



Inventory for FOIA Request 2018-0169-F

Records on Caroline Elizabeth Lewis, White House Intern in the Office of Laura Bush, Spring 2006

Extent

12 folders, approximately 559 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, 2019. Previously restricted materials are added as they are released. Last Modified: 04/16/2019

Scope and Content

The materials in FOIA 2018-0169-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 2018-0169-F requested textual materials related to Caroline Elizabeth Lewis, a White House intern in the Office of Laura Bush in spring 2006.

This FOIA primarily contains correspondence, forms, copies of signed photos with Mrs. Laura Bush, and administrative documents. Correspondence includes thank you letters from President George W. Bush and Mrs. Laura Bush for assisting with the 2006 Easter Egg Roll, letters to Spring 2006 interns from President George W. Bush congratulating them on completing their internships, and letters sent to Mrs. Laura Bush including one from Caroline Lewis. Forms,

recommendation letters, and other administrative documents related to Lewis' application as an intern are also present. Lastly, briefing papers, schedules, and attachments for President George W. Bush's activities on March 29, 2006, the date that he posed for a photo with spring 2006 interns, are included.

Caroline Lewis, now Caroline Marak, graduated from Vanderbilt High School in Houma, Louisiana in 2003. She studied hospitality and event planning at the University of Mississippi. She completed her White House internship between January and May 2006 in the Scheduling Office within the Office of Laura Bush. One of her primary responsibilities was handling mail received in that office. After receiving her bachelor's degree in 2007, she has held various positions primarily in the Dallas, Texas metro area.

System of Arrangement

The materials in FOIA 2018-0169-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 and Staff Member Office Files.

WHORM Subject and WHORM Alpha Files are processed at the document level.

The WHORM Alpha File was compiled by the White House Office of Records Management and is a series of documents arranged by name of persons, organizations, or events.

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.

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 2018-0169-F:

Box 1

Records Management, White House Office of

Subject Files - FG001-07 (Briefing Papers)

03/29/2006 [692654]

Subject Files - ME001 (Messages Sent to Individuals)

697218 [1]

697218 [2]

697218 [3]

697854

Subject Files - PP005-01 (First Lady)

699466

Subject Files - PR005-01 (Photographs Granted)

688741

698355

Alpha Files - PP005-01 (First Lady)

687538 Folder 184 [1]

687538 Folder 184 [2]

Staff Member Office Files

Office of Administration - Office of Security and Emergency Preparedness

Personnel Security Files

Lewis, Caroline Elizabeth - WH INT

White House Personnel, Office of

Hotze, Rebekah - Intern Office Files

Lewis, Caroline