



George Bush Presidential Library

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Inventory for Systematic Review

Records on WHORM Subject File WH004 (Office Management, White House)

Extent

0.4 ft.; box 4

Access

Collection is open to all researchers. Access to Bush Presidential Records is governed by the Freedom of Information Act (FOIA)(5 USC 552 as amended) and the Presidential Records Act (PRA)(44 USC 22) and therefore records may be restricted in whole or in part in accordance with legal exemptions.

Copyright

Documents in this collection that were prepared by officials of the United States government as part of their official duties are in the public domain. Researchers are advised to consult the copyright law of the United States (Title 17, USC) which governs the making of photocopies or other reproductions of copyrighted material.

Provenance

Official records of George Bush's presidency are housed at the George Bush Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processed By

Staff Archivists, 1996–1997. Previously restricted materials are added as they are released.

Scope and Content

The materials in WH004 (Office Management, White House) are a systematically processed body of documents from the White House Office of Records Management (WHORM) Subject File. This secondary subject category contains correspondence primarily about mail handling and processing. The category also contains standard form letters developed in the White House as a means of answering the voluminous mail received by the President. The materials discuss the efficiency of the White House Correspondence Unit and provide general information about the operation of the correspondence unit.

System of Arrangement

Records that are responsive to this FOIA request were found in Bush Presidential Records: WHORM Subject Files.

The WHORM Subject File compiled by the White House Office of Records Management is comprised of a series of documents assigned a letter/number combination and filed in a subject category. A complete listing of the subject categories including a detailed description of each category is available in our research room and on our website at <http://bushlibrary.tamu.edu/research/find/whorm/whorm.html>.

Bush Presidential Records: WHORM Subject Files

Category	Case Number
WH004	[Entire Category Processed]

Last modified: 8/15/2014