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  
[gbush.library@nara.gov](mailto:gbush.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

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

**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,

**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]
7. Americorps- Rule [3]
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

Box 6

**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
USAFC Press Kits
USAFC 2004 Staff Retreat
USO Event 12/10/2004 [1]
USO Event 12/10/2004 [2]
USO Photo Notes
VIPS (Volunteers in Police Service)
Volunteer Center of North Texas
Volunteer Florida
Volunteer Management Capacity Urban Institute 2004
Volunteer Management in Religious Organizations
Volunteer Management Practices and Retention
Volunteer Match [1]
Volunteer Match [2]
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