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Digital Library Collections

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**Collection: Deaver, Michael**  
**Folder Title: Photo Office Policy Re:**  
**Release**  
**Box: 51**

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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** DEAVER, MICHAEL: FILES

**Withdrawer**  
KDB 8/17/2011

**File Folder** PHOTO OFFICE POLICY RE: RELEASE

**FOIA**  
F97-0066/19  
COHEN, D  
146

**Box Number** 53

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	MEMO	BILLIE SHADDIX TO DEAVER RE PERSONNEL MATTERS	3	3/2/1985	B6
2	MEMO	SHADDIX TO CHRISTOPHER HICKS RE FORTHCOMING MEMO [ENCLOSURE 4]	2	2/27/1985	B6
3	LETTER	SHADDIX TO HICKS [ENCLOSURE 5]	1	3/1/1985	B6
4	MEMO	DRAFT MEMO (ENCLOSURE 6]	1	ND	B6
5	MEMO	DEAVER TO DIANE POWERS	1	10/23/1983	B6
6	MEMO	SHADDIX TO DEAVER RE APPROVAL OF RELEASE PHOTOGRAPHS	3	10/27/1983	B6

Freedom of Information Act - [5 U.S.C. 552(b)]

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- B-3 Release would disclose trade secrets or confidential information [(b)(3) of the FOIA]
- B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Items with restrictions contained in donor's deed of gift.

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*pages tions*

*NO Document Description*

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1 MEMO

3 3/2/1985 B6

BILLIE SHADDIX TO DEAVER RE PERSONNEL  
MATTERS

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C. Closed in accordance with restrictions contained in donor's deed of gift.

POSITION DESCRIPTION  
(DIAR 22-22)

1. TITLE <b>Director of Photographic Services</b>	2. PAY SCHEDULE <b>GS</b>	3. OCC CODE <b>1001</b>	4. GRADE <b>15-08</b>	5. P. D. NUMBER <b>UX 77473</b>
6. ORGANIZATION (Indicate lowest level) <b>DS-2D RTS-5B4</b>	7. FUNCTION CODE <b>-</b>	8. JTD NUMBER <b>06955</b>	9. CLC <b>UJ</b>	

POSITION CLASSIFICATION ACTION  
(To be signed by Personnel Office only)

This position has been classified in accordance with U. S. Civil Service Commission and Defense Intelligence Agency official policy and grade level standards.

PM-1 ANALYST SIGNATURE <i>James W. Jones</i>	DATE <b>Nov 22, 1977</b>	PM-1 CLASSIFICATION APPROVAL <i>James W. Jones</i>	DATE <b>Nov 22, 1977</b>
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11. SUPERVISORY CONTROLS, MAJOR DUTIES, QUALIFICATIONS REQUIRED, SECURITY (See instructions on DIA Form 300-A)  
SUPERVISORY CONTROLS: (continue on reverse)

The Director, White House Photographic Services, performs under the general administrative direction of the Press Secretary to the President. Incumbent exercises very wide latitude in the performance of his responsibilities and is expected to set and carry out policy and procedural requirements to accomplish all intendments within the purview of his own mental abilities, with the pertinent physical resources at hand. As Director, he shall dispatch all problems within the sphere of his responsibility. He has the responsibility and authority to determine the methods best suited to accomplish overall intendments and will assign, delegate and/or direct individuals in accomplishing their assigned tasks. Incumbent has the responsibility and authority to reject all work units and efforts not up to pre-determined quality standards.

MAJOR DUTIES:

Incumbent serves as the Director, White House Photographic Services and is responsible for the management and administrative functions associated with both the Photographic Office and Photographic Laboratory. He is responsible directly to the Press Secretary to the President for all Photography, editing, supervisory, administrative and other pertinent functions of the Photographic Office and Laboratory Staffs. He exercises technical and administrative direction over a Staff of approximately 32 employees; 7 civilian employees, grades GS-10 thru GS-14 and approximately 25 Military Personnel, grades E-2 through E-9, engaged in professional photography and highly sophisticated photographic functions

IMMEDIATE SUPERVISOR'S CERTIFICATION

(Classification Action Will Not Be taken Unless Signed)

12. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

13. TYPED NAME AND TITLE <b>JODY POWELL, Press Secretary to The President</b>	SIGNATURE <i>Rex L. Stanton</i>	DEPUTY PRESS SECRETARY	DATE <b>8/5/77</b>
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ANNUAL POSITION REVIEW RECORD

Supervisor's Review and Certification of Accuracy	DATE				Personnel Management Specialist's Audit or Review	DATE			
	INITIALS					INITIALS			

15. KIND OF POSITION ACTION

<input type="checkbox"/> NEW DESCRIPTION	REPLACES POSITION NO.	SERIES	GRADE	OTHER
<input checked="" type="checkbox"/> REDESCRIPTION	<b>UX 76221-M</b>	<b>1001</b>	<b>GS-15</b>	<b>Non-merit Pay Position</b>

MAJOR DUTIES: (Cont'd)

in direct support of the Photographic requirements of the President of the United States, The First Lady, The Vice President and their respective Staffs. Incumbent prepares and executes Executive level correspondence in all matters relating to the Photographic Office and Laboratory. He determines technical and philosophical direction of the photographic operation and determines budgetary requirements to carry out that direction.

1. As Director, the incumbent's sphere of responsibility encompasses the supervision of all technical and administrative aspects of the Photographic Office and Laboratory. Through subordinates, he accomplishes all tasks requirements of the Photographic Operation.
2. Incumbent's duties include liaison between the White House and the Laboratory. He spells out the specifics of each job requirement and the role the Laboratory must play in accomplishing the desired end result. He determines the most expedient methods of completing routine and specialized photographic assignments and requirements.
3. Incumbent formulates and puts into effect policies, decisions and directives affecting quality, efficiency, and the productive efforts of the Photographic Office and Laboratory. Through subordinates, he requires that his policies, etc. are put into effect and that feedback information as to their effectiveness is supplied to him.
4. Incumbent plans and schedules photographic assignments to include, but not limited to Presidential, Vice Presidential, First Family and their respective staff requirements both at the White House, on location and trip related photography. He determines types of equipment, amount of coverage and the number of personnel necessary to cover any given assignment. All scheduling and pre-information of events to be distributed to the Photographic Staff are his responsibility.
5. Incumbent is responsible for initiating programs of research, development and testing, including studies of modern photographic systems, techniques and equipment for possible use by the White House Photographic Laboratory.
6. Incumbent is responsible for making and putting into effect policy decisions which affect the technical capability and administrative functions of the laboratory and photographic office staffs.
7. Incumbent keeps himself abreast of the "Photographic State of the Art" and commissions designated subordinate personnel to research new equipments, chemistries, films, papers and techniques. They shall report their findings for possible use by the Laboratory to him.

MAJOR DUTIES: (Cont'd)

8. When required, incumbent has the responsibility and authority to travel to photographic locations, and direct individual and/or team photographic efforts in support of The President.
9. Incumbent is responsible for directing the selection of the best photographic negative frames for reproduction. This task is accomplished through professional judgment and the several selective editorial processes available.
10. Incumbent is responsible for the professional quality of photography before it is released and has the authority to reject work not up to desired quality.

Encl. #2

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 19584NZ

2. Reason for Submission

Redescription  
 Reestablishment  
Explanation (Show any positions replaced)

3. Service

New  Dept'l  Field  
 Other

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. CSC Certification No.

f

In lieu of PD 18215NZ  
(GS-1060-14)

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Employment/Financial Stmt Required

Yes  No

9. Subject to IA Action

Yes  No

10. Position Status

Competitive  
 Excepted (Specify) Sched B  
213.3206 (b) (1)

11. Position is

Supervisory  
 Managerial  
 Neither

12. Sensitivity

Critical  
 Noncritical  
 Nonsensitive

13. Competitive Level Code

06

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment	Photographer (Still)	GS	1060	14		
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

Special Programs

a. First Subdivision

Washington Headquarters Services

d. Fourth Subdivision

White House Support Group

b. Second Subdivision

Miscellaneous Activities

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed Name and Title of Immediate Supervisor

Bille B. Shaddix, Director White House Photographic Services

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

*Bille B. Shaddix*

Date

2-24-90

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

GS-1060

Typed Name and Title of Official Taking Action

Michael Sekol, Chief, Position Management & Classification Division

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)



## INTRODUCTION:

This position is located in the White House Support Group which is one of the Interdepartmental Activities of the Office of the Secretary of Defense serviced by the Washington Headquarters Services. The incumbent serves as an official White House Photographer in the White House Photographic Office in the Executive Office of the President.

## SUPERVISORY CONTROLS:

The incumbent is under the supervision of, and answers directly to, the Director, White House Photographic Services.

Overall job requirement guidance is directed from or through the Director in accordance with the official nature of the actions required. However, when on assignment in an official capacity the incumbent is required to work independently. The incumbent handles and resolves all problems within the sphere of the assigned photographic responsibilities utilizing abilities and mental resources with the pertinent physical accoutrements at hand. The incumbent directs problem areas beyond the scope of abilities to the Director, White House Photographic Services along with recommendations for possible alternatives when appropriate.

## MAJOR DUTIES:

Incumbent serves as an official White House Photographer assigned to the White House Photographic Office. As such, has the responsibility for photographing all events, as directed, of the President, Vice President, First Lady and senior staff of the White House. The incumbent photographically records all assigned events in a general documentary style for historical presentation. Further, the incumbent photographs each event according to the specific nature which best suits the immediate needs of the President, Vice President, etc., such as: press release, group photography, scenic, portrait, receiving lines, tours, etc.

When on location the photographer deals with the various Senior Staff office representatives to ensure that the necessary coordination is maintained and that all specific requirements of a photographic nature are met. Makes recommendations to the President, Vice President, First Lady, First Family Members and Senior Staff Personnel as to the most appropriate manner in photographing the great variety of events daily encountered.

When directed, incumbent travels with the President, Vice President and First Lady on all trips, both foreign and domestic, and ensures that a comprehensive photographic record is made of all official events and functions of each trip. Specifically performs the following duties:

1. The incumbent must be continuously prepared and the photographic equipment maintained in a ready state at all times to perform assigned photographic job functions on a moments notice;
2. Performs a great variety of often-difficult, photographic assignments in both color and black and white mediums using various cameras and techniques;

3. Orders, prepares, assembles, ships and/or personally displays photographic exhibits as directed. Deals directly with high-level officials both inside and outside the Government.

4. Keeps abreast of the latest photographic camera equipment and the great variety of sensitized photographic film and paper mediums for immediate and/or future use. Is required to know, in depth, the characteristics of each film family: ASA, latitude, grain probability, etc.

5. Regularly applies a wide range of knowledge in the use of, and the laws and principles governing lights from nature or mechanical sources. This includes sunlight, flashbulbs, electronic (strobe) flash, incandescent and florescent lamps and the softer type illumination such as fire and candlelights.

6. Regularly applies a wide range of photographic laboratory knowledge for the express purpose of photographic film processing, photographic paper printing, and photographic finishing techniques.

7. Assists in the editorial process of official events and prepares definitive job order forms for the laboratory to meet the job requirement printing needs.

8. Works with large variety of cameras, lenses and associated photographic paraphernalia. Regularly applies a knowledge of the physical and theoretical application and limitations of lenses in relation to subject matter.

9. Is responsible for ensuring that the equipment remains in good working order at all times.

POSITION DESCRIPTION  
(DIAR 22-22)

1. TITLE Supervisory Photographer (LABORATORY)	2. PAY SCHEDULE GS	3. OCC CODE 1060	4. GRADE 14	5. P. D. NUMBER UX-76082-S
6. ORGANIZATION (Indicate lowest level) DS-2D	7. FUNCTION CODE	8. JTD NUMBER	9. CLC VJ	

10. POSITION CLASSIFICATION ACTION  
(To be signed by Personnel Office only)

This position has been classified in accordance with U. S. Civil Service Commission and Defense Intelligence Agency official policy and grade level standards.

PM-1 ANALYST SIGNATURE	DATE	PM-1 CLASSIFICATION APPROVAL	DATE
		<i>[Signature]</i>	3-11-76

11. SUPERVISORY CONTROLS, MAJOR DUTIES, QUALIFICATIONS REQUIRED, SECURITY (See Instructions on DIA Form 300-A)  
(continue on reverse)

Supervisory Controls

The Supervisory Photographer of the White House Photographic Laboratory is under the supervision of, and answers directly to, the Director, White House Photographic Services. Incumbent is charged with assisting the Director in the overall operation of the Laboratory in it's mission of providing optimum quality photographic mediums for use by the President, Vice President, the First Family and their respective Staffs. Incumbent's job requirement guidance emanates from the Director, but incumbent is required to act and react to specifics within the parameters of any given task, effort or action, from the resources of his own professional judgements, abilities and motivations. He deals with Laboratory problems as required or at the specific direction of the Director and refers problems beyond his scope to the Director. He has the responsibility and authority to reject work not up to highest quality standards.

Major Duties

Incumbent serves as Supervisory Photographer of the White House Photographic Laboratory responsible for photographic production activities. Exercises technical supervision and certain specific administrative functions, as directed, over approximately 25 military professional photographic employees (Grades E-2 through E-9) and one (1) civilian employee (Grade GS-11), engaged in providing visual photographic mediums for use by the President, Vice President, the First Family and their respective Staffs. Oversees the operation of cataloging and reproduction efforts of the Archive and Historical files of the current Administration. Incumbent is responsible to

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13. TYPED NAME AND TITLE Mr. Billie B. Shaddix Director, Photographic Services	SIGNATURE <i>[Signature]</i>	DATE 9 Mar 1976
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14. ANNUAL POSITION REVIEW RECORD							
Supervisor's Review and Certification of Accuracy	DATE				Personnel Management Specialist's Audit or Review	DATE	
	INITIALS					INITIALS	

15. KIND OF POSITION ACTION

<input type="checkbox"/> NEW DESCRIPTION	REPLACES POSITION NO.	SERIES	GRADE	OTHER
<input type="checkbox"/> REDESCRIPTION				

(Major Duties, Cont'd.)

The Director, Photographic Services for the overall technical operation of the Photographic Laboratory.

Specific Duties

1. As Supervisory Photographer, the incumbent is responsible for the technical and administrative functions assigned by the Director. Through subordinate personnel he requires that all work efforts are completed as directed.
2. Incumbent is responsible for preparing, compiling and interpreting special technical and/or administrative reports necessary to the orderly functioning of the Laboratory.
3. Incumbent works in close conjunction with the Director on current and projected budgetary matters relating to supplies, equipment and personnel.
4. Incumbent is charged with the editorial responsibilities of the Historical and Archives files. He selects events which are deemed desirable and necessary for posterity, and through selective editing of negative frames, chooses the images to be printed for the master print file.
5. Incumbent assists in the color correction process, as directed, for finite correction beyond specified limits and/or when special color correction effects are desired.
6. Incumbent attends meetings and conferences with the Director and the Personal Photographer to The President concerning Laboratory functions and makes recommendations as to Laboratory direction.
7. Incumbent supervises and/or performs difficult photographic assignments in color and black and white. In accomplishing these assignments, he must make arrangements with various key personnel both inside and outside the government.
8. Incumbent inspects and evaluates existing and new equipment, materials and processes in order to determine the possibility of utilizing or adapting them for better use in efficiency and improved quality output. he assures that all equipment is operational. This includes specialized equipment such as color and black and white automatic film processors, optical printers and automatic chemical replenishment systems.
9. Incumbent attends technical seminars, manufacturers instruction and orientation classes and trade shows to keep abreast of technical developments in the photographic field.
10. Incumbent retouches, spots and etches photographic photographic visual mediums when the requirements supersede the capabilities of normally assigned personnel. He directs the layout of albums and photographic assemblages for State Visits and Foreign Dignitaries.
11. Incumbent requires that all photographic work, negatives, prints, transparencies, copies and accessory finishing techniques such as mounting, matting, retouching, spotting; etc., reflects optimum quality standards.

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pages tions*

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2 MEMO

2 2/27/1985 B6

SHADDIX TO CHRISTOPHER HICKS RE  
FORTHCOMING MEMO [ENCLOSURE 4]

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Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

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B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

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3 LETTER

1 3/1/1985 B6

SHADDIX TO HICKS [ENCLOSURE 5]

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4 MEMO

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B6

DRAFT MEMO (ENCLOSURE 6]

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5 MEMO

1 10/23/1983 B6

DEAVER TO DIANE POWERS

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July

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6 MEMO

3 10/27/1983 B6

SHADDIX TO DEAVER RE APPROVAL OF  
RELEASE PHOTOGRAPHS

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10/31 (Photo  
Releases)

10:00 p.m.

Shaddix

Evans

Powers

Greenawalt

Speake

THE WHITE HOUSE  
WASHINGTON

October 17, 1983

MEMORANDUM FOR MICHAEL K. DEEVER  
FROM: MICHAEL EVANS  
SUBJECT: Released Photographs

M.A.W.B

*Bull*  
*I want just*  
*OK on all*  
*photos released.*  
180778

I appreciate your concern about released photographs of the President.

The clear policy of the Photo Office has been since January, 1981 not to release photographs of either the President or the First Lady without specific prior approval of the appropriate Press Offices.

Because of the volume of photographs routinely released by the Press Offices, it is the Photo Office's understanding that if there are any questions of taste, appropriateness, or suitability, the photographs in question are then referred to you or the First Lady directly.

I can only assume that, in the specific instance of the October 16th. issue of The New York Times Sunday Magazine, the Press Office felt that the photograph in question did not warrant your approval.

The photograph was taken as Judge Clark was up-dating the President on developments in the aftermath of the Korean airliner shoot-down on the Saturday after his early return from the ranch. It was not a happy occasion. So the photograph is a fair reflection of what transpired that day.

Whether the White House should have released this, or any other photograph for that matter, is an issue to be decided by you and Larry Speakes.

In the specific case of the photograph that appeared in this week's TIME and NEWSWEEK, it was a general release requested and approved by the Press Office on Friday, October 14.

In the specific case of the year-end edits, the procedure presently followed has been in place not only since the beginning of this administration, but was generally followed during the Carter and Ford administrations as well. Only the editors of TIME, LIFE, NEWSWEEK, PEOPLE, and US NEWS & WORLD REPORT are allowed to go through the books. Each year I personally go over the ground rules. They are:

- 1) The pictures chosen must be limited in number.
- 2) The pictures chosen must be approved by the Press Office and/or Michael Deaver and/or the First Lady.
- 3) Nothing that they see, unless it is approved for release, will leave the Photo Office either physically or verbally.
- 4) Should rule #3 above be broken, the offending publication will have its priveleges for year-end editing suspended.

The year-end edit is a very time-consuming task. If my staff did it for the magazines, it would mean that every year for the last two weeks of October, and the first week of November the normal editing and release functions of the Photo Office would grind to a halt. In addition, every year so far fresh eyes have uncovered a couple of good images of historic value that we had missed in the normal course of editing.

Of the approximately 17,500 rolls of film shot so far only one roll has been deemed sufficiently sensitive not to have been contacted or printed. You must remember that these magazines are looking for interesting images of the President and the First Lady, and don't have the time to focus on who specifically is in what meeting. Typically they edit 6,000 rolls of film in two days. If I were photographing more of the first family's private life there might be more of a problem. Those kinds of pictures are typically less than 1/2 of one per cent of our total coverage in any given year.

In any case I feel that the President and First Lady are adequately protected both by my ground rules and by myself and Carol Greenawalt closely monitoring the situation. I know what is in the files and I feel that Larry Speakes is being unnecessarily sensitive about a system that, in my opinion, has served us well.

CC SPEAKES

8/4rs

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON  
October 24, 1983

Bill  
do we allow  
them to go  
thru our  
photo's  
select?

TO:

MICHAEL DEEVER

FROM:

DIANE POWERS *DMP*

SUBJECT:

LIFE MAGAZINE YEAR END EDIT

In response to your comments on the Life Magazine year end edit, a Life Magazine staff editor selects White House photos for their year end issue by reviewing our contact books with respect to their own editorial requirements.

Those photos chosen by Life Magazine are then reviewed by various members of the White House Staff to assure that any material that is either poor technically or sensitive in content is not inadvertently released.

It is an independent edit and traditionally has been, therefore, the choices do not necessarily reflect the opinions of the White House Photo Office. If you wish our office to supplement the edit done by Life, we can do so of course. As we are not their sole source for photographs of the President, however, I presume they would have chosen other types of photos if they felt the need for them.

Please advise how you wish me to proceed.

Thank you.

- cc: D. Gergen
- M. McManus
- M. Evans
- B. Shaddix