



Inventory for FOIA Request 2018-0158-F

The Oval Office Visit and Poetry Reading with Lauren Richmond and Family on December 7, 2007

Extent

7 folders, approximately 283 pages / 488 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, 2019. Previously restricted materials are added as they are released. Last Modified: 07/08/2020

Scope and Content

The materials in FOIA 2018-0158-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 2018-0158-F requested records related to the Oval Office visit and poetry reading with Lauren Richmond and her family on December 7, 2007.

This FOIA primarily contains schedules of President George W. Bush and Vice President Richard B. Cheney, an Oval Office log, printed emails of presidential remarks, web articles, printed routine emails, a presidential call log, Worker and Visitor Entry System (WAVES) records, routine memoranda, programs and schedules for events, an event task sheet, poems, a letter from President George W. Bush to Martin A. Lyons thanking him for a gift, a letter from

Mrs. Laura Bush to Lauren Richmond thanking her, and a copy of the publication *Black and Brown Markers*. Electronic records include schedules for Mrs. Bush, correspondence between the Richmond family and the office of Mrs. Bush, discussions on event planning, schedules for the event, gift records, and photo tracking. This FOIA also contains photographs of the Richmond family meeting President and Mrs. Bush in the Oval Office, photos of the group walking outside, and photos of a poetry reading hosted by Mrs. Bush and Jenna Bush of Lauren's book *Black and Brown Markers*.

System of Arrangement

The materials in FOIA 2018-0158-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 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

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

Staff Member 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 2018-0158-F:

George W. Bush Electronic Records

Exchange contains 196 assets.

OA contains 2 assets.

WHO contains 60 assets.

2018-0158-F_photos contains 230 photographs.

George W. Bush Textual Records

Box 1

Records Management, White House Office of

Subject Files - GI002 (Gifts to the President)

742343

Subject Files - PP005-01 (First Lady)

742226

Staff Member Office Files

Appointments and Scheduling, White House Office of

Presidential Daily Diary

12/07/2007

Presidential Daily Diary Backup

12/07/2007

Gift Office, White House

Wallingford, Jane – First Family Files

Program from “A Reading of the Poetry of Lauren Richmond” on 12/07/2007

Social Office, White House

Zantzing, Amy – Chron Files

12/07/2007 – Poetry Reading with Lauren Richmond Friday

Irons, A. Kate – Chron Files

12/07/2007 – Lauren Richmond's Poetry Reading