

# FOIA Marker

This is not a textual record. This FOIA Marker indicates that material has been removed during FOIA processing by George W. Bush Presidential Library staff.

## Records Management, White House Office of

### Subject Files - FE010 (Records & Archives)

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	10	6	4	2	11040	23903	11951	11813

Folder Title:

447701

# Withdrawn/Redacted Material

## The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Letter	Dear Mr. Carlin - To: John Carlin - From: Harriet Miers	1	03/28/2001	P5;
002	Letter	Dear Mr. Carlin - To: John Carlin - From: Harriet Miers	1	03/28/2001	P5;
003	Note	[Disposal Agreement] - To: Counsel - From: Staff Secretary	1	03/15/2001	P5;
004	Memorandum	Disposal Agreement with the National Archives - To: Harriet Miers - From: Terry Good	1	03/14/2001	P5;
005	Letter	Dear Mr. Carlin - To: John Carlin - From: Harriet Miers	1	03/14/2001	P5;
006	Memorandum	Revision of Disposal Letter - To: Brett Kavanaugh - From: Terry Good	1	03/12/2001	P5;

**COLLECTION TITLE:**

Records Management, White House Office of

**SERIES:**

Subject Files - FE010 (Records & Archives)

**FOLDER TITLE:**

447701

**FRC ID:**

11040

### RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**Deed of Gift Restrictions**

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007	Letter	Dear Mr. Carlin - To: John Carlin	1	03/12/2001	P5;
008	Memorandum	Authorization to Dispose of Certain Materials - To: Brett Kavanaugh - From: Terry Good	1	02/28/2001	P5;
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**PARKER\_D**

**447701**

**FE010**

**Barcode Scanning Sheet**



Collection Code: **CTRACK**  
Staff Name: **HARRIET MIERS**  
Document Date: **4/20/2001**  
Correspondent: **JOHN CARLIN**  
Subject/Description: **DISPOSAL AGREEMENT FOR PUBLIC MAIL BULK MAIL**

**SCANNED  
BY  
ORM**

447701  
FEO10

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

APR 17 2001

01 APR 20 AM 9:47

Harriet Miers  
Assistant to the President  
and Staff Secretary  
The White House  
Washington, DC 20500

Dear Ms. Miers:

In accordance with the authority granted to me by the Presidential Records Act, Section 2203(c) (2), I approve of disposal of the two (2) categories of textual Presidential bulk mail described in your letter of March 28, 2001. Those categories are:


- (1) Certain categories of public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail. Samples, when appropriate, will be retained.
- (2) Publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.

As in the past, I recommend that representatives of the National Archives and Records Administration, in coordination with the White House Office of Records Management, review these materials before disposal and take samples when appropriate. These samples will be retained permanently. If groups of materials that should not be destroyed are identified during sampling, the National Archives will inform you.

I do not intend to take any Congressional action with regard to this request as provided for by Section 2203(e) of the Presidential Records Act.

I support your effort to continue the disposal of Presidential bulk mail. This practice has been very successful since it began in 1982, and, as you point out, has been mutually beneficial for both the White House and the National Archives and Records Administration.

Sincerely,

  
JOHN W. CARLIN  
Archivist of the United States

HM  
LIG  
To Terry,  
cc: Beth Karyak  
1289208 6-700

THE WHITE HOUSE

WASHINGTON

March 28, 2001

Dear Mr. Carlin:

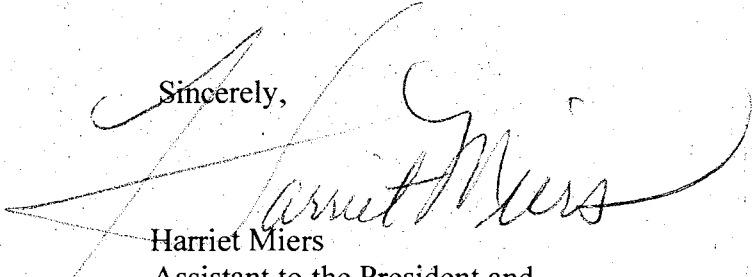
In accordance with the requirements of the Presidential Records Act, 44 U.S.C (c) (1), I propose to dispose periodically of the following categories of Presidential records:

- Certain categories of public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail for prolific writers, and public opinion mail. Samples, when appropriate, will be retained.
- Publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.

The White House Office of Records Management will dispose of these materials only after representatives of the National Archives have reviewed, approved and, when appropriate in their opinion, sampled it.

This would continue a policy initiated under President Reagan and agreed to by the National Archives. This policy has allowed the disposal of over 65,000 cubic feet of materials since its inception. The amount disposed of during each Administration has approximately equaled the volume of documents transferred to each Library. It is a policy that has benefited both the White House and the National Archives by allowing significant savings in space, maintenance, and budget, in the short term for the White House, and in the long term for the National Archives.

Sincerely,



Harriet Miers  
Assistant to the President and  
Staff Secretary

The Honorable John Carlin  
Archivist of the United States  
8601 Adelphi Road  
College Park, Maryland, 20740-6001

This letter was given to Doug Thurman on March 29, 2001. Doug will hand-deliver to the Archivist.

Lee R. Johnson

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2018-0011-P

#### OA Num.:

11813

#### NARA Num.:

11951

#### RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### Deed of Gift Restrictions

- A. Closed by Executive Order 13526 governing access to national security information.
- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

# Withdrawal Marker

## The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Letter	Dear Mr. Carlin - To: John Carlin	1	N.D.	P5;

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

**COLLECTION:**

Records Management, White House Office of

**SERIES:**

Subject Files - FE010 (Records & Archives)

**FOLDER TITLE:**

447701

**FRC ID:**

11040

**FOIA IDs and Segments:**

2018-0011-P

**OA Num.:**

11813

**NARA Num.:**

11951

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**Records Not Subject to FOIA**

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.



EF

# National Archives



023299  
FED10

Washington, DC 20408

MAY 11 1993

Honorable John D. Podesta  
Assistant to the President  
and Staff Secretary  
The White House  
Washington, D.C. 20500

Dear Mr. Podesta:

In accordance with the authority granted to me by the Presidential Records Act, Section 2203(c)(2), I approve of disposal of the three (3) categories of Presidential bulk mail described in your letter of April 22, 1993. Those categories are:

(1) Certain categories of public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail.

(2) Copies of press releases, press conference and briefing transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely. As you stated in your letter, a record copy of each of these items should be retained in the originating White House office.

(3) Publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.

As in the past, I recommend that representatives of the National Archives and Records Administration, in coordination with the White House Office of Records Management, review these materials before disposal and take samples when appropriate. These samples will be retained permanently. If groups of materials that should not be destroyed are identified during sampling, the National Archives will inform you.

I do not intend to take any Congressional action with regard to this request as provided for by Section 2203(e) of the Presidential Records Act.

I support your effort to continue the disposal of Presidential bulk mail. This practice has been very successful since it began in 1982, and, as you point out, has been mutually beneficial for both the White House and the National Archives.

Sincerely,

*Judy Huskame Peterson*  
TRUDY HUSKAME PETERSON  
Acting Archivist  
of the United States

THE WHITE HOUSE

WASHINGTON

April 22, 1993

Dear Dr. Peterson:

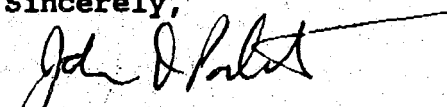
In accordance with the requirements of the Presidential Records Act, 44 U.S.C. (c) (1), I propose to dispose periodically of the following categories of Presidential records:

- o certain categories of public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail. Samples, when appropriate, will be retained.
- o copies of press releases, press conference and briefing transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely. Record copies of each is retained by the originating office within the White House.
- o publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.

The White House Office of Records Management will dispose of these materials only after representatives of the National Archives have reviewed, approved and, when appropriate in their opinion, sampled it.

This would continue a policy initiated under President Reagan and agreed to by the National Archives. This policy has allowed the disposal of over 35,000 cubic feet of materials since its inception. It is a policy that has benefitted both the White House and the National Archives by allowing significant savings in space, maintenance, and budget, in the short term for the White House, and in the long term for the National Archives.

Sincerely,

  
John D. Podesta  
Assistant to the President  
and Staff Secretary

Dr. Trudy H. Peterson  
Acting Archivist of the United States  
Room 111  
National Archives and Records Administration  
7th and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

*Handwritten initials in a circle*

April 15, 1993

MEMORANDUM FOR JOHN PODESTA

FROM:

TERRY GOOD *TG*

RE:

DISPOSAL OF CERTAIN CATEGORIES OF PUBLIC MAIL

Since the Reagan Administration, this office has had in place a process to dispose of that portion of the public mail that has received either a form response or no response. The National Archives (NARA) agreed to this in 1982. (See attachments) We have continued to follow these guidelines ever since.

The process is fairly straightforward. Before disposal, we ask NARA to review the boxes of mail for a "second opinion". Its staff will pull a very small number as selected samples. The boxes will then be given to the Office of Administration which has a maceration facility in the NEOB. Initially, NARA contracted with a commercial operation to dispose of the material. Later, and until quite recently, we used the services of NSA at Fort Meade. NSA remains a fall-back option.

Typically, we will hold the mail for 30 to 90 days before disposal. However, the current volume is such that we do not have storage space to retain it for even 30 days. Since January we have received approximately 1300 boxes and have disposed of almost 600. Our available space will hold 600 which allows for a small amount of working area. At the moment our working area has disappeared and we are expecting more boxes this week.

Evidently, NARA is reviewing many of its policies at the request of its new Acting Archivist, Dr. Trudy Peterson. Thus, NARA's Office of Presidential Libraries has asked if the White House would submit a memorandum explaining that it would like to continue this policy. To accomodate this request, I have prepared a draft letter taking into account the requests cited in Dr. Warner's letter of March 30, 1982. I omitted reference to the Presidential Libraries Liaison Office which was later reduced to a staff of one working in and under the Office of Records Management. As we have discussed we hope that this position can be filled in the near future. However, in the meantime, the reviewing and sampling can be done by a NARA team that visits frequently to assist in performing this function.

I defer to you as to whose signature should appear on it.

# DRAFT

Dear Dr. Peterson:

In accordance with the requirements of the Presidential Records Act, 44 U.S.C. (c) (1), the President proposes to dispose periodically of the following categories of Presidential records:

- o certain categories of public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail. Samples, when appropriate, will be retained.
- o copies of press releases, press conference and briefing transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely. Record copies of each is retained by the originating office within the White House.
- o publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.
- o unsuccessful and unsolicited applications for employment, including correspondence, resumes, letters of recommendation and other similar materials no longer under review by the Office of Presidential Personnel.

The White House Office of Records Management will dispose of these materials only after representatives of the National Archives have reviewed, approved and, when appropriate in their opinion, sampled it.

This would continue a policy initiated under President Reagan and agreed to by the National Archives. This policy has allowed the disposal of over 35,000 cubic feet of materials since its inception. It is a policy that has benefitted both the White House and the National Archives by allowing significant savings in space, maintenance, and budget, in the short term for the White House, and in the long term for the National Archives.

001634

PF

PERMANENT FILE

THE WHITE HOUSE  
WASHINGTON

FCO

March 8, 1982

Dear Dr. Warner:

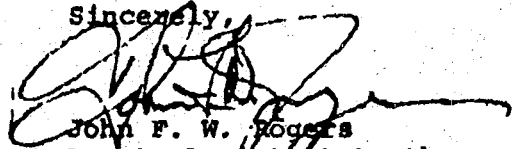
In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 2203 (c) (1), the President proposes to dispose periodically of the following categories of Presidential records:

- o public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail. A sample will be retained by Records Management.
- o copies of press releases, press conference and briefing transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely. One copy will be retained by Records Management.
- o publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials.
- o unsuccessful and unsolicited applications for employment, including correspondence, resumes, letters of recommendation and other similar materials.

I would like to obtain your views on this proposal. I would suggest that as a means of carrying out this plan on a continuing basis that members of the Office of Records Management would work with your designee in reviewing sample boxes of the materials involved. The materials would then be turned over to you for destruction.

I would appreciate your consideration of this proposal and a response at your earliest convenience.

Sincerely,

  
John F. W. Rogers  
Deputy Assistant to the  
President for Management

Dr. Robert Warner  
Archivist of the United States  
The National Archives  
Washington, D.C. 20408

cc: Biff Henley  
cc: Emily Ford - JFWR Chron.  
cc: Central Files w/attachment

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

February 23, 1982

MEMORANDUM FOR:

RICHARD DARMAN

FROM:

BIFF HENLEY *Bill* 

SUBJECT:

DISPOSAL OF CERTAIN MATERIALS

Help! We really need to move ahead and dispose of the materials described at TAB A. Presently, there are 2,500 cartons stored in Alexandria and 600 more in storage here.

Last week, we received the 250,000 petitions (80 cartons) described at TAB B which should be included into the 600 mentioned above.

For your information TAB C contains copies of previous memoranda on this subject.

TAB D contains copies of the action taken by the Vice President's office with similar materials.

- 1) What are you asking me to do?
- 2) If it helps for me to read memos from Linder, I'd like to know how

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

August 3, 1981

TO: H. P. Goldfield

FROM: Anne Higgins, Director of Presidential Correspondence *Anne*

SUBJECT: CLASSIFICATIONS OF MAIL WHICH CAN BE DISCARDED

The following represent the classifications of mail we believe may be safely discarded after an appropriate period of retention (i.e., 30 to 60 days):

I. Correspondence acknowledged by card, including requests for birthday and wedding anniversary greetings. No record is now maintained for these acknowledgments, nor do we plan to ask for any. Random sampling might be kept for historical purposes.

II. Get-well correspondence acknowledged by presidential form response. No record is maintained. Random sampling should be kept for historical purposes.

III. Unacknowledged correspondence defined by the mail room as inspired or propaganda mail. No record now maintained; but we may like to consider the possibility of keeping some sort of list on these. Samples of each form should be kept for historical purposes.

1192 boxes end of June  
915 end of May



MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

July 16, 1981

MEMORANDUM FOR:

H. P. GOLDFIELD

FROM:

FRANK MATTHEWS *FM*

RE:

REQUEST FOR DISPOSAL OF CERTAIN  
PRESIDENTIAL RECORDS

As you requested during our July 14 meeting, attached is a list of the categories of records currently in our custody which we do not believe warrant permanent retention.

NARS has examined and is prepared to approve for disposal these particular records as required by the Presidential Records Act.

Except for the get-well correspondence, these categories of records have been disposed of routinely in the past in cooperation with NARS.

cc: Mary Lawton

As of July 15, 1981:

Number of Boxes	Contents	Recommended Retention Period
1,293	Correspondence acknowledged by card, including requests for birthday and wedding anniversary greetings. No record is maintained of these acknowledgments.	30 days
	Unacknowledged correspondence including copy letters, mail from supporters of special interest groups variously defined by the Mail Room as inspired or propaganda mail, and multi-signature mail.	30 days
	While I don't have a precise numerical breakdown by cartons, the estimated percentages are: 40-50%: acknowledged 50-60%: unacknowledged	
169	Correspondence acknowledged by a form response by the Director of Correspondence. No copy of the acknowledgment is maintained.	60 days
24	Unacknowledged correspondence - registered	60 days
138	Oversize items from children acknowledged by Presidential form letters. A copy of the Presidential letter and the incoming cover letter, if it exists, are filed.	60 days
500-600 (various sizes)	Get well correspondence acknowledged by Presidential form response. No record is maintained of these acknowledgments.	30 days

THE WHITE HOUSE

WASHINGTON

April 30, 1981

Dear Dr. Warner:

In accordance with the requirements of the Presidential Records Act, 44 U.S.C. 2203 (c) (1), the President proposes to dispose periodically of the following categories of Presidential records:

- public mail to the President, the First Lady and their staffs including anonymous correspondence, correspondence with an incomplete address, mail from prolific writers, and public opinion mail
- copies of press releases, press conference and briefings transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely
- publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials
- unsuccessful and unsolicited applications for employment, including correspondence, resumes, letters of recommendation and other similar materials.

I would like to obtain your views on this proposal. I would suggest that as a means of carrying out this plan on a continuing basis that members of the White House staff would work with your designee in reviewing sample boxes of the materials involved. The materials would then be turned over to you for destruction.

I would appreciate your consideration of this proposal and a response at your earliest convenience.

Sincerely,

James A. Baker III  
Chief of Staff and  
Assistant to the President

Dr. Robert Warner  
Archivist of the United States  
The National Archives  
Washington, DC 20408

DRAFT

THE WHITE HOUSE  
WASHINGTON

April 30, 1981

MEMORANDUM FOR RICHARD G. DARMAN

FROM: ROBERT D. LINDER

SUBJECT: Disposal of Certain Materials.

The purpose of this memorandum is to seek your guidance and approval for the disposal of certain materials after an appropriate length of time as a means of managing the records received or created in the White House Office.

The Presidential Records Act provides that the President may dispose of his Presidential records that no longer have administrative, historical, informational, or evidentiary value. (44 USC 2203(c)). Procedurally, the President must obtain the views, in writing, of the Archivist of the United States concerning such disposal. If the Archivist considers the disposal to be of special interest to the Congress, he must notify certain Congressional Committees and then the President must also notify the Committees by submitting copies of his disposal schedule at least 60 calendar days of continuous session of the Congress in advance of the proposed disposal date. If the Archivist states that he does not intend to notify the Congressional Committees, the records may be disposed of without further consultations.

Current Situation

We are currently receiving in the Office of Records Management, a great deal of material which I believe could be disposed of under the code section cited above. Not only is time wasted in handling this material numerous times, but valuable storage area is also wasted by this material which has little or no archival interest.

The materials I am referring to fall into four broad categories:

- 1) public mail to the President, the First Lady and their staffs including anonymous correspondence correspondence with an incomplete address, mail from prolific writers, and public opinion mail (opinion mail is acknowledged by a printed card or a robo letter. The cards carry the autopenned <sup>printed</sup> signature of the President, the First Lady, or the Director of Correspondence. The robo letters are usually autopenned by the Director of Correspondence or infrequently, signed by another staff member.)
- 2) copies of press releases, press conference and briefings transcripts, personnel announcements, mass mailings and other internal publications that are distributed widely
- 3) publications, brochures, clippings and other types of enclosures in public mail, when there is no immediate or historical importance to the materials
- 4) unsuccessful and unsolicited applications for employment, including correspondence, resumes, letters of recommendation and other similar materials.

There may be certain items in each of these categories that the head of the office wants to retain. No correspondence, record or other item would be disposed of without the prior consent of the head of the office who sent the materials to the Office of Records Management for filing. However, after such consent had been given, we would like to be able to dispose of the materials in an orderly way, working with the Archivist's staff. We have several hundred boxes of materials now that could be disposed of - primarily the get-well cards and other general correspondence from the public.

Recommendation:

As a means of initiating this action, I recommend that Jim Baker send the attached letter (Tab A) to the Archivist, giving the statutory notice of the plan for disposal of certain Presidential records. Although I have informally cleared the text with some of the Archivist's staff, you may want to send it over to his office directly for informal comment before Jim officially sends it.

After the Archivist gives his written response, we can then proceed with the disposal as outlined above. Meanwhile we shall continue to collect and file the materials so that they could be disposed of with minimum effort, and we will keep everything until you give us guidance on final disposition.

Concur:

Mary Lawton

Anne Higgins

Pendleton James

cc: John Rogers

OPTIONAL FORM 99 (7-90)

4/12/93 4:46pm

## FAX TRANSMITTAL

# of pages 2

To Terry Good	From John Fawcett
Dept./Agency WHORM	Phone # 202-501-5700
Fax # 202-456-2129	Fax # 202-501-5709

NEN 7546-01-317-7385

FORM 101

GENERAL SERVICES ADMINISTRATION

30 MAR 1982

Honorable John F. W. Rogers  
Deputy Assistant to the President  
for Management  
The White House  
Washington, D.C. 20500

Dear Mr. Rogers:

In accordance with the authority granted me by the Presidential Records Act, Section 2203(c)(2), I approve, with two reservations, the disposal of four categories of Presidential bulk mail described in your letter to me of March 8, 1982, as public mail, internal publications, enclosures in public mail, and unsuccessful and unsolicited applications for employment.

My reservations relate to the establishment of an adequate sampling system and the retention of more copies of internal publications.

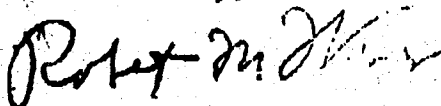
I recommend that the Office of Records Management and our Presidential Libraries Liaison Office work together to develop adequate sampling procedures designed to retain appropriate portions of such categories as anonymous correspondence, enclosures in public mail, and public opinion mail. The sampling should be accomplished jointly and the selections retained permanently. If, in the process of sampling, we identify groups of records that should not be destroyed, we will so inform you.

Secondly, I feel that the office of origination should have a responsibility for retaining a record set of mass mailings and internal publications, as well as a responsibility to send a copy to the Office of Records Management. The Presidential Libraries Office may wish to retain additional copies of some publications as reference tools at the future Reagan Library.

With the exception of these two concerns, I support and commend your efforts to dispose of these categories of Presidential mail and publications. I do not intend to take any Congressional action with regard to this request.

as provided in Section 2203(e) of the Presidential Records Act. The destruction of materials without continuing value is an important part of any effective archival and records management program and enables all of us to better direct our limited resources toward the preservation of permanently valuable records.

Sincerely,



ROBERT M. WARNER  
Archivist of the United States

cc:  
Official file-NL  
Day file-NI  
Day file-N

MBA11en:jwa 3/29/82 456-2545

NL James T. O'Neil





C O P Y

PERMANENT FILE

002102 PF

F2010

December 27, 1938

Dear Professor Manning:

I have your letter of December 22 in reference to the files of President Taft.

At the beginning of President Taft's administration we were using a straight alphabetical file -- in the latter part, after Mr. Nerton was appointed Secretary, we installed a numerical file for the Presidential (P.P.F.) and for the Official File and used an alphabetical file for the so-called General File. This latter file is always kept with the idea that it will be destroyed at the end of the administration and nothing of importance is put into it. We have always ascertained the wishes of the President, through his Secretary, as to what disposition was to be made of the file of his administration. Our records show that President Taft took with him his personal file and directed that the official file be sent to the Library of Congress. This was done and absolutely nothing of historical or other interest was destroyed.

I can see no objection to having this letter placed with the file as you suggest.

Trusting that this will give you the information desired, I am

Sincerely yours,

C. E. Ingling  
Chief of Files

Professor Frederick J. Manning  
215 Roberts Road  
Bryn Mawr, Pennsylvania