

Texas Archival Resources Online

[Contact Us](#)

[Accessing Materials Described Here](#)

TABLE OF CONTENTS

[Overview](#)

[Agency History](#)

[George W. Bush Biographical Sketch](#)

[Scope and Contents of the Records](#)

[Organization of the Records](#)

[Restrictions](#)

[Index Terms](#)

[Related Material](#)

[Administrative Information](#)

[Description of Series](#)

[Executive Assistant's Office files, 1944, 1947, 1960, 1962, 1967, 1977-1978, 1980-1981, 1983-2000, undated, bulk 1995-1999.](#)

[Senior Advisor's Office records, 1948, 1964-1965, 1978, 1980-1983, 1986-2000, undated, bulk 1995-2000.](#)

[General Counsel files, 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-2000, bulk 1986-2000.](#)

[Policy Office records, 1970, 1982-2000, bulk 1995-2000.](#)

[Legislative Office records, 1988, 1990, 1992-2000, undated, bulk 1995-2000.](#)

[Budget and Planning Office records, 1967-2000, undated, bulk 1990-2000.](#)

[Press Office records, 1946-2001, bulk 1995-2000.](#)

[Executive Office records, 1976, 1982-1984, 1987, 1989-2000, bulk 1995-2000.](#)

[Scheduling Office records, 1993-2000, undated, bulk 1995-2000.](#)

[Appointments Office records, 1946, 1955, 1959-2000, bulk 1994-2000.](#)

[Correspondence/Constituent Services Office records.](#)



Texas Governor George W. Bush:

An Introduction to Governor George W. Bush Records Located at the George W. Bush Presidential Library, 1854-2001, undated, bulk 1995-2000

Overview

- Creator:** Texas. Governor (1995-2000 : Bush)
- Title:** Governor George W. Bush records
- Dates:** 1854-2001, undated
- Dates:** bulk 1995-2000
- Abstract:** George W. Bush served as Governor of Texas from January 17, 1995 to December 21, 2000. These records were gathered, created, and maintained by the Texas Governor's Office during Governor Bush's term. Records are correspondence, memoranda, legal records, legislative records, financial records, speeches, reports, meeting records, publications, printed material, lists, calendars and schedules, electronic records, audio and video tapes, and photographs, dating 1854 to 2001 and undated, bulk 1995 to 2000.
- Quantity:** 1962.69 cubic ft., 21 videocassettes, 60 audiocassettes, 360 photographs, 153 maps, 2 oversize rolled items
- Location:** The records are located at the [George W. Bush Presidential Library](#) in Dallas, Texas.

[1854-2000, undated, bulk 1995-2000.](#)

[First Lady Laura Bush's files, 1994-2000, bulk 1995-1999.](#)

[Governor's Committee on People with Disabilities records, 1984-2001, undated, bulk 1995-2000.](#)

[Criminal Justice Division public information requests, 1995-1999.](#)

[Texas Film Commission records, 1995-2000, undated, bulk 1999-2000.](#)

Language: These materials are written predominately in English with scattered Spanish and other foreign languages throughout.

Repository: [Texas State Archives](#)

Agency History

The governor of Texas is the chief executive officer of the state, elected by the citizens every four years. The duties and responsibilities of the governor include serving as commander-in-chief of the state's military forces; convening special sessions of the legislature for specific purposes; delivering to the legislature at the beginning of each regular session a report on the condition of the state, an accounting of all public money under the governor's control, a recommended biennial budget, an estimate of the amounts of money required to be raised by taxation, and any recommendations he deems necessary; signing or vetoing bills passed by the legislature; and executing the laws of the state. The governor can grant reprieves and commutations of punishment and pardons, upon the recommendation of the Board of Pardons and Paroles, and revoke conditional pardons. He appoints numerous state officials (with the consent of the Senate), fills vacancies in state and district offices (except vacancies in the legislature), calls special elections to fill vacancies in the legislature, fills vacancies in the United States Senate until an election can be held, and serves as ex officio member of several state boards.

The office of governor was first established by the Constitution of 1845 and superseded the office of president of the Republic of Texas. The position now exists under authority of Article IV, Section 1 of the Constitution of 1876 and Texas Government Code, Chapter 401. To be elected governor, a person must be at least thirty years old, a United States citizen, and a resident of Texas for at least five years preceding the election. In 1972, the term of office was extended from two to four years, effective in 1975. Since 1856 the governor has had the use of the Governor's Mansion.

In 1999 there were 198 full time equivalent employees in the Office of the Governor. Thirteen divisions outside of the Executive Office assist the governor in carrying out his functions: Administration, Appointments, Budget & Planning, Communications, General Counsel, Legislative, Policy, Scheduling, Criminal Justice Division, Governor's Committee on People with Disabilities, Office of Film, Music, Television and Multimedia Industries, Women's Commission, and Texas Council on Workforce and Economic Competitiveness.

(Sources include: *Guide to Texas State Agencies*, 9th and 10th

eds., 1996 and 1999; the contents of the records; versions of the Governor's Office web site during Governor Bush's term available on the Internet Archive at http://web.archive.org/web/*/http://www.governor.state.tx.us, accessed on March 3, 2009.)

[Return to the Table of Contents](#)

George W. Bush Biographical Sketch

George W. Bush served as governor of Texas from January 17, 1995 to December 21, 2000, resigning as governor in the middle of his second term to become president of the United States.

As a Republican, he challenged the incumbent governor, Democrat Ann Richards, running on promises to improve public education and to reform the juvenile justice system, welfare, and the state's tort laws -- the system under which an injured person may sue for damages. During the 74th Texas Legislature in 1995, he worked with the Democrats who controlled both houses of the state legislature and managed to get bills passed that dealt with the four issues he had emphasized in his campaign. Bush was seen as pro-business and a consensus-builder.

Bush advocated and signed the two largest tax cuts to date in Texas history, totaling over \$3 billion. To pay for the cuts, he sought (unsuccessfully) federal approval of a plan to privatize Texas' social services. Education reform was a priority throughout his terms, with legislation emphasizing local control of schools, higher standards, and a revised curriculum. Controversy has followed, with charter schools mired in financial scandals and protests against one test determining a child's promotion. After winning reelection in 1998, Bush began his bid for the presidency and was not as involved in the 76th Legislature in 1999.

George W. Bush was born July 6, 1946 in New Haven, Connecticut and grew up in Midland and Houston, Texas. He graduated from Andover Academy, and received a bachelor's degree from Yale University and a master's from Harvard Business School. He served as a pilot in the Texas Air National Guard. In 1978, Bush was defeated in a run for the U.S. Congress in West Texas. He was involved in energy exploration from the 1970s into the 1980s. From 1989 until his election as governor, Bush worked with the Texas Rangers baseball organization, leading a group of partners in purchasing the team, and then serving as managing general partner. He married Laura Welch in 1977; they have two daughters.

(Sources include: Versions of the Governor's Office web site during Governor Bush's term available on the Internet Archive at

http://web.archive.org/web/*/http://www.governor.state.tx.us,
accessed on March 3, 2009.)

[Return to the Table of Contents](#)

Scope and Contents of the Records

George W. Bush served as governor of Texas from January 17, 1995 to December 21, 2000. These records were created during George W. Bush's terms as Governor of Texas. Types of records include correspondence, memoranda, legal records, legislative records, financial records, speeches, reports, meeting records, publications, printed material, lists, calendars and schedules, audio and video tapes, 3.5-inch computer disks, and photographs, dating 1854 to 2001 and undated, bulk 1995 to 2000. Included are records of Bush's executive assistant, Joe Allbaugh, and Senior Advisor Margaret LaMontagne, as well as records of the following offices: Appointments, General Counsel, Policy, Legislative, Budget and Planning, Grants Team, First Lady, Press, Executive, Scheduling, Correspondence/Constituent Services, and the Governor's Committee on People with Disabilities. The Criminal Justice Division and Film Commission are also represented by a small amount of materials. Major subjects represented in the records are criminal justice, economic development, education, emergency management, executions, legislation, and the state budget.

This finding aid serves as an introduction to the records of the Texas Governor George W. Bush. Most divisions within the Governor's Office have their own detailed finding aids, partly due to earlier electronic file size limitations imposed by the online finding aid web site (TARO).

[Return to the Table of Contents](#)

Organization of the Records

These records are organized into 15 subgroups and 88 series:

Executive Assistant's Office files, 1944, 1947, 1960, 1962, 1967, 1977-1978, 1980-1981, 1983-2000, undated, bulk 1995-1999, 25.8 cubic ft.

Subject files, 1944, 1947, 1960, 1962, 1967, 1977-1978, 1980-1981, 1983-1999, undated, bulk 1995-1999, 21.65 cubic ft.

Correspondence file, 1991-1998, bulk 1995-1998, 0.35 cubic ft.

Requests and recommendations, 1987-1989, 1992-1999, undated, bulk 1994-1999, 1.1 cubic ft.
Governors' association files, 1990-1999, bulk 1994-1999, 0.9 cubic ft.
General files, 1993, 1995-2000, 1.2 cubic ft.
Calendars, 1998-1999, 0.2 cubic ft.
Dale Laine's files, 1996-1997, bulk 1997, 0.4 cubic ft.

Senior Advisor's Office records, 1948, 1964-1965, 1978, 1980-1983, 1986-2000, undated, bulk 1995-2000, 88.5 cubic ft.

Education issues files I, 1978, 1980-1983, 1986-1999, undated, bulk 1995-1998, 13.5 cubic ft.
Education issues files II, 1986, 1988-2000, undated, bulk 1995-2000, 36 cubic ft.
Education reference materials, 1988, 1990-2000, undated, bulk 1995-1997, 24.67 cubic ft.
Debbie Esterak's issues file, 1986-1987, 1995-2000, undated, bulk 1999-2000, 6 cubic ft.
Miscellaneous education files, 1964, 1982, 1987, 1995-2000, undated, bulk 1995-2000, 3.67 cubic ft.
Education bill files, 1998-1999, bulk 1999, 0.5 cubic ft.
Margaret LaMontagne's correspondence, 1995-2000, undated, bulk 1998-2000, 1.66 cubic ft.
Appointments files, 1948, 1965, 1987, 1990-2000, undated, bulk 1995-2000, 2.5 cubic ft.

General Counsel files, 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-2000, bulk 1986-2000, 147.74 cubic ft., 2 videocassettes, 6 audiocassettes, 153 maps

Legal opinions and advice, 1892, 1918, 1921, 1925, 1932, 1942-1944, 1948, 1954, 1956, 1963, 1965, 1968-1969, 1972-2000, bulk 1995-2000, 14 cubic ft.
Execution files, 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-2000, bulk 1986-2000, 68.24 cubic ft.
Executive clemency files, 1961, 1965, 1968, 1974, 1983-2000, bulk 1995-2000, 1.5 cubic ft.
Litigation files, 1859, 1880s, 1896, 1905, 1924, 1940s, 1955, 1968-2000, bulk 1995-2000, 20.7 cubic ft., 2 videocassettes, 6 audiocassettes, 153 maps
Claims against the state, 1990-2000, bulk 1995-2000, 3.6 cubic ft.
Settlement files, 1991-1996, bulk 1995-1996, 7 cubic ft.
Legislation, 1999, 0.65 cubic ft.
Public information requests, 1976, 1980, 1982-2000, bulk 1995-2000, 25 cubic ft.
General correspondence, 1963-1964, 1975, 1985-2000, bulk 1995-2000, 6.4 cubic ft.
Agency rules, policies, and procedures, 1981, 1990-

2000, undated, 0.35 cubic ft.

Calendars, 1998-2000, 0.3 cubic ft.

Policy Office records, 1970, 1982-2000, bulk 1995-2000, 63.15 cubic ft., 19 videocassettes, 7 audiocassettes

Memoranda, 1995-2000, 1.75 cubic ft.

Correspondence, 1970, 1983-2000, bulk 1997-2000, 3 cubic ft.

Texas Strategic Economic Development Planning Commission records, 1982, 1989, 1997-1998, 1.1 cubic ft., 19 videocassettes, and 7 audiocassettes

Records of the Governor's Advisory Task Force on Faith-Based Community Service Groups and implementation of charitable choice, 1993, 1996-1998, undated, bulk 1996-1997, 1.25 cubic ft.

Questionnaire replies, 1993-1994, undated, bulk 1994, 0.25 cubic ft.

Bill files, 1995-1999, 54 cubic ft.

Records regarding the Texas Department of Housing and Community Affairs, 1996, 1998-2000, 1.45 cubic ft.

Technology education reports, 1998-2000, 0.25 cubic ft.

Assorted records, 1996-2000, undated, 0.1 cubic ft.

Legislative Office records, 1988, 1990, 1992-2000, undated, bulk 1995-2000, 114 cubic ft.

Director Dan Shelley's correspondence, 1994-1995, bulk 1995, 0.2 cubic ft.

Deputy Director Lizzette Gonzales' files, 1988, 1990, 1992-2000, undated, bulk 1995-2000, 2.8 cubic ft.

Bill files, 1995-1999, 110 cubic ft.

Texas Natural Resource Conservation Commission bill files, 1999, 1 cubic ft.

Budget and Planning Office records, 1967-2000, 31.7 cubic ft., 54 audiocassettes

Administrative correspondence, 1995-2000, 5.6 cubic ft.

State budget development files, 1978, 1988-1999, undated, bulk 1995-1999, 3.2 cubic ft.

Statewide cost allocation plans, 1971, 1989-1999, bulk 1990-1998, 3.75 cubic ft.

Property tax relief records, 1976-1996, bulk 1996, 1.5 cubic ft. and 54 audiocassettes

Records of the Grants Team, 1967-2001, 17.45 cubic ft.

Publications, 1995-2000, 0.2 cubic ft.

Press Office records, 1890-2000, bulk 1995-2000, 155.3 cubic ft.

Staff files, 1995-2000, 2.4 cubic ft.

Speech files, 1986, 1989-2000, undated, bulk 1995-2000, 1 cubic ft.

News releases, 1990-2000, undated, bulk 1995-2000, 30 cubic ft.

Web site development files, 1890-2000, undated, bulk 1995-2000, 5.4 cubic ft.

Videotapes and audiotapes, 1990-2000, undated, bulk 1995-2000, 7 cubic ft.

Speech and press files for First Lady Laura Bush, 1980-2000, undated, bulk 1995-2000, 6.5 cubic ft.

Clippings, 1995-2000, undated, bulk 1995-2000, 103 cubic ft.

Executive Office records, 1976, 1982-1984, 1987, 1989-2000, bulk 1995-2000, 18.41 cubic ft. and 360 images

Speeches, [ca. 1994]-2000, bulk 1995-1999, 4.71 cubic ft.

Schedules and calendars, 1995-2000, 3.7 cubic ft.

Transition Office correspondence, 1983, 1993-1995, 0.3 cubic ft.

Out-of-state letters, 1999-2000, undated, 0.1 cubic ft.

Autograph and photo request correspondence and logs, 1995-2000, bulk 1998-1999, 0.9 cubic ft.

Photo op requests, 1996-1999, bulk 1998-1999, 0.9 cubic ft.

Gift logs, 1976, 1982, 1984, 1987, 1989-2000, bulk 1989-2000, 7.3 cubic ft.

Visitors' registers, 1995-2000, 0.5 cubic ft.

Press Christmas party photographs, 1995-1998, 360 photographs

Scheduling Office records, 1993-2000, undated, bulk 1995-2000, 96 cubic ft.

Invitations, 1994-2000, undated, bulk 1995-2000, 94.4 cubic ft.

Travel arrangement files, 1994-1999, bulk 1995, 1 cubic ft.

General office files, 1993-2000, bulk 1995-2000, 0.6 cubic ft.

Appointments Office records, 1946, 1955, 1959-2000, bulk 1994-2000, 118.7 cubic ft.

Polly Sowell's correspondence, 1995-2000, 0.2 cubic ft.

Appointment application files, 1946, 1955, 1959-2000, bulk 1994-2000, 117.75 cubic ft.

Resignation letters, 1994-2000, 0.75 cubic ft.

Correspondence/Constituent Services Office records, 1854-2000, undated, bulk 1995-2000, 1066.4 cubic ft., 2 oversize rolled items

Central correspondence file, 1955-2000, undated, bulk 1995-2000, 1000 cubic ft., 2 oversize rolled items

Bulk mail not logged, 1994-2000, bulk 1995-2000, 26.8 cubic ft.

Proclamation files, 1854, 1923, 1926, 1929, 1943, 1949-1950, 1952, 1956, 1960, 1966, 1968, 1971, 1973, 1976, 1980-2000, bulk 1995-2000, 13 cubic ft.

Robos research and background files, 1993-2000, bulk 1995-2000, 10.5 cubic ft.

Autopen copies of correspondence from other divisions, 1995-2000, bulk 1996-2000, 5.6 cubic ft.

Staff files, 1948-2001, undated, bulk 1995-2000, 10.5 cubic ft.

First Lady Laura Bush's files, 1994-2000, bulk 1995-1999, 26.73 cubic ft.

Speeches, probably 1994-1999, bulk 1995-1999, 4.75 cubic ft.

Daily schedules, 1995-1999, 3.58 cubic ft.

Itinerary information, 1995-1999, 7 cubic ft.

Correspondence, 1994-1999, bulk 1995-1999, 4.8 cubic ft.

Press releases and news clippings, 1994-1999, bulk 1995-1999, 0.9 cubic ft.

Invitations and regrets, 1994-1999, bulk 1995-1999, 3.3 cubic ft.

Texas Book Festival notebooks, 1996-1999, 1.1 cubic ft.

Foundation files, 1996-2000, bulk 1998-2000, 1.1 cubic ft.

Office files, 1995-2000, bulk 1995-1996, 1998-1999, 0.2 cubic ft.

Governor's Committee on People with Disabilities records, 1984-2001, undated, bulk 1995-2000, 6.46 cubic ft.

Correspondence, 1989-2000, undated, bulk 1995-2000, 5.5 cubic ft.

Meeting files, 1984-1991, 1995-2000, bulk 1995-2000, 0.96 cubic ft.

Criminal Justice Division public information requests, 1995-1999, 3 cubic ft.

Texas Film Commission records, 1995-2000, undated, bulk 1999-2000, 0.8 cubic ft.

Manuals and directories, 1995, 1997-2000, bulk 2000, 0.4 cubic ft.

Correspondence, 1995-2000, undated, bulk 2000, 0.2 cubic ft.

Calendars, 1999-2000, bulk 2000, 0.2 cubic ft.

[Return to the Table of Contents](#)

Restrictions

Restrictions on Access

Because of the possibility that portions of these records fall under Public Information Act exceptions including, but not limited to, attorney-client privilege (V.T.C.A., Government Code Section 552.107), agency memoranda and working papers (V.T.C.A., Government Code Section 552.111), driver's license numbers (V.T.C.A., Government Code Section 552.130), account information (V.T.C.A., Government Code Section 552.136), email addresses (V.T.C.A., Government Code Section 552.137), social security numbers (V.T.C.A., Government Code Section 552.147), records relating to allegations of child abuse (V.T.C.A., Government Code Section 552.101, Family Code Section 261.201 (a)); psychiatric evaluations (V.T.C.A., Government Code Section 552.101, Health and Safety Code Section 611.002); a citizen and a legislator and/or lieutenant governor (V.T.C.A., Government Code, Chapter 306); social service recipients (V.T.C.A., Human Resources Code, Title 2 - Department of Human Services and Department of Protective and Regulatory Services, Section 12.003); home addresses, phone numbers, and personal family information of government employees and officials (V.T.C.A., Government Code, Section 552.117); government information related to security issues for computers (V.T.C.A., Government Code, Section 552.136); and proprietary and trade secret information that may be subject to V.T.C.A. Texas Government Code Section 552.110; and other information protected under common law privacy (V.T.C.A., Government Code Sections 552.101), an archivist must review these records before they can be accessed for research. The records may be requested for research under the provisions of the Public Information Act (V.T.C.A., Government Code, Chapter 552). The researcher may request an interview with an archivist or submit a request by mail (Texas State Library and Archives Commission, P. O. Box 12927, Austin, TX 78711), fax (512-463-5436), email (Dir_Lib@tsl.state.tx.us), or see our web page (<https://www.tsl.state.tx.us/requestgovernorbushrecords.html>). Include enough description and detail about the information requested to enable the archivist to accurately identify and locate

the information requested. (Note: The Governor's Office has requested that the State Archives contact the Public Information Coordinator for the Governor's Office when we receive a Public Information Act request for these records.) If our review reveals information that may be excepted by the Public Information Act, we are obligated to seek an open records decision from the Attorney General on whether the records can be released. The Public Information Act allows the Archives ten working days after receiving a request to make this determination. The Attorney General has 45 working days to render a decision. Alternately, the Archives can inform you of the nature of the potentially excepted information and if you agree, that information can be redacted or removed and you can access the remainder of the records.

Records series described in this finding aid have access restrictions specific to each of them. The terms of access are found in the finding aids for series and office records.

Restrictions on Use

Most records created by Texas state agencies are not copyrighted. State records also include materials received by, not created by, state agencies. Copyright remains with the creator. The researcher is responsible for complying with U.S. Copyright Law (Title 17 U.S.C.).

Technical Requirements

Researchers are required to wear gloves provided by the Archives when reviewing photographic materials.

To view the VHS videotapes or listen to the audiotapes please contact Archives staff.

Records contain electronic information.

Indices to portions of Governor Bush's records are available electronically in Microsoft Access, Microsoft Word, and Microsoft Excel.

Records contain information on Beta videotapes and 3.5-inch disks. Researchers wishing to view any of the information on these tapes or disks should consult with Archives staff and be aware that the archives may not own the equipment needed to access some information. Some information on the disks may be exempted from disclosure under the Texas Public Information Act, and the disks themselves may or may not still be readable.

[Return to the Table of Contents](#)

Index Terms

The terms listed here were used to catalog the records. The terms can be used to find similar or related records.

Personal Names:

Bush, George W. (George Walker), 1946-
Bush, Laura Welch, 1946-
Allbaugh, Joe Marvin, 1952-
LaMontagne, Margaret.
Gonzales, Alberto R., 1955-
McMahan, Vance.
Hawkins, Albert.
Hughes, Karen P.

Corporate Names:

Texas. Office of the Governor.
Texas Governor's Committee on People with Disabilities.
Texas Strategic Economic Development Planning Commission.
Texas. Governor's Task Force on Faith-Based Programs.

Subjects:

Governors--Texas.
Capital punishment--Texas.
Education and state--Texas.
Criminal justice, Administration of--Texas.
Legislation--Texas.

Places:

Texas--Politics and government--1951-
Texas--Officials and employees--Selection and appointment.

Document Types:

Audiocassettes--Texas--Governors--1995-2000.
Videocassettes--Texas--Governors--1995-2000.
Photographs--Texas--Governors--1890-2000.
3.5-inch computer disks--Texas--Governors--1995-2000.
Correspondence--Texas--Governors--1948-2000.
Memoranda--Texas--Governors--1995-2000.
Artifacts--Texas--Governors--1995-2000.
Publications--Texas--Governors--1995-2000.
Calendars--Texas--Governors--1995-2000.
Notes--Texas--Governors--1995-2000.
Reports--Texas--Governors--1995-2000.
CD-ROMS--Texas--Governors--1995-2000.

Functions:

Administering Texas.
Decision making.
Influencing Texas government policy.

[Return to the Table of Contents](#)

Related Material

The following materials are offered as possible sources of further information on the agencies and subjects covered by the records. The listing is not exhaustive.

Texas State Archives

[Texas Inaugural Committee, Bush-Perry inaugural records, 1934-1999, bulk 1998-1999, 0.47 cubic ft.](#)

[Texas Inaugural Committee, Bush-Bullock records, 1994-1995, 0.47 cubic ft.](#)

[Return to the Table of Contents](#)

Administrative Information

Preferred Citation

(Identify the item and cite the series and office), Texas Governor George W. Bush records. Archives and Information Services Division, Texas State Library and Archives Commission.

Accession Information

Accession numbers: 2002/151, 2003/026, 2005/144, 2006/390, 2009/144, 2011/418, 2013/086

In December 2000, Governor George W. Bush designated the George Bush Presidential Library as the repository for the records from his tenure as Governor of Texas, under authority of Texas Government Code, Section 441.201. Shortly after he left office, the records were shipped to the Bush Library in College Station, Texas. Texas Attorney General John Cornyn ruled the records are state records subject to the Texas Public Information Act and the management of the Texas State Library and Archives Commission even after transfer to a federal facility (Opinion No. JC-0498, May 3, 2002). In July 2002 the records were transferred from the Bush Library to the Texas State Archives in Austin for preparation for research use. In June 2003, a memorandum of understanding signed by representatives of

the National Archives and Records Administration, the Texas State Library and Archives Commission, and George W. Bush replaced a January 2002 interim memorandum of understanding. The records were moved to the George W. Bush Presidential Library in February 2013. Additional records were transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission from the Texas Office of the Governor on October 9, 2002, May 18, 2005, August 1, 2006, July 2, 2009, August 4, 2011, and February 1, 2013.

Processing Information

Texas State Archives staff, February 2003 to December 2011

Finding aid converted from EAD 1.0 to 2002 by TARO conversion stylesheet v1to02.xsl, July 2003

Finding aid revised to conform to TARO file size restrictions by Tonia J. Wood, June 2004

Finding aid revised by Jessica Tucker, October 2011

Finding aid revised by Tonia J. Wood, December 2012

Finding aid updated by Tonia J. Wood, April 2013

[Return to the Table of Contents](#)

Other Finding Aids

Electronic files containing finding aids created by the Governor's Office and a folder listing begun by the Bush Library and completed at the Texas State Archives are available upon request.

[Return to the Table of Contents](#)

Detailed Description of the Records

Executive Assistant's Office files, 1944, 1947, 1960, 1962, 1967, 1977-1978, 1980-1981, 1983-2000, undated, bulk 1995-1999, 25.8 cubic ft.

The executive assistant was directly responsible for the Scheduling

Office, internal auditor, Governor's Mansion administration, and emergency management. In addition, memoranda from staff directed to the governor often were funneled through the executive assistant, who also managed the day-to-day operations of the Governor's Office and appears to have assigned responsibilities to staff and directed work flow. These are subject files, correspondence files, and calendars created and maintained by the office of the Executive Assistant to Texas Governor George W. Bush. Records are correspondence, memoranda, reports, plans, publications, maps, photographs, printed material, legislative documents, notes, press releases, news clippings, speeches, briefings, calendars, resumes, employment and appointment applications, audio and videotapes, briefing book, proposals, biographical information, resolutions, job postings, directories, lists, file inventory, travel records, time records, surveys, and policy papers, dating 1944, 1947, 1960, 1962, 1967, 1977-1978, 1980-1981, 1983-2000, undated, bulk 1995-1999. Joe Allbaugh served as executive assistant from 1995 to mid-1999, succeeded by Clay Johnson. Subjects cover the range of issues facing the governor, including state agency administration, appointments, budget, criminal justice, economic development, education, emergency management, energy, environment, ethics, gambling, Governor's Office functions and divisions, health and human services, housing and community development, land and cultural resources, legislation, military, military base closures, taxation, transportation, utilities, volunteerism, water, welfare, workforce, and relations with Mexico, state and federal agencies, corporations, and organizations. Some files of Deputy Executive Assistant Dale Laine are included. Correspondents include Governor's Office staff such as the general counsel, state and federal agencies' staff, executives of corporations, and others.

This finding aid has been split into two parts. For the bulk of the series descriptions and folder listings for Executive Assistant's Office records, see [Texas Governor George W. Bush Executive Assistant's Office files](#). For the finding aid for the subject files series see [Texas Governor George W. Bush Executive Assistant's Office subject files](#). If you are reading this electronically, click on the links to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Executive Assistant's Office History

Joe Allbaugh served as Executive Assistant to Texas Governor George W. Bush from January 1995 through June 1999, after which he joined Bush's presidential campaign. The executive assistant was directly responsible for the Scheduling Office, internal auditor, Governor's Mansion administration, and emergency management. In addition, memoranda from staff directed to the governor often were funneled through Allbaugh. He managed the day-to-day operations of the Governor's Office and appears to have assigned responsibilities to staff and directed

work flow. Much of what Governor Bush saw apparently passed through Allbaugh. Reggie Bashur was deputy executive assistant in 1995; Dale Laine served as deputy executive assistant in 1996 and 1997. Joyce Sibley served as Allbaugh's administrative assistant. Clay Johnson, who had been Appointments Director, became executive assistant after Allbaugh left.

[Return to the Table of Contents](#)

Senior Advisor's Office records, 1948, 1964-1965, 1978, 1980-1983, 1986-2000, undated, bulk 1995-2000, 88.5 cubic ft.

The Senior Advisor was responsible for advising the governor of Texas on education and appointing some Texas officials and employees. Issues files, reference materials, bill files, appointment files and correspondence document these functions. These records include correspondence, e-mails, faxes, and memoranda; notes; newsletters, brochures and other publications; newspaper and magazine clippings; copies of bills and other legislative records; attorney general opinions/advice and litigation documents; press releases and speeches; reports (both narrative and statistical); drafts and other policy development files; agenda and minutes; resumes and applications for employment; executive orders; conference packets; mailing lists; travel documentation; purchase documentation; forms; procedure manuals; maps; videotapes; and audiotapes. Records date 1948, 1964-1965, 1978, 1980-1983, 1986-2000, and undated, bulk 1995-2000. They comprise records of the Office of Senior Advisor (Margaret LaMontagne) during the tenure of George W. Bush as Texas Governor (1995-2000). The vast majority of the records reflect the Bush administration's policies concerning education, with a small amount of records pertaining to appointments, thus reflecting the role of Margaret LaMontagne as (initially) deputy director of appointments, retaining some appointment functions after her promotion to education advisor.

For the main finding aid for Senior Advisor's Office records with folder listings for all but the Education issues files and Education reference materials series, see [Texas Governor George W. Bush Senior Advisor's Office records](#). For the full finding aid for the Education reference materials series, see [Texas Governor George W. Bush Senior Advisor's Office records, Education reference materials](#). For the full finding aid for Education issues files I, see [Texas Governor George W. Bush Senior Advisor's Office records](#).

[Education issues files I](#). For the full finding aid for Education issues files II, see [Texas Governor George W. Bush Senior Advisor's Office records. Education issues files II](#). If you are reading this electronically, click on the links to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Senior Advisor's Office History

Margaret LaMontagne began working in the Governor's Office in January 1995 as Deputy Director of Appointments. After the 74th legislative session (1995), her title was changed to Senior Advisor reporting directly to the governor and her office was moved to the Capitol. Her focus was on education-related issues, which went through her rather than the Policy Division, especially after the 74th legislative session when the Education Policy person left and the position was not filled. She retained some of her appointment duties after becoming Senior Advisor, including selecting appointees for education related boards and commissions. Her staff included Public Education/Special Projects Counsel [title changed from Public Education to Special Projects and back] (first Michelle Tobias from 1995 to 1998, then Jennifer Piskun, followed by Debra Esterak); Administrative Assistant (Judy Okimura, then Shannon Smith); and Special Projects Assistant (Sheryl Labar for a while, spring 1996-February 1997).

[Return to the Table of Contents](#)

General Counsel files, 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-2000, bulk 1986-2000, 147.74 cubic ft., 2 videocassettes, 6 audiocassettes, 153 maps

Functions of the Office of the General Counsel include tracking and analyzing the cases of prisoners on death row; handling and advising the governor on pardon and executive clemency requests; providing legal opinions and analyses to the Governor's staff on a variety of questions, including statute interpretations, claims filed against the state, contracts, deeds, appointment questions, and other issues; answering public information requests; and litigating for the governor's office. Records are the files of the Office of the General Counsel of the Texas Governor's Office during the terms of George W. Bush and contain correspondence, memoranda, legal opinions and advice, execution case files, executive clemency files, claim and settlement files, death penalty protest letters, litigation files, public information request files, policies and

procedures, legislation, clippings, and desk calendars of the staff. Dates covered are 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-2000, the bulk dating 1986-2000.

Correspondents include the General Counsel, Alberto Gonzales and his successor, Margaret Wilson; deputy and assistant general counsel Pete Wassdorf, Stuart Bowen, Donna Davidson and others; executive staff of the Governor's Office including Joe Allbaugh; state agencies; federal and local government agencies; and the general public.

A separate finding aid exists for most series of General Counsel records. Three small series are combined in one finding aid. If you are reading this electronically, click on the links in the organization statement below to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Division History

The General Counsel position within the Texas Office of the Governor was created in October 1973 when the Executive Director of the Governor's Criminal Justice Division appointed an individual as General Counsel, to assist him in providing statute interpretations and in other matters relating to policies and procedures. Today the Office of the General Counsel is a separate division in the Governor's Office. During the Bush Administration, Alberto Gonzales served as General Counsel, succeeded in 1998 by Margaret Wilson.

Duties of the General Counsel include providing statute interpretations; tracking inmates on death row as their cases move through the judicial process including all appeals to the governor for commutations or stays of execution; handling pardon requests sent to the governor; reviewing proposed settlements, land patents, grant requests, contracts, easements, and deeds for the governor; analyzing proposed legislation and regulations for validity and legal effect; assisting appointments staff in determining eligibility and other legal issues related to proposed appointments; handling extradition and requisition matters; coordinating ethics guidelines and training for the governor's office; advising the governor on federal programs administered by the state; coordinating the governor's criminal justice policy with the governor's Policy Director; and providing legal advice and handling litigation filed against the governor or the Governor's Office, in conjunction with actions of the Attorney General on the governor's behalf.

Organization of the Records

These records are organized into 11 series:

[Legal opinions and advice, 1892, 1918, 1921, 1925, 1932, 1942-1944, 1948, 1954, 1956, 1963, 1965, 1968-1969, 1972-2000, bulk 1995-2000, 14 cubic ft.](#)

[Execution files, 1886, 1892, 1903, 1912-1921, 1925, 1932, 1939-](#)

[2000, bulk 1986-2000, 68.24 cubic ft. including Execution case files](#)

[Executive clemency files, 1961, 1965, 1968, 1974, 1983-2000, bulk 1995-2000, 1.5 cubic ft.](#)

[Litigation files, 1859, 1880s, 1896, 1905, 1924, 1940s, 1955, 1968-2000, bulk 1995-2000, 20.7 cubic ft., 2 videocassettes, 6 audiocassettes, 153 maps](#)

[Claims against the state, 1990-2000, bulk 1995-2000, 3.6 cubic ft.](#)

[Settlement files, 1991-1996, bulk 1995-1996, 7 cubic ft.](#)

[Legislation, 1999, 0.65 cubic ft.](#)

[Public information request files, 1976, 1980, 1982-2000, bulk 1995-2000, 25 cubic ft.](#)

[General correspondence, 1963-1964, 1975, 1985-2000, bulk 1995-2000, 6.4 cubic ft.](#)

[Agency rules, policies, and procedures, 1981, 1990-2000, undated, 0.35 cubic ft.](#)

[Calendars, 1998-2000, 0.3 cubic ft.](#)

[Return to the Table of Contents](#)

Policy Office records, 1970, 1982-2000, bulk 1995-2000, 63.15 cubic ft., 19 videocassettes, 7 audiocassettes

The Policy Office under Texas Governor George W. Bush advised the governor on emerging problems and opportunities and developed policy options for the governor's consideration; it also helped ensure that the governor's policies were implemented by state agencies and commissions. Records of the Texas Office of the Governor's Policy Office during the terms of George W. Bush, 1995-2000, include policy memoranda; records of the Texas Strategic Economic Development Planning Commission; records of the Governor's Faith-Based Task Force and Charitable Choice; bill files; questionnaire replies; reports on, or related to, technology education and the need for a high-tech workforce; records regarding the Texas Department of Housing and Community Affairs' sunset process and low-income housing; and assorted pamphlets, publications, press releases, and photographs. The materials date 1970, 1982-2000, bulk 1995-2000.

For the full finding aid for these records, see [Texas Governor George W. Bush Policy Office records](#). If you are reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Policy Office History

The Policy Office helps ensure that the governor's policies are implemented by state agencies and commissions. The office is organized around specialized issues such as education, criminal justice, health and human services, natural resources, and economic development. It advises the governor on emerging problems and opportunities and develops policy options for the governor's consideration. Directors of the policy office are the governor's liaisons to state agencies and board members, and they direct special committee projects authorized by the governor. The office also recommends candidates for appointments to agency positions and assists in evaluating potential appointments. The head of the Policy Office under Governor Bush was Vance McMahan.

[Return to the Table of Contents](#)

Legislative Office records, 1988, 1990, 1992-2000, undated, bulk 1995-2000, 114 cubic ft.

The Legislative Office under Texas Governor George W. Bush (also referred to as the Legislative Affairs Office) advised the governor on legislative matters and assisted in developing and promoting the governor's legislative goals. These records include bill files (correspondence, signature sheets, action reports, bill analyses, bill histories, copies of bills (initial, enrolled, engrossed), memoranda, notes, press releases, and news clippings), correspondence (letters, memoranda, e-mail, and faxes), resumes, and subject files (containing notes, articles, newspaper clippings, press releases, reports, tables, issue papers, briefing documents, talking points, conference papers, procedure drafts, brochures, agenda, legislation, litigation, etc.). They date 1988, 1990, 1992-2000, and undated, bulk 1995-2000. These records document the work of the Governor's office in promoting the passage of key legislation during the 74th, 75th, and 76th Texas Legislatures. The staff records are particularly rich in documenting education, especially the promotion of literacy and reading, the "school-to-work" concept of matching education with society's demonstrated vocational/career needs, school finance reform, and charter schools. The most voluminous of this office's records are the bill files, which likely cover the full spectrum of legislative advocacy by the Governor's office.

For the full finding aid for these records, see [Texas Governor George W. Bush Legislative Office records](#). If you are reading this

electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Legislative Office History

The Legislative Office (also referred to as the Legislative Affairs Office) in the Office of the Texas Governor advises the governor on legislative matters and assists in developing and promoting the governor's legislative goals. Former State Senator Dan Shelley served as Legislative Director in 1995 and part of 1996; Terral Smith served as director from 1996 to 2000. Deputy directors (from one to three at a given time) were Stacie Lawson (1995-1996), Michael Jewell (1997), Greg Davidson (1997-2000), Lizzette Gonzales (1997-2000), and Laura Lawlor (1999).

[Return to the Table of Contents](#)

Budget and Planning Office records, 1967-2000, undated, bulk 1990-2000, 31.7 cubic ft., 54 audiocassette tapes

During Texas Governor George W. Bush's term, the Budget and Planning Office advised the Governor regarding state fiscal matters, prepared the Governor's biennial budget recommendations to the Legislature, monitored state appropriations and operations, analyzed fiscal and economic issues, and performed other duties determined by the Governor. The Grants Team monitors the federal, state, and private funding information resources and alerts state legislators, state agencies, non-profit organizations, all subdivisions of government and individuals to funding opportunities. Administrative correspondence, budget development files, statewide cost allocation plans, property tax relief records, Grants Team records, and publications were created and/or maintained by the Budget and Planning Office in the course of developing and carrying out budgets and plans for funding Texas state government during the terms of Texas Governor George W. Bush. Types of materials include correspondence, memoranda, tracking slips, reports, statements, plans, proposals, manuals, opinions, printed material, legal documents, questionnaires, contracts, organization charts, notes, publications, memoranda of agreement, executive orders, bylaws, policies and procedures, drafts, budgets, legislative records, speeches, clippings, 3.5-inch floppy disks, and audiotapes, dating 1967 to 2000 and undated, bulk 1990 to 2000, created and/or maintained by the Texas Governor's Budget and Planning Office during the terms of George W. Bush. Albert

Hawkins was the Director of the Budget and Planning Office during Bush's terms in office. Correspondents include Budget and Planning staff and various other staff members in the Governor's Office, state agencies, federal agencies, corporations and consultants, state legislators and members of Congress, and various public officials.

Grants Team records of assistance to regional planning commissions, dating 1967 to 1999, document the activities of the administrations of all Texas governors from John Connally to George W. Bush in the origination, development, and functioning of Texas' regional assistance funding program and regional planning commissions.

For the full finding aid for these records, see [Texas Governor George W. Bush, Budget and Planning Office records](#). If you are reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Office of Budget and Planning History

The Office of Budget and Planning supports the governor of Texas in his statutory role as chief budget officer of the state by providing advice on state fiscal matters. The office prepares the governor's biennial budget recommendations to the legislature, monitors state appropriations and operations, analyzes fiscal and economic issues, and performs other duties determined by the governor. It assigns each agency a budget analyst who is available to provide assistance on budgetary matters. The office includes the state Grants Team, whose records are described separately. Albert Hawkins served as the Director of Budget and Planning under Governor George W. Bush.

The Grants Team is a part of the Budget and Planning Office within the Texas Office of the Governor. The team monitors the federal, state, and private funding information resources and alerts state agencies, non-profit organizations, units of local government and other entities to funding opportunities. The Grants Team: 1) provides technical assistance on federal funding matters to state agencies, subdivisions of government, Texas legislators, non-profit agencies, and individuals; 2) provides counseling on the availability and means of obtaining federal, state, and private funding assistance; 3) identifies federal and state funding opportunities and responds to inquiries about federal policies and agencies; 4) provides proposal writing support and review of applications; 5) collects and analyzed performance data from state agencies on maximizing federal funds; 6) compiles and distributes the *Grant Alert*, a fax newsletter about funding opportunities; 7) maintains a clearinghouse of information on the availability of federal, state, and private grants; 8) identifies and facilitates opportunities for collaboration among state agencies to seek federal discretionary funds; and 8) provides proposal writing training on a cost sharing basis. By law, the State Grants Team may charge fees to recover

service costs.

The Texas Review and Comment System is also a part of Budget and Planning and is run by the Grants Team. It provides state and local officials with opportunities to comment on state plans, applications for state or federal financial assistance, and environmental impact statements related to projects or funding that affect their jurisdictions before the proposals are approved or funded.

[Return to the Table of Contents](#)

Press Office records, 1946-2001, bulk 1995-2000, 155.3 cubic ft.

Major responsibilities of the Press Office (also known as Communications) under Governor George W. Bush included issuing press releases and media advisories on the activities and actions of the Governor, as well as First Lady Laura Bush; writing speeches for the Governor and the First Lady; collecting, copying, and distributing copies of newspaper clippings about the Governor, First Lady, and issues of concern to Texans; handling requests for interviews with the Governor; and creating and maintaining the Internet web site for the Governor's Office. These records are correspondence, staff files, press releases, speeches, website development files, newspaper clippings, audiotapes, videotapes, and photographs, dating 1946-2001, bulk 1995-2000. They comprise the files of the Press Office (also known as the Communications Division) for Texas Governor George W. Bush. They also include press files for First Lady Laura Bush. An inventory was created for the magazines and newspapers (dating 1994 to 2001 and measuring 13.62 cubic feet) found in the Press Office files. This inventory is available to researchers upon request.

A separate finding aid exists for most series of Press Office records. Two small series are combined in one finding aid. If you are reading this electronically, click on the links in the organization statement below to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Press Office History

During the majority of his tenure as Governor, George Bush's Director of Communications was Karen P. Hughes. (The Director of Communications was sometimes referred to--mostly by those outside the office--as the Press Secretary.) When Ms. Hughes left

that position in June 1999 to become Governor Bush's presidential campaign spokesperson, the Deputy Director of the Communications/Press Office, Linda Edwards, became Director, and Mike Jones became Deputy Director. Anne Friedenber-Swanson was Media Coordinator, 1998-1999. Another Communications staff member prominent in these records was Anne Trenolone, 1999-2000. Kimberly (Kim) Black was Karen Hughes' Administrative Assistant.

Organization

These records are organized into seven series:

[Staff files, 1995-2000, 2.4 cubic ft.](#)

[Speech files, 1986, 1989-2000, undated, bulk 1995-2000, 1 cubic ft.](#)

[News releases, 1990-2000, undated, bulk 1995-2000, 30 cubic ft.](#)

[Web site development files, 1890-2000, undated, bulk 1995-2000, 5.4 cubic ft.](#)

[Videotapes and audiotapes, 1990-2000, undated, bulk 1995-2000, 7 cubic ft.](#)

[Speech and press files for First Lady Laura Bush, 1980-2000, undated, bulk 1995-2000, 6.5 cubic ft.](#)

[Clippings, 1995-2000, 103 cubic ft.](#)

[Return to the Table of Contents](#)

Executive Office records, 1976, 1982-1984, 1987, 1989-2000, bulk 1995-2000, 18.41 cubic ft. and 360 images

The Executive Office of Governor George W. Bush includes administrative assistant functions, such as handling his office schedule, traveling with the Governor and maintaining the speech file and gift log. Executive Office records of Texas Governor George W. Bush (1995-2000) include the governor's speeches; printouts of and attachments to the electronic gift log; schedules and calendars including a transition office calendar; Transition Office correspondence; copies of out-of-state letters notifying the acting governor when Bush would be absent from and returning to the state to resume his gubernatorial duties; autograph and photo requests; photo op requests and attachments; Press Christmas party photographs; and visitors' registers. The material dates from 1976, 1982-1984, 1987, 1989-2000, bulk 1995-2000.

For the full finding aid for Executive Office speeches, see [Texas Governor George W. Bush, Executive Office Speeches](#) and for the

remaining Executive Office series, see [Texas Governor George W. Bush Executive Office Records](#). If you are reading this electronically, click on the links to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Executive Office History

Ofelia Vanden Bosch served as Governor George W. Bush's administrative assistant, handling his office schedule. Israel Hernandez traveled with the Governor and maintained the speech file. Logan Walters was responsible for maintaining the gift log.

[Return to the Table of Contents](#)

Scheduling Office records, 1993-2000, undated, bulk 1995-2000, 96 cubic ft.

The Scheduling Office was responsible for arranging Governor Bush's out-of-office events. In late May or early June 1999, Correspondence Office staff took over scheduling functions after the Director of Scheduling and other high level staff left the Governor's Office to work for Bush's presidential campaign. The Governor's Office coordinated with the Bush campaign office in determining which events Bush would attend. Records are invitations, travel arrangement files, and general office files, 1993-2000, undated, bulk 1995-2000, for the Scheduling Office of Texas Governor George W. Bush. See [Executive Office records. Schedules and calendars](#) series for schedules created by the Scheduling Office and used by the Governor and his Executive Office staff.

For the full finding aid for these records, see [Texas Governor George W. Bush Scheduling Office Records](#). If you are reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Scheduling Office History

During Bush's tenure as Governor of Texas, the Scheduling Office, directed by Ainsley Williams, reported directly to Joe Allbaugh, Executive Assistant to the Governor. The Scheduling Office made arrangements for the Governor's out-of-office events. Ofelia Vanden Bosch, Bush's administrative assistant, handled the Governor's in-office schedule. During Bush's presidential campaign, some scheduling duties appear to have been carried out by the Correspondence/Constituent Services division.

[Return to the Table of Contents](#)

Appointments Office records, 1946, 1955, 1959-2000, bulk 1994-2000, 118.7 cubic ft.

The Texas governor appoints numerous state officials (with the consent of the Senate) and fills vacancies in state and district offices (except vacancies in the legislature). The Appointments Office is responsible for naming individuals to serve on state boards and commissions. Appointments Manager Polly Sowell's correspondence, appointment application files and resignation letters document applicants for appointed positions during Texas Governor George W. Bush's administration. Records include application forms; letters of recommendation, appointment, resignation, and thanks; résumés or curriculum vitae; photographs; judicial appointment questionnaires; and other materials concerning applicants. Materials date 1946, 1955, 1959-2000, bulk 1994-2000. Individuals submitted applications to the Governor's Appointments Office for appointment to a broad range of positions including vacant judgeships, state boards and commissions, certain agency heads, river authorities, and branch pilots.

For the full finding aid for these records, see [Texas Governor George W. Bush Appointments Office Records](#). If you are reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Appointments Office History

The governor of Texas appoints the secretary of state, the adjutant general, executive directors of several agencies, members of numerous state boards and commissions, ship pilots and pilot boards at ports, and regents of universities; and fills vacancies in district attorney offices and judgeships, and various other posts. Most of these appointments require the advice and consent of two-thirds of the Senate. The Governor's office then notifies the Office of the Secretary of State, who is responsible for issuing commissions to appointees. According to the *Guide to Texas State Agencies*, 10th Edition (1999), in a four year period, the governor may make around 3,000 appointments.

Clay Johnson served as the director of the Appointments Office under Governor George W. Bush from January 1995 until the end of June 1999 when he became Executive Assistant to the Governor, replacing Joe Allbaugh. Ron Bellamy became Appointments director. Polly Sowell was an Appointments Office

staff member during the entire time, holding the title Appointments Manager (at least during 1998-1999).

[Return to the Table of Contents](#)

Correspondence/Constituent Services Office records, 1854-2000, undated, bulk 1995-2000, 1066.4 cubic ft., 2 oversize rolled items

The Correspondence/Constituent Services Office was responsible for preparing replies to many of the letters written to Texas Governor George W. Bush's Office. Records are the central correspondence files, bulk mail, staff files, proclamations, research and background files, manuals and procedures, 3.5-inch disks, and weekly production reports, 1854 to 2000, undated, bulk 1995 to 2000, maintained in the Texas Governor's Correspondence/Constituent Services division.

A separate finding aid exists for most series of Correspondence/Constituent Services Office records. Several series of staff files were combined in one finding aid. If you are reading this electronically, click on the links in the organization statement below to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Correspondence/Constituent Services History

Correspondence/Constituent Services is listed as a division within the Communications Office (also known as the Press Office). Shirley Green served as director of Correspondence/Constituent Services. The division was responsible for the mail log, the central correspondence file, honorary certificates, greetings, and proclamations. The Ombudsman/Citizens Assistance program was housed within this division. During Governor Bush's second term, the division also handled some of the scheduling functions.

Organization

These records are organized into six series:

[Central correspondence file, 1955-2000, undated, bulk 1995-2000, 1000 cubic ft., 2 oversize rolled items](#)

[Bulk mail not logged, 1994-2000, bulk 1995-2000, 26.8 cubic ft.](#)

[Proclamation files, 1854, 1923, 1926, 1929, 1943, 1949-1950, 1952, 1956, 1960, 1966, 1968, 1971, 1973, 1976, 1980-2000, bulk 1995-2000, 13 cubic ft.](#)

[Robos research and background files, 1993-2000, bulk 1995-2000, 10.5 cubic ft.](#)

[Autopen copies of correspondence from other divisions, 1995-2000, bulk 1996-2000, 5.6 cubic ft.](#)

[Staff files, 1948-2001, undated, bulk 1995-2000, 10.5 cubic ft.](#)

[Return to the Table of Contents](#)

First Lady Laura Bush's files, 1994-2000, bulk 1995-1999, 26.73 cubic ft.

The Texas Office of the First Lady encompasses the official governmental activities of the spouse of the governor and functions as a subdivision of the Office of the Governor in practice. The records of Texas First Lady Laura Bush are speeches, daily schedules, itinerary information, correspondence, press releases and news clippings, invitations and regrets, Texas Book Festival notebooks, foundation files, and office files, 1994 to 2000, bulk 1995 to 1999, concerning Texas First Lady Laura Bush. Most of the records in these series date from 1995 to 1998. Fewer records exist for 1999 and 2000, most likely due to Laura Bush's increasing involvement with her husband's presidential campaign at that time. For the first three series (speeches, daily schedules, and itinerary information) see [First Lady Laura Bush's Files \(Part I\)](#) and for the remaining, see [First Lady Laura Bush's Files \(Part II\)](#). If you are reading this electronically, click on the links to go to the separate finding aids. If you are reading this in paper, the full finding aids are found at separate dividers within the binder.

Agency History

The Texas Office of the First Lady encompasses the official governmental activities of the spouse of the governor. The Office of the First Lady is not an actual state agency and functions as a subdivision of the Office of the Governor. To date, there is scant legislation regarding this office. As such, it is defined more by tradition and individual preference than legislation. Although not legally mandated, "at the request of the Governor, and to represent the State of Texas" is the guiding phrase for all the First Lady's official activities. To facilitate this end, the Travel Regulations Act (Texas Government Code, Section 660.203(b)) states that the governor's spouse is entitled to reimbursement for expenses incurred while performing duties at the direction of the governor. These duties have traditionally included acting as hostess during receptions at the Governor's Mansion, presiding over selected welfare organizations and initiatives, accompanying the Governor in official travels, and participating in selected ceremonial duties. Texas Government Code, Section 442.0071(d) outlines the First

Lady's role in the decoration of the Governor's Mansion. It states that the Texas Historical Commission must solicit the advice and approval of the First Lady before making changes to the decoration of the Governor's Mansion.

Moreover, the First Lady is often appointed as a member of the Inaugural Endowment Fund Committee. According to Texas Government Code, Section 401.011(b), the inaugural endowment fund may be expended for "decorating, furnishing, preserving, or improving the Capitol, the Governor's Mansion, or other state property of historical significance or for grants in support of public schools, public libraries, or other charitable causes at the discretion of the inaugural endowment fund committee." All of these areas have historically fallen under the influence of the First Lady.

The Texas Office of the First Lady includes one assistant, and the First Lady often relies on the support staff of the Governor for assistance in communications and scheduling in her official capacity.

Laura Bush Biographical Sketch

Laura Bush acted as First Lady of Texas from January 17, 1995 when her husband, George W. Bush, was sworn in as Texas Governor to December 21, 2000 when Bush resigned as Texas Governor. She became First Lady of the United States when Bush was inaugurated as president of the United States in January 2001.

During her tenure as Texas First Lady, Mrs. Bush supported many causes related to women's and children's health, education, and literacy. Her four major initiatives were Take Time for Kids (a public awareness and educational campaign that gives caregivers information about parenting topics), Family Literacy (urging Texas communities to establish family literacy programs through local collaboration with the Barbara Bush Foundation for Family Literacy), Reach Out and Read (a pediatric-based literacy program), and Ready to Read (focusing on early childhood education programs).

In addition, Mrs. Bush established the Texas Book Festival, which raises grant money for public libraries, and opened Rainbow Rooms in several locations throughout the state to provide emergency resources for abused and neglected children. In conjunction with these Rainbow Rooms, she promoted the Adopt-a-Caseworker program to provide a support system for Child Protective Services caseworkers through private sponsorship. Finally, Mrs. Bush was an advocate of breast cancer and Alzheimer's awareness and research throughout her tenure.

Laura Bush (née Welch), only daughter of Harold Bruce Welch and Jenna Louise Hawkins, was born on November 4, 1946 in Midland, Texas. In 1968, Mrs. Bush earned a Bachelor of Science degree in education from Southern Methodist University. Upon graduating, she worked as a schoolteacher first at Longfellow Elementary

School in the Dallas Independent School District before moving on to John F. Kennedy Elementary School in the Houston Independent School District in 1969, where she remained until 1972. Mrs. Bush then received a Master of Science degree in Library Science in 1973 from the University of Texas at Austin. Thereafter, she worked at the Kashmere Gardens Branch of the Houston Public Library until 1974, when she returned to Austin to work at Dawson Elementary School in the Austin Independent School District until 1977.

George W. Bush and Laura Bush were married on November 5, 1977. They have two daughters, Jenna and Barbara (both born in 1981). Since that time, she has volunteered for several charitable organizations, including the Dallas County Community Partners, which launched the first Rainbow Room. She has also served on the national board of Reading is Fundamental, Southern Methodist University's 21st Century Council, and the advisory boards of the University of Texas Graduate School of Library and Information Science and the American Library Association's office of intellectual freedom.

[Return to the Table of Contents](#)

Governor's Committee on People with Disabilities records, 1984-2001, undated, bulk 1995-2000, 6.46 cubic ft.

The primary function of the Texas Governor's Committee on People with Disabilities (GCPD) is to further opportunities for people with disabilities in the state of Texas. These records are divided into two series: *Correspondence* and *Meeting files*. Types of records include correspondence, memoranda, minutes, agenda, meeting files, and related materials that document the Governor's Committee on People with Disabilities, especially during Governor George W. Bush's term in office. Dates range from 1984 to 2001 and undated with the bulk of records dating from 1995 to 2000. Correspondence passes between committee members, the Governor's staff, state agencies, state and local officials, federal organizations, businesses, and the general public. Issues include topics pertaining to the Governor's charges (as set forth in Senate Bill 381 in 1991), compliance with the ADA, constituents' health concerns, and similar areas.

For the full finding aid for these records, see [Texas Governor George W. Bush, Governor's Committee on People with Disabilities records](#). If you are reading this electronically, click on

the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Governor's Committee on People with Disabilities History

The primary function of the Governor's Committee on People with Disabilities is to further opportunities for people with disabilities in the state of Texas. A complete explanation of the functions of this committee was set forth in Senate Bill 381, 72nd Legislature, Regular Session and includes monitoring the state's compliance with the Americans with Disabilities Act of 1990 (ADA), providing information to the public regarding ADA, serving as liaison with other organizations assisting the disabled, promoting coordination of services for persons with disabilities, making recommendations to the governor on programs supporting persons with disabilities, monitoring the implementation of a long-range state plan for Texans with disabilities, and issuing awards and other recognition to persons and organizations making a difference for persons with disabilities. The Governor's Committee on Employment for the Handicapped was first created by Governor Dolph Briscoe in 1978 through Executive Order DB-40. Executive orders by governors William P. Clements in 1981 (WPC-14A) and 1987 (WPC 87-16) and Mark White in 1983 (MW-10) continued the committee, with Executive Order MW-10 changing the name to Governor's Committee for Disabled Persons. In 1991 the Governor's Committee on People with Disabilities was created statutorily by Senate Bill 381 in order to continue the functions of the Council on Disabilities, a separate entity, which was abolished on the recommendation of the Sunset Commission.

[Return to the Table of Contents](#)

Criminal Justice Division public information requests, 1995-1999, 3 cubic ft.

The Criminal Justice Division (CJD) of the Texas Governor's Office administers state and federal grant funds awarded for criminal justice, crime prevention, law enforcement, special courts and prosecutors, juvenile justice, and victim service projects. The Criminal Justice Division maintained these files to document public information requests received and responded to by the division. Types of records in this group include correspondence, agenda, notes, audiotapes, memoranda, meeting files, and related materials that document the Criminal Justice Division of the Texas Governor's Office. Dates range from 1995 to 1999.

For the full finding aid for these records, see [Texas Governor George W. Bush, Criminal Justice Division public information requests](#). If you are reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Criminal Justice Division History

The Criminal Justice Division of the Texas Governor's Office administers state and federal grant funds awarded for criminal justice, crime prevention, law enforcement, special courts and prosecutors, juvenile justice, and victim service projects. Applicants for these grants can include state agencies, regional councils of governments, cities, counties, colleges and universities, private nonprofit corporations, independent school districts, and regional education centers. Furthermore, the Criminal Justice Division oversees the monitoring and evaluation of these grants once awarded. It is also the statewide headquarters for Texas Crime Stoppers and the Texas Narcotics Control Program. Preparing an annual plan outlining goals, priorities, and standards for improving the criminal justice system is another important function of the division. Finally, the division funds a number of statewide initiatives to prevent and prosecute violent crimes and provides interactive videoconference training for grantees.

[Return to the Table of Contents](#)

Texas Film Commission records, 1995-2000, undated, bulk 1999-2000, 0.8 cubic ft.

The Texas Film Commission is part of the Governor's Office of Music, Film, Television, and Multimedia Industries and works to increase film, television, and multimedia production in the state. These Film Commission functions are documented in series of manuals and directories, correspondence, and calendars. Types of records in this group include correspondence, calendars, manuals, directories, photographs, a videocassette, and related materials that document the Texas Film Commission. The records date from 1995 to 2000 and undated, with the bulk of records dating from 1999 to 2000. Subjects include upcoming productions, locations of film shoots, the *Texas Production Manual*, and the Texas Music Industry Directory. Correspondents include Tom Copeland, director of the commission, and Kevin Walker, office manager.

For the full finding aid for these records, see [Texas Governor George W. Bush, Texas Film Commission records](#). If you are

reading this electronically, click on the link to go to the separate finding aid. If you are reading this in paper, the full finding aid is found at a separate divider within the binder.

Texas Film Commission History

The Texas Film Commission is part of the Governor's Office of Music, Film, Television, and Multimedia Industries. The Film Commission works to increase film, television, and multimedia production in the state. The Texas Music Office promotes the development of the state's music industry by serving as an information clearinghouse for Texas music businesses, events, organizations, and talent. The Texas Multimedia Program is another part of the office. The Texas Film Commission and Texas Music Office moved from the Texas Department of Commerce's Business Development Division to the Office of the Governor after Ann Richards became governor in 1991. Staff of the Commission included director Tom Copeland, communications director Carole Pirie, production consultant Amy Cadenhead, and office manager Kevin Walker.

[Return to the Table of Contents](#)
