

CLASSIFIED: Title Redacted
My Internship at the George Bush Presidential Library

by

Amy Salvaggio, M.A.

An Internship

Approved by the Department of Museum Studies

Kenneth Hafertepe, Ph.D., Chairperson

Submitted to Graduate Faculty of
Baylor University in Partial Fulfillment of the
Requirements for the Degree
of
Master of Arts

Approved by the Internship Chairperson

Julie Holcomb, Ph.D., Chairperson

ABSTRACT

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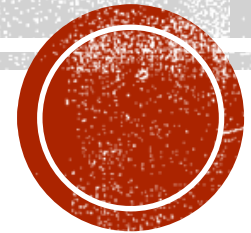
Mentor: Julie Holcomb, Ph.D.

How does a presidential library differ from standard archives? How do best practices translate under federal oversight? My summer internship in the archives of the George H.W. Bush Presidential Library highlighted these questions by exploring the delicate balance between privacy and access, the difficulty of operating under government administration, and the importance of flexibility, consistency, and teamwork.

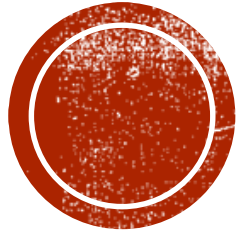


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- “...to preserve and make available the records and artifacts of George H.W. Bush... We promote civic literacy and increased historical understanding of our national experience, and foster a community of public service and volunteerism... by offering rich educational and public programs, original museum exhibits and **access to our archival holdings.**”



- Archives
FOIA Queue
Preservation
Arrangement
Refiling



GEORGE BUSH PRESIDENTIAL LIBRARY AND MUSEUM

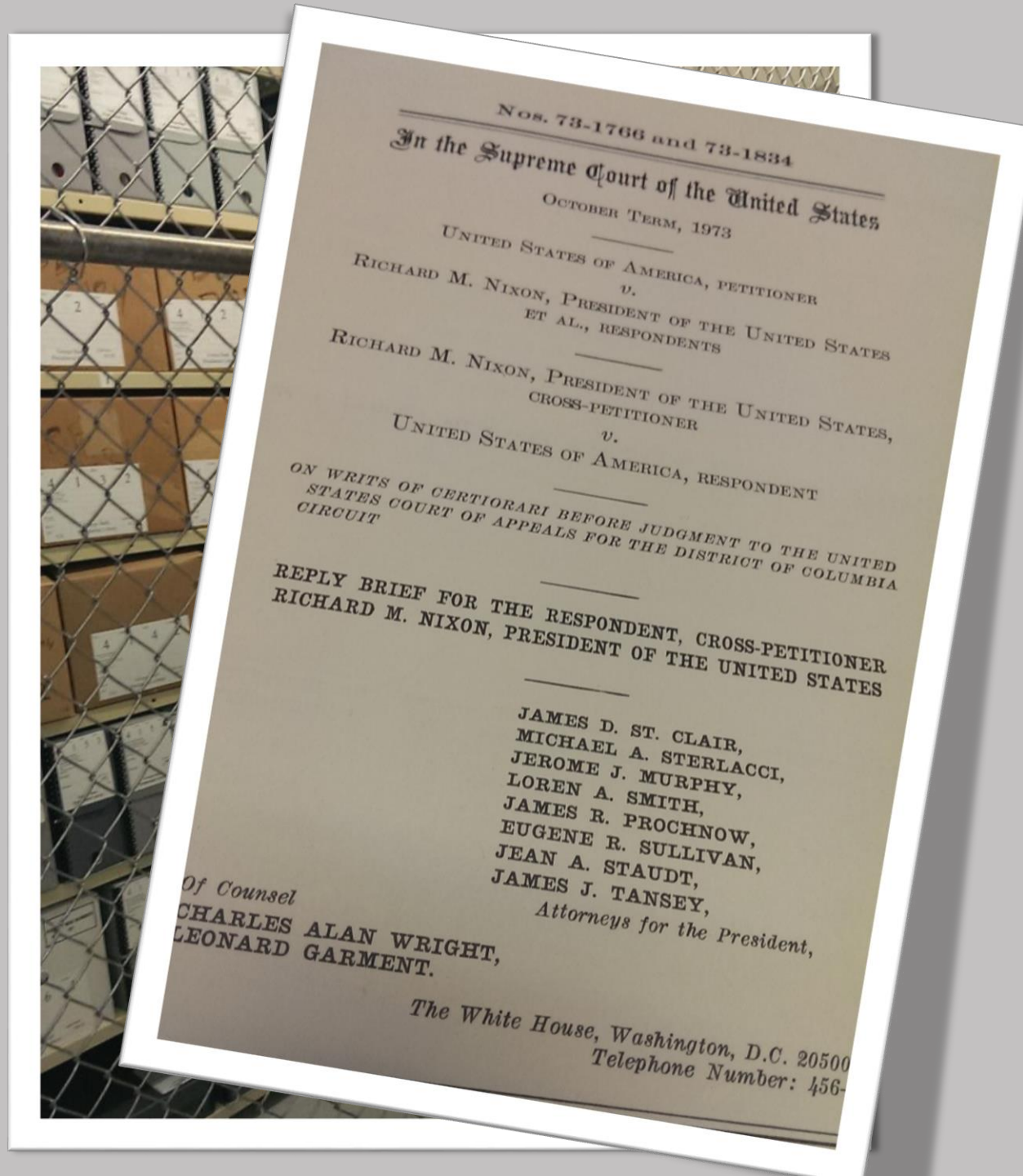
INVENTORY OF SPECIAL HOLDINGS

- “CSI Archives”
- Assisting with metadata
- Preservation:
Mylar, Tape, and Staples



INVENTORY OF SPECIAL HOLDINGS

- Security
- “The Cage”
- AMAZING content
- Personal understanding



U.S. Department of Justice
Federal Information Policy

Guide to the Freedom of Information Act

2009 Edition



George Bush Presidential Library Transfer Sheet

COLLECTION: George Bush Personal Papers
Zapata Oil File

ACCESSION NUMBER: 1993.0005

☐ Transferred During Accessioning
☒ Transferred During Processing

FOIA/SYSTEMATIC PROCESSING CASE NUMBER (if app.): 2000-0022 S

The following material was transferred to:

☒ **Audiovisual Collection**
☐ **Book Collection**
☐ **Museum Collection**
☐ **Other**

Other (Specify):

DESCRIPTION:
Photographs

When transferring material to the museum collection, complete the following.

Donor:
Donor Org.:
Address:
Telephone:

Book Location:
Row: ☐ **Section:** ☐ **Shelf:** ☐ **Position:** ☐

Series: Zapata Oil File, Personal Alphabetical Files

Map Case Location:

Folder Title: Bush - Personal File: Clippings

Box Number:

Transferred by: John Laster

OA/ID Number:

Received by:

Date of Transfer: 10/08/9

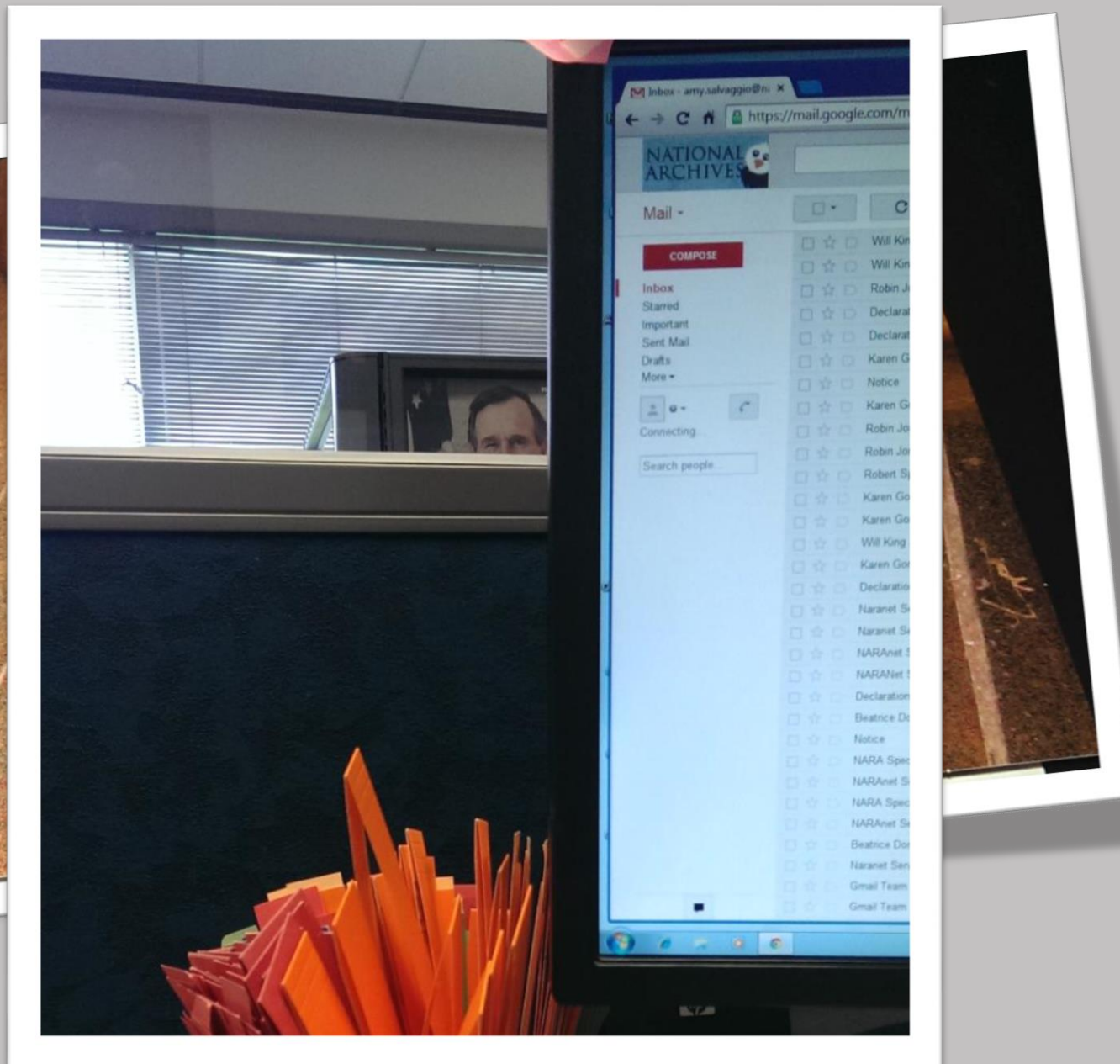
Date Received:

Go to Database Navigator **Go to Accession Register** **Go to Withdrawal Sheet** **Print Record**

FOIA PROCESSING

- Systematic vs. FOIA
 - “Arbitrary Collections”
- So many rules... and exceptions
 - NARA’s oversight
- Microsoft Access





FOIA PROCESSING

- Closures
 - PRA
 - FOIA
 - Deed of Gift
- Notification
- Oh yeah, and National Security...



- NSC Refiling
- VIP Research Requests
- PEMS & eClimate
Notebook
- ADA Material

SIDE PROJECTS



PUBLIC OUTREACH

- Bush's 90th Birthday Celebration
- 4th of July
- Stuff the Bus
- Book Donations

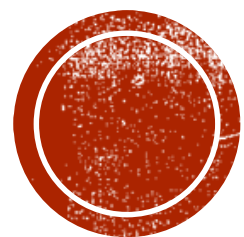




TAKEAWAYS

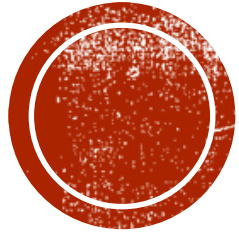
- Balance between access and privacy
- The difficulty of federal oversight
- Flexibility AND consistency
- Teamwork and volunteerism





QUESTIONS?

THANK YOU



- **At the Bush Library:**
 - Dr. Robert Holzweiss, Deputy Director
 - Debbie Wheeler, Supervisory Archivist
 - Chris Pembelton, Archivist
 - Michelle Bogart, Archivist
- **At Baylor:**
 - Dr. Julie Holcomb, Supervisor
 - Amy Stell
 - The Museum Studies Department

All photos courtesy the George Bush Presidential Library and Museum.