

Subject File—Personnel Management (PE) 1989–1993 (14.4 feet) *

Subject File—Postal Service (PO) 1989–1993 (.8 feet) **

Subject File—Procurement (PQ) 1989–1993 (.8 feet) **

Subject File—Public Relations (PR) 1989–1993 (43.4 feet) *

Subject File—Publications (PU) 1989–1993 (10.0 feet) *

Subject File—Real Property (RA) 1989–1993 (1.6 feet) **

Subject File—Recreation / Sports (RE) 1989–1993 (3.2 feet) **

Subject File—Religious Matters (RM) 1989–1993 (1.6 feet) **

Subject File—Reports / Statistics (RS) 1989–1993 (1.2 feet) **

Subject File—Safety / Accident Prevention (SA) 1989–1993 (.8 feet) **

Subject File—Sciences (SC) 1989–1993 (4.8 feet) **

Subject File—Social Affairs (SO) 1989–1993 (4.8 feet) *

Subject File—Speeches (SP) 1989–1993 (82.01 feet) **

Subject File—State Governments (ST) 1989–1993 (4.4 feet) **

Subject File—Trade (TA) 1989–1993 (12.6 feet) *

Subject File—Transportation (TN) 1989–1993 (3.2 feet) **

Subject File—Trips (TR) 1989–1993 (21.2 feet) **

Subject File—Utilities (UT) 1989–1993 (8.4 feet) **

Subject File—Veterans Affairs (VA) 1989–1993 (1.6 feet) **

Subject File—Welfare (WE) 1989–1993 (20.0 feet) **

Subject File—White House Administration (WH) 1989–1993 (6.8 feet) **

Weekly Compilation of Presidential Documents [1989–1993] (5.0 feet)

White House Telephone Directories [1989–1993] (2.0 feet)

Research, Office of

REPORTING HIERARCHY:

1989–1992: Office of Research; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Research; Office of Speechwriting; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Not Applicable

SUMMARY:

The Office of Research was an informal administrative designation within the Office of Communications. The office was comprised of approximately six research assistants who provided research support to the Office of Speechwriting. No individual research assistant ever served in a formal administrative capacity as director of research. Instead, the staff reported to the Director of Communications or through the speechwriting staff.

HOLDINGS:

None

Science and Technology Policy, Office of (OSTP)

HOLDINGS:

Bromley, D. Allan *

Assistant to the President for Science and Technology and Director, OSTP 11/89–10/92 (24.0 feet)

Secret Service

HOLDINGS:

Gate Lists [1989–1993] (96.0 feet)

Gate Lists, WAVES [Workers and Visitors Entrance System] Backup [1989–1993] (3.0 feet)

Social Office, White House

HOLDINGS:

Dorsey, Celestine (Celeste)

Staff Assistant 1/21/89–8/27/92 (9.0 feet)

Fenton, Catherine (Cathy) *

Deputy Social Secretary 1/21/89–1/20/93 (15.0 feet)

Figg, Jeanie

Secretary 1/21/89–10/7/90

Social Office Receptionist 10/7/90–9/13/92

Staff Assistant 9/13/92–1/20/93 (1.0 feet)

Firestone, Laurie *

Social Secretary 1/21/89–1/20/93 (33.0 feet)

General Office Files [1989–1993] (2.0 feet)

Social Office Files [1989–1993] (1.0 feet)

Spangler, Judith *

NO TITLE FOUND

Graphics and Calligraphy 11/89–10/92 (19.0 feet)

Underhill, Debbie *

NO TITLE FOUND 6/91–10/92 (4.0 feet)

Special Activities and Initiatives, White House Office of

REPORTING HIERARCHY:

1989: Office of Special Activities and Initiatives; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Stephen M. Studdert, Assistant to the President for Special Activities and Initiatives 2/1/89–10/13/89
Sigmund A. Rogich, Assistant to the President for Special Activities and Initiatives 10/4/89–10/22/89

SUMMARY:

The Office of Special Activities and Initiatives was primarily responsible for planning and staging the president's public appearances. The office was first directed by Stephen M. Studdert, who resigned in late 1989. He was succeeded by Sigmund A. Rogich. His title was changed to Assistant to the President for Public Events and Initiatives on October 22, 1989. Rogich, the head of a large Las Vegas advertising firm, had been an advisor to Bush during his 1988 presidential campaign and previously had advised the 1984 Reagan presidential campaign. He was considered an expert on the use of television to promote image and agenda.

HOLDINGS:

Rogich, Sigmund (Sig) *

Assistant to the President for Special Activities and Initiatives 10/4/89–10/22/89

Assistant to the President for Public Events and Initiatives 10/22/89–5/26/92 (34.0 feet)

Studdert, Stephen *

Assistant to the President for Special Activities and Initiatives 2/1/89–10/13/89 (9.0 feet)

Speechwriting, White House Office of **

(Please note that the files of the Office of Speechwriting are measured in linear feet.)

REPORTING HIERARCHY:

1989–1992: Office of Speechwriting; Office of Communications; Office of the Chief of Staff to the President; Office of the President.

1992–1993: Office of Speechwriting; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Chriss Winston, Deputy Assistant to the President for Communications and Director of Speechwriting
1989–1991

Tony Snow, Deputy Assistant to the President for Communications and Director of Speechwriting
3/13/91–3/15/92

Daniel B. McGroarty, Special Assistant to the President for Communications and Deputy Director
2/4/92–1/20/93

Steven D. Provost, Assistant to the President and Chief Speechwriter 8/23/92–11/21/92

SUMMARY:

The Office of Speechwriting was responsible for drafting all presidential remarks from toasts at state dinners to major policy addresses. The Speechwriting Office originally functioned under the umbrella of the Office of Communications along with Public and Media Affairs, Public Liaison, Intergovernmental Affairs, and Research. The speechwriting staff worked most closely with the research staff that provided research and editorial support on speech projects. Originally organized loosely within the broader Office of Communications, during 1992 the Office underwent several changes reflecting the general administrative upheaval of White House staff resulting from resignation of John Sununu and later Samuel K. Skinner from their positions as Chief of Staff. The head of speechwriting was replaced and the staff experienced considerable turnover in an effort to improve the means of delivering the president's message to the American people during an election year. Chriss Winston served as the first chief speechwriter for the administration and was succeeded by Tony Snow in 1991. Snow, a former editorial page editor for the *Washington Times*, did not assume Winston's administrative responsibilities in the Communications Office.

HOLDINGS:

Aarhus, Carol

Research Assistant 6/11/90–12/24/92 (3.6 feet) **

Administrative Files 1989–1993 (1.6 feet) **

Davis, Mark William

Speechwriter 2/21/89–1/11/91 (3.6 feet) **

Grant, Mary Kate

Writer, Media Relations 1/21/89–3/23/90

Speechwriter 3/23/90–1/15/92 (4.0 feet) **

McGroarty, Daniel

Speechwriter 2/15/89–8/27/91

Deputy Director of Speechwriting 8/27/91–2/4/92
Special Assistant to the President and Deputy Director of Speechwriting 2/4/92–1/20/93
(.8 feet) **

Miscellaneous Files 1989–1993 (1.2 feet) **

Personnel Files 1989–1993 (1.2 feet) **

Resumes 1989–1993 (2.8 feet) **

Smith, Curt

Speechwriter 2/12/89–1/20/93 (1.6 feet) **

Snow, Robert Anthony (Tony)

Deputy Assistant to the President for Communications, Director of Speechwriting 3/13/91–
3/15/92

Deputy Assistant to the President for Media Affairs 3/15/92–1/20/93 (4.0 feet) **

Speech File, Backup 1989–1993 (81.6 feet) **

Speech File, Drafts 1989–1993 (72.8 feet) **

Staff Secretary, Office of the

REPORTING HIERARCHY:

1989–1993: Office of the Staff Secretary; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff 1/21/89–12/28/90

Phillip D. Brady, Assistant to the President and Staff Secretary 1991–1993

SUMMARY:

The Office of Staff Secretary was responsible for providing final authorization and clearance for all materials going to the president for his action, information, or use. It was directly responsible for organizing and coordinating all materials for the president, including daily briefing packages, decision and information memoranda, legislation, reports to Congress, executive orders, proclamations, and speeches. The office coordinated with White House senior staff and the Office of Management and Budget to obtain concurrence before transmitting materials to the president. The office also directed staff follow-up on presidential decisions. The Staff Secretary worked closely with the Chief of Staff to insure that the president was informed of administration activities and initiatives. Traditionally, the Staff Secretary controlled all paper flow into and out of the Oval Office.

HOLDINGS:

Brady, Phillip D.

Assistant to the President and Staff Secretary 1/91–10/92 (16.4 feet)

Cicconi, James

Assistant to the President and Deputy to the Chief of Staff (Staff Secretary) 1/21/89–12/28/90
(3.0 feet)

Gardner, John

Special Assistant to the President and Assistant Staff Secretary 1/21/89–8/4/91

Special Assistant to the President and Deputy Staff Secretary 8/4/91–8/25/92 (2.0 feet)

General Office Files [1989–1993] (7.0 feet) *

Thompson, Beth

Administrative Assistant 2/10/91–1/19/93 (1.0 feet)

Telephone Service (White House)

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Alex Nagy, Director 1989–1993

SUMMARY:

The White House Telephone Service was responsible for all telephone communications service within the White House complex. The White House Telephone Service included the famed White House Switchboard, as well as paging and facsimile operations. The office provided technical support as well. It was directed by a career White House employee, and the dates of his service reflect only his tenure in the Bush Administration.

HOLDINGS:

None

Travel and Telegraph Office, White House

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Billy Dale, Director 1989–1993

SUMMARY:

Essentially a corporate travel agency, the White House Travel and Telegraph Office was responsible for arranging and coordinating the travel activities of the White House Office staff. The office made hotel reservations, booked airline flights, and prepared travel itineraries for White House staff members who traveled on official government business. The office was directed by a career White House employee whose dates of service reflect only his tenure during the Bush Administration.

HOLDINGS:

Files [1989–1993] (1.0 feet)

Visitor's Office, White House

REPORTING HIERARCHY:

1989–1993: White House Administrative Office; White House Operations; Office of Management and Administration; Office of the Chief of Staff to the President; Office of the President.

EXECUTIVE OFFICER:

Debra Romash Dunn, Director 1/21/89–5/22/92

Janet Johnson, Director 1992–1993

SUMMARY:

The White House Visitors Office managed White House public and Congressional tours and coordinated the annual Easter Egg Roll. The office was directed by a career White House employee, and the years of service for these individuals reflect only their tenure during the Bush Administration.

HOLDINGS:

General Office Files [1989–1993] (17.0 feet) *

Johnson, Jan

Director, Visitors Office 10/92 (19.0 feet)

Office Files [1989–1993] (4.0 feet)

Presock, Tracy

Staff Assistant (detailed from the National Park Service) 6/1/92–2/5/93 (3.0 feet)

Romash, Debra

Director, Visitors Office 1/21/89–5/22/92 (12.0 feet)

Special Projects [1989–1993] (4.0 feet) *

Stevens, Mary Ann

Staff Assistant 1/21/89–2/11/90

Supervisory Staff Assistant 2/11/90–2/5/93 (7.0 feet)

White House Communications Agency (WACA)

HOLDINGS:

Video Tape, Vice President Bush Composites [1981–1989] (8.0 feet)

Video Tape, Vice President Bush Events [1981–1989] (2.0 feet)

Video Tape, Robert Gates Hearings 1991 (3.0 feet)

George H.W. Bush Vice Presidential Records

Administration, Office of *

REPORTING HIERARCHY:

1981–1985: Office of Administration; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1988: Office of Administration; Office of Operations, Administration, and Staff Secretary; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1988–1989: Office of Administration; Office of Operations; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Susan Cockrell Mowrey, Director of Administration 1981–1985 (prior to 1984 she was known as Susan Cockrell).

SUMMARY:

The Office of Administration was primarily responsible for the administrative services to the Offices of the Vice President, including travel, budget, personnel management, some correspondence, and vehicle operations. After 1985 the Director of Administration began reporting to the Office of Operations, Administration, and Staff Secretary.

HOLDINGS:

Bryan, Vickers B.

Special Assistant to the VP for Administration 1988–1989 (1.0 feet)

Budget Files (7.0 feet)

Cockrell, Susan (after 1984 she was known as Susan Cockrell Mowrey)

Director of Administration 1981–1985 (1.0 feet)

Correspondence Office Subject Files 1984–1988 (7.0 feet)

Correspondence Office Political Correspondence 1987–1988 (2.0 feet)

Correspondence Office Public Mail 1984–1989* (23.0 feet)

Disposal Mail Sample Files 1981–1983 (1.0 feet)

Gift Files (1.0 feet)

Hanrahan, Mary

Accountant, Office of Administration 1982 (1.0 feet)

Moore, William

Vehicle Operations Supervisor 1981–1989 (1.0 feet)

Personnel Files 1981–1989 (5.0 feet)

Postcards re Legal Services Corporation 1981 (1.0 feet)

Subject Files (4.0 feet)

The Conservative Coalition Political Action Committee (TCCPAC) Form Letters (1.0 feet)

Thank-You Letter Files/Christmas Card Address Files (6.0 feet)

Travel Office Administrative Files (2.0 feet)

Travel Office, Gary T. Engelstad*

Comptroller of Travel, 198?-198? (47.0 feet)

Travel Office Press Billing Files (2.0 feet)

Advance, Office of

REPORTING HIERARCHY:

1981–1982: Advance Office; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1983–1985: Office of Scheduling & Advance; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1986–1988: Advance Office; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President, Office of the Vice President.

1988–1989: Advance Office; Office of the Chief of Staff to the Vice President, Office of the Vice President.

EXECUTIVE OFFICER:

Michael Farley, Director of Advance 1981–1982

Daniel Sullivan, Assistant to the Vice President for Advance 1983–1985

David J. Ryder, Special Assistant to the Vice President and Director of Advance 1986–3/3/1987

John G. Keller, Deputy Assistant to the Vice President for Advance 3/3/1987–1989

SUMMARY:

The Office of Advance was responsible for planning and staging the Vice President's public appearances. The office was a separate entity 1981–1982. It was reorganized as the Office of Scheduling & Advance 1983–1985, and was again a separate entity, 1986–1989. Advance Office material consists of John G. Keller files and David J. Ryder files. The Keller material consists of VP Trip Schedules 1/1981–12/1983, Domestic Trip Files 1981–1988, Foreign Trip Files 1981–1988, and Manifests 1987–1988. The Ryder material consists of Subject Files and Correspondence Files 1986–1988.

HOLDINGS:

Keller, John G.*

Advance Office staff 1982–1984

Deputy to Assistant for Advance 1985–1986

Deputy Assistant for Advance 1987–1989 (59.0 feet)

Ryder, David J.

Advance Office staff 1982–1987

Director of Advance 1986–1987 (4.0 feet)

Appointments and Scheduling, Office of

REPORTING HIERARCHY:

1981–1982: Office of Appointments & Scheduling; Office of the Chief of Staff for the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Jennifer A. Fitzgerald, Assistant to the Vice President for Appointments & Scheduling 1981–1982

SUMMARY:

The Office of Appointments & Scheduling existed from 1981 until 1982 when the function of scheduling merged with the Office of Advance to form the Office of Scheduling and Advance. Arrangement is complicated by the fact that Jennifer A. Fitzgerald retained responsibility for the Vice President's local scheduling and appointments even after leaving the Scheduling Office in 1982, while out-of-town scheduling was handled by Daniel Sullivan in the Scheduling & Advance Office.

HOLDINGS:

Please see "Scheduling, Office of"

Chief of Staff to the Vice President, Office of the

REPORTING HIERARCHY:

1981–1989: Office of the Chief of Staff to the Vice President; Office of the Vice President

EXECUTIVE OFFICER:

Daniel J. Murphy, Chief of Staff 1981–4/1985

Craig L. Fuller, Chief of Staff 4/1985–1989

SUMMARY:

The Office of the Chief of Staff oversaw the day-to-day activities of Bush Vice Presidency. Almost all information for the Vice President flowed through the Chief of Staff; the heads of other offices reported to him. Daniel J. Murphy, a retired navy admiral who had served with Bush at the CIA, was the first chief of staff; he was followed by Craig L. Fuller in April 1985. The office of Assistant to the Vice President and Deputy to the Chief of Staff was created in 1985 and served as a bridge between the heads of several departments and the Office of the Chief of Staff.

HOLDINGS:

Bates, David Q. Jr.*

Assistant to the Vice President and Deputy to the Chief of Staff 8/1986–1988 (13.0 feet)

Bond, Richard

Deputy Chief of Staff 1980–1982. Material consists of memorandums, correspondence, gift lists, and briefing files 1981–1986. (4.0 feet)

Brady, Philip D.

Deputy Assistant to the Vice President 1985–1989. Material consists of Subject Files 1986–1988, Publication Files, Event Files 1986–1988, and Chronological Files 1986–1988. (21.0 feet)

Bush, Frederick M.*

Deputy Chief of Staff 1982–1984. Material consists of Political Correspondence 1981–1983, Memoranda File 1983–1986, Political Files 1982–1983, Correspondence 1982–1983, Resume Files, and Trip Files 1981–1984. (32.0 feet)

Fuller, Craig L.*

Chief of Staff 4/1985–1989. Material consists of Subject Files, Correspondence Files, Scheduling Files, Chronological Files, Personnel Files, Photographic Request Files, and Books and Reports. (34.0 feet)

McEntee, Joan M.

Assistant to the Vice President and Deputy to the Chief of Staff 4/1985–8/1986 (3.0 feet)

Memorandums File, 1981–1982 (1.0 feet)

Congressional Relations (Senate Office)

REPORTING HIERARCHY:

1980–1985: Office of Congressional Relations; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1989: Legislative Affairs (Senate) Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Robert J. Thompson, Executive Assistant for Congressional Relations 1980–1982

Joseph W. Hagin, Assistant to the Vice President for Senate Affairs 1983; Assistant to the Vice President for Congressional Relations/Legislative Affairs 1984–4/1985

Jennifer A. Fitzgerald, Executive Assistant to the Vice President and Assistant for Legislative Affairs 4/1985–1988

SUMMARY:

Legislative Affairs Office 1985–1989, and Congressional Relations (Senate Office) 1980–1985.

HOLDINGS:

Please see "Legislative Affairs, Office of"

Correspondence Office

REPORTING HIERARCHY:

1981–1989: Correspondence Office; Office of Administration; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:**SUMMARY:****HOLDINGS:**

Debate Correspondence File (3.0 feet) [MIA 6/2004]

Counselor's Office *

REPORTING HIERARCHY:

1985–1989: Counselor's Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

C. Boyden Gray, Counsel to the Vice President 1981–1988

SUMMARY:

Known as the Office of Legal Counsel 1980–1985 and the Counselor's Office 1985–1989, the office provided legal advice to the Vice President and his staff, served as liaison to the Department of Justice and the legal counsels of government agencies, dealt with ethical matters and conflicts of interest, and advised the Vice President on official and personal legal affairs, legislation, and Supreme Court cases.

HOLDINGS:

Gray, C. Boyden

Counsel to the Vice President 1981–1988 (73.0 feet)

Capo, Rafael

Deputy Legal Counsel to the Vice President 1981–1988 (2.0 feet)

Fronce, Mary Ann

Fronce served in the Legislative Affairs Office, 1980–1984, in the Staff Secretary's Office, 1985–6/1987, and in the Counselor's Office, 6/1987–1989. Material consists of Photo Files, 1984–1988

Gift Form Files (15.0 feet)

Schmitz, John

Deputy Legal Counsel to the Vice President 1986–1988 (15.0 feet)

Domestic Policy Office

REPORTING HIERARCHY:

1981–1985: Domestic Policy Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1989: Policy Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Thaddeus A. Garrett, Jr., Assistant for Domestic Policy 1981–1982

J. Steven Rhodes, Assistant to the Vice President for Domestic Policy 1983–4/1985

Frederick N. Khedouri, Assistant to the Vice President for Policy and Deputy Chief of Staff 4/1985–3/1987

Charles W. Greenleaf, Jr., Assistant to the Vice President for Policy and Deputy Chief of Staff 3/1987–1988

SUMMARY:**HOLDINGS:**

Please see "Policy Office"

Barbara Bush's Office

HOLDINGS:

White House Office of Records Management (WHORM) Barbara Bush Alphabetical File (45.0 feet)

White House Office of Records Management (WHORM) Barbara Bush Subject File (26.0 feet)

Barbara Bush Files (263.0 feet)

- Central Alpha Files [1981–1989] (45.0 feet)
- Chronological Files [1981–1989] (12.0 feet)
- Correspondence Files [1981–1989] (6.0 feet)
- Daily Schedules [1981–1989] (20.0 feet)
- Event Files [1981–1989] (72.0 feet)
- Files [1981–1989] (57.0 feet)
- Green, Susan
- Literacy Assistant to Mrs. Bush [1987–1989] (8.0 feet)
- Plaques [1981–1989] (7.0 feet)
- Subject Files [1981–1989] (26.0 feet)
- Trip Files [1981–1989] (10.0 feet)

Barbara Bush Staff and Office Files (184.0 feet)

- Chronological Files [1981–1989] (12.0 feet)
- Correspondence Files [1981–1989] (6.0 feet)
- Daily Schedules [1981–1989] (20.0 feet)
- Event Files [1981–1989] (72.0 feet)
- Files [1981–1989] (57.0 feet)
- Plaques [1981–1989] (7.0 feet)
- Trip Files [1981–1989] (10.0 feet)

Houston Office

REPORTING HIERARCHY:

1981–1988: Houston Office; Office of the Chief of Staff to the Vice President; Office of the Vice President

EXECUTIVE OFFICER:

John M. Steel, Director 1981–1988

Betty Green, Staff Assistant 1981–1988

SUMMARY:**HOLDINGS:**

Social Security Casework Files 1981–1988 (5.0 feet)

Legal Counsel, Office of

REPORTING HIERARCHY:

1981–1985: Office of Legal Counsel; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1988: Counselor's Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

C. Boyden Gray, Counsel to the Vice President 1981–1988

SUMMARY:

Known as the Office of Legal Counsel 1980–1985 and as Counselor's Office 1985–1989, the office provided legal advice to the Vice President and his staff, served as liaison to the Department of Justice and the legal counsels of government agencies, dealt with ethical matters and conflicts of interest, and advised the VP on official and personal legal affairs, legislation, and Supreme Court cases.

HOLDINGS:

Please see "Counselor's Office"

Legislative Affairs Office

REPORTING HIERARCHY:

1985–1988: Legislative Affairs Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Joseph W. Hagin, Assistant to the Vice President for Senate Affairs 1983; Assistant to the Vice President for Congressional Relations/Legislative Affairs 1984–4/1985

Jennifer A. Fitzgerald, Executive Assistant to the Vice President and Assistant for Legislative Affairs 4/1985–1988

SUMMARY:

Known as Legislative Affairs Office 1986–1989, and Congressional Relations (Senate Office) 1980–1985.

HOLDINGS:

Alvarado, Susan*

Legislative Assistant 1980–1982 (1.0 feet) [MIA 6/2004]

Casework Files 1985–1988* (58.0 feet)

Flag Requests (2.0 feet)

Hill Files* (11.0 feet)

Hill Files—Flag Requests (1.0 feet)

Hill Files—House (4.0 feet)

Hill Files—Outgoing Correspondence, 1981–1982 (2.0 feet)

Hill Files—Senate (2.0 feet)

Hill Files—Trip Files, 1981–1983 (3.0 feet)

Memorandums, 1981 (2.0 feet)

National Narcotics Border Interdiction System (NNBIS)

REPORTING HIERARCHY:

1983–1988: National Narcotics Border Interdiction System (NNBIS); Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

George H.W. Bush, Chairman 1983–1988

Admiral Daniel J. Murphy, Working Group Chairman 1983–1988

SUMMARY:

In March 1983, President Ronald W. Reagan announced the formation of the National Narcotics Border Interdiction System (NNBIS) to interdict the flow of narcotics into the United States. Vice President George H. W. Bush headed the Executive Board and Admiral Daniel J. Murphy, Bush's Chief of Staff, served as chairman of the working group. NNBIS members included ranking officials from the Departments of State, Defense, Treasury, Justice, Transportation, the Central Intelligence Agency, the U.S. Attorney General, the Office of the Counselor to the President, and the Director of the White House Drug Abuse Policy Office. The NNBIS coordinated the work of Federal agencies with existing responsibilities for seaborne, airborne, and cross-border interdiction of narcotics, complementing but not replicating the duties of the regional Department of Justice Drug Enforcement task forces. NNBIS offices included a headquarters in Washington, D.C. and six regional offices in Miami, New Orleans, El Paso, New York, Chicago and Long Beach, California.

HOLDINGS:

Confidential Files (13.0 feet)

National Security Affairs, Office of

REPORTING HIERARCHY:

1981–1988: National Security Affairs Office, Office of the Chief of Staff to the Vice President; Office of the Vice President

EXECUTIVE OFFICER:

Nancy Bearg Dyke, Assistant for National Security Affairs 1980–1982

Donald P. Gregg, Assistant to the Vice President for National Security Affairs 1983–1988

SUMMARY:

The office of National Security Affairs served as the Vice President's primary advisor on domestic, foreign, and military affairs related to national security.

HOLDINGS:

Gregg, Donald P.—Confidential Files (141.0 feet)

Operations, Administration, and Staff Secretary, Office of

REPORTING HIERARCHY:

1985–1988: Staff Secretary; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1988–1989: Staff Secretary; Office of Operations; Office of the Chief of Staff to the Vice President; Office of the Vice President

EXECUTIVE OFFICER:

Thomas J. Collamore, Deputy Assistant to the Vice President and Staff Secretary 1985–1989

SUMMARY:

HOLDINGS:

Collamore, Thomas J.

Deputy Assistant to the Vice President and Staff Secretary 1985–1989. Material consists of Subject Files, Chronological Files, Memoranda Files, Schedule Files, Personnel Files, and Campaign Files (112.0 feet)

Policy Office *

REPORTING HIERARCHY:

1981–1985: Domestic Policy Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1988: Policy Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Thaddeus A. Garrett, Jr., Assistant for Domestic Policy 1981–1982

J. Steven Rhodes, Assistant to the Vice President for Domestic Policy 1983–4/1985

Frederick N. Khedouri, Assistant to the Vice President for Policy and Deputy Chief of Staff 4/1985–3/1987

Charles W. Greenleaf, Jr., Assistant to the Vice President for Policy and Deputy Chief of Staff 3/1987–1988

SUMMARY:

HOLDINGS:

Gall, Mary S. (9.0 feet)

Assistant Domestic Advisor to the Vice President

Garrett, Thaddeus A., Jr. (7.0 feet)

Assistant for Domestic Policy 1981–1982

General Files (3.0 feet)

Greenleaf, Charles W., Jr. (16.0 feet)

Assistant to the Vice President for Policy and Deputy Chief of Staff 3/1987–1988

Subject Files, 1985–1988 (10.0 feet)

Press Office*

REPORTING HIERARCHY:

1980–1988: Press Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1988: Office of Press Relations; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Peter E. Teeley, Press Secretary 1980–4/1/1985

Marlin M. Fitzwater, Assistant to the Vice President and Press Secretary 4/1985–1987

Stephen T. Hart, Assistant to the Vice President for Press Relations 1987–8/1988

Kristen Taylor, Special Assistant to the Vice President for Press Relations 8/1988–1989

SUMMARY:

Press Office responsibilities included speaking officially for the administration, coordinating daily press briefings, issuing copies of the VP's official statements, scheduling the President's interviews with the media, dealing with the press, and coordinating logistics for press travel.

HOLDINGS:

Speechwriter Files (40.0 feet)*

Speech Files 1981–1987 (23.0 feet)

Speech Research Files (6.0 feet)

Speech Backup Files (2.0 feet)

Detchon, Reid Files (2.0 feet)

Audio-Visual File (1.0 feet)

VP Speech Briefing Files 1985–1987 (1.0 feet)

Buckley, Chris 1981–1982 (1.0 feet)

McIntyre, Mark (2.0 feet)

Miscellaneous Office Diskettes and A/V Materials (1.0 feet)

White House News Summaries 1981–1989 (11.0 feet)

Weekly Compilation of Presidential Documents 1984–1988 (4.0 feet)

Press Clipping File 1981–1989 (9.0 feet)

Press Release File 1980–1986 (3.0 feet)

Subject Files (7.0 feet)

Teeley, Peter E.

Press Secretary 1980–4/1985. Material consists of Chronological Files, Subject Files, Press Releases, Clippings, Audio-Visual Material, and Magazine Files 1980–1982. (28.0 feet)

Fitzwater, Marlin M.

Assistant to the Vice President and Press Secretary 4/1985–1987. Material consists of Chronological Files, Subject Files, and Briefing Papers 1985–1987. (3.0 feet)

Green, Shirley M.

Deputy Press Secretary 1980–1986. Material consists of Chronological Files, Correspondence, and Schedules 1983–1985. (3.0 feet)

VP Schedules, Article, Transcripts, Travel Summaries, and Correspondence 1984–1988 (3.0 feet)

Taylor, Kristen

Special Assistant to the Vice President for Press Relations 8/1988–1989 (1.0 feet)

Hart, Stephen T.

Assistant to the Vice President for Press Relations 1987–8/1988. Material consists of Chronological Files, Correspondence, Subject Files, and Press Releases 1986–1989. (5.0 feet)

Walsh, Sean

Staff Assistant 1988–1989. Material consists of Subject Files, Clippings, Guidance Files, and News Clips. (9.0 feet)

News Clips Files 1980–1988 (5.0 feet)

Lewis, Linda

Secretary 1981–1983. Material consists of Dictation Notebooks. (1.0 feet)

Remarks/Interview File—audiocassette tapes (6.0 feet)

Audio Files—audio cassette tapes (6.0 feet)

Video Files—videocassette tapes (11.0 feet)

Photograph Request Files (12.0 feet)

Records Management, White House Office of (WHORM)

(Please note that some of the codes for WHORM Subject File for the Vice President changed during 1985.)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

The White House Office of Records Management (WHORM) served as the central filing office for White House records. The office received records from White House staff members, tracked White House documents using subject file codes, and scanned documents onto an optical disk system. The primary purpose of the entire operation was to provide document storage and retrieval for the White House staff and to respond efficiently and speedily to requests from White House staffers for records. .

HOLDINGS:

Subject File—Agriculture (AG) 1981–1989 (.5 feet)

Subject File—Arts (AR) 1981–1989 (.25 feet)

Subject File—Atomic / Nuclear (AT) 1981–1989 (.25 feet)

Subject File—Business / Economics (BE) 1981–1989 (2.75 feet)

Subject File—Civil Aviation (CA) 1981–1989 (.25 feet)

Subject File—Commodities (CM) 1981–1989 (.5 feet)

Subject File—Countries (CO) 1981–1989 (6.75 feet)

Subject File—Disasters (DI) 1981–1989 (.25 feet)

Subject File—Education (ED) 1981–1989 (.75 feet)

Subject File—Employment (EM) 1981–1985 (2.0 feet) (The EM category ends in 1985)

Subject File—Endorsements (EN) 1981–1985 (2.25 feet) (After 1985 EN filed as part of ED)

Subject File—Federal Aid (FA) 1981–1989 (.5 feet)

Subject File—Federal Government (FE) 1981–1989 (.5 feet)

Subject File—Federal Government (FG) 1981–1989 (7.0 feet)

Subject File—Finance (FI) 1981–1989 (4.75 feet)

Subject File—Foreign Affairs (FO) 1981–1989 (2.75 feet)

Subject File—Gifts (GI until 1985) (VG from 1985 until 1989) 1981–1989 (5.25 feet)

Subject File—Health (HE) 1981–1989 (2.25 feet)

Subject File—Highways / Bridges (HI) 1981–1989 (.167 feet)

Subject File—Holidays (HO) 1981–1989 (.167 feet)

Subject File—Housing (HS) 1981–1989 (.667 feet)

Subject File—Human Rights (HU) 1981–1989 (.833 feet)

Subject File—Immigration / Naturalization (IM) 1981–1989 (1.167 feet)

Subject File—Indian Affairs (IN) 1981–1989 (.167 feet)

Subject File—Insurance (IS) 1981–1989 (.167 feet)

Subject File—International Organizations (IT) 1981–1989 (.5 feet)

Subject File—Invitations (IV until 1985) (VI from 1985 until 1989) 1981–1989 (78.5 feet)

Subject File—Judicial-Legal Matters (JL) 1981–1989 (1.75 feet)

Subject File—Labor / Management (LA) 1981–1989 (.75 feet)

Subject File—Legislation (LE) 1981–1989 (.25 feet)

Subject File—Local Government (LG) 1981–1989 (.25 feet)

Subject File—Lists (LS) 1981–1985 (.25 feet) (The LS category ends in 1985)

Subject File—Medals / Awards (MA) 1981–1989 (.25 feet)

Subject File—Meetings / Conferences (MC) 1981–1989 (.25 feet)

Subject File—Messages (ME until 1985) (VM from 1985 until 1989) 1981–1989 (9.5 feet)

Subject File—National Defense (ND) 1981–1989 (3.0 feet)

Subject File—Natural Resources (NR) 1981–1989 (1.0 feet)

Subject File—Parks / Monuments (PA) 1981–1989 (.25 feet)

Subject File—Peace (PC) 1981–1989 (.25 feet)

Subject File—Personnel Management (PE) 1981–1989 (1.25 feet)

Subject File—Postal Service (PO) 1981–1989 (.25 feet)

Subject File—President (PP) 1981–1989 (.167 feet)

Subject File—Procurement (PQ) 1981–1989 (.167 feet)

Subject File—Public Relations (PR until 1985) (VR from 1985 until 1989) 1981–1989 (11.33 feet)

Subject File—Publications (PU) 1981–1989 (.5 feet)

Subject File—Real Property (RA) 1981–1989 (.5 feet)

Subject File—Recreation / Sports (RE) 1981–1989 (.25 feet)

Subject File—Religious Matters (RM) 1981–1989 (1.0 feet)

Subject File—Safety / Accident Prevention (SA) 1981–1989 (.167 feet)

Subject File—Sciences (SC) 1981–1989 (.167 feet)

Subject File—Social Affairs (SO) 1981–1989 (.5 feet)

Subject File—Speeches (SP until 1985) (VS from 1985 until 1989) 1981–1989 (1.3 feet)

Subject File—State Governments (ST) 1981–1989 (.833 feet)

Subject File—Trade (TA) 1981–1989 (1.333 feet)

Subject File—Transportation (TN) 1981–1989 (.5 feet)

Subject File—Trips (TR until 1985) (VT from 1985 until 1989) 1981–1989 (6.167 feet)

Subject File—Utilities (UT) 1981–1989 (.25 feet)

Subject File—Veterans Affairs (VA) 1981–1989 (.5 feet)

Subject File—Vice President's Office (VS until 1985) (VO from 1985–1989) 1981–1989 (1.167 feet)

Scheduling Office *

REPORTING HIERARCHY:

1981–1983: Appointments & Scheduling Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1984–1985: Scheduling & Advance Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1985–1988: Scheduling Office; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1988–1989: Scheduling Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

Jennifer A. Fitzgerald, Assistant to the Vice President for Appointments & Scheduling 1981–1982

Daniel Sullivan, Assistant to the Vice President for Scheduling & Advance 1983–1985

Andrea L. Fischer, Deputy Assistant to the Vice President for Scheduling, 1985

Deborah J. Hutton, Special Assistant to the Vice President and Director of Scheduling 1986–3/1987

Hector Irastorza, Special Assistant to the Vice President and Director of Scheduling 3/1987–1988

SUMMARY:

The Office of Appointments & Scheduling was responsible for all aspects of the Vice President's calendar. The office was known as Appointments & Scheduling Office 1981–1983, Scheduling & Advance Office 1984–1985, and Scheduling Office, 1986–1989. Arrangement is complicated by the fact that Jennifer A. Fitzgerald retained responsibility for the Vice President's local scheduling and appointments even after leaving the Scheduling Office in 1982, while out-of-town scheduling was handled by Daniel Sullivan in the Scheduling & Advance Office.

HOLDINGS:

Block Calendars, Regret Logs, Event Sheets, and Schedules 1981–1986 (7.0 feet)

Correspondence Files, Chronological 7/1985–12/1989 (12.0 feet)

Correspondence Files, State (6.0 feet)

Event Files 1985–1988 (8.0 feet)

Fischer, Andrea L.

Deputy to the Assistant for Scheduling 1985 (1.0 feet)

Fitzgerald, Jennifer A.

Assistant for Appointments & Scheduling, 1981–1982. Material consists of Schedules 1980–1987, President's Weekly Updates 1981–1982, Invitation Files 1981–1986, General, Legislative, and Congressional Correspondence 1981–1988, Correspondence re Railroad Retirement COLA 1985, Reagan-Bush Campaign Correspondence 1984, Smithsonian Institution—Correspondence, Minutes, Proceedings 1981–1985, Mail Received 1981–1982, Memorandums 1981–1987, Travel

Advisories 1983–1984, Appointment Requests 1980–1984, Telephone Logs 1985, and Subject File 1981–1988. (76.0 feet)

Hutton, Deborah J.

Special Assistant to the Vice President and Director of Scheduling 1986–3/1987 (2.0 feet)

Rollins, Ed

Material consists of VP Daily Schedules 1/1981–12/1988. (17.0 feet)

Schedule Backup Files 1985–1989 (21.0 feet)

Sullivan, Daniel

Assistant to the Vice President for Scheduling & Advance 1983–1985. Material consists of Chronological Correspondence 1/1982–9/1984; Scheduling and Mail 1983–1984. (7.0 feet)

Sullivan, Daniel & Jennifer A. Fitzgerald

Material consists of Events Files 6/1982–5/1985 and Event Sheets 1984–1987. (11.0 feet)

Secret Service, United States

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

Material consists of VP Residence sign-in sheets, clearance lists, and guest lists, 1981–1988.

HOLDINGS:

Appointments Records and Clearance Records (7.0 feet)

South Florida Task Force (SFTF)

REPORTING HIERARCHY:

1982–198?: South Florida Task Force, Office of the Vice President

EXECUTIVE OFFICER:

George H.W. Bush, Director 1982–198?

SUMMARY:

In January 1982, President Ronald W. Reagan appointed Vice President George H. W. Bush to head the South Florida Task Force to counter the activities of drug traffickers in the Miami area. The task force was comprised of representatives of nineteen federal, state and local law enforcement and drug control agencies, and the armed forces.

HOLDINGS:

Armstrong, Meredith, Subject Files

Task Force on South Florida (NNBIS) (3.0 feet)

Staff Assistant for Military Academies and Correspondence

REPORTING HIERARCHY:

1981–1989: Staff Assistant for Military Academies and Correspondence; National Security Affairs Office; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

SCPO Walter Atzert, Staff Assistant for Military Academies and Correspondence 1981–1982
CPO G. Robert Abbott, Staff Assistant for Military Academies and Correspondence 1983–1986
YNCS Charles Horvath, Staff Assistant for Military Academies and Correspondence 1987–1989
YNCS Victoria Potter, Staff Assistant for Military Academies and Correspondence 1988–1989

SUMMARY:

The office staff consisted of enlisted military personnel who screened applications and answered correspondence from military academy applicants.

HOLDINGS:

Academy Mail 1981–1989 (24.0 feet)

Staff Secretary, Office of the

REPORTING HIERARCHY:

1985–1988: Staff Secretary; Assistant to the Vice President and Deputy to the Chief of Staff; Office of the Chief of Staff to the Vice President; Office of the Vice President.

1988–1989: Staff Secretary; Office of Operations; Office of the Chief of Staff to the Vice President; Office of the Vice President

EXECUTIVE OFFICER:

Thomas J. Collamore, Deputy Assistant to the Vice President and Staff Secretary 1985–1989

SUMMARY:

HOLDINGS:

Please see "Operations, Administration, and Staff Secretary, Office of"

Task Force on Combating Terrorism*

REPORTING HIERARCHY:

1985–1987: Task Force on Combating Terrorism; Office of the Vice President.

EXECUTIVE OFFICER:

George H.W. Bush, Chairman 1985–1987

Admiral James L. Holloway III, Executive Director 1985–1987

SUMMARY:

In July 1985, President Ronald W. Reagan appointed Vice President George H. W. Bush to head the Task Force on Combating Terrorism; a cabinet-level group assigned to review and evaluate the effectiveness of U.S. policy and programs to combat terrorism. The Task Force issued its original report on December 20, 1985. On March 4, 1987, the President asked the Vice President to reconvene the Task Force to review policy for combating terrorism and to evaluate the effectiveness of programs. This report was forwarded to the President on June 2, 1987.

HOLDINGS:

Task Force on Combating Terrorism

General Office Files (3.0 feet)

Task Force on Regulatory Relief*

REPORTING HIERARCHY:

1981–1988: Task Force on Regulatory Relief; Office of the Vice President.

EXECUTIVE OFFICER:

George H.W. Bush, Chairman 1981–1988

SUMMARY:

In January 1981, President Ronald W. Reagan appointed Vice President George H. W. Bush to head the Task Force on Regulatory Relief. Other members were cabinet-level officials and members of Bush's Office of Legal Counsel. The Task Force studied and reviewed present and past regulations and recommended appropriate executive and legislative remedies when the regulations imposed unnecessary burdens and discouraged effective productivity. The Task Force also emphasized interagency cooperation to end excessive regulation. The Task Force issued its summary report in August 1983. The work of the Task Force was continued and expanded during Bush's Presidential Administration through his Council on Competitiveness, chaired by Vice President J. Danforth Quayle.

HOLDINGS:

Agency Recommendation Summary Files (3.0 feet)

Blake, Frank Files

Deputy Legal Counsel 1983–1988 (11.0 feet)

Breeden, Richard C.

Deputy Legal Counsel 1983–1988 (14.0 feet)

Business Files (12.0 feet)

Collins, W. Dale (4.0 feet)

Computer Files (1.0 feet)

Congressional Submittal Files (1.0 feet)

Correspondence Files (1.0 feet)

Educational Institution Files/Bar Files (1.0 feet)

Executive Order Project Files (2 feet)

Final Agency Report Files (1.0 feet)

Gray, C. Boyden

Legal Counsel, 1981–1988 (18.0 feet)

Interest Group Files including consumer, environment, farm, and labor (2.0 feet)

Kenny, Jane

Caseworker, Office of Congressional Relations 1982–1988 (4.0 feet)

Numbered Files (25.0 feet)

Regulatory Black Book Files (5.0 feet)

State and Local Government Files (4.0 feet)

Stottlemeyer, David

Deputy Legal Counsel 1983–1988 (2.0 feet)

Task Force Chronological Files as of 1/20/1983 (1.0 feet)

Task Force Report Files (3.0 feet)

Task Group on Regulation of Financial Services (5.0 feet)

Travel Office

REPORTING HIERARCHY:

1981–1988: Travel Office; Office of Administration; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:**SUMMARY:****HOLDINGS:**

Please see "Administration, Office of"

VICE PRESIDENT, OFFICE OF THE

REPORTING HIERARCHY:

1981–1988: Travel Office; Office of Administration; Office of the Chief of Staff to the Vice President; Office of the Vice President.

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Please see "Administration, Office of"

Dan Quayle Vice Presidential Records

Unassigned Holdings

HOLDINGS:

Americans with Disabilities Act (ADA) / Housing & Urban Development (HUD) [1989–1993] (1.0 feet)

Administrative Files [1989–1993] (1.0 feet)

Air Force Two Files [1989–1993] (6.0 feet)

Books [1989–1993] (11.0 feet)

Casework Files [1989–1993] (7.0 feet)

Congress [1989–1993] (1.0 feet) *

Environmental Issues [1989–1993] (1.0 feet)

Files [1989–1993] (247.0 feet)

FOIA Information [1989–1993] (1.0 feet)

Foreign Trip Files [1989–1993] (3.0 feet)

Gift Forms [1989–1993] (9.0 feet)

Invitations (Open and Regretted) [1989–1993] (117.0 feet)

Master Calendar [1989–1993] (2.0 feet)

Microfilm Tapes [1989–1993] (1.0 feet)

Miscellaneous Records [1989–1993] (36.0 feet)

Oversize Materials [1989–1993] (10.0 feet)

Privatization [1989–1993] (2.0 feet)

Quayle Speeches [1989–1993] (7.0 feet) *

Reports to President of the Senate [1989–1993] (1.0 feet)

Resolutions 4/89–4/90 (1.0 feet)

Secret Service Guest Slips [1989–1993] (1.0 feet)

Speech Preparation [1989–1993] (2.0 feet)

Subject Files [1989–1993] (1.0 feet)

Summer Intern Files [1989–1993] (1.0 feet)

Trip Files [1989–1993] (3.0 feet)

Vice President's Briefing Books [1989–1993] (23.0 feet)

Vice President's Daily Schedule [1989–1993] (24.0 feet)

Vice President's Papers [1989–1993] (5.0 feet)

Wetlands [1989–1993] (6.0 feet)

Administration, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

Goodling, Rob *

Deputy Director of Administration 11/89–4/92

Director of Administration 4/92–10/92 (12.0 feet)

SUMMARY:

HOLDINGS:

Goodling, Rob, Files

Administration Files (1.0 feet)

Personnel Files (1.0 feet)

Staff Travel File (1.0 feet)

Subject Files (1.0 feet)

Trip Files (9.0 feet)

VP Travel Files (16.0 feet)

1989 Transition Files (1.0 feet)

Advance, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

Whitney, Craig *

Deputy Assistant to the Vice President and Deputy Director of Advance 6/91–10/92

Assistant to the Vice President and Director of Advance 10/92 (14.0 feet) **SUMMARY:**

SUMMARY:

HOLDINGS:

Whitney, Craig, Files

Advance Trip Schedules Files (14.0 feet)

Foreign Trip Schedule File (6.0 feet)

Assistant to the Vice President and Deputy Chief of Staff Administration / Staff Secretary

(This office was divided into smaller offices between November 1989 and May 1990)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Coupland, Loretta

Receptionist / Staff Assistant 3/89–1/91

Director of Constituent Requests 1/91–10/92

[Amount of material described at her listing under "Staff Secretary"]

Dugan, Myrna

Special Assistant to the Vice President and Staff Secretary 3/89–10/92

[Amount of material described at her listing under "Staff Secretary"]

Goodling, Rob *

Deputy Director of Administration 11/89–4/92

Director of Administration 4/92–10/92

[Amount of material described at his listing under "Administration"]

Ryder, David J.

Assistant to the Vice President and Deputy Chief of Staff 3/89–11/89 (1.0 feet)

Willis, Dacia *

Correspondence Manager 3/89–6/91

Deputy Staff Assistant 6/91–10/92

[Amount of material described at her listing under "Staff Secretary"]

Zoeller, Greg

Staff Assistant to the Vice President and Director of Public Liaison 11/89–5/90

Assistant to the Vice President and Director of Public Liaison 5/90–1/91

[Amount of material described at his listing under "Deputy Chief of Staff"]

Chief of Staff

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Guttman, Robert

Chief of Staff to the Vice President 3/89 (1.0 feet)

Kristol, William*

Assistant to the Vice President for Domestic Policy 3/89–11/89

Chief of Staff 11/89–10/92 (6.0 feet)

Correspondence Materials

(Material neither created nor maintained by any particular office)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Alpha File of Correspondence 1992–1993 (22.0 feet)

Christmas Cards [1989–1993] (15.0 feet)

CMS Correspondence [1989–1993] (15.0 feet)

Comment Sheets [1989–1993] (1.0 feet)

Congratulatory Letters [1989–1993] (2.0 feet)

Constituent Responses [1989–1993] (2.0 feet)

Incoming Correspondence [1989–1993] (18.0 feet)

Letter Chronological [1989–1993] (5.0 feet)

Mail [1989–1993] (103.0 feet)

Mail and Awards Received [1989–1993] (2.0 feet)

Marilyn Quayle Cards [1989–1993] (2.0 feet)

Message Requests [1989–1993] (2.0 feet)

Routine Mail 1989–1990 (14.0 feet)

Student Mail [1989–1993] (8.0 feet)

Council on Competitiveness

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Competitiveness Council Files [1989–1993] (23.0 feet) *

Copies from request of Representative Ted Weiss (NY) for documents re: Interaction between the Council on Competitiveness and the Food and Drug Administration 1989–1991 (2.0 feet)

Gattuso, James *

Associate Director of the Council on Competitiveness 1/91–4/92 (15.5 feet)

Hagerty, William *

White House Fellows—Council on Competitiveness, DATE UNKNOWN (1.0 feet)

Hubbard, Allan B. *

Assistant to the Vice President for Domestic Policy and Executive Director of the Council on Competitiveness, 1/91–6/91

Deputy Chief of Staff and Director of the Council on Competitiveness 6/91–4/92 (9.0 feet)

McIntosh, David *

Deputy Counselor to the Vice President 11/89–5/90

Deputy Counsel to the Vice President 5/90–1/91

Deputy Director of the Council on Competitiveness 1/91–6/91

Assistant to the Vice President for Domestic Policy, and Deputy Director of the Council on Competitiveness, 6/91–4/92

Assistant to the Vice President for Domestic Policy, and Executive Director of the Council on Competitiveness, 4/92–10/92 (8.5 feet)

Counselor's Office

(Office in this incarnation existed only for the November 1989 telephone directory)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

McIntosh, David *

Deputy Counselor to the Vice President 11/89–5/90

Deputy Counsel to the Vice President 5/90–1/91

[Amount of material described at his listing under "Council on Competitiveness"]

Deputy Chief of Staff

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Shattan, Joseph

Speechwriter 3/89–5/90

Speechwriter (in the Domestic Policy Office) 5/90–6/91 (3.0 feet)

Zoeller, Greg

Staff Assistant to the Vice President and Director of Public Liaison 11/89–5/90

Assistant to the Vice President and Director of Public Liaison 5/90–1/91 (2.0 feet)

Domestic Policy, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Kristol, William *

Assistant to the Vice President for Domestic Policy 3/89–11/89

Chief of Staff 11/89–10/92

[Amount of material described at his listing under "Chief of Staff"]

Shattan, Joseph

Speechwriter 3/89–5/90

[Amount of material described at his listing under "Deputy Chief of Staff"]

Legal Counsel, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Edward, John

POSITION UNKNOWN (2.0 feet)

Files [1989–1993] (58.0 feet) *

Fischer, Llewellyn *

Deputy Counsel to the Vice President 6/91–10/92 (42.0 feet)

Howard, John *

Deputy Counsel to the Vice President 1/91–6/91

Counsel to the Vice President 6/91–10/92 (4.0 feet)

Legislative Affairs, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Gribbin, William

Assistant to the Vice President for Legislative Affairs and Executive Assistant to the Vice President 3/89– 11/89

Assistant to the Vice President for Legislative Affairs 11/89–10/92 (1.0 feet)

Mrs. Quayle's Office

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Clippings 1989–1993 (1.0 feet)

Disaster Files 1989–1993 (11.0 feet)

Handel, Karen Walker

Executive Assistant to Mrs. Quayle 5/90–6/91

Breast Cancer Awareness Assistant 6/91–10/92

Deputy Chief of Staff 10/92 (1.0 feet)

Knecht, Donna

Executive Assistant to Mrs. Quayle 3/89–10/92 (14.0 feet)

Marilyn Tucker Quayle Files 1989–1993 (5.0 feet)

Office Files 1989–1993 (1.0 feet)

Official Breast Cancer Files 1989–1993 (9.0 feet)

Press Files 1989–1993 (2.0 feet)

Residence Files 1989–1993 (1.0 feet)

Scheduling Files 1989–1993 (23.0 feet)

State Files 1989–1993 (4.0 feet)

Sullivan, Marguerite

Assistant to the Vice President and Chief of Staff to Mrs. Quayle 6/91–10/92 (6.0 feet)

Washington, Carolyn

Executive Assistant to Mrs. Quayle 3/89–5/90

Administrative Assistant for the Residence 5/90–10/92 (6.0 feet)

National Security Affairs, Office of

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Hilty, Joanne *

Staff Assistant 11/89–1/91

Staff Assistant and OVP Security Officer 1/91–10/92 (2.0 feet)

OVP/NSA General Mail Files [1989–1993] (2.0 feet)

National Space Council

REPORTING HIERARCHY:

1989–1992: Office of the Chief of Staff to the President; Office of the President

EXECUTIVE OFFICER:

Mark Albrecht, Executive Secretary, 4/1989– 1992

SUMMARY:

Responsible for the coordination of U.S. space strategies and for monitoring their implementation, the National Space Council was created by an act of Congress in 1988 and was established by Executive Order No. 12675 on April 20, 1989. The Council was chaired by the Vice President and was composed of cabinet-level appointees, heads of departments and agencies, and other senior officials. The Council was further supported by a sub-cabinet level interagency Policy Implementation and Review Committee (PIRC) composed of senior representatives from each member agency that evaluated recommendations from other interagency working groups. Although chaired by the VP, the National Space Council was an independent federal agency and acted as an autonomous element of the Executive Office of the President. Records pertaining to the National Space Council will be found both in Bush Presidential and Quayle Vice Presidential record groups.

HOLDINGS:

Boland, Colleen*

Administrative Specialist, 11/1989–5/1990

Chief of Administrative Services 5/90–10/92 (8.0 feet)

Press Office

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Beckwith, David

Assistant to the Vice President and Press Secretary 3/89–10/92 (21.0 feet)

Covington, George

Press Assistant (His boxes describe him as "Special Assistant to the Vice President for Disability Policy") 1/91– 10/92 (5.0 feet)

Public Liaison, Office of

(Office in its first incarnation existed only for the May 1990 Telephone Directory)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Public Liaison Files 1989–1993 (1.0 feet)

Zoeller, Greg

Staff Assistant to the Vice President and Director of Public Liaison 11/89–5/90

Assistant to the Vice President and Director of Public Liaison 5/90

[Amount of material described at his listing under "Deputy Chief of Staff"]

Scheduling Office

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Hathaway, Anne

Deputy Director of Scheduling 3/89–6/91

Deputy Assistant to the Vice President for Scheduling 6/91–10/92

Assistant to the Vice President for Scheduling and Public Liaison 10/92 (29.0 feet)

Staff Secretary

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Clancy, Dean

Unspecified Position with Correspondence 5/90 (1.0 feet)

Coupland, Loretta

Receptionist / Staff Assistant 3/89–1/91

Director of Constituent Requests 1/91–10/92 (11.0 feet)

Daly, Dolores

Writer, Special Letter Response, left position 9/1/90

Correspondent 1/91–10/92 (2.0 feet)

Dugan, Myrna

Special Assistant to the Vice President and Staff Secretary 3/89–10/92 (73.0 feet)

Willis, Dacia *

Correspondence Manager 3/89–6/91

Deputy Staff Assistant 6/91–10/92 (3.0 feet)

Transition Materials

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Files 1993 (3.0 feet)

Goodling, Rob

Transition material filed under his name 1993 (14.0 feet)

Resumes 12/88–7/89 (1.0 feet)

VP-Elect Transition 1988 (1.0 feet)

Vice President's Office (West Wing)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Ferneau, Cynthia *

Executive Assistant to the Vice President 3/89–10/92 (16.0 feet)

Grace, Eva

Executive Assistant to the Vice President 3/89–11/89

Special Assistant to the Vice President 11/89–10/92 (2.0 feet)

Vice President's Office (Old Executive Office Building)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Coupland, Loretta

Receptionist / Staff Assistant 3/89–11/89

[Amount of her material described at Staff Secretary]

Grace, Eva

Executive Assistant to the Vice President 3/89–11/89

Special Assistant to the Vice President (West Wing Office) 11/89–10/92

[Amount of her material described at West Wing]

Murphy, Dan

Personal Aide and Special Assistant to the Vice President 3/89–6/91 (10.0 feet)

White House Office of Records Management (WHORM)

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

Vice Presidential Subject Files 1989–1990 (2.0 feet)

Vice Presidential Subject Files 1991 (1.0 feet)

Federal Records

REPORTING HIERARCHY:

EXECUTIVE OFFICER:

SUMMARY:

HOLDINGS:

National Commission on America's Urban Families 1992–1993 (7.2 feet)

National Narcotics Border Interdiction System [1989–1993] (13.0 feet)

Office of Consumer Affairs [1989–1993] (39.2 feet)

White House Conference on Global Change 1992 (3.2 feet)

Donated Historical Materials

HOLDINGS:

- George Bush Papers (592.23 feet) *
- George Bush Personal Papers (88.5 feet) *
- World War II Correspondence 1942–1948 (.7 linear feet) **
- Zapata Oil Files, 1943–1983 (10.4 linear feet) **
- Congressional Files, 1963–1971 (1.2 linear feet) **
- United Nations Files, 1971–1972 (1.2 linear feet) **
- Republican National Committee Files, 1972–1974 (2.0 linear feet) **
- China File, 1974–1975 (4.4 linear feet) **
- CIA Files, 1975–1978 (3.2 linear feet) **
- Prescott Bush Materials (.2 linear feet) **
- Dorothy Walker Bush Materials (.2 linear feet) **
- Personal Files (November 1986–January 1988) (7.0 feet)
- Subject Files (3.0 feet)
- Political Files from West Wing (November 1991–December 1992) (2.0 feet)
- Personal Subject File (4.0 feet)
- Personal Trips 1977 (2.0 feet) Personal Files (1974–1982) (10.0 feet)
- Houston Office Files (1993–) (22.0 feet)
- Personal Papers (11.0 feet)
- Appointment and Address Books (2.0 feet)
- Miscellaneous Personal Records (4.0 feet)
- George Bush Post-Presidential Collection (1993–present) (202.72 feet)
- George Bush for President 1980 (64.0 feet)
- George Bush Vice Presidential Daily Files [1981–1989] (85.0 feet)
- George Bush Presidential Daily Files 1989–1993 (92.0 feet)
- White House Office of Records Management (WHORM) Presidential Subject File
 - Subject File—Political Affairs (PL) 1989–1993 (12.8 feet)
 - Subject File—Presidential Personal (PP) 1989–1993 (35.46 feet)
- White House Office of Records Management (WHORM) Vice Presidential Subject File
 - Subject File—Political Affairs (PL) 1981–1989 (6.75 feet)
 - Subject File—Vice President (Personal) (VP) 1981–1989 (5.0 feet)

- Bush/Quayle 1988 Campaign (729.0 feet)

- Bush/Quayle 1992 Campaign (576.0 feet)

- George W. Bush Collection (52.0 feet)

- Barbara Bush Collection (4.0 feet)

- Dorothy Koch Collection (1.4 feet)

- Jeremy Shane Collection (.8 feet)

- David Hoffman Collection (7.6 feet) **

- John Rote Collection (.1 feet) **

Charles (Chase) Untermeyer Collection (4.0 feet)
Jan Burmeister Collection (9.2 feet)
Victor Gold Collection (.4 feet)
Dr. Donald Senese Collection (15.4 feet)
Donald Rhodes Collection (147.0 feet)
Richard Cheney Collection (18.0 feet)
Joe Todd Collection (34.6 feet)
Transition Materials (114.0 feet)
Miller Center Oral History Project Collection (.4 feet)
Dr. Rezneat Darnell Collection (.4 feet)
Fitzgerald Bemiss Collection (1.0 feet)
William K. Reilly Collection (.4 feet)
Vivian Flynn Collection (.4 feet)
Susie Peake Collection (1.0 feet)
James Oberwetter Collection (2.0 feet)
James Cicconi Collection (.4 feet)
John S. Rivers Collection (3.0 feet)
Robert M Lee Collection (.4 feet)
Larry Flak Collection (1.3 feet)
Jean Becker Collection (.4 feet)
RG274—Records of the 1989 Presidential Inaugural (47.2 linear feet)