



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
Washington, D.C. 20503

053252  
PE006

June 30, 1993

C.F.

RM

MEMORANDUM FOR JOHN D. PODESTA  
ASSISTANT TO THE PRESIDENT AND  
STAFF SECRETARY

FROM: MARY COURTTS BECK  
ACTING DIRECTOR  
PERSONNEL MANAGEMENT DIVISION

SUBJECT: Official Personnel Folders

COPY  
from ORM

Andre Oliver, of the Chief of Staff's Office, requested that I forward the Official Personnel Folders of seven White House travel office personnel for your review. They are attached.

The contents of these records are covered by the Privacy Act of 1974, have restricted use and should be protected carefully. Please keep these folders in a locked place when not in use. Their contents should not be disclosed to anyone unless they demonstrate an official need.

When you have completed your review, please call me on 395-1147, so that I may have them picked up.

Thanks

Also delivered  
to (the Sloan)  
A.W.H. Counsel

C.F.

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EXHIBIT  
NUSSBAUM  
#4  
8/4 6-2-99