



Inventory for FOIA Request 2016-0058-F

Personnel Files related to Denise Gitsham

Extent

9 folders, approximately 179 pages

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, 2017. Previously restricted materials are added as they are released. Last Modified: 10/17/2017

Scope and Content

The materials in FOIA 2016-0058-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 2016-0058-F requested personnel files related to Denise Gitsham. Gitsham worked at the White House in Agency Liaison, a component of the White House Office of Presidential Correspondence, the White House Fellows Office, and the Department of Justice.

This FOIA primarily contains administrative forms related to employment, copies of Gitsham's resume, administrative printed emails, and printed emails from Gitsham regarding her preferences on various potential positions.

System of Arrangement

The materials in FOIA 2016-0058-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 – Staff Member and Office Files.

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 following is a list of documents and processed in response to FOIA 2016-0058-F:

Box 1

Staff Member Office Files

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

General Files

Gitsham, Denise G., WHO, SSN: [P6/(b)(6)]

Office of Administration - Office of Security and Emergency Preparedness

Personnel Security Files

Gitsham, Denise

Gitsham, Denise G. - WHO

Presidential Personnel, White House Office of

Bullock, Katja - Agency Files - Candidates

Gitsham, Denise [Folder 1]

Gitsham, Denise [Folder 2]

Gitsham, Denise [Folder 3]

Gitsham, Denise [Folder 4]

Bullock, Katja - Appointee Files - Senior Executive Service/Schedule C

Gitsham, Denise

White House Personnel, Office of

Race, Karen

Gitsham, Denise