



NATIONAL ARCHIVES

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Inventory for FOIA 2022-0028-F

Records related to Transition Letters for Incoming Trump Administration

Extent

Approximately 191 textual pages, six email messages, and nine electronic files

Access

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

Copyright

Records 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 (Title 17, USC) which governs the making of photocopies or other reproductions of copyrighted material.

Provenance

Official records of the Joseph Biden vice presidency are in the custody of the Archival Operations Division in Washington, DC and are administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act, as amended (PRA).

Processed By

Staff Archivists, March 2023. Previously restricted materials are added as they are released.

Scope and Content

The materials in this series are a selective, not necessarily all inclusive, body of records responsive to the topic of FOIA case 2022-0028-F.

This series of records includes documents filed within a binder compiled by the outgoing Office of the Vice President staff for the staff of the incoming administration and electronic files. The documents from the binder include coversheets, table of contents, photocopied publications, website printouts, financial summary reports, Office of Administration numbered forms, and organization charts. Most of these documents pertain to administrative functions regarding the hiring and organization of staff within the Office of the Vice President. The electronic files are a table of contents document for a Violence Against Women Office transition briefing book.

System of Arrangement

Records responsive to this FOIA request were found in Biden Vice Presidential Records: White House Staff Member and Office Files.

Staff Member and Office Files are the textual records created and/or maintained by White House staff members within their individual offices. These files document all levels of administration activity.

Staff Member and Office Files are processed at the folder level, and the documents within are maintained in their original order. Since the files are processed at the folder level, individual documents contained within these folders may not be wholly responsive to the subject area of this FOIA request.

Records responsive to this FOIA request were also found in the Biden Vice Presidential Electronic Records collection which includes email messages and electronic files. These records are maintained in the Executive Office of the President instance of the Electronic Records Archive (EOP ERA) which contains electronic records created or received by the administration of President Barack Obama. These electronic records are born-digital files and are primarily .eml, .pdf, .wpd, and .doc files.

The responsive electronic records retrieved from EOP ERA are saved in search results lists (SRLs) and are arranged chronologically by creation date.

The following is a list of folders and the SRLs saved and processed in response to FOIA 2022-0028-F:

Biden Vice Presidential Records: White House Staff and Member and Office Files

Office of Administration

 Marylee Keller Files

 Binder: [Office of the Vice President Transition Memos, 2016] [OA/ID 10027]

**Biden Vice Presidential Records: Electronic Records
Exchange Email Search 1**

This SRL contains two responsive email messages.

Exchange Email Search 2

This SRL contains one responsive email message.

Exchange Email Search 3

This SRL contains three responsive email messages.

File Share Search 1

This SRL contains five responsive email messages.

OneDrive Share Search 1

This SRL contains four responsive email messages.

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