



Inventory for FOIA Request 2015-0133-F

Roster of Special Government Employees (SGEs)

Extent

3 folders, approximately 125 pages / 55 assets

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, 2016. Previously restricted materials are added as they are released. Last Modified: 07/09/2020.

Scope and Content

The materials in FOIA 2015-0133-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 2015-0133-F contains materials related to a roster of special government employees (SGEs).

This FOIA primarily contains general information regarding special government employees (SGEs) as well as three specific SGEs during the George W. Bush administration – Gary Andres, Sandy Kress, and Henry Lozano. These records are formal regulations regarding the hiring and employment of special government employees by government agencies, blank forms, administrative forms, resumes and biographical information, and handwritten notes. Also included are memos to the president and related documents regarding approved presidential

appointments to the board of directors for the Corporation for National & Community Service. Additionally, the electronic assets include spreadsheets and databases listing White House employees, including their titles and dates of service.

System of Arrangement

The materials in FOIA 2015-0133-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 –White House Office of Records Management (WHORM) Subject Files, Staff Member Office Files, and George W. Bush Presidential Electronic Records.

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.

WHORM Subject Files are processed at the document level.

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 www.georgewbushlibrary.smu.edu

The Executive Office of the President (EOP) instance of the Electronic Records Archive (ERA) contains electronic records created or received by President George W. Bush. These records are stored in Search and Access Sets (SAS) that represent their originating computer program, such as Exchange Email or the Worker and Visitor Entry System (WAVES). In addition to records captured from the White House's electronic systems, EOP-ERA also contains records from the home and shared drives used by White House staff.

The following is a list of electronic search results lists (SRLs) and folders processed in response to FOIA 2015-0133-F:

George W. Bush Electronic Records

OA contains 46 assets

WHO contains 9 assets

George W. Bush Textual Records

Box 1

Records Management, White House Office of

Subject Files - FG507 (Corporation for National & Community Service)

576429

Staff Member Office Files

Counsel's Office, White House

Berenson, Bradford (Brad)

Legislative Affairs SGE (Special Government Employees) & Volunteer
Shepherds

White House Personnel, Office of

Race, Karen

Special Government Employees (SGEs)