



## *George W. Bush Presidential Library and Museum*

2943 SMU Boulevard  
Dallas, Texas 75205

# Presidential Correspondence, Office of

## Mail Analysis – Photo/Printing Division Files

**Date Ranges:** 2001-2009

**Extent and Forms of Material:** 10 linear inches

**Abstract:** This collection consists of baseball cards, lithographs, response cards, stickers and other items that were produced by the White House for distribution to the public.

**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 Staff Archivists, March 2013.

**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.

**Administrative History:** The Office of Presidential Correspondence is responsible for handling the increasing amount of mail received by the White House. The numerous areas of this Office are charged with replying to mail requests, and drafting various types of presidential messages.

Especially in the last half-century, and more so with the greater use of electronic forms of communication, the mail sent to the President has increased considerably. To cope with the avalanche of requests, advice, praise, and scorn coming from the public, the White House

employs a staff of nearly eighty full-time employees and interns, as well as several dozen more volunteers. Their role is to sort incoming mail and answer as much of it as possible.

Presidential greetings, intended as recognition of important events for individuals such as birthdays, marriages, and graduations; presidential messages, written for particular groups or events; and presidential proclamations, intended to mark annual holidays or other national occasions in which a ceremonial document from the President is appropriate, are also the responsibility of the Office of Presidential Correspondence.

Additionally, this Office manages the White House Comment Line, which enables the public to contact the White House via telephone; and the Gift Office, in charge of receiving and tracking gifts from both domestic and foreign sources. The George W. Bush administration added a calligrapher to the Correspondence Office, whose job is to prepare an official photograph of the President with a visitor or dignitary that is then sent to that person as a gift. This calligrapher is separate from the one employed by the Chief Usher for official functions.

**Scope and Content Note:** Administration baseball cards, bookmarks, envelopes, information sheets, lithographs, response cards, stickers, and related items are contained within this series. All items in this series were presumably mailed to members of the public who wrote in to the White House. Although each item in this series was created by the White House in large quantities, three samples were selected for inclusion. The majority of items were sampled from boxes that contained only bulk materials, however, some items were removed from boxes that contained a mixture of unique presidential records and bulk materials.

**System of Arrangement:** This collection is arranged alphabetically by folder title.

**Related Collections:**

The following collections also consist almost exclusively of bulk items:

Bush43 Sample Collection

Calligraphy Office, White House: Printed Ephemera

Presidential Correspondence, Office of: Student Correspondence – Enclosures

Presidential Correspondence, Office of – Presidential Proclamations: Blue Line Proclamations

Presidential Correspondence, Office of – Presidential Proclamations: Proclamations

Visitors Office, White House: Printed Ephemera

**Container List:**

**Box 1**

- 1 America's Fund for Afghan Children (AFAC) Responses
- 2 Assorted Responses [Folder 1]
- 3 Assorted Responses [Folder 2]
- 4 Assorted Responses [Folder 3]
- 5 Assorted Responses [Folder 4]

- 6 Baseball Cards - Assorted [Folder 1]
- 7 Baseball Cards - Assorted [Folder 2]
- 8 Baseball Cards - Laura Bush [Folder 1]
- 9 Baseball Cards - Laura Bush [Folder 2]
- 10 Baseball Cards - Lynne Cheney
- 11 Baseball Cards - President George W. Bush [Folder 1]
- 12 Baseball Cards - President George W. Bush [Folder 2]
- 13 Baseball Cards - Presidential Pets [Folder 1]
- 14 Baseball Cards - Presidential Pets [Folder 2]
- 15 Baseball Cards - Vice President Dick Cheney [Folder 1]
- 16 Baseball Cards - Vice President Dick Cheney [Folder 2]
- 17 Baseball Cards - Vice Presidential Pets
- 18 The Bill of Rights
- 19 Biography of Laura Welch Bush, Large Print and Braille Edition
- 20 Biography of President George W. Bush, Large Print and Braille Edition
- 21 Bookmarks
- 22 Doorhangers
- 23 Enclosures
- 24 Facsimile Signature Cards - George W. Bush and Laura Bush
- 25 Holiday Card Responses [Folder 1]
- 26 Holiday Card Responses [Folder 2]
- 27 Holiday Card Responses [Folder 3]
- 28 Holiday Card Responses [Folder 4]
- 29 Lithograph Photos from 2001 Inaugural Ball [Folder 1]
- 30 Lithograph Photos from 2001 Inaugural Ball [Folder 2]
- 31 Lithograph Photos from 2001 Inaugural Ball [Folder 3]
- 32 Lithograph Photos of Air Force One
- 33 Lithograph Photos of Laura Bush [Folder 2]
- 34 Lithograph Photos of Laura Bush [Folder 1]
- 35 Lithograph Photos of Laura Bush [Folder 3]
- 36 Lithograph Photos of Laura Bush [Folder 4]
- 37 Lithograph Photos of Lynne Cheney [Folder 1]
- 38 Lithograph Photos of Lynne Cheney [Folder 2]

- 39 Lithograph Photos of President and Mrs. Bush [Folder 1]
- 40 Lithograph Photos of President and Mrs. Bush [Folder 2]
- 41 Lithograph Photos of President George W. Bush [Folder 1]
- 42 Lithograph Photos of President George W. Bush [Folder 2]
- 43 Lithograph Photos of President George W. Bush [Folder 3]
- 44 Lithograph Photos of President George W. Bush [Folder 4]
- 45 Lithograph Photos of the Presidential and Vice Presidential Couples

**Box 2**

- 1 Lithograph Photos of Presidential Pets [Folder 1]
- 2 Lithograph Photos of Presidential Pets [Folder 2]
- 3 Lithograph Photos of Vice President and Mrs. Cheney
- 4 Lithograph Photos of Vice President Dick Cheney [Folder 1]
- 5 Lithograph Photos of Vice President Dick Cheney [Folder 2]
- 6 Lithograph Photos of the White House
- 7 Negatives and Photographs
- 8 Oath of Office of the President of the United States
- 9 Office of Homeland Security Responses
- 10 Powers and Duties of the President from the Constitution of the United States
- 11 Disk - Presidential Correspondence/Mail Analysis, Miscellaneous Enclosures
- 12 Seals of the President and Vice President
- 13 September 11th Responses [Folder 1]
- 14 September 11th Responses [Folder 2]
- 15 Stickers
- 16 Thank You Responses
- 17 Thank You for Writing Responses
- 18 The White House Envelopes [Folder 1]
- 19 The White House Envelopes [Folder 2]