



## **Inventory for FOIA Request 2015-0311-F**

### **Records and Correspondence with and about Heidi Cruz while she Worked at the Office of the U.S. Trade Representative**

#### **Extent**

9 folders, approximately 128 pages / 1 ,852 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, 2018. Previously restricted materials are added as they are released. Last Modified: 07/13/2020.

#### **Scope and Content**

The materials in FOIA 2015-0311-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 2015-0311-F requested materials related to records and correspondence with and about Heidi Suzanne Cruz or Heidi Suzanne Nelson, while she worked at the Office of the U.S. Trade Representative (USTR), 2001-2002.

The textual portion of this FOIA primarily contains documents from the U.S. International Trade Commission regarding 4-androstenediol (a nutritional supplement), a resolution from the West Virginia state legislature forwarded to the White House from USTR and the accompanying

response, and administrative documents such as travel forms and receipts, notes, fax cover sheets, routing documents, and other routine forms.

The electronic portion of this FOIA primarily contains fact sheets, talking points, Q&As, scheduling emails, administrative emails regarding USTR personnel, travel vouchers, meeting agendas and reminders, statements, and remarks. Emails relate to lunch meetings, undeliverable message alerts, White House tour requests and information, a Latin American Daily email, the Trade Policy Review Group (TPRG), statements and remarks by U.S. Trade Representative Robert B. Zoellick, and emails regarding Mrs. Cruz's new position at the U.S. Department of the Treasury. Additionally, there are numerous emails regarding the Doha Round negotiations and the President's Economic Forum in Waco, TX, such as talking points, fact sheets, Q&As, remarks, statements, scheduling and meeting information. These records range in date from 2001 to fall 2002.

### **System of Arrangement**

The materials in FOIA 2015-0311-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 and Office Files, and George W. Bush Presidential Electronic Records.

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

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.

**Related Collections and FOIA Requests - 2015-0308-F and 2015-0309-F.**

The following is a list of electronic search results lists (SRLs) and folders processed in response to FOIA 2015-0311-F:

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

ARMS contains 1,846 assets

Exchange contains 6 assets

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

**Box 1**

**Records Management, White House Office of**

Subject Files - HE (Health)

491175

Subject Files - PR012 (Petitions - Resolutions)

506451

Subject Files - TA004-03 (Food and Beverage, Trade)

494274

**Staff Member Office Files**

Office of Administration - Office of the Chief Financial Officer - Travel Services

Howard, Rothley

Cruz, Heidi - USTR FY 2001

Nelson, Heidi - USTR FY 2001

Office of Administration - Office of the Chief Operating Officer - Human Resources

General Files

Cruz, Heidi S., USTR, SSN: [(b)(6)]

Presidential Personnel, White House Office of

Bullock, Katja - Agency Files - Candidates

Cruz, Heidi Nelson [Folder 2]

Bullock, Katja - Personnel Files

Nelson, Heidi S.

Clark, David

Cruz, Heidi