



George W. Bush Presidential Library and Museum

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USA Freedom Corps

Karin Torgerson

Position: Special Assistant to the President and Deputy Director

Date Ranges: 2001-2009 (bulk 2003-2005)

Extent and Forms of Material: 4 linear feet, 5 linear inches

Abstract: The USA Freedom Corps office files of Karin Torgerson consist of subject files related to volunteer programs and civic engagement initiatives across the country. In addition, the series includes documents related to raising money to contribute to tsunami relief in Asia.

Repository: George W. Bush Presidential Library, National Archives and Records Administration, Dallas, TX gwbush.library@nara.gov (214) 346-1557

Access: Access to Bush Presidential Records is governed by the Presidential Records Act (PRA) (44 USC 22) and the Freedom of Information Act (FOIA) (5 USC 552 as amended) and therefore records may be restricted in whole or part in accordance with legal exemptions.

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Custodial History: 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 Note: Processed by staff archivists, 2016. Last Modified: **12/01/2016**

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Biographical History: Karin B. Torgerson earned a JD from the University of Texas at Austin in 1995. She worked as an Associate and later Partner with Locke Purnell Rain Harrell and Locke Liddell & Sapp LLP in Texas from 1995 to May 2003.

From March 2003 to May 2005, Torgerson served in several positions in the White House, including Special Assistant to the President and Associate Staff Secretary (March 2003 – March 2004), Director of Legal Affairs and Policy Administration, USA Freedom Corps (March 2004 – September 2004), and Deputy Director, USA Freedom Corps (September 2004 – April 2005).

As Special Assistant to the President and Deputy Director of USA Freedom Corps, Torgerson helped coordinate fund-raising efforts for tsunami relief and traveled with President George H.W. Bush and President Clinton to the hardest-hit areas.

Following her service in the White House, Torgerson returned to Locke Lord, LLP in Dallas, Texas, where she serves as the lead partner in Locke Lord's Electronically Stored Information ("ESI") & E-Discovery Practice Group.

Sources:

<http://www.lockelord.com/professionals/t/torgerson-karin-b>

"Former White House assistant returns to Locke Liddell & Sapp." May 10, 2005,

<http://www.bizjournals.com/dallas/stories/2005/05/09/daily23.html>

Scope and Content Note: The USA Freedom Corps office files of Karin Torgerson consist of one series: Subject Files. These files include routine e-mail, correspondence, reports, publications, news clippings, staffing memos, talking points, web printouts, legislation, annual reports, press releases, fact sheets, brochures, presentation slides, handwritten notes, speech drafts, proof sheets for printing requests, and drafts thereof. The e-mails and correspondence are between USA Freedom Corps staff members, members of the public, members of Congress, and charitable organizations working with USA Freedom Corps. Topics covered in this series include Americorps, Citizen Corps, Corporation for National and Community Service (CNCS), various civic education programs, planning documents for special events, such as the Easter Egg Roll and USA Freedom Corps promotional activities, research on Federal agency volunteer programs, statistical summaries on volunteer programs and funding, mentoring, tsunami relief fund-raising and planning for the visit by President George H.W. Bush and President Bill Clinton to the hardest-hit areas, volunteer service awards, USA Freedom Corps publications, and website redesign documents.

System of Arrangement: The collection consists of one series, Subject Files, which is arranged alphabetically.

Container List:

Box 1

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 Agency Responses
- 2 Americorps
- 3 Americorps - How it Works
- 4 Americorps- NCCC (National Civilian Community Corps) News
- 5 Americorps- Rule [1]
- 6 Americorps- Rule [2]
- 7 Americorps- Rule [3]

- 8 Americorps- Rule Making [1]
- 9 Americorps- Rule Making [2]
- 10 Angel Tree 2004
- 11 Annual Report 2002
- 12 Ask the White House Questions
- 13 Association of National Advertisers
- 14 Bill of Rights Institute

Box 2

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 BLS (Bureau of Labor Statistics) 2004 Study
- 2 BLS (Bureau of Labor Statistics) 2005 Study
- 3 BLS (Bureau of Labor Statistics) Volunteer Study
- 4 BSA (Business Strengthening America) Background
- 5 CEQ (Council on Environment Quality) Oceans Pilot
- 6 Citizen Corps [Folder 1] [1]
- 7 Citizen Corps [Folder 1] [2]
- 8 Citizen Corps [Folder 2] [1]
- 9 Citizen Corps [Folder 2] [2]
- 10 Citizen Corps Budget
- 11 Citizen Corps Legal Authority
- 12 Civics Initiatives
- 13 CNCS (Corporation for National and Community Service) Alternate Personnel System
- 14 CNCS (Corporation for National and Community Service) Appropriations Testimony 3/24/2004
- 15 CNCS (Corporation for National and Community Service) Appropriations Testimony, 04/08/2004
- 16 CNCS (Corporation for National and Community Service) Board
- 17 CNCS (Corporation for National and Community Service) Briefing on Rule Making Progress
- 18 CNCS (Corporation for National and Community Service) Budget

Box 3

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 CNCS (Corporation for National and Community Service) EO
- 2 CNCS (Corporation for National and Community Service) EO Report
- 3 CNCS (Corporation for National and Community Service) Faith Based
- 4 CNCS (Corporation for National and Community Service) FY2005 Budget Estimate and Performance Plan
- 5 CNCS (Corporation for National and Community Service) General [Folder 1]
- 6 CNCS (Corporation for National and Community Service) General [Folder 2]
- 7 CNCS (Corporation for National and Community Service) Grants
- 8 CNCS (Corporation for National and Community Service) Longitudinal Study
- 9 CNCS (Corporation for National and Community Service) NPC Speech
- 10 CNCS (Corporation for National and Community Service) Operations Plan FY04
- 11 CNCS (Corporation for National and Community Service) Questions for the Record 2005
- 12 CNCS (Corporation for National and Community Service) SBR (Statement of Budgetary Resources) Question
- 13 CNCS (Corporation for National and Community Service) SCP (Serving Children of Prisoners) Study
- 14 CNCS (Corporation for National and Community Service) Senior Corps Testimony 3/17/2004
- 15 CNCS (Corporation for National and Community Service) Strategic Goals
- 16 CNCS (Corporation for National and Community Service) Weekly Faith-Based Memos
- 17 Commencement Language 2004
- 18 Congressional Awards
- 19 Constitution Day
- 20 Days of Service
- 21 Disadvantaged Youth Task Force
- 22 DoEd Mentoring Rules
- 23 DOJ Budget - VIPS (Volunteers in Police Service) and Neighborhood Watch

Box 4

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 DPC (Domestic Policy Council) Meetings
- 2 DPC (Domestic Policy Council) Speech Forums
- 3 Easter Egg Roll 2005
- 4 Federal Service Policy
- 5 FEMA (Federal Emergency Management Agency) Study on Disadvantaged Communities
- 6 Fire Corps
- 7 Flag Day
- 8 Freedom Scholars Letters
- 9 Funders Meetings
- 10 Global Medical Corps - Frist
- 11 Gov Works
- 12 Hands On Network
- 13 Heroes on Call - Al Shake
- 14 HHS (Health and Human Services) Budget -- MRC (Medical Reserve Corps) and Mentoring Children of Prisoners
- 15 Homelessness
- 16 HR 4061
- 17 Hunger
- 18 Internet Youth Study
- 19 Kerry's Service Plan
- 20 Lapel Pins - Rick Hyman
- 21 Lapel Pins - USAFC
- 22 Learn and Serve
- 23 Legal General
- 24 Legislative Affairs
- 25 Logo and Trademark
- 26 Logo Requests
- 27 LRM (Legislative Referral Memorandum) Procedures

Box 5

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 Maryland Faith Based Legislation
- 2 Maryland Volunteer Center Information
- 3 Materials Forwarded
- 4 Meeting with Armenians
- 5 Mentoring Caucus Briefing
- 6 Mentoring Children of Prisoners
- 7 Mentoring Initiatives
- 8 Mentoring Letters
- 9 Mentoring Proposal
- 10 Message Requests
- 11 Microsoft
- 12 Miriam's Kitchen
- 13 Miscellaneous/NRN
- 14 Miss America
- 15 MRC (Medical Reserve Corps) [1]
- 16 MRC (Medical Reserve Corps) [2]
- 17 MRC (Medical Reserve Corps) Conference
- 18 MRC (Medical Reserve Corps) General
- 19 MRC (Medical Reserve Corps) Op-Eds

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USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 MRC (Medical Reserve Corps) Video Taping
- 2 Mrs. Bush's Initiative [Helping America's Youth Program]
- 3 MTV
- 4 National Service Caucus
- 5 National Volunteer Week 2004
- 6 Neighborhood Watch
- 7 Operation Hope
- 8 Operation Hope SP (Schedule Proposal)
- 9 OPM (Office of Personnel Management)
- 10 Packy Playfair [Always Play Fair LLC]
- 11 Parent Corps

- 12 Pay statements and LES (Leave and Earnings Statements)
- 13 Peace Corps
- 14 Peace Corps Budget
- 15 Points of Light Awards
- 16 Points of Light Extra Mile
- 17 Points of Light Volunteer Centers
- 18 President's Council on Service and Civic Participation EO
- 19 President's Council on Service and Civic Participation EO Extension
- 20 President's Council on Service and Civic Participation Event, 9/30/2004
- 21 President's Council on Service and Civic Participation First Meeting 1/30/2003
- 22 President's Council for Service and Civic Participation Letters
- 23 President's Council on Service and Civic Participation New Members
- 24 President's Council on Service and Civic Participation/President's Volunteer Service Award Information

Box 7

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 President's Volunteer Service Award Volunteering Definition
- 2 Race for the Cure 2004
- 3 Rule-Making EO [EO 12866]
- 4 Senior Corps Q&A, April 2004
- 5 Service Fairs
- 6 Speeches - Information
- 7 Star BASE [DoD]
- 8 State and Commerce
- 9 State Commissions
- 10 State Liability Laws
- 11 Take Pride in America
- 12 Talking Points [Capitol PurSuit Drive]
- 13 Teach for America
- 14 Teaching American History Grants
- 15 Tsunami Articles and Statements
- 16 Tsunami Bush/Clinton Trip [1]

- 17 Tsunami Bush/Clinton Trip [2]
- 18 Tsunami Corps Letters [1]
- 19 Tsunami Corps Letters [2]
- 20 Tsunami General Information [1]
- 21 Tsunami General Information [2]
- 22 Tsunami Music CDs

Box 8

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 Tsunami Private Sector [Folder 1]
- 2 Tsunami Private Sector [Folder 2]
- 3 Tsunami Public Agency Comm.
- 4 Tsunami Staff Memos
- 5 Tsunami Staffing
- 6 [Tsunami Trip] Travel Information
- 7 [Tsunami] Trip Planning
- 8 US Census Bureau [1]
- 9 US Census Bureau [2]
- 10 USA Today 12/09/2004
- 11 USA Weekend
- 12 USAFC 1st Anniversary
- 13 USAFC 2nd Anniversary
- 14 USAFC 3rd Anniversary
- 15 USAFC Booth

Box 9

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 USAFC Briefing Papers
- 2 USAFC Brochure
- 3 USAFC EO/EEOC (Equal Employment Opportunity Commission)
- 4 USAFC General
- 5 USAFC Newsletter Format
- 6 USAFC Policy

- 7 USAFC Press Kits
- 8 USAFC 2004 Staff Retreat
- 9 USO Event 12/10/2004 [1]
- 10 USO Event 12/10/2004 [2]
- 11 USO Photo Notes
- 12 VIPS (Volunteers in Police Service)
- 13 Volunteer Center of North Texas
- 14 Volunteer Florida
- 15 Volunteer Management Capacity Urban Institute 2004
- 16 Volunteer Management in Religious Organizations
- 17 Volunteer Management Practices and Retention
- 18 Volunteer Match [1]
- 19 Volunteer Match [2]
- 20 Volunteer Match [3]

Box 10

USA Freedom Corps

Torgerson, Karin - Subject Files

- 1 Volunteer Photos
- 2 Volunteer Service Fairs
- 3 Volunteers for Prosperity Annual Report 2004
- 4 Volunteers for Prosperity Certificates
- 5 Volunteers for Prosperity Information
- 6 We the People
- 7 Website - Summer [1]
- 8 Website - Summer [2]
- 9 White House Conference on Aging
- 10 White House Innovation Technology
- 11 White House Staffing Memos [1]
- 12 White House Staffing Memos [2]
- 13 White House Staffing Memos [3]
- 14 Youth as Resources Newsletter
- 15 Youth Service America