Extent

86 folders, approximately 7,143 pages

Summary

This collection consists of the records of Eric Woodard, who served in the First Lady’s Office as Office Manager from May 1998 to April 2000, and as Office Manager and Assistant to the Chief of Staff from April 2000 to January 2001. As Office Manager, Woodard assisted with staffing, White House tour scheduling, and managed intern projects. He maintained files of office forms, and also maintained a collection of magazines which featured the First Lady. This collection consists of publications, memos, reports, and forms.

Scope and Content Note

Eric Woodard served in the First Lady’s Office as Office Manager from May 1998 to April 2000, and as Office Manager and Assistant to the Chief of Staff from April 2000 to January 2001. As Office Manager Woodard assisted with staffing, White House tour scheduling, and managed intern projects. He maintained files of office forms, and also maintained a collection of magazines which featured the First Lady. The records in this series include publications, memos, reports, and forms.

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 divided into two sub-series:

Magazines, and Subject Files, and arranged alphabetically thereunder.

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, 2014. 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
Woodard, Eric
Magazines
AHA News June 6, 1994 [OA/ID 12747]
Business Week January 24, 1994 [OA/ID 12747]
The Core Connection Spring, 1994 [OA/ID 12747]
Child February 1995 [OA/ID 12747]
Clinician Reviews May, 1994 [OA/ID 12747]
Congressional Quarterly January-March 1993 [OA/ID 12747]
Congressional Quarterly February 13, 1993 [OA/ID 12747]
Congressional Quarterly February 20, 1993 [OA/ID 12747]
Congressional Quarterly February 27, 1993 [OA/ID 12747]
Congressional Quarterly March 13, 1993 [OA/ID 12747]
Congressional Quarterly April 17, 1993 [OA/ID 12747]
Congressional Quarterly June 24, 1993 [OA/ID 12747]
Congressional Quarterly July 24, 1993 [OA/ID 12747]
Congressional Quarterly August 14, 1993 [OA/ID 12747]
Congressional Quarterly June 11, 1994 [OA/ID 12747]
Currents Fall 1993 [OA/ID 12747]
East End Business Quarterly 1st Quarter 1993 [OA/ID 12747]
Esquire August 1993 [OA/ID 12747]
Box 2
Family Circle May 18, 1993 [OA/ID 12747]
Family Circle December 21, 1993 [OA/ID 12747]
Good Housekeeping June, 1994 [OA/ID 12747]
Government Executive June, 1994 [OA/ID 12747]
GW Magazine Fall, 1994 [OA/ID 12747]
The Hillary Clinton Quarterly August - October, 1994 [OA/ID 12747]
Historic Preservation November/December 1993 [OA/ID 12747]
Hopkins Medical News Fall 1993 [OA/ID 12747]
In Style December, 1994 [OA/ID 12747]
Inventory Magazines to be Archived October 20, 1998 [OA/ID 12747]
Mirabella August 1993 [OA/ID 12747]

Box 3
National Journal October 2, 1993 [OA/ID 12747]
[Aug 1993-The National Journal of Health and Recovery (2 copies)]
[OA/ID 12747]
[Sep 1993-The National Journal of Health and Recovery (2 copies)]
[OA/ID 12747]
Newsweek Spring/Summer 1997 [OA/ID 12747]
New Woman December 1992 [OA/ID 12747]
Box 3
Clinton Presidential Records: White House Staff and Office Files (continued)
First Lady’s Office
Woodard, Eric
Magazines
Ola! November 6, 1993 [OA/ID 12747]
Parade December 19, 1993 [OA/ID 12747]
Parenting June/July 1995 [OA/ID 12747]
People July 20, 1992 [OA/ID 12747]
People November 16, 1992 [OA/ID 12747]
People January 25, 1993 [OA/ID 12747]
People April 11, 1994 [OA/ID 12747]
Redbook March 1993 [OA/ID 12747]
Redbook July 1994 [OA/ID 12747]
San Francisco Examiner Magazine April 24, 1994 [OA/ID 12747]
Working Woman June 1994 [OA/ID 12747]
Box 4
First Lady’s Office
Woodard, Eric
Subject Files
Accomplishments [OA/ID 23241]
Code/Key Forms [OA/ID 23241]
Computer Services Request Form [OA/ID 23241]
Diet Coke [OA/ID 23241]
Facility Request Form [OA/ID 23241]
Fax Cover Sheet [OA/ID 23241]
Fax Log [OA/ID 23241]
First Lady Bio [OA/ID 23241]

Gift Registrar [OA/ID 23241]
Group Tour Request Form [OA/ID 23241]
HRC Photo Log Current [1] [Binder] [OA/ID 23241]
HRC Photo Log Current [2] [Binder] [OA/ID 23241]
Inscribed Photo Request Form (HRC Correspondence) [OA/ID 23241]
Intern Applications [OA/ID 23241]
Mail Log [OA/ID 23241]
Melanne Verveer Bio [OA/ID 23241]
Memos [OA/ID 23241]
OEOB Conference & Roosevelt Room Reservation Form [OA/ID 23241]
Office of First Lady COOP [1] [OA/ID 23241]
Office of First Lady COOP [2] [OA/Id 23241]
Office of the First Lady Intern Directory [Binder] [OA/ID 23241]
Office of the First Lady Manual of Style [Binder] [OA/ID 23241]
Office of the First Lady Transition - End of Administration [1] [OA/ID 23241]
Office of the First Lady Transition - End of Administration [2] [OA/ID 23241]
Box 5
Clinton Presidential Records: White House Staff and Office Files (continued)
First Lady’s Office
Subject Files
Personal Photo Request Form [OA/ID 23241]
Photo Inscription Request Form [OA/ID 23241]
Presidential Acknowledgement Letter Request Form [OA/ID 23241]
President's Bio [OA/ID 23241]
Proclamations [OA/ID 23241]
Reference Lists [1] [OA/ID 23241]
Reference Lists [2] [OA/ID 23241]
Reference Lists [3] [OA/ID 23241]
Request for Parking Form [OA/ID 23241]
Shirley Sagawa Bio [OA/ID 23241]
Stuff to be Signed by the First Lady [OA/ID 23241]
Telecommunications Service Request Form [OA/ID 23241]
Tour Request Form for Tickets [OA/ID 23241]
Tours [OA/ID 23241]
Travel Authorization Form [OA/ID 23241]
WHO Office of the First Lady [1] [OA/ID 23241]

WHO Office of the First Lady [2] [OA/ID 23241]

Content Available Online