

ONE HUNDRED TWELFTH CONGRESS
Congress of the United States
House of Representatives
COMMITTEE ON ENERGY AND COMMERCE
2125 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-6115

Majority (202) 225-2927
Minority (202) 225-3641

April 18, 2011

Mr. Richard L. Trumka
President
American Federation of Labor and Congress of Industrial Organizations
815 16th Street, N.W.
Washington, D.C. 20006

Dear Mr. Trumka:

We are writing to request your assistance and cooperation on a matter of great importance to our Committee.

On March 23, 2010, President Obama signed the Patient Protection and Affordable Care Act (PPACA) into law. The negotiations leading up to the passage of the PPACA lasted for more than a year and involved numerous meetings between representatives of the Administration and various interest groups, including the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).¹

Given that representatives from Congress were often not included in these meetings, there is a substantial public interest in learning about the Administration's negotiations regarding health care reform. On February 18, 2011, we wrote to Ms. Nancy-Ann DeParle, the former head of the White House Office of Health Reform (WHOHR), requesting information related to those negotiations. In response, on March 4, 2011, Mr. Robert Bauer, Counsel to the President, sent us a collection of press releases and visitor logs "in an effort to address [our] request." This information was not responsive to our request.

Although we will most certainly pursue more information from the White House, we are writing to you because among the materials provided by Mr. Bauer are visitor log entries indicating meetings between AFL-CIO representatives and staff of the White House regarding health care reform. The AFL-CIO's involvement in the negotiations regarding the health care

¹ AFL-CIO Now Blog <http://blog.aflcio.org/2009/02/24/union-leaders-join-in-white-house-meeting-on-health-care-social-security/> (Feb. 24, 2009).

reform legislation is well known.² Attached is a partial list of meetings the AFL-CIO held with White House staff.³

Because the AFL-CIO worked directly with WHOHR, we request that you provide information regarding AFL-CIO's meetings and discussions with the WHOHR and any other Administration officials relating to health care reform. The relevant time period for all of the following requests is March 2, 2009, to the present. Please provide the following documents and information within two weeks of the date of this letter:

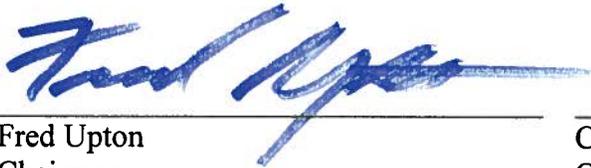
1. A list of each employee or representative of the AFL-CIO who discussed reforms or changes to the health care system with any employee, detailee or any other representative of the WHOHR, the White House, or the Department of Health and Human Services (HHS). Provide a list of your officers and directors for 2009 and 2010. Include a list of the individuals from the Administration with whom AFL-CIO representatives discussed such reforms or changes.
2. A list of each meeting, briefing, or telephone call (including conference calls or video conferences) regarding reforms or changes to the health care system, between any employee or representative of the AFL-CIO and any employee, detailee or any other representative of the WHOHR, the White House, or HHS. Please provide the following information about any such meetings, briefings, or telephone calls: the date, the duration, the names of the individuals present and their organization, office, or employer, and the subject matters discussed.
3. All notes, minutes, transcripts, documents, summaries or any other written or recorded materials prepared for, generated or utilized during, or resulting from each meeting, briefing, or telephone call described in response to request number 2.
4. All written communications, including e-mail, regarding reforms or changes to the health care system between any employee or representative of the AFL-CIO and any employee, detailee, or any other representative of the WHOHR, the White House, or HHS.
5. All written communications, including e-mail, regarding reforms or changes to the health care system, between or among the employees or representatives of the AFL-CIO, or between any employee or representative of AFL-CIO and any employee or representative of AFL-CIO's members.
6. All estimates or analyses of the impact of health care reform legislation on your organization or its members.

²*The Huffington Post*, http://www.huffingtonpost.com/2010/03/17/richard-trumka-afl-cio-ch_n_503323.html (March 17, 2010 18:30 EST).

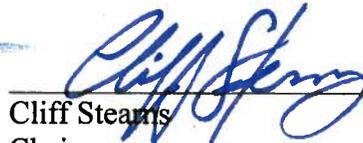
³ It is impossible to compile a complete list of AFL-CIO's meetings with WHOHR or other executive branch personnel based on the White House visitor logs in our possession.

You should immediately take steps to preserve all relevant documents. An attachment to this letter provides additional information on how to respond to the Committee's request. Please contact Todd Harrison, Chief Counsel for Oversight and Investigations, at (202) 225-2927 if you have any questions about the nature of the information requested or the manner of production.

Sincerely,



Fred Upton
Chairman



Cliff Stearns
Chairman
Subcommittee on Oversight and Investigations



Joseph R. Pitts
Chairman
Subcommittee on Health



Michael C. Burgess
Vice Chairman
Subcommittee on Health

Attachments

cc: The Honorable Henry A. Waxman, Ranking Member

The Honorable Diana DeGette, Ranking Member
Subcommittee on Oversight and Investigations

The Honorable Frank Pallone, Jr., Ranking Member
Subcommittee on Health

**White House Visitor Logs
AFL-CIO**

Ackerman	Karen	Director, Political Department	12/4/09	BARACK OBAMA
Ackerman	Karen	Director, Political Department	9/17/10	PATRICK GASPARD

Ayers	Mark H.	Executive Council	12/3/09	BARACK OBAMA
Ayers	Mark H.	Executive Council	6/22/10	BARACK OBAMA

Burrus	William	Executive Council	11/30/09	DIVYA KUMARAI AH
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Cohen	Larry	Vice President & Executive Council	9/21/09	LARRY SUMMERS
Cohen	Larry	Vice President & Executive Council	9/29/09	NATHANAEL TAMARIN
Cohen	Larry	Vice President & Executive Council	10/30/09	LARRY SUMMERS
Cohen	Larry	Vice President & Executive Council	12/3/09	JOHN HOLDREN
Cohen	Larry	Vice President & Executive Council	12/3/09	BARACK OBAMA
Cohen	Larry	Vice President & Executive Council	12/4/09	BARACK OBAMA
Cohen	Larry	Vice President & Executive Council	12/7/09	JIM MESSINA
Cohen	Larry	Vice President & Executive Council	12/21/09	ARIEL LEVIN
Cohen	Larry	Vice President & Executive Council	1/11/10	BARACK OBAMA

Cohen	Larry	Vice President & Executive Council	1/13/10	KRISTIN SHEEHY
Cohen	Larry	Vice President & Executive Council	1/13/10	KRISTIN SHEEHY
Cohen	Larry	Vice President & Executive Council	1/14/10	JOE BIDEN
Cohen	Larry	Vice President & Executive Council	1/14/10	KRISTIN SHEEHY
Cohen	Larry	Vice President & Executive Council	1/14/10	KRISTIN SHEEHY
Cohen	Larry	Vice President & Executive Council	1/26/10	TRICIA SCHMITT
Cohen	Larry	Vice President & Executive Council	3/5/10	SAM KASS
Cohen	Larry	Vice President & Executive Council	4/14/10	AVRA SIEGEL
Cohen	Larry	Vice President & Executive Council	6/8/10	NATHANAEL TAMARIN
Cohen	Larry	Vice President & Executive Council	6/22/10	BARACK OBAMA
Cohen	Larry	Vice President & Executive Council	6/22/10	BARACK OBAMA
Cohen	Larry	Vice President & Executive Council	9/15/10	NATHANAEL TAMARIN

Flynn	John J.	Executive Council	1/15/10	JOSEPH KENNEDY
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Gage	John	Executive Council	11/4/09	MARGARET WEISS
Gage	John	Executive Council	11/25/09	MARGARET WEISS

Gage	John	Executive Council	1/14/10	GREG NELSON
Gage	John	Executive Council	2/4/10	KRISTIN SHEEHY
Gage	John	Executive Council	3/31/10	BARACK OBAMA

Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	1/20/09	MAX DOEBLER
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	2/5/09	CAROL BROWNER
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	2/18/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	3/17/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	3/24/09	PATRICK GASPARD
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	7/10/09	KATE BRANDT
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	7/13/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	9/10/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	12/3/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	12/4/09	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	1/11/10	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	3/12/10	STEPHEN MOILANEN
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	5/4/10	VICTORIA ESPINEL

Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	5/4/10	VICTORIA ESPINEL
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	5/5/10	GREG NELSON
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	5/19/10	BARACK OBAMA
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	5/26/10	JOE BIDEN
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	9/15/10	NATHANAEL TAMARIN
Gerard	Leo W.	Executive Committee & Chair, Public Policy Committee	9/15/10	JARED BERNSTEIN

Gettelfinger	Ron	Executive Council	3/5/09	BARACK OBAMA
Gettelfinger	Ron	Executive Council	5/19/09	BARACK OBAMA
Gettelfinger	Ron	Executive Council	9/29/09	NATHANAEL TAMARIN
Gettelfinger	Ron	Executive Council	12/4/09	BARACK OBAMA
Gettelfinger	Ron	Executive Council	1/14/10	JOE BIDEN

Hiatt	Jonathan	General Counsel	9/30/09	RAHM EMANUEL
Hiatt	Jonathan	General Counsel	2/10/10	SUSAN DAVIES
Hiatt	Jonathan	General Counsel	2/25/10	RHONDA CARTER
Hiatt	Jonathan	General Counsel	4/7/10	FELICIA ESCOBAR
Hiatt	Jonathan	General Counsel	4/19/10	CHELSEA KAMMERER

Hill	Edwin	Executive Council	9/29/09	NATHANAEL
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				TAMARIN
Hill	Edwin	Executive Council	12/3/09	BARACK OBAMA
Hill	Edwin	Executive Council	12/16/09	JOE BIDEN
Hill	Edwin	Executive Council	1/11/10	BARACK OBAMA
Hill	Edwin	Executive Council	1/13/10	KRISTIN SHEEHY
Hill	Edwin	Executive Council	1/13/10	KRISTIN SHEEHY
Hill	Edwin	Executive Council	3/18/10	BARACK OBAMA
Hill	Edwin	Executive Council	8/11/10	BARACK OBAMA

Hite	William P.	Executive Council	12/3/09	BARACK OBAMA
Hite	William P.	Executive Council	12/22/09	NATHANAEL TAMARIN
Hite	William P.	Executive Council	1/12/10	HEATHER ZICHAL
Hite	William P.	Executive Council	9/16/10	BARACK OBAMA
Hite	William P.	Executive Council	9/16/10	BARACK OBAMA

Junemann	Greg	Executive Council	10/12/09	JARED BERNSTEIN
Junemann	Greg	Executive Council	1/14/10	GREG NELSON
Junemann	Greg	Executive Council	5/12/10	KEVIN HERMS
Junemann	Greg	Executive Council	8/11/10	BARACK OBAMA

Loeb	Matthew D.	Executive Council	12/15/09	ALAN HOFFMAN
Loeb	Matthew D.	Executive Council	5/19/10	EMMETT BELIVEAU
Loeb	Matthew	Executive Council	5/19/10	VICTORIA ESPINEL

	D.			
Loeb	Matthew D.	Executive Council	5/19/10	JAMES SCHUELKE

Lurye	William	Associate General Counsel	11/12/09	TINA TCHEN
Lurye	William	Associate General Counsel	12/11/09	KAREEM DALE
Lurye	William	Associate General Counsel	12/14/09	KAREEM DALE
Lurye	William	Associate General Counsel	12/15/09	KAREEM DALE
Lurye	William	Associate General Counsel	1/28/10	KAREEM DALE
Lurye	William	Associate General Counsel	3/8/10	TINA TCHEN
Lurye	William	Associate General Counsel	4/16/10	MARY MAXWELL
Lurye	William	Associate General Counsel	4/27/10	TINA TCHEN
Lurye	William	Associate General Counsel	6/14/10	PATRICK WHITTY
Lurye	William	Associate General Counsel	9/17/10	NICOLAS COLVIN

Prater	Capt. John H.	Executive Council	5/19/10	NATHANAEL TAMARIN
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Roberts	Cecil E.	Executive Committee	12/21/09	ELISABETH EVANS
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Sacco	Michael	Executive Council	8/20/10	NOERENA LIMON
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Samuel	William	Legislative Director	3/19/09	RAHM EMANUEL
Samuel	William	Legislative Director	7/7/09	RAHM EMANUEL
Samuel	William	Legislative Director	9/24/09	KRISTIN SHEEHY
Samuel	William	Legislative Director	9/30/09	RAHM EMANUEL
Samuel	William	Legislative Director	11/12/09	JARED BERNSTEIN
Samuel	William	Legislative Director	11/17/09	JARED BERNSTEIN

Samuel	William	Legislative Director	12/7/09	JIM MESSINA
Samuel	William	Legislative Director	12/21/09	ARIEL LEVIN
Samuel	William	Legislative Director	1/13/10	KRISTIN SHEEHY
Samuel	William	Legislative Director	2/5/10	LAWRENCE SUMMRES
Samuel	William	Legislative Director	2/19/10	LISA KONWINSKI
Samuel	William	Legislative Director	2/25/10	KRISTIN SHEEHY
Samuel	William	Legislative Director	2/26/10	LISA KONWINSKI
Samuel	William	Legislative Director	3/8/10	JARED BERNSTEIN
Samuel	William	Legislative Director	3/17/10	KRISTIN SHEEHY
Samuel	William	Legislative Director	4/19/10	CHELSEA KAMMERER
Samuel	William	Legislative Director	4/21/10	KRISTIN SHEEHY
Samuel	William	Legislative Director	5/3/10	MICAH FERGENSON
Samuel	William	Legislative Director	5/5/10	KRISTIN SHEEHY
Samuel	William	Legislative Director	6/3/10	DAVID AXELROD
Samuel	William	Legislative Director	6/8/10	NATE TAMARIN
Samuel	William	Legislative Director	9/2/10	NOERENA LIMON
Samuel	William	Legislative Director	9/3/10	JARED BERNSTEIN
Samuel	William	Legislative Director	9/9/10	NATHANAEL TAMARIN
Samuel	William	Legislative Director	9/15/10	NATHANAEL TAMARIN

Scardelletti	Robert A.	Executive Council	12/3/09	BARACK OBAMA
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Shea	Gerald	Special Assistant to the President	9/24/09	KRISTIN SHEEHY
Shea	Gerald	Special Assistant to the President	10/28/09	NANCY DEPARLE
Shea	Gerald	Special Assistant to the President	12/7/09	JIM MESSINA
Shea	Gerald	Special Assistant to the President	3/3/10	BARACK OBAMA
Shea	Gerald	Special Assistant to the President	5/18/10	NATHANAEL TAMARIN
Shea	Gerald	Special Assistant to the	5/21/10	STEPHANIE CUTTER

		President		
Shea	Gerald	Special Assistant to the President	6/14/10	PATRICK WHITTY
Shea	Gerald	Special Assistant to the President	6/18/10	PATRICK WHITTY
Shea	Gerald	Special Assistant to the President	9/1/10	NANCY DEPARLE

Shuler	Liz	Secretary-Treasurer	12/4/09	BARACK OBAMA
Shuler	Liz	Secretary-Treasurer	12/16/09	JOE BIDEN
Shuler	Liz	Secretary-Treasurer	12/18/09	VALENCIA M.
Shuler	Liz	Secretary-Treasurer	7/20/10	JOE BIDEN

Sweeney	John	President/President Emeritus	3/19/09	RAHM EMANUEL
Sweeney	John	President/President Emeritus	7/7/09	RAHM EMANUEL
Sweeney	John	President/President Emeritus	1/15/10	JOSEPH KENNEDY

Trumka	Richard	Secretary-Treasurer/President	1/20/09	MAX DOEBLER
Trumka	Richard	Secretary-Treasurer/President	1/30/09	NATHANAEL TAMARIN
Trumka	Richard	Secretary-Treasurer/President	2/6/09	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	5/19/09	ADAM HITCHCOCK
Trumka	Richard	Secretary-Treasurer/President	6/11/09	MICHA FERGENSEN
Trumka	Richard	Secretary-Treasurer/President	7/7/09	LARRY SUMMERS
Trumka	Richard	Secretary-Treasurer/President	7/16/09	JOE BIDEN
Trumka	Richard	Secretary-Treasurer/President	9/29/09	NATHANAEL TAMARIN
Trumka	Richard	Secretary-Treasurer/President	9/30/09	RAHM EMANUEL

Trumka	Richard	Secretary-Treasurer/President	10/9/09	BARACK OBAMA (EAST ROOM)
Trumka	Richard	Secretary-Treasurer/President	10/19/09	JOE BIDEN
Trumka	Richard	Secretary-Treasurer/President	11/2/09	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	12/3/09	LARRY SUMMERS
Trumka	Richard	Secretary-Treasurer/President	12/3/09	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	12/21/09	ARIEL LEVIN
Trumka	Richard	Secretary-Treasurer/President	1/11/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	1/13/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	1/13/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	1/13/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	1/14/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	1/14/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	2/5/10	LARRY SUMMERS
Trumka	Richard	Secretary-Treasurer/President	2/25/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	3/17/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	3/18/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	3/30/10	LARRY SUMMERS
Trumka	Richard	Secretary-Treasurer/President	4/5/10	MICHAEL FROMAN
Trumka	Richard	Secretary-Treasurer/President	4/16/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	4/21/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	5/5/10	KRISTIN SHEEHY
Trumka	Richard	Secretary-Treasurer/President	5/10/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	6/1/10	LEANDRA ENGLISH
Trumka	Richard	Secretary-Treasurer/President	6/3/10	DAVID AXELROD

Trumka	Richard	Secretary-Treasurer/President	6/25/10	LARRY SUMMERS
Trumka	Richard	Secretary-Treasurer/President	6/28/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	7/7/10	BARACK OBAMA
Trumka	Richard	Secretary-Treasurer/President	8/17/10	JOE BIDEN
Trumka	Richard	Secretary-Treasurer/President	9/15/10	NATHANAEL TAMARIN

Weingarten	Rhonda (Randi)	Executive Council	9/29/09	NATHANAEL TAMARIN
Weingarten	Rhonda (Randi)	Executive Council	10/28/09	BARACK OBAMA
Weingarten	Rhonda (Randi)	Executive Council	10/30/09	JOE BIDEN
Weingarten	Rhonda (Randi)	Executive Council	10/30/09	JOE BIDEN
Weingarten	Rhonda (Randi)	Executive Council	11/10/09	DAVID AXELROD
Weingarten	Rhonda (Randi)	Executive Council	12/3/09	BARACK OBAMA
Weingarten	Rhonda (Randi)	Executive Council	12/4/09	BARACK OBAMA
Weingarten	Rhonda (Randi)	Executive Council	1/11/10	BARACK OBAMA
Weingarten	Rhonda (Randi)	Executive Council	1/13/10	KRISTIN SHEEHY
Weingarten	Rhonda (Randi)	Executive Council	1/13/10	KRISTIN SHEEHY
Weingarten	Rhonda (Randi)	Executive Council	1/13/10	KRISTIN SHEEHY

Weingarten	Rhonda (Randi)	Executive Council	1/13/10	KRISTIN SHEEHY
Weingarten	Rhonda (Randi)	Executive Council	4/9/10	MELODY BARNES
Weingarten	Rhonda (Randi)	Executive Council	5/6/10	MELODY BARNES
Weingarten	Rhonda (Randi)	Executive Council	5/17/10	BARACK OBAMA
Weingarten	Rhonda (Randi)	Executive Council	6/22/10	BARACK OBAMA

Williams	James A.	Executive Council	10/30/09	MARGARET WEISS
Williams	James A.	Executive Council	11/23/09	LESLEY FIELD
Williams	James A.	Executive Council	11/25/09	MARGARET WEISS
Williams	James A.	Executive Council	12/2/09	MARGARET WEISS
Williams	James A.	Executive Council	3/29/10	JEFFREY ZIENTS
Williams	James A.	Executive Council	5/14/10	JOE ALDY
Williams	James A.	Executive Council	7/26/10	BARACK OBAMA

RESPONDING TO COMMITTEE DOCUMENT REQUESTS

In responding to the document request, please apply the instructions and definitions set forth below:

INSTRUCTIONS

1. In complying with this request, you should produce all responsive documents that are in your possession, custody, or control or otherwise available to you, regardless of whether the documents are possessed directly by you.
2. Documents responsive to the request should not be destroyed, modified, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual named in the request has been, or is currently, known by any other name, the request should be read also to include such other names under that alternative identification.
4. Each document should be produced in a form that may be copied by standard copying machines.
5. When you produce documents, you should identify the paragraph(s) and/or clause(s) in the Committee's request to which the document responds.
6. Documents produced pursuant to this request should be produced in the order in which they appear in your files and should not be rearranged. Any documents that are stapled, clipped, or otherwise fastened together should not be separated. Documents produced in response to this request should be produced together with copies of file labels, dividers, or identifying markers with which they were associated when this request was issued. Indicate the office or division and person from whose files each document was produced.
7. Each folder and box should be numbered, and a description of the contents of each folder and box, including the paragraph(s) and/or clause(s) of the request to which the documents are responsive, should be provided in an accompanying index.
8. Responsive documents must be produced regardless of whether any other person or entity possesses non-identical or identical copies of the same document.
9. The Committee requests electronic documents in addition to paper productions. If any of the requested information is available in machine-readable or electronic form (such as on a computer server, hard drive, CD, DVD, back up tape, or removable computer media such as thumb drives, flash drives, memory cards, and external hard drives), you should immediately consult with Committee staff to determine the appropriate format in which to produce the information. Documents produced in electronic format should be organized, identified, and indexed electronically in a manner comparable to the organizational structure called for in (6) and (7) above.

10. If any document responsive to this request was, but no longer is, in your possession, custody, or control, or has been placed into the possession, custody, or control of any third party and cannot be provided in response to this request, you should identify the document (stating its date, author, subject and recipients) and explain the circumstances under which the document ceased to be in your possession, custody, or control, or was placed in the possession, custody, or control of a third party.
11. If any document responsive to this request was, but no longer is, in your possession, custody or control, state:
 - a. how the document was disposed of;
 - b. the name, current address, and telephone number of the person who currently has possession, custody or control over the document;
 - c. the date of disposition;
 - d. the name, current address, and telephone number of each person who authorized said disposition or who had or has knowledge of said disposition.
12. If any document responsive to this request cannot be located, describe with particularity the efforts made to locate the document and the specific reason for its disappearance, destruction or unavailability.
13. If a date or other descriptive detail set forth in this request referring to a document, communication, meeting, or other event is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, you should produce all documents which would be responsive as if the date or other descriptive detail were correct.
14. The request is continuing in nature and applies to any newly discovered document, regardless of the date of its creation. Any document not produced because it has not been located or discovered by the return date should be produced immediately upon location or discovery subsequent thereto.
15. All documents should be bates-stamped sequentially and produced sequentially. In a cover letter to accompany your response, you should include a total page count for the entire production, including both hard copy and electronic documents.
16. Two sets of the documents should be delivered to the Committee, one set to the majority staff in Room 316 of the Ford House Office Building and one set to the minority staff in Room 564 of the Ford House Office Building. You should consult with Committee majority staff regarding the method of delivery prior to sending any materials.
17. In the event that a responsive document is withheld on any basis, including a claim of privilege, you should provide the following information concerning any such document: (a) the reason the document is not being produced; (b) the type of document; (c) the general subject matter; (d) the date, author and addressee; (e) the relationship of the author and addressee to each

other; and (f) any other description necessary to identify the document and to explain the basis for not producing the document. If a claimed privilege applies to only a portion of any document, that portion only should be withheld and the remainder of the document should be produced. As used herein, "claim of privilege" includes, but is not limited to, any claim that a document either may or must be withheld from production pursuant to any statute, rule, or regulation.

18. If the request cannot be complied with in full, it should be complied with to the extent possible, which should include an explanation of why full compliance is not possible.

19. Upon completion of the document production, you should submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control which reasonably could contain responsive documents; (2) documents responsive to the request have not been destroyed, modified, removed, transferred, or otherwise made inaccessible to the Committee since the date of receiving the Committee's request or in anticipation of receiving the Committee's request, and (3) all documents identified during the search that are responsive have been produced to the Committee, identified in a privilege log provided to the Committee, as described in (17) above, or identified as provided in (10), (11) or (12) above.

DEFINITIONS

1. The term "document" means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, interoffice and intra-office communications, electronic mail ("e-mail"), instant messages, calendars, contracts, cables, notations of any type of conversation, telephone call, meeting or other communication, bulletins, printed matter, computer printouts, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, power point presentations, spreadsheets, and work sheets. The term "document" includes all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments to the foregoing, as well as any attachments or appendices thereto. The term "document" also means any graphic or oral records or representations of any kind (including, without limitation, photographs, charts, graphs, voice mails, microfiche, microfilm, videotapes, recordings, and motion pictures), electronic and mechanical records or representations of any kind (including, without limitation, tapes, cassettes, disks, computer server files, computer hard drive files, CDs, DVDs, back up tape, memory sticks, recordings, and removable computer media such as thumb drives, flash drives, memory cards, and external hard drives), and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, electronic format, disk, videotape or otherwise. A document bearing any notation not part of the original text is considered to be a separate document. A draft or non-identical copy is a separate document within the meaning of this term.

2. The term "documents in your possession, custody or control" means (a) documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, or representatives acting on your behalf; (b) documents that you have a legal right to obtain, that you have a right to copy, or to which you have access; and (c) documents that have been placed in the possession, custody, or control of any third party.

3. The term "communication" means each manner or means of disclosure, transmission, or exchange of information, in the form of facts, ideas, opinions, inquiries, or otherwise, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether face-to-face, in a meeting, by telephone, mail, e-mail, instant message, discussion, release, personal delivery, or otherwise.

4. The terms "and" and "or" should be construed broadly and either conjunctively or disjunctively as necessary to bring within the scope of this request any information which might otherwise be construed to be outside its scope. The singular includes the plural number, and vice versa. The masculine includes the feminine and neuter genders.

5. The terms "person" or "persons" mean natural persons, firms, partnerships, associations, limited liability corporations and companies, limited liability partnerships, corporations, subsidiaries, divisions, departments, joint ventures, proprietorships, syndicates, other legal, business or government entities, or any other organization or group of persons, and all subsidiaries, affiliates, divisions, departments, branches, and other units thereof.

6. The terms "referring" or "relating," with respect to any given subject, mean anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject.

7. The terms "you" or "your" mean and refers to

For government recipients:

"You" or "your" means and refers to you as a natural person and the United States and any of its agencies, offices, subdivisions, entities, officials, administrators, employees, attorneys, agents, advisors, consultants, staff, or any other persons acting on your behalf or under your control or direction; and includes any other person(s) defined in the document request letter.