



## Records Management, White House Office of

### Subject Files - MC (Meetings - Conferences)

**Date Ranges:** 2001-2009

**Extent and Forms of Material:** 3 linear feet, 6 linear inches

**Abstract:** This subject category contains materials related to routine meetings and conferences. A significant portion of the materials includes correspondence (and drafts thereof), such as copies of thank you letters sent to attendees and participants as well as White House visitors. However, preparatory materials for varied formal and informal meetings and conferences are included.

**Repository:** George W. Bush Presidential Library, National Archives and Records Administration, Dallas, TX [gwbush.library@nara.gov](mailto: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.

**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 Tally Fugate and Jill Zawacki, archivists, 2013.

**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 20<sup>th</sup> 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:** MC (Meetings – Conferences) is comprised of materials related to routine meetings and conferences, such as those with foreign dignitaries, economic and business leaders, federal agency heads, or elementary school groups. The materials are largely correspondence (drafts and copies thereof), such as thank you letters sent from President George W. Bush to meeting attendees and letters to White House visitors thanking them for gifts. Additionally, the materials include invitations, correspondence and gift tracking sheets, schedules and agendas, talking points, notations, preparatory memoranda, and other background materials for varied formal and informal meetings, conferences, and events. A significant portion of the correspondence (drafts and copies thereof) from President George W. Bush are letters expressing support and sympathy sent to the families and friends of victims of the September 11<sup>th</sup> Attacks and fallen service members. Also included are letters from President George W. Bush sent to servicemen and women thanking them for their service.

MC001 (Governors’ Conferences) is comprised of materials related to meetings and conferences with governors from US States. A large portion of these materials relate to meetings with the National Governors Association.

MC002 (Mayors’ Conferences) is comprised of materials related to meetings and conferences with governors from major US cities. A large portion of these materials relate to talking points used at the US Conference of Mayors.

MC003 (White House Conferences) is comprised of materials related to meetings and conferences held at the White House. These materials relate to meetings with various groups, including corporate leaders, small business groups, groups of legislators, and labor unions. A segment of materials relates to meetings help with leaders in the education field, including meeting lists and thank you letters to attendees. Additional materials relate to the White House Conference on Character and Community, held in 2002, and summits on the Bicentennial of the Lewis and Clark Expedition and the Lincoln Bicentennial Commission.

**System of Arrangement:** Material is arranged by alphanumeric subcode and thereunder by case file number.

This series is divided into the following subseries based on subcode:

- MC (Meetings – Conferences)
- MC001 (Governors’ Conferences)
- MC002 (Mayors’ Conferences)
- MC003 (White House Conferences)

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

**Container List:**

**Box 1**

**Subject Files - MC (Meetings - Conferences)**

- 1 447192 - 542963
- 2 604323[1]
- 3 604323[2]
- 4 608065 - 610759
- 5 612006 - 612238
- 6 612305
- 7 612313
- 8 612328
- 9 612433 - 613803
- 10 614090 - 614116
- 11 617127 - 618332
- 12 618699 - 618704

**Box 2**

**Subject Files - MC (Meetings - Conferences)**

- 1 618705 - 618970
- 2 618977 - 618996
- 3 618998 - 618999
- 4 619001 - 619003
- 5 619006 - 619008
- 6 619064 - 619145
- 7 619147 - 619162
- 8 619163 - 619170
- 9 619173
- 10 620510 - 620830

**Box 3**

**Subject Files - MC (Meetings - Conferences)**

- 1 620832 - 620836
- 2 620895 - 620900
- 3 621026[1]
- 4 621026[2]

- 5 621026[3]
- 6 621169 - 621210
- 7 621800 - 621951
- 8 622321 - 622326
- 9 623824 - 623878
- 10 624142 - 624432
- 11 624525[1]

**Box 4**

**Subject Files - MC (Meetings - Conferences)**

- 1 624525[2]
- 2 624525[3]
- 3 624927 - 625606
- 4 626930
- 5 627781 - 628177
- 6 628186 - 628197
- 7 630944 - 631522
- 8 631529 - 637676
- 9 640164 - 641258
- 10 641460 - 642101
- 11 644959 - 645702

**Box 8**

**Subject Files - MC (Meetings - Conferences)**

- 1 685788 - 685801
- 2 685811 - 685822
- 3 685823 - 685831
- 4 685832 - 686082
- 5 686084 - 686091
- 6 686093 - 686220
- 7 686234 - 686246
- 8 686248 - 686258
- 9 686543 - 686547
- 10 686555 - 686900

**Box 21**

**Subject Files - MC001 (Governors' Conferences)**

- 1 453624 - 505612
- 2 508791 [1]
- 3 508791 [2]
- 4 553829 [1]
- 5 553829 [2]
- 6 553829 [3]
- 7 566066 - 653671
- 8 653700 [1]
- 9 653700 [2]
- 10 719454 - 747073

**Subject Files - MC002 (Mayors' Conferences)**

- 11 508653
- 12 552065 [1]
- 13 552065 [2]

**Box 22**

**Subject Files - MC003 (White House Conferences)**

- 1 445301 - 445529
- 2 445612 [1]
- 3 445612 [2]
- 4 445628 [1]
- 5 445628 [2]
- 6 445632
- 7 446000
- 8 447498 - 453564
- 9 453667
- 10 453669 [1]
- 11 453669 [2]
- 12 453672 - 453708

**Box 24**

**Subject Files - MC003 (White House Conferences)**

- 1 524763
- 2 527038

- 3 527055
- 4 527077
- 5 527122
- 6 527311 - 527764
- 7 534505 - 553792
- 8 553840 [1]
- 9 553840 [2]
- 10 562280 - 562532
- 11 564776
- 12 564839 - 613596
- 13 621869 [1]
- 14 621869 [2]