



Inventory for FOIA Request 2015-0133-F

Roster of Special Government Employees (SGEs)

Extent

3 folders, approximately 125 pages / 55 assets

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: 07/29/2016

Scope and Content

The materials in FOIA 2015-0133-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 2015-0133-F contains materials related to a roster of special government employees (SGEs).

This FOIA primarily contains general information regarding special government employees (SGEs) as well as three specific SGEs during the George W. Bush administration – Gary Andres, Sandy Kress, and Henry Lozano. These records are formal regulations regarding the hiring and employment of special government employees by government agencies, blank forms, administrative forms, resumes and biographical information, and handwritten notes. Also included are memos to the president and related documents regarding approved presidential

appointments to the board of directors for the Corporation for National & Community Service. Additionally the electronic assets include spreadsheets and databases listing White House employees, including their titles and dates of service.

System of Arrangement

The materials in FOIA 2015-0133-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 –White House Office of Records Management (WHORM) Subject Files, Staff Member Office Files, and George W. Bush Presidential Electronic Records.

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.

WHORM Subject Files are processed at the document level.

The WHORM Subject File compiled by the White House Office of Records Management is comprised of a series of documents assigned a letter/number combination and filed in a subject category. A complete listing of the subject categories including a detailed description of each category is available in our research room and on our website at www.georgewbushlibrary.smu.edu

The Executive Office of the President (EOP) instance of the Electronic Records Archive (ERA) contains electronic records created or received by President George W. Bush. These records are stored in Search and Access Sets (SAS) that represent their originating computer program, such as Exchange Email or the Worker and Visitor Entry System (WAVES). In addition to records captured from the White House's electronic systems, EOP-ERA also contains records from the home and shared drives used by White House staff.

The following is a list of documents and folders, as well as a manifest of electronic records, processed in response to FOIA 2015-0133-F:

Records Management, White House Office of

Subject Files - FG507 (Corporation for National & Community Service)

576429

Staff Member Office Files

Counsel's Office, White House

Berenson, Bradford (Brad)

Legislative Affairs SGE (Special Government Employees) & Volunteer
Shepherds

White House Personnel, Office of










Race, Karen






Special Government Employees (SGEs)











ERA Sensitive












The records included here are George W. Bush presidential records reproduced from holdings of the National Archives and Records Administration.

Total Number of Assets: 46

PATH	FILENAME	RELEASABILITY	WITHDRAWAL SHEET	REDACTED VERSION
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/Ad Hoc Report Requests/Staff Info Data/	Copy of Staff Info Extract.xls	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 9/Archive/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 9/Archive/Backup 2004 07 14/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 03a.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive /backup 2004 03 25/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 05 01.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/Ad Hoc Report Requests/Staff Info Data/	Copy of Staff Info Extract.xls	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/	Staff Info.mdb	Withheld In Full		N/A

/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 05 18.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 09 10.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 27.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/backup 2004 12 02/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/Ad Hoc Report Requests/Staff Info Data/	Staff Info Accessions 2001.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/Ad Hoc Report Requests/Staff Info Data/	Staff Info Accessions 2001.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 05 18.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Homedir/tam_a/My Documents/Sys Br/	Separations all Components as of 2001-01-20 using Staff Info.xls	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Excel Files/Archive/	staff info ca 2004 04 20.xls	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/Ad Hoc Report Requests/WHO/WHO Special Request 11-19-2007 - Political Lists/	Staff Info Extract.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 03 19.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared	Staff Info.mdb	Withheld In Full		N/A



Access/Crystals/Crystal Reports VERSION 9/Archive/				
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 03 19.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 27.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 03a.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 09 10.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 05 01.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Homedir/tam_a/My Documents/HRM/Transition Data/	Staff Info Accessions 2001.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 03b.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/Ad Hoc Report Requests/WHO/WHO Special Request 11-19-2007 - Political Lists/	EPIC and Staff Info data EOD 01-20 - 06-30-2001.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Crystals/Crystal Reports VERSION 8/Access Databases/archive/backup 2004 03 25/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive /backup 2004 12 02/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Access Databases/archive/	Staff Info 2004 04 03b.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Homedir/sanders_t /Profile/Desktop/HR Central/Staff Information/Work	Staff Info 1-7-2005.mdb	Withheld In Full		N/A




Area/				
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 8/Excel Files/Archive/	staff info ca 2004 04 20.xls	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Crystal Reports VERSION 9/Archive/Backup 2004 07 14/	Staff Info.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Homedir/sanders_t/HR Central Stuff/HR Central/Staff Information/Work Area/	Staff Info 1-7-2005.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/Ad Hoc Report Requests/Staff Info Data/	DBMS Data 1991-1992.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Homedir/tam_a/RECYCLER/S-1-5-21-1454471165-117609710-725345543-20972/D@36/ARCHIVE/	EOP Employee History.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/Ad Hoc Report Requests/Staff Info Data/	DBMS Data 1991-1992.xls	Release In Full	N/A	N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HR Central/Staff Information/Save/	EOP Employee History.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HR Central/Staff Information/Save/	EOP Employee History - Final.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Joe Cotton/ARCHIVE/	EOP Employee History.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/HR Central/Staff Information/Save/	EOP Employee History.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/HRMSystems - Shared Access/Census/Apr Census/	census.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/0 Retention for Reference/HRMSystems - Shared Access/Census/Apr Census/	census.mdb	Withheld In Full		N/A
/43Bush/Presidential_Share/OA/Sharedir/HOME/OA/PMD/DATA/1-SYSTEMS BRANCH/HR Central/Staff Information/Save/	EOP Employee History - Final.mdb	Withheld In Full		N/A

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Total Number of Assets: 9

PATH	FILENAME	RELEASABILITY	WITHDRAWAL SHEET	REDACTED VERSION
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS /Staffing Plans/	Legislative Affairs List Former and Current Staff 10.23.08.xls	Release In Full	N/A	N/A
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS /Staffing Plans/	Legislative Affairs List Former and Current Staff 10.28.08.xls	Release In Full	N/A	N/A
/43Bush /Presidential_Share /WHO/Homedir /Nugent_C/My Documents/OLA Docs/	Edited Legislative Affairs List Former and Current Staff 10 23 08 (3).xls	Release In Full	N/A	N/A
/43Bush /Presidential_Share /WHO/Homedir /Nugent_C/My Documents/OLA Docs/	Legislative Affairs List Former and Current Staff 10.28.08.xls	Release In Full	N/A	N/A
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS/WH Certificates/Departed Employees/	List of All Staff with Contact Info - 1.10.08.xls	Withheld In Full		N/A
/43Bush /Presidential_Share /WHO/Sharedir	List of All Staff with Contact Info.xls	Withheld In Full		N/A

/Data/WHOPERS /INTERNS General/Transition Information/				
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS/WH Certificates/Departed Employees/	List of Non-Commissioned Staff to Reach Out.xls	Withheld In Full		N/A
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS/WH Certificates/Departed Employees/	List of Non Commissioned Staff with All Contact Info - 1.10.08.xls	Withheld In Full		N/A
/43Bush /Presidential_Share /WHO/Sharedir /Data/WHOPERS /INTERNS General/Spring 2008 Intern Work/Commissioned Officers/	List of Non-Commissioned Staff to Reach Out.xls	Withheld In Full		N/A