



George W. Bush Presidential Library and Museum

2943 SMU Boulevard, Dallas, Texas 75205

www.georgewbushlibrary.smu.edu

Inventory for FOIA Request 2014-0473-F

The Personnel File of Elise Stefanik

Extent

2 folders, approximately 75 pages

Access

Collection is open to all researchers. Access to George W. Bush Presidential Records is governed by the Presidential Records Act (PRA) (44 USC 2201) and the Freedom of Information Act (FOIA) (5 USC 552, as amended) 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 W. Bush's presidency are housed at the George W. Bush Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processing by

Staff Archivists, 2015. Previously restricted materials are added as they are released. Last Modified: 02/01/2015

Scope and Content

The materials in FOIA 2014-0473-F are a selective, not necessarily all inclusive, body of documents responsive to the topic of the FOIA. Researchers should consult the archivist about related materials.

FOIA 2014-0473-F contains materials related to the personnel file of Elise Stefanik.

This FOIA primarily contains various personnel forms, including pre-employment information forms, a personnel action approval form, a separation action form, a change in employee status form, and 2008/2009 transition check-out. In addition, the resume and resignation letter of Elise Stefanik are present.

System of Arrangement

The materials in FOIA 2014-0473-F are a systematic body of documents responsive to the topic of the FOIA. Researchers should consult an archivist about related materials.

Documents responsive to this FOIA were found in these collection areas – Staff Member Office Files.

Staff Member Office Files are maintained at the folder level by staff members within their individual offices and document all levels of administration activity.

Staff Member Office Files are processed at the folder level, that is, individual documents are not selected and removed from a folder for processing. While this method maintains folder integrity, it frequently results in the incidental processing of documents that are not wholly responsive to the subject area.

The following is a list of documents and folders processed in response to FOIA 2014-0473-F:

Staff Member Office Files

Office of Administration – Office of Security and Emergency Preparedness

Personnel Security Files

Stefanik, Elise Mane [Marie] - WHO

White House Personnel, Office of

Race, Karen

Stefanik, Elise M.