Extent

37 folders, approximately 1,856 pages

Summary

Missy Kincaid was an executive assistant to the First Lady in the Old Executive Office Building from 1998 – 2000. Among her duties, Ms. Kincaid tracked and processed requests for the First Lady’s signature on photographs and books including “Dear Socks, Dear Buddy” and “It Takes a Village”. She also handled correspondence with various citizens requesting tours of the White House and personal meetings with the First Lady. This collection consists of correspondence, meeting notes, monthly calendars, copies of book signature requests and photograph signatures. It also contains travel vouchers and scheduling information.

Scope and Content Note

Missy Kincaid, was the Executive Assistant to the First Lady in the Old Executive Office Building from 1998 – 2000. Among her duties, Kincaid tracked and processed requests for the First Lady’s signature on photographs and books including “Dear Socks, Dear Buddy” and “It Takes a Village”. She also handled correspondence with various citizens requesting tours of the White House and personal meetings with the First Lady. This series contains correspondence, meeting notes, monthly calendars, copies of book signature requests and photograph signatures. It also contains travel vouchers and scheduling information.

Record Type

Textual

System of Arrangement

Records of this series were found in Clinton Presidential Records: White House Staff and Office Files, First Lady’s Office. This series is arranged topically and alphabetically by title.

Access

Collection is open to all researchers. Access to Clinton Presidential Records is governed by the Presidential Records Act (PRA) (44 U.S.C. Chapter 22, as amended) and the Freedom of Information Act (FOIA) (5 U.S.C. 552, as amended) and therefore records may be restricted in whole or in part in accordance with legal exemptions.

Copyright

Documents in this collection that were prepared by officials of the United States government as part of their official duties are in the public domain. Researchers are advised to consult the copyright law of the United States (17 U.S.C. Chapter 1) which governs the making of photocopies or other reproductions of copyrighted material.

Provenance

Official records of William Jefferson Clinton’s presidency are housed at the Clinton Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processed by

Staff Archivist, 2013. Previously restricted materials are added as they are released.

Container List

View all digitized files in the National Archives Catalog (NAC)

The following is a list of folders processed:
Box 1
Clinton Presidential Records: White House Staff and Office Files
First Lady's Office
Kincaid, Missy
Artists [OA/ID 17303]
Jamie Pafford – Gresham [OA/ID 17303]
Jerrie Cobb [OA/ID 17303]
[Impeachment Correspondence] [OA/ID 17303]
Royal Shakespeare Company – Dress [OA/ID 17303]
Millenium General [OA/ID 17303]
Millenium Lottery [OA/ID 17303]
Millenium Treasures Tour [OA/ID 17303]
Copies of FLOTUS / POTUS Signatures [OA/ID 17303]
Dear Socks Dear Buddy Signatures for White House Residence Staff [1] [OA/ID 17303]
Dear Socks Dear Buddy Signatures for White House Residence Staff [2] [OA/ID 17303]
Dear Socks Signatures [1] [OA/ID 17303]
Dear Socks Signatures [2] [OA/ID 17303]
It Takes a Village Signatures [OA/ID 17303]
Box 2
Photos Signed by HRC [1] [OA/ID 17303]
Photos Signed by HRC [2] [OA/ID 17303]
Pres. [Presidential] Birthday Letters [OA/ID 17303]
Random Signatures [OA/ID 17303]
Talking It Over, Hillary Rodham Clinton's Column [OA/ID 17303]
Vogue Signatures [OA/ID 17303]
Crescent Dragonwagon [OA/ID 17303]
Ethics [OA/ID 17303]
HRC Biography [OA/ID 17303]
International Association of Fire Fighters Legislative Conference [OA/ID 17303]
Monthly Calendar [OA/ID 17303]

POTUS Monthly Calendar [OA/ID 17303]
Resumes [OA/ID 17303
Box 3
Scheduling Requests [OA/ID 17303]
White House Tour Requests [OA/ID 17303]
Gifts to Missy Kincaid [OA/ID 17303]
Missy Kincaid Personal Correspondence [OA/ID 17303]
Travel Vouchers [OA/ID 17303]
White House Mess [OA/ID 17303]
White House Airlift Operations Statements [OA/ID 17303]
Archive Information [OA/ID 17303]
Audio Visual Archives [OA/ID 17303]
Presidential Materials Staff [OA/ID 17303]

Content Available Online