

NLWJC - KAGAN

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July 17, 1995

MEMORANDUM FOR ABNER J. MIKVA
COUNSEL TO THE PRESIDENT

ELENA KAGAN
ASSOCIATE COUNSEL TO THE PRESIDENT

FROM: TERRY W. GOOD *TW Good*
DIRECTOR
OFFICE OF RECORDS MANAGEMENT

RE: REQUEST FOR DOCUMENTS RELATING TO
LAWRENCE AND SHEILA LAWRENCE

Attached are documents that were found among the records in the custody of the Office of Records Management (ORM). The ORM staff performed what I consider to be a good faith effort. If, in the future, we discover other documents that appear to be relevant, we will bring them to your attention.

file copy

MEMORANDUM FOR TERRY GOOD, DIRECTOR OF RECORDS MANAGEMENT

DATE: JULY 14, 1995

FROM: WILLIAM ROBERTS
TOM TAGGART JR.

SUBJECT: ABNER MIKVA AND ELENA KAGAN REQUEST FOR DOCUMENTS

PER YOUR INSTRUCTIONS AND THE ATTACHED COUNSEL MEMO OF JULY 13, 1995, WE HAVE SEARCHED THE FILES AND OFFICES OF RECORDS MANAGEMENT FOR THE REQUESTED INFORMATION ON M. LARRY AND SHELIA LAWRENCE. WE HAVE INCLUDED EVERYTHING THAT WE COULD LOCATE ON THE LAWRENCES, ERRING ON THE SIDE OF CAUTION INCLUDING PICTURES.

THERE ARE ⁶38 SUBJECT FILE CASES FOR LARRY LAWRENCE, 8 SUBJECT CASES FOR SHELIA LAWRENCE, ENTIRE ALPHA FILES ON LARRY AND SHELIA AND 2 RELATED ALPHA CASES; SANFORD GOODKIN AND THE WORLD ECONOMIC FORUM. COPIES OF THESE FILES ARE ATTACHED.

M. LARRY LAWRENCE'S VAULT OR COUNSEL'S OFFICE APPOINTEE FILE WAS CHARGED OUT TO MARNA MADSEN, COUNSEL'S OFFICE, FOR CLIFF MAUTON ON MAY 11, 1995.

THERE WERE 15 FILE FOLDERS IN OVERSIZE ATTACHMENT # 2661 ON THE NOMINATION OF LARRY LAWRENCE TO BE AMBASSADOR OF SWITZERLAND. THESE ARE FILES FROM LEGISLATIVE AFFAIRS, NESTOR DAVIDSON. A COPY OF EACH OF THESE FOLDERS IS ATTACHED.

THERE IS A FOLDER IN OVERSIZE ATTACHMENT # 4504 FOR SHELIA LAWRENCE. THIS BOX IS FROM MARK MIDDLETON, FORMER DEPUTY TO MACK MCLARTY. HOWEVER THIS FOLDER IS EMPTY AS IT IS NOTED ON THE INVENTORY WHEN WE RECEIVED THE BOX. A COPY OF THIS INFORMATION IS ATTACHED.

THE WHITE HOUSE

WASHINGTON

July 13, 1995

MEMORANDUM FOR ALL STAFF OF THE OFFICE OF
PRESIDENTIAL PERSONNEL, THE EXECUTIVE CLERK'S OFFICE
AND RECORDS MANAGEMENT

FROM: ABNER J. MIKVA
COUNSEL TO THE PRESIDENT

ELENA KAGAN *EK*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Request for Documents

We have received a request for records related to the appointments of M. Larry Lawrence as Ambassador to Switzerland, and Shelia Lawrence as U.S. Representative to the World Conservation Union.

Please review your records and computer files and provide to Elena Kagan, Room 125, by 5:00 p.m. on Tuesday, July 18, 1995, any documents, records (memoranda, correspondence, notes, calendar or journal entries, or phone log entries) or other materials related in any way to the nomination or appointment of M. Larry Lawrence or Shelia Lawrence, including to:

- a) any proposed nomination or appointment for M. Larry Lawrence or Shelia Lawrence in the U.S. Government from 1991 through 1995;
- b) Mr. Lawrence's nomination or appointment as the United States Ambassador to Switzerland; and,
- c) Mrs. Lawrence's nomination or appointment as the U.S. Representative to the World Conservation Union.

To minimize the burden on individual staff members, we will collect any materials responsive to this request that have been forwarded to Records Management. If you have sent such records to Records Management, please alert Terry Good (6-2240) in that Office.

Please contact Elena Kagan at 6-7594 in the Counsel's Office if you have any questions.