



Inventory for FOIA Request 2015-0154-F

Manuals, Forms, and Guides for Planning Presidential Events

Extent

87 folders, approximately 7,608 pages / 62 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: 07/21/2020.

Scope and Content

The materials in FOIA 2015-0154-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 2015-0154-F contains manuals, forms, and guides for planning presidential events from the White House Office of Advance and the White House Office of Appointments and Scheduling.

This FOIA primarily contains drafts and various final versions of the manuals for the White House Office of Advance and the White House Office of Appointments and Scheduling. These draft and final manuals include descriptions of the work performed by the different staff members in each office, standard forms utilized by the offices, procedures for performing the work required by the office staff, and standard memoranda describing scheduling procedures,

vetting procedures, reoccurring events on President Bush's schedule, submitting information for the Presidential Daily Diary, and other administrative functions. Legacy versions of the White House Advance Manual from the Clinton administration, as well as the White House Staff Manual from the George H.W. Bush administration are also present. Various versions of the White House Staff Manual contain administrative procedures and policies related to working in the White House such as parking, scheduling events and office space, and requesting presidential messages, as well as general descriptions of the numerous offices and components within the Executive Office of the President. These materials were limited to those from the White House Office of Advance and the White House Office of Appointments and Scheduling. Electronic records consist of checklists and manuals White House staff used to prepare for Presidential trips, as well as training materials for White House staff.

System of Arrangement

The materials in FOIA 2015-0154-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 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.

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 2015-0154-F:

George W. Bush Electronic Records

OA contains 10 assets

WHO checklist contains 30 assets

WHO manuals contains 22 assets

George W. Bush Textual Records

Box 1

Staff Member Office Files

Advance, White House Office of

Evensen, Janette

Binder - Presidential Advance Manual, October 2001

Presidential Advance Manual, May 2005

Binder - WH Staff Manual [1]

Binder - WH Staff Manual [2]

Binder - White House Advance Office, Legacy Book 2000

Binder - White House Staff Manual, July 2002 [1]

Binder - White House Staff Manual, July 2002 [2]

General Files

Binder - Advance Manual Notebook

Binder - Craig Ray, Special Assistant to the President and Deputy Director of Advance for Event Coordination

Press Advance Manual, August 2002

Binder - Proposed Presidential Travel Support System

Nieto, Jeanette

Diskette - 2003 PEP Forms/Guidelines

Diskette - Manual1 - Advance Manual - Domestic - International

Diskette - PEP PPT. Advance Seminar, August 2002

Presidential Advance Manual, May 2005

Wendel, Matthew

Campaign Advance Manual

Appointments and Scheduling, White House Office of

Atlas, Nathan - Scheduling Files

Binder - Office of Presidential Appointments and Scheduling [Manual]

Box 2

Appointments and Scheduling, White House Office of

Atlas, Nathan - Scheduling Files

Binder - Office of Presidential Appointments and Scheduling Manual [1]

Binder - Office of Presidential Appointments and Scheduling Manual [2]

Binder - Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002 [1]

Binder - Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002 [2]

Bennett, Melissa

Binder - Office of Presidential Appointments and Scheduling Staff Assistant [Manual] [1]

Binder - Office of Presidential Appointments and Scheduling Staff Assistant [Manual] [2]

Berkowitz, Jeffrey

Diskette - Event Greeter Research Procedures Manual

Office of Presidential Appointments and Scheduling [Manual]

Carroll, Jamie

[Office of Presidential Appointments and Scheduling Manual] [1]

[Office of Presidential Appointments and Scheduling Manual] [2]

Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002

Binder - Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002 [Binder 1]

Box 3

Appointments and Scheduling, White House Office of

Carroll, Jamie

Binder - Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002 [Binder 2] [1]

Binder - Office of Presidential Appointments and Scheduling [Manual], Revised Summer 2002 [Binder 2] [2]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 1]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 2]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 3]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 4]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 5]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 6]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 7]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 8]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 9]

Box 4

Appointments and Scheduling, White House Office of

Carroll, Jamie

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 10]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 11]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 12]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 13]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 14]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 15]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 16]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 17]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 18]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 19]

Box 5

Appointments and Scheduling, White House Office of

Carroll, Jamie

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 20]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised

Summer 2003 [Binder 21]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 22]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Binder 23]

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003 [Blair's Copy]

[Office of Presidential Appointments and Scheduling Manuals and Related Material] [1]

[Office of Presidential Appointments and Scheduling Manuals and Related Material] [2]

[Office of Presidential Appointments and Scheduling Manuals and Related Material] [3]

Binder - White House Staff Manual, February 2001 [1]

Binder - White House Staff Manual, February 2001 [2]

Binder - White House Staff Manual, July 2002 [Binder 1] [1]

Binder - White House Staff Manual, July 2002 [Binder 1] [2]

Binder - White House Staff Manual, July 2002 [Binder 2] [1]

Binder - White House Staff Manual, July 2002 [Binder 2] [2]

Box 6

Appointments and Scheduling, White House Office of

Carroll, Jamie

Binder - White House Staff Manual, July 2002 [Binder 3] [1]

Binder - White House Staff Manual, July 2002 [Binder 3] [2]

General Files

Binder - Office of Presidential Appointments and Scheduling Manual, Revised Summer 2003

Gray, Adrian

Binder - Office of Presidential Appointments and Scheduling [Manual]

Binder - White House Staff Manual, July 2002 [1]

Binder - White House Staff Manual, July 2002 [2]

Hedrick, Isma (Ibbie)

A Guide to Vetting, Office of Appointments & Scheduling, May 2008

Heilig, Rebecca

Binder - Office of Presidential Appointments and Scheduling [Manual], Spring

2007 [1]

Binder - Office of Presidential Appointments and Scheduling [Manual], Spring 2007 [2]

Binder - Office of Presidential Appointments and Scheduling [Manual] [1]

Binder - Office of Presidential Appointments and Scheduling [Manual] [2]

Maescher, Rebecca

Binder - White House Staff Manual, July 2002 [1]

Box 7

Appointments and Scheduling, White House Office of

Maescher, Rebecca

Binder - White House Staff Manual, July 2002 [2]

Binder - White House Staff Manual, November 2006 [1]

Binder - White House Staff Manual, November 2006 [2]

Maxwell, Kyle

Binder - White House Office Staff Manual, June 1991 [1]

Binder - White House Office Staff Manual, June 1991 [2]

McCathran, Ellen

Appointments and Scheduling Manual, Summer 2003

Binder - Office of Presidential Appointments and Scheduling [Manual]

Binder - White House Staff Manual, February 2001 [1]

Binder - White House Staff Manual, February 2001 [2]

Binder - White House Staff Manual, July 2002 [1]

Binder - White House Staff Manual, July 2002 [2]