



# *George W. Bush Presidential Library and Museum*

2943 SMU Boulevard, Dallas, Texas 75205

[www.georgewbushlibrary.smu.edu](http://www.georgewbushlibrary.smu.edu)

## **George W. Bush Presidential Library - Collections Guide to Open Records**

### **Advance, White House Office of**

This office is responsible for logistics related to presidential travel, for both domestic and international trips. All travel must ultimately be approved by the White House, but the Advance Office is charged with selecting sites to be visited, guest lists, ticket sales, communications strategy, and technical requirements. During the administration of George W. Bush, the Advance Office acquired the additional role of travel planning for reporters accompanying the President; this function was previously handled by the White House Travel Office.

Atkiss, Steven: General Files

### **Council of Economic Advisers (CEA)**

The Council of Economic Advisers is tasked with advising the President on the performance of the national economy, emphasizing areas such as employment, Gross Domestic Product, and purchasing power. The Council advises the White House and federal departments in formulating policy recommendations, and also plays a major role in the annual submission to Congress of the *Economic Report of the President*.

Furlong, Catherine: Printed Material

### **Counsel's Office, White House**

The purpose of the White House Counsel's Office is to provide legal guidance on administration policy and administrative matters to the President and White House staff.

Fielding, Fred: Code of Laws of the United States of America

### **Counselor's Office**

The Counselor to the President assists in communications planning and in formulating the President's policy initiatives in general. The White House Press Office, and the Offices of Communications, Media Affairs, and Speechwriting all fall under the purview of this staff member.

Gillespie, Edward (Ed): Confidential Files

### **Deputy Chief of Staff, White House**

A White House Deputy Chief of Staff assists the Chief of Staff in managing the flow of action items up to the President, and of decisions rendered to the respective executive departments and agencies. During the George W. Bush administration, major policy initiatives were generally routed through one of five officers overseeing,

respectively, the National Security Council, Homeland Security Council, Domestic Policy Council, National Economic Council, and the Office of Management and Budget. The Deputy Chief of Staff helps in coordinating the work coming out of each of these offices.

Bolten, Joshua: Incoming Correspondence, Subject Files

### **Domestic Policy Council (DPC)**

The Domestic Policy Council serves as a center of policy formulation and coordination within the White House, acting in an advisory capacity to the President and disseminating White House policy directives to others within the federal government. Examples of policy areas and offices assigned to the Bush administration DPC include education, health, labor, the USA Freedom Corps, and the Council on Environmental Quality, among others.

Bounds, Ryan: Subject Files

Braunstein, Todd: General Files, Crime Files, Immigration Files, Trafficking Files

Bridgeland, John: Subject Files, Books and Printed Materials

Buckland, Susan: Subject Files

Cantos VII, Olegario (Ollie): Health Files

Hall, Philo: Printed Materials

Hughes, Kristin: Administrative Files

Lefkowitz, Jay: Subject Files

Schacht, Diana: Subject Files

Sheehy, Jennifer: General Files

Smarick, Andrew: Education Files

### **Executive Clerk, Office of the**

The Executive Clerk handles all documents that are actually signed by the President that represent an official presidential duty. Copies of legislation to be signed, veto messages, proclamations, executive orders, and treaties all go through the Executive Clerk to be checked for accuracy and legality, before being passed to the Staff Secretary. Once the document is signed, the Executive Clerk affixes the date and sends it to the Office of the Federal Register for publication.

Saunders, G. Timothy: Bill Files

### **Faith-Based and Community Initiatives, White House Office of (OFBCI)**

This office, unique to the George W. Bush administration, was established to identify and help rescind federal regulations that impeded the ability of religiously-affiliated charitable organizations to access federal funding. The OFBCI also worked with affiliated offices set up in federal departments for the same purpose, and partnered with charities around the country to assist them in competing for federal social service grants.

Henderson, Kristin: General Files, Outreach Organization Contact Files, Outreach Conference Files

Kuo, David: Subject Files

Scott, Mark: Administrative Files, Subject Files

Towey, Jim: Subject Files

Willett, Don: General Files

## **National Security Council (NSC)**

The National Security Council is charged with advising the President on foreign policy and military matters. The Council was created through the National Security Act of 1947 as part of the post-World War II reorganization of the foreign policy and military apparatus of the federal government. The President acts as nominal chairman of the group, although the Council is headed by a National Security Advisor; other members include the Chairman of the Joint Chiefs of Staff and the Director of National Intelligence. Other Council participants from the cabinet and federal agencies can be added at the President's discretion. This advisory organization is one of the few instances in which the makeup of the White House staff is affixed by statute, as, for the most part, the structure and responsibilities of the President's staff are left to the Chief Executive.

International Economic Affairs—Sullivan, Daniel (Dan): Region Files, Subject Files, Steel Files, General Files

## **Presidential Correspondence, White House Office of**

The White House Office of Presidential Correspondence is responsible for handling incoming White House mail, and drafting various types of presidential messages. Presidential greetings, sent upon request to members of the public for special occasions; presidential messages, written for particular groups or events; and presidential proclamations, issued in observance of holidays or other events in which a ceremonial document from the President is appropriate, are all handled by this office. Management of the White House Comment Line and the Gift Office also fall under the purview of the Correspondence Office. A calligraphy office, separate from that in the Chief Usher's Office, was established in Presidential Correspondence during the George W. Bush administration.

Blue Line Proclamations

Calligraphy Office: Printed Ephemera

Mail Analysis: Photo/Printing Division Files

Presidential Proclamations

Student Correspondence: Enclosures

## **Press Office, White House**

The Press Office is tasked with the dissemination of information to the contingent of reporters who cover the White House. This office is headed by the press secretary, who speaks for the administration through the White House daily press briefings. The White House Press Office is also responsible for preparing the President for press conferences, coordinating individual or group interviews with the President or administration officials, and briefing reporters each day on the President's scheduled activities, known colloquially as the "gaggle."

Press Releases

Snow, Tony: Council on Environmental Quality Files, Staffing Memorandum Files, Subject Files

## **Records Management, White House Office of (ORM)**

The White House Office of Records Management is responsible for the filing and retrieval of records created during the incumbent presidential administration. ORM (or WHORM) maintains physical, although not legal, custody of the files of individual White House Staff members, as well as administration records that are arranged by subject code and case file ID number according to their general subject matter.

AR (Art)  
DI (Disasters)  
ED (Education)  
CO097 (Liberia)  
FE009 (Proclamations)  
HI (Interstate Highway System)  
HO (Holidays)  
HU (Human Rights)  
IV (Invitations)  
LE (Legislation)  
MA (Medals/Awards) (Open in Part)  
MC (Meetings and Conferences)  
OS (Outer Space)  
PA (Parks)  
PC (Peace)  
PU (Publications)  
RE (Recreation/Sports)  
RS (Reports and Statistics)  
SO (Social Affairs)  
SP (Speeches)  
ST (States/Territories)  
TN (Transportation)  
WE (Welfare)

### **Staff Secretary, White House Office of the**

The Staff Secretary acts as a clearinghouse for nearly all documents intended for the President, and for any paperwork to be disseminated among administration officials: memoranda, speech drafts, fact sheets, etc. Additionally, it is the responsibility of the staff secretary to prepare the President's daily briefing book. This binder contains information on presidential meetings, and related documentation: talking points, speech drafts, and policy and ceremonial papers.

von der Heydt, Thomas (Tommy)—Bush Record Policy Memos

### **Strategic Initiatives, White House Office of (OSI)**

Established at the suggestion of presidential adviser Karl Rove, the OSI functioned as a White House think tank. Advisers in the economic, domestic, and national security realms, along with other major administration figures such as the Chief of Staff and Staff Secretary, would regularly convene as part of this Office's deliberations. The OSI was charged with formulating longer term policy formation for the administration, identifying political patterns that could have policy ramifications, and determining how the White House could most effectively promote its agenda.

Rove, Karl: Magazine Collection  
Wehner, Peter: Magazine Collection  
Book Collection

## **USA Freedom Corps (USAFC)**

This office was created by President George W. Bush through an executive order in January 2002. The USAFC partnered with already-existing federal government service organizations such as AmeriCorps and the Peace Corps. Its mission was to encourage participation in service projects and help citizens locate service opportunities in their communities. The office was headed by the President and federal department and agency heads, but had its own director and staff as an office of the White House.

Dunn, Kari: General Files

Headley, Jessica: Administrative Files, General Files, Publications

Lew, Veronica: Agency Reports, Book Collection, Subject Files

Lozano, Henry: Subject Files, Travel Files

Media Coverage Files

Wilsbach, Cynthia: Greeter Files, Organization Files

## **Visitors Office, White House**

The White House Visitors Office coordinates all public tours of the White House. In conjunction with the National Park Service, this office also organizes the White House Garden Tours. Other public events under the purview of the Visitors Office include the Holiday Open House Tours held at Christmas; the Easter Egg Roll; and state arrival ceremonies, to which members of the White House staff and others from the public are invited.

Printed Ephemera