



## **Inventory for FOIA Request 2015-0309-F**

### **Records and Correspondence with and about Heidi Suzanne Cruz or Heidi Suzanne Nelson from the White House Counsel's Office**

#### **Extent**

1 folder, approximately 96 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, 2016. Previously restricted materials are added as they are released. Last Modified: 05/12/2016

#### **Scope and Content**

The materials in FOIA 2015-0309-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 2015-0309-F contains materials related to all records and correspondence with and about Heidi Suzanne Cruz or Heidi Suzanne Nelson from the White House Counsel's Office.

This FOIA primarily contains printed email, fax cover sheets, and publications (and duplicates thereof). The printed email present are from Heidi Cruz to other White House staff members regarding routine administrative matters. Also included are copied pages from the Code of Federal Regulations.

It should be noted that many of the documents in this FOIA have been closed due to National Security classification and/or exemptions of the Freedom of Information Act.

### **System of Arrangement**

The materials in FOIA 2015-0309-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 Office Files.

Staff Member Office Files are maintained at the folder level by staff members within their individual offices and document all levels of administration activity.

Staff Member 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 folders processed in response to FOIA 2015-0309-F:

### **Staff Member Office Files**

Counsel's Office, White House Office of

Painter, Richard – Staff Files

Cruz, Heidi, NSC