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THE WHITE HOUSE

WASHINGTON

June 9, 1981

RECEIVED
N 6110181

Dear Dr. Warner:

Pursuant to the provisions of the "Presidential Records Act of 1978," I specify that access shall be restricted to all categories of Presidential records set forth in Section 2204(a) of the Act for 12 years after the termination of my service as President of the United States.

At a later time, my staff or I will review and discuss with you the possible reduction of these restriction periods for certain categories of records.

Under the conditions set forth in Section 2204(d) of the Act, I hereby designate Nancy Reagan and Edwin Meese III as my representatives with authority to exercise all discretion or authority granted to me under the Act.

Sincerely,

Ronald Reagan

Dr. Robert M. Warner
Archivist of the United States
National Archives and Records Service
Washington, D.C. 20408



Received NA-A

MAR 06 1981

THE VICE PRESIDENT
WASHINGTON

March 4, 1981


Dr. Robert Warner
Archivist of the United States
The National Archives
Washington, D.C.

Dear Dr. Warner:

Pursuant to the provisions of the Presidential Records Act of 1978, 44 U.S.C. § 2204(a), I specify durations of 12 years for all six categories of restrictions which the Act permits me to apply to the official records of my tenure as Vice President.

At a later time, my staff or I will discuss with you the reduction of these restriction periods for certain categories, when such a reduction would be in keeping with other statutes or executive orders or otherwise appropriate.

Sincerely,



George Bush

FEB 11 1981

Handwritten initials

Honorable George Bush
The Vice President of the
United States
Washington, DC 20501

Dear Mr. Vice President:

I appreciate your letter of February 2. I have called Mr. Untermeyer and I have arranged a meeting with him and Mr. Gray and Dr. O'Neill of my staff. We appreciate this opportunity and look forward to working with you and your associates in carrying out the provisions of the Presidential Papers Act.

Anytime we can be of assistance to you or your office, please call upon us.

Sincerely,

Robert M. Warner

ROBERT M. WARNER
Archivist of the United States

CC: Official File - N
Day File - N
NL
RMWarner:feg:2-10-81



received 11-11
FEB 9 1981

THE VICE PRESIDENT
WASHINGTON

February 2, 1981

Mr. Robert M. Warner
Archivist of the United States
General Services Administration
National Archives and Records Services
Washington, D.C. 20408

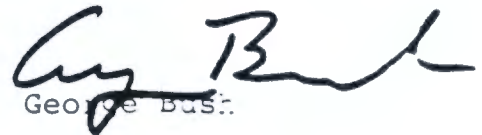
Dear Mr. Warner:

Thank you for your letter of January 15 regarding the official records of the Vice Presidency.

May I suggest that you meet with my legal counsel, Boyden Gray, and my executive assistant, Chase Untermeyer, to work out how we can best cooperate with the National Archives to ensure that appropriate papers are preserved. Please call Mr. Untermeyer (456-7123) at your convenience to arrange a meeting.

We are aware of our obligations under the Presidential Papers Act, and look forward to working with you to ensure that our records are kept in compliance.

Sincerely,


George Bush

JAN 15 1981

Honorable George Bush
Vice President-Elect
734 Jackson Place, NW.
Washington, D.C. 20506

Dear Mr. Bush:

Please allow me to congratulate you on your election as Vice President of the United States. I look forward to serving you and the nation during the coming administration as I carry out my responsibilities to control Government paperwork and to preserve our nation's permanently valuable records. I am particularly eager to provide any possible advice and assistance to you and your staff concerning the official records of your Vice Presidency.

The records that you and your staff create will be not only useful working tools for you during your term of office but also, in the future, will provide invaluable historical documentation. As soon as possible following your inauguration, we recommend that you designate a member of your staff to work with the National Archives to ensure full preservation of these materials.

As you know, under the Presidential Records Act of 1978, the records that you and your staff create relating to your Vice-Presidential duties will be the property of the United States. Under the act, your responsibilities are the same as those of the President in respect to his records.

We look forward to working closely with you and your staff to carry out provisions of the act and to ensure preservation of the records of your Vice Presidency and their eventual deposit in an appropriate repository. We hope that you and your staff will not hesitate to contact me or Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries (523-3212), for any further information or assistance we may be able to provide.

Sincerely,



ROBERT M. WARNER
Archivist of the United States

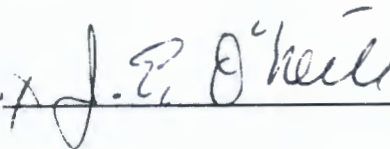
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cc: Official file - NL ✓

Reading file - NL

N

NL



May 14, 1982

John
44

MEMORANDUM TO: DAVID WALLER
FROM: MARIE ALLEN *Marie Allen*
PRESIDENTIAL RECORDS STAFF
NATIONAL ARCHIVES
SUBJECT: PRESIDENTIAL GIFTS

This memorandum is in response to your inquiry concerning when the National Archives will make available to the public a listing of the gifts to the President from domestic and non-official foreign sources.

During the Administration, the Archives stores these gifts as a courtesy to the White House, but has no authority for processing them. The only list of the items prepared during the Administration is an interim list produced by the White House Gift Unit. After the Administration, if the gifts are covered by the Presidential Records Act, the Archives will process the gifts and the list in accordance with the requirements of the Presidential Records Act (44 U.S.C. 2201 et. seq.). A list of gifts must be made available to public requests at a point five years after the end of the Administration, and may well be provided earlier if processing procedures and priorities permit. (44 U.S.C. 2204(b)(2)).

It might be appropriate to note here that there is no specific statutory requirement for the publishing of a complete list of all domestic gifts, in contrast to the requirements for listing publicly official foreign gifts and personal gifts retained by the President. The general listing is a major task, probably encompassing more than 16,000 items.

There has, in the past, been some question as to whether the gifts from domestic and non-official foreign sources would be considered records under the Presidential Records Act or would be considered personal property to be donated by the President to the National Archives at a later time. You have indicated to me that those items presently being stored in archival storage space will be considered Presidential records as defined by the Act.

*John -
this is a copy
to your info.
Marie*

The Office of the Counsel to the President has inquired when the National Archives will make available to the public a complete listing of the gifts to the President from domestic and non-official foreign sources.

During the Administration, the Archives stores these gifts but has no authority for processing them. The only list of the items during the Administration is an interim list produced by the White House Gift Unit. After the Administration, if the gifts are covered by the Presidential Records Act (44 U.S.C. 2201 et. seq.), they will be processed and a verified list produced no ~~earlier~~ than five years after the end of the Administration. The Presidential Records Act allows the Archives a five year period for initial processing (44 U.S.C. 2204(b)(2)), in which most if not all of the records will be closed. After that period, the list of gifts will be completed in accordance with priorities in processing established by the National Archives.

It might be appropriate to note here that there is no specific statutory requirement for the publishing of a complete list of all domestic gifts, in contrast to the requirements for listing publicly foreign gifts and personal gifts retained by the President. The general list is a major task, probably encompassing more than 16,000 items, and will be produced by the Archives in the normal course of processing Presidential materials after the end of the Administration.

There has, in the past, been some question as to whether the gifts from domestic and non-official foreign sources would be considered records under the Presidential Records Act or would be considered personal property to be later donated by the President to the National Archives. The Counsel's Office has indicated to me that those items presently being stored in archival storage space will be considered Presidential records covered by the Act.

MARIE B. ALLEN
Presidential Records Staff
National Archives

April 7, 1981

MEMORANDUM TO: HELENE VON DAMM
ASSISTANT TO THE PRESIDENT

FROM: MARIE ALLEN *Marie Allen*
PRESIDENTIAL LIBRARIES OFFICE

SUBJECT: PREPARATIONS FOR RONALD REAGAN PRESIDENTIAL
LIBRARY

Thank you for taking the time, several weeks ago, to discuss briefly the future Reagan Presidential Library. As you requested, I've drafted this memorandum listing the preparations that we think are desirable and necessary, during the Administration, for the Library. I'd appreciate your comments concerning these ideas and your suggestions as to which White House Staff members would be the most appropriate contacts for our various programs. A list of decision items is included at the end of the memorandum.

I. Background

Apparently, the idea of a Presidential Library originated with Franklin Delano Roosevelt. A dramatic increase in the number of incoming letters to the White House during the New Deal era (from approximately 400 a day during the Hoover years to some 4000 a day) impelled President Roosevelt to look for new ways of caring for his papers after his Presidency. The sheer quantity of his papers made it impossible for him to follow the usual practice of Presidents, which was to take their papers home after the Administration. After consulting with prominent historians and archivists, President Roosevelt announced his plan for a special archival institution -- subsequently named the Franklin D. Roosevelt Presidential Library -- at a press conference on December 10, 1938. Congress approved the Roosevelt plan in 1939 and then passed legislation in 1955 (65 Stat. 695) to provide for the acceptance and maintenance of libraries for other Presidents under the same general terms as it had adopted for the Roosevelt Library. Today the Presidential Library system, administered by the National Archives, includes archival institutions for the following Presidents: Herbert Hoover, Franklin D. Roosevelt, Harry S. Truman, Dwight David Eisenhower, John F. Kennedy, Lyndon B. Johnson, and Gerald R. Ford. The Nixon and Carter papers are administered also by the National Archives, but they are not organized yet as Presidential Libraries. Under the terms of the 1939 and 1955 legislation, the President is responsible for raising the funds to purchase, or otherwise acquiring, land and a building for the Presidential Library. The United States Government, through the National Archives, then assumes responsibility for administering the institution and paying all other costs.

Under the terms of the Presidential Records Act of 1978, effective January 20, 1981, the official records of the Presidency are the property of the Federal Government from the time of their creation. Previously, the records were deeded to the Government by former Presidents, together with the land and building for the Library. We do not anticipate that the Act will cause any major changes in the current system for the establishment of Presidential Libraries.

Since 1967, the Presidential Libraries Office has maintained a small staff of archivists in the White House complex to work toward improving the quality of Administration documentation and plan toward each future Presidential Library. At the end of each Administration, one or more staff members from this office accompany the Presidential records when they leave Washington, DC for storage pending the creation of a Presidential Library. These staff members begin the processing of the records and assist the former President and his staff with information requests.

The director of the Presidential Library system is Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries. The White House branch of the Presidential Libraries Office is directed by Marie Allen.

II. Current Responsibilities

The White House unit of the Presidential Libraries Office is currently involved in a variety of activities related to Presidential records:

--Packing, storing and retrieving Presidential gifts

Several years ago, the Archives discovered that gifts to the President from foreign and domestic sources were not being packed well enough, after acknowledgement, to avoid breakage or other damage during transit to a Presidential Library. We now provide one or two staff members to pack the gifts in the White House with all appropriate safeguards. At about two-week intervals, we transfer the packed gifts to specialized gift storage areas at the National Archives Building on Pennsylvania Avenue. We also return gifts from storage to the White House upon request from the White House Gift Unit.

--Implementing Presidential Records Act

The Archives has several statutory responsibilities for Presidential records during the Administration, as well as a general obligation to assist the White House in all matters related to official records.

I have already submitted reports to the Counsel's Office, at their request, and participated in discussions concerning the Act with staffers in the Counsel's Office, Central Files, Presidential Correspondence and the Gift Unit. The Archives has the responsibility for writing regulations implementing the Act, and I will be drafting these during the next year.

--Storing and retrieving records for White House Central Files

At some point in every Administration, the Presidential records fill up all of the EOB storage rooms, and Central Files asks the Archives to provide additional storage areas. We make available secure storage rooms in the National Archives Building with alarm systems suitable for classified as well as unclassified records. We are already preparing and reserving these storage rooms in anticipation of future needs.

--Assisting White House Staff in securing information or copies of records from Presidential Libraries and from the National Archives

We are already answering occasional questions from staffers, and expect to receive more inquiries as our services become more well known. In the past several days, we compiled a history of the President's official White House Office, at the request of Ed Meese, and histories of the EOB and Camp David, at the request of John Rogers. We secured information and photographs concerning the history of the White House Easter Egg Roll for a new White House brochure.

--Providing one staff position for the compilation of the Daily Diary

From the time of the Nixon Administration, the Presidential Libraries Office has contributed significantly to the maintenance of the President's Daily Diary. This Diary is actually a detailed record of the President's official appointments, including the names of persons present in Presidential meetings or social events or telephone calls. Currently, we provide one salaried position, located organizationally in the Scheduling Office, for a staffer assigned to compile the Diary. We have found that the Diary is an extremely important information resource for the former President and for researchers at the Libraries.

--Creating a book collection for the Reagan Library

We have already begun to prepare purchase orders for books about the First Family and the Reagan Administration. These books will be the nucleus of the book collection at the future Reagan Library. When possible, we'd appreciate receiving donations of books for this collection.

--Assisting with the audiovisual documentation of the Presidency

Audiovisual records (photographs, audiotapes, videotapes and film) require special storage conditions with appropriate temperature and humidity levels. We provide special storage areas for Presidential audiovisual records accumulated by the White House Communications Agency and the Naval Photographic Center. We maintain finding aids for these materials and retrieve individual items upon request by WHCA or the Naval Photographic Center. .

We have also begun working with Joe Holmes, who is preparing periodic documentaries of the Reagan Presidency. We've provided Mr. Holmes with copies of tapes from other Presidential Libraries and discussed with him some of the new ways in which we could use audiovisual means of documentation for the Reagan Administration.

--Assist other Archives units in the White House complex

The Federal Register, which is also part of the National Archives, maintains an office in the EOB which publishes the Weekly Compilation of Presidential Documents, the Public Papers of the President, and indexes to Presidential press releases. We work closely with this unit on a variety of tasks.

III. Possible Additional Activities

As you can see from the above, we are already busy with a variety of activities on behalf of the Reagan Library. We would like to do an even better job, however, and engage in many more activities. Some of the possibilities for additional activities on behalf of the future Reagan Library are listed below:

--Advising White House Staff members concerning the importance of the documentary record of the Administration and the requirements of the Presidential Records Act

Although we are advising staff members upon request now, we could accomplish this objective in a more systematic way. Working with the Counsel's Office and White House Central Files, we suggest the following specific activities:

- (1) A briefing at a Senior Staff meeting
- (2) Training courses for secretaries/administrative assistants in recordkeeping techniques
- (3) Handbook on Presidential records
- (4) Survey of recordkeeping practices in staff offices to identify problems and provide assistance as needed
- (5) Encouragement of private diary-keeping by the President, First Lady and staffers
- (6) Initiation of "historic event" memoranda. After major foreign or domestic events, specific staffers would be asked, perhaps by the Chief of Staff, to write detailed descriptions of the events from their perspectives. These memoranda would be maintained in a special historical file, perhaps by the Staff Secretary or personal assistant to the President.

--Recommending preservation actions

Although this activity may be accomplished in conjunction with the records survey listed above, we think it important enough to discuss separately. The records maintained in Central Files are well preserved, but the many other records in staff offices are frequently stored in hazardous locations, subject to fire or water damage, or are stored in inefficient and expensive ways.

One example of a more efficient storage method might be applied to the dictabelts used by the President in preparing responses to his mail. Staffers in the Presidential Correspondence unit feel that the dictabelts should be erased and used again, because of the replacement expense, and yet they are reluctant to lose the audio record of the President's voice relating stories and incidents for response letters. Archives audiovisual experts could periodically copy the dictabelt tapes onto large reels for storage purposes and still return the dictabelts for reuse, with a significant savings in equipment costs.

We recommend that a team of preservation experts examine the permanent quality of the paper and ink used by the President and his staff. Archives experts should be included in this team, as well as those from other agencies.

--Oral history programs

Each Presidential Library has conducted oral history programs in order to enhance the paper records with the sounds of voices and the substance of personal recollections of members of the Administration and the President's family. Most of these programs are initiated after the end of the Administration.

We have conducted tape recorded interviews during past Administrations with (1) departing members of the President's staff and (2) members of the President's and First Lady's families. We interviewed departing staff members because it was cost efficient to interview them in Washington, DC before they left the city for other job locations. We interviewed family members on the subject of family history for the biographical sections of the Presidential Library.

We would like to continue the staff and family interview programs, if the President wishes us to do so.

--Solicitation of materials to supplement the official records in the Reagan Presidential Library

The success of the Reagan Library as a research and archival institution will depend partly on the quality and quantity of additional materials donated to the Library to supplement the official records. We can start now to accumulate these materials, when they are not already located in archival institutions, and to compile solicitation lists. Particularly valuable are the pre-Presidential papers of the President, relating to his several careers, and the papers of the President's family, staff and associates.

--Coordination of computer-produced records

The Presidential Libraries are entering a new era in which machine-readable records will constitute a major portion of Library records. The transfer of the computer records of the Carter Administration was not as smooth or efficient as it could have been with more advance planning. The Archives needs to be involved at an earlier point in the White House standards for computer programs, choice of machines and software packages, and organization of data, if the Archives, through the Presidential Library, is to carry on these programs after the Administration.

In order to plan more effectively for the utilization of computer programs, we suggest the establishment of a computer records committee. This committee would include representatives from ARchives, Central Files, OA, Counsel's Office, and other units using computer services in the White House. A senior staff member should chair the committee in order to provide authority necessary to accomplish committee recommendations.

--Meetings between Archives and White House officials

Each Presidential Library is an extension of the personality and personal style of the President it honors and memorializes. Archives officials planning the Library could do a more efficient job, and a job more in keeping with the President's wishes, if they could be informed, at an early date, concerning the President's ideas and goals for his Library. The appropriate Archives officials for such meetings would include Dr. James O'Neill, Assistant Archivist for Presidential Libraries, and Dr. Robert Warner, Archivist of the United States. The establishment of such a dialogue early in the Administration would, we believe, significantly expedite planning for the Library and enhance the quality of documentation of the Reagan Presidency.

IV. Conclusion

At some date in the future, the former President, in cooperation with the National Archives, will establish the Ronald Reagan Presidential Library. I know that there are many more immediate items on the President's calendar. Nonetheless, I feel that the quality of our present preparations for the Library are important and I appreciate your comments and your assistance.

SUMMARY OF ACTION ITEMS

The National Archives should seek to advise the White House staff concerning records responsibilities (in conjunction with Central Files and Counsel's Office) through

- (1) Briefing at a Senior Staff meeting
Yes _____ No _____
- (2) Training courses
Yes _____ No _____
- (3) Handbook on Presidential records
Yes _____ No _____
- (4) Surveys of recordkeeping practices
Yes _____ No _____
- (5) Initiation of "historic event" memoranda
Yes _____ No _____
- (6) The senior White House staff member with oversight responsibility for these activities is

The National Archives should carry out the following preservation activities:

- (1) Survey staff offices
Yes _____ No _____
- (2) Transfer the President's correspondence dictabelts to larger storage reels
Yes _____ No _____
- (3) Study the preservation quality of the paper and ink used by the President and his staff
Yes _____ No _____

The National Archives should carry out the following oral history programs:

- (1) exit interview program
Yes _____ No _____

(2) family history program

Yes _____ No _____

The Archives should actively seek materials to supplement the official records in the Reagan Library.

Yes _____ No _____

If Yes is checked, our contact for compiling solicitation lists should be

The Archives should assist in the establishment of a Computer Records Committee

Yes _____ No _____

Archives officials should meet with the President and/or Senior Staff members to discuss the President's ideas and goals for the Reagan Library

Yes _____ No _____



OFFICE OF ADMINISTRATION
Washington, D.C. 20503

cc: Dr O'Neill

March 30, 1981

J. Carmon

MEMORANDUM FOR: Albert Ossman
Marie Allen ✓
Robert Linder

FROM: Sarah T. Kadec *Sarah T. Kadec*

SUBJECT: Machine Readable Presidential Records

I felt it necessary to follow up on Dr. James Carmon's meeting with White House, OA and NARS staff on Friday. In order to prevent problems he described from repeating themselves, we should establish a task force as soon as possible to:

1. Review Dr. Carmon's recommendations
 - a. need to establish early in each Administration standards for ADP support.
 - b. look at critical requirements of successful ADP support program and assure that basic design is good; compatibility among systems, formats and software is met; and that documentation is always available
 - c. involve GSA/NARS very early in helping to define documentation requirements.
 - d. avoid quick and dirty systems outside the general standards. Expenses saved at beginning will be much higher later when resources are not as readily available.
2. Work with WHCA, WHO and others to develop standards which are implementable, yet effective.
3. Develop with GSA/NARS acceptable formats for archival material.
4. Determine a long term operating plan involving systems, equipment and costs.

The task should include senior White House staff person concerned with Presidential Records; a NARS staffer; OA, WHO and WHCA representatives as well as individuals from the various major records processing units as appropriate. A general counsel should be available on an AD HOC advisory basis.

If systems are properly designed, formatted and documented, the machine readable files should be available for immediate use following an administration.

cc: Ralph Bledsoe

John

December 4, 1980

Honorable Ronald W. Reagan
1726 M Street, NW.
Washington, DC 20036

Dear Governor Reagan:

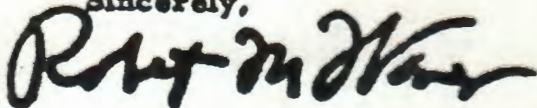
Please allow me to congratulate you on your election as President of the United States. I look forward to serving you and the nation as the custodian of our country's historical record. A few years ago when I was on the faculty of the University of Michigan, I worked with President Ford on the handling of his papers and the planning of the Ford Library, whose Museum you saw under construction in Grand Rapids.

As you probably know, your administration will be a historic one in regard to the way Presidential records are maintained. On January 20, 1981, the Presidential Records Act of 1978 takes effect. This act provides that almost all of the records created by you and your staff, as well as those created by the Vice President and his staff, are the property of the United States. Implementation of the act will require changes in the way records have traditionally been maintained in the White House. Thus, what is done with your records will be precedent-setting.

We at the National Archives are prepared to help you and your staff in every possible way to carry out the provisions of the Presidential Records Act and to assist in its implementation. The results should be a splendid historical record of your administration that will become a part of the ongoing historical heritage of the American nation.

Please let us know with whom we should work in assisting your administration in these responsibilities.

Sincerely,



ROBERT M. WARNER
Archivist of the United States

CC: Official File - NL
Day File - N, A
NL
RMWarner:feg:12-4-80

RECEIVED
DEC 10 1980
NATIONAL ARCHIVES

Briefing paper on Proposed Reorganization of Presidential Libraries
Liaison Office

*File: Reagan
Background
&
level.*

Proposal

John Rogers wants space presently occupied by the Liaison Office in Room 415 of the Old Executive Office Building. He has proposed, through Theresa Elmore and Biff Henley, that the 4-person Liaison Office be abolished as an independent unit, that Marie Allen and Rod Ross report directly to Biff Henley (Director, Office of Records Management) and that Heather Paisley-Jones and Lisa Auel report directly to the White House Gift Unit. Rogers has indicated that the alternative to acceptance of this proposal is the closing down of all office programs and the moving of the four personnel out of the EOB.

Description of Liaison Office

The Liaison office is a field unit of the National Archives' Presidential Libraries Office, accomplishing agency functions and responsibilities within the White House complex. The office maintains an informal reporting relationship to the office of Edwin Meese, the staffer appointed by the President to oversee matters relating to the future Reagan Library. The official reporting channels for the office are to the Assistant Archivist for Presidential Libraries, National Archives.

Problems with Rogers Proposal

o Conflict of interest involving Presidential Records Act

Under the Act, the Liaison office reviews and samples records recommended for disposal by the White House Office of Records Management. The Archives may object to any proposed disposal by written objection to the White House Office or to two designated committees of the Congress (44 U.S.C. 2203). This oversight role could not be accomplished if there were a formal reporting requirement for the Liaison Office to any White House staff unit, and especially to the Office of Records Management.

o Contractual problems with exit interviews

The exit interview program utilizes deeds in many cases between the interviewee and the National Archives, donating an interview for placement in the future Reagan Library. The Office of Records Management could not supervise contracts of this type.

o Contradiction of informal reporting channels established by President

In 1981, the President designated Edwin Meese as the staffer with oversight responsibility for all programs related to planning the future Reagan Library. The Liaison Office has

sought approval from Mr. Meese for programs related to the Library, and has been available for advice and assistance for questions arising in this area. Changing the reporting requirements for the Liaison Office would seem to contradict this established line of responsibility.

o Confusion of lines of responsibility for gifts

Few materials in the White House complex are as subject to suspicion from the media as the gifts received by the President. The Archives takes responsibility for conservation of the gifts (using Archives fumigation tanks), packing in crates and boxes, and storage at the National Archives. The Archives uses two technicians on temporary, 10-month, appointments (Paisley-Jones and Auel) for the actual packing. The Rogers proposal of splitting these two temporary employees from their supervisors raises a number of questions about the resulting lines of responsibility and accountability. The Archives cannot take responsibility for a list of items supposedly packed in a box, if Archives employees have not verified that the lists are correct. ~~The Archivist feels that~~ it would be better to remove the agency from any and all responsibility for gifts, rather than blur the lines of accountability and responsibility.

o Outreach programs of Liaison Office are better administered under the guidance of the office of Edwin Meese

The Liaison Office's outreach programs to the Cabinet officers and the heads of independent agencies would be outside the area of the White House Office of Records Management, and could not benefit from their oversight. The personal papers solicitation programs are most appropriately approved and administered by Mr. Meese's office.

Other options

- o If the particular room occupied by the Liaison Office has become the genesis for this reorganization issue, it could be pointed out that there is another appropriate room on the same floor that is now empty, Room 460.
- o If the Liaison Office cannot continue to exist as an independent unit in the EOB, the personnel should move to Archives. If the staff can retain building passes, one parking permit, and desk space somewhere in the EOB, they could attempt to retain some programs from the Archives base with frequent trips to the EOB.