



## **Inventory for FOIA Request 2016-0387-F**

### **Records on Requester's Potential Appointment as Assistant Secretary for Public Health and Emergency Preparedness**

#### **Extent**

1 folder, approximately 13 pages / 18 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, 2017. Previously restricted materials are added as they are released. Last Modified: 07/13/2020

#### **Scope and Content**

The materials in FOIA 2016-0387-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 2016-0387-F requested materials related to the requester's potential appointment as Assistant Secretary for Public Health and Emergency Preparedness.

This FOIA primarily contains position descriptions for the Assistant Secretary for Public Health and Emergency Preparedness and the Director of the Office of Public Health and Emergency Preparedness.

## **System of Arrangement**

The materials in FOIA 2016-0387-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 and Office Files and George W. Bush Presidential Electronic Records.

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

Staff Member and 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 2016-0387-F:

### ***George W. Bush Electronic Records***

Exchange\_Emails contains 17 assets.

### ***George W. Bush Textual Records***

#### **Box 1**

#### **Staff Member Office Files**

Presidential Personnel, White House Office of

Moy, Edmund

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