



## **Inventory for FOIA Request 2015-0308-F**

### **Records from the White House Office of Presidential Personnel regarding Heidi Cruz**

#### **Extent**

12 folders, approximately 837 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: 10/19/2016

#### **Scope and Content**

The materials in FOIA 2015-0308-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 2015-0308-F requested records from the White House Office of Presidential Personnel regarding Heidi Cruz (formerly Heidi Nelson).

This FOIA primarily contains resumes, personnel forms, fax cover sheets, job descriptions, a news article, routine printed emails, and routine post-it notes. This request mainly consists of different versions of Heidi Cruz's resume and various personnel forms. Also included is Cruz's vetting and donation information and a job description for one of her positions.

## **System of Arrangement**

The materials in FOIA 2015-0308-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 and Office Files.

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

Staff Member and 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 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](http://www.georgewbushlibrary.smu.edu)

The following is a list of documents and folders processed in response to FOIA 2015-0308-F:

### **Records Management, White House Office of**

Subject Files - PE002 (Employment - Appointments)

479682 Folder 2 [1]

479682 Folder 2 [2]

Alpha Files - PE002 (Employment - Appointments)

642546 Katja Bullock Folder 1 [1]

642546 Katja Bullock Folder 1 [2]

642546 Katja Bullock Folder 1 [3]

642546 Katja Bullock Folder 1 [4]

### **Staff Member Office Files**

Presidential Personnel, White House Office of

Bullock, Katja - Agency Files - Candidates

Cruz, Heidi

Cruz, Heidi Nelson [Folder 1]

Cruz, Heidi Nelson [Folder 2]

Nelson, Heidi

Bullock, Katja - Personnel Files

Nelson, Heidi S.

Clark, David

Cruz, Heidi