



Records Management, White House Office of

Subject Files - IV (Invitations)

Date Ranges: 2001-2009

Extent and Forms of Material: 1 linear foot, 4 linear inches

Abstract: White House Office of Records Management Subject File category IV containing invitations from individuals and organizations received and compiled during the administration of George W. Bush.

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.

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.

Processing note: Processed by Matt Law, archivist, June 2011.

Preferred Citation: Type of document; names of sender and recipient, or title of document; date; White House Office of Records Management Subject Code and case number; box number; Collection Title and series/subseries, George W. Bush Presidential Library.

Administrative History: The White House Office of Records Management is responsible for the filing and retrieval of records created during the incumbent presidential administration. The use of a filing methodology for records created or received by the White House dates to at least the early years of the 20th century, and has undergone changes since that time to cope with the ever-expanding volume of paperwork handled by the President and his staff.

The White House Office of Records Management, or ORM (or WHORM) manages the office 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.

Scope and Content Note: Correspondence, memoranda, programs, publications and copies of emails relating to the events to which the President was invited. Common topics in this series

include invitations pertaining to college commencement addresses, September 11th related events, dedications and ceremonies, dinners and banquets, business forums, and sporting events.

This collection is only partially processed and some boxes may be unavailable for research.

System of Arrangement: Material is arranged alphanumerically by subject code and thereunder by case file number.

This series is divided into the following subseries based on subject code:

- IV (Invitations)
- IV001 (Invitations for 2001) [partially unprocessed]
- IV002 (Invitations for 2002) [unprocessed]
- IV003 (Invitations for 2003) [unprocessed]
- IV004 (Invitations for 2004) [unprocessed]
- IV005 (Invitations for 2005) [unprocessed]
- IV006 (Invitations for 2006) [unprocessed]
- IV007 (Invitations for 2007) [unprocessed]
- IV008 (Invitations for 2008) [unprocessed]

Related Collections: White House Office of Appointments and Scheduling

Container List:

Box 1

Subject Files - IV (Invitations)

- 1 445514 - 449762
- 2 450125 - 488501
- 3 488666 - 498431
- 4 516061 - 542543
- 5 542549 - 611727
- 6 613314 - 629491
- 7 634198 - 697468

Subject Files - IV001 (Invitations from 2001)

- 8 445667 - 446870
- 9 447097 - 449093
- 10 449095 - 449745
- 11 449746 - 449764
- 12 449771 - 450074

Box 2

Subject Files - IV001 (Invitations from 2001)

- 1 450075 - 450111
- 2 450114 - 450134
- 3 450138 - 450255
- 4 450371 - 450614
- 5 450688
- 6 450793 - 457854
- 7 457855 - 479868
- 8 479872 - 479881
- 9 479940 - 480134
- 10 480137 - 481827

Box 3

Subject Files - IV001 (Invitations from 2001)

- 1 481828 - 481949
- 2 481951 - 488270
- 3 482271 - 483367
- 4 483368 - 483501
- 5 483518 - 483633
- 6 483636 - 483787
- 7 483790 - 486982
- 8 486989 - 488219
- 9 488264 - 488268
- 10 488269 - 488498
- 11 488504 - 488647