

Originally Processed With FOIA(s):

S

FOIA Number:

S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Bush, George H.W., Collection
Series: Personal Papers
Subseries: Zapata Oil File, Personal Alphabetical File

OA/ID Number: 25839
Folder ID Number: 25839-009

Folder Title:
Hedgercroft Clinic [1961-1962] [1]

Stack:	Row:	Section:	Shelf:	Position:
G	5	1	2	1

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
01. Report	Audited financial statements and other financial information concerning Hedgecroft (20 pp.)	9/30/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
02. Memo	From Richard Hume to the Board of Trustees RE: Nursing committee report (3 pp.)	3/11/63	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgcroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
03. Minutes w/ attachments	Minutes of the Hedgecroft Hospital Board of Trustees Meeting (7 pp.)	5/23/61	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

COMPARATIVE FINANCIAL STATISTICS

Year ended September 30, 1961 with
comparative figures for 1960 & 1959

	1961	1960	1959
PATIENT INCOME	287,479.06	218,288.96	180,424.52
OTHER INCOME	2,091.05	2,681.05	1,906.21
TOTAL INCOME	289,570.11	220,970.01	182,330.73
SALARY EXPENSE	179,588.27	159,100.17	170,840.68
OTHER EXPENSE	133,540.40	119,973.90	111,840.68
TOTAL EXPENSE	313,128.67	279,074.07	282,330.73
OPERATING LOSS	23,859.40	58,139.80	108,038.74
Less Amortization & Depreciation	35,107.92	35,083.38	35,341.77
(LOSS) or GAIN EXCLUDING AMORTI- ZATION & DEPRECIATION	11,248.32	(23,056.42)	(72,696.97)
NUMBER OF PATIENTS ADMITTED	643	620	209
NUMBER OF PATIENTS DISCHARGED	638	611	206
AVERAGE DAYS STAY	19	15	29
PATIENT DAYS	12,129	9,181	5,994
PERCENTAGE OF OCCUPANCY	81%	70%	41%

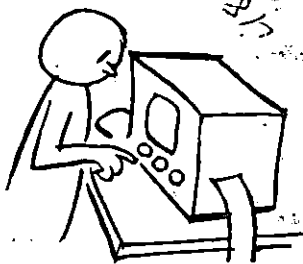
HEDGECROFT HOSPITAL BOARD OF TRUSTEES

OFFICERS

MR. LOVETT C. PETERS, PRESIDENT
MRS. GEORGE M. SULLIVAN, VICE-PRESIDENT
MR. JAMES C. RICHDALE, JR., TREASURER
MRS. H.H. ABERNATHY, SECRETARY

MRS. DUPUY BATEMAN, JR.
MR. ADOLPH BLIEDEN
MR. HOWELL B. JONES
MRS. BEN SCHNAPP, JR.
MR. GEORGE H.W. BUSH
MRS. JOHN D. STAUB
DR. ROBERT L. SUTHERLAND
MR. JACK VALENTI

MR. JOHN J. HAYES, ADMINISTRATOR
MR. RICHARD L. HUME, ASSISTANT ADMINISTRATOR



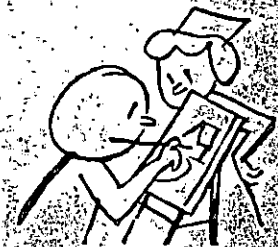
2051 EST'S
113 EKG'S AND EEG'S



2153 LABORATORY EXAMS



201 X-RAYS



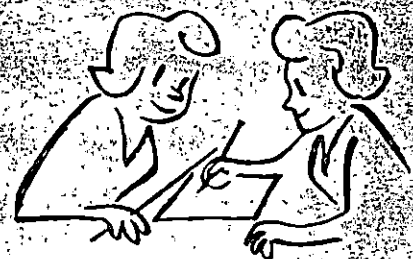
11,853 VISITS TO ACTIVITIES



AUXILIARY: SERVICE HOURS: 4,948
FUNDS RAISED: \$15,775



41,515 MEALS SERVED



975 VISITS TO SOCIAL SERVICE

Bush Library Photography

'61

ANNUAL REPORT



HEDGECROFT HOSPITAL
1961
BOARD OF TRUSTEES' MEETING
SCHEDULE

Tuesday, March 28, 1961	4:00 p. m.
Tuesday, April 25, 1961	4:00 p. m.
Tuesday, May 23, 1961	4:00 p. m.
<u>Tuesday, June 27, 1961</u>	4:00 p. m.
Tuesday, July 25, 1961	4:00 p. m.
Tuesday, August 22, 1961	4:00 p. m.
Tuesday, September 26, 1961	4:00 p. m.
Tuesday, October 24, 1961	4:00 p. m.
Tuesday, November 28, 1961	4:00 p. m.
Tuesday, December 26, 1961	4:00 p. m.

May 17, 1961

HEDGECROFT HOSPITAL
MEDICAL STAFF

CONSULTING STAFF:

Crank, H. Harlan, M.D.
805 North Post Oak Road
Ofc. OV 6 5814
Res. MO 4 4693

Hauser, Abe, M.D.
1119 Lovett Blvd.
Ofc. JA 3 2534
Res. RI 7 2429

ACTIVE STAFF:

Bains, Louis W., M.D.
2030 Colquitt
Ofc. JA 2 2252
Res. JA 2 2252

Clarke, Thomas P., M.D.
514 The Medical Towers
Ofc. JA 9 3476
Res. Unlisted

Bayles, Spencer, M.D.
512 The Medical Towers
Ofc. JA 8 5439
Res. MO 5 7138

Crow, Howard G., M.D.
1816 The Medical Towers
Ofc. JA 6 1391
Res. MO 5 1841

Bell Exter F., Jr., M.D.
1721 The Medical Towers
Ofc. JA 2 3431
Res. HO 8 4120

Davis, George W., Jr., M.D.
1414 Hermann Prof. Bldg.
Ofc. JA 2 6666
Res. MO 7 7224

Bowie, Carl W., M.D.
3701 Montrose Blvd.
Ofc. JA 8 3308
Res. Unlisted

Dougall, J. M., M.D., Radiologist
5000 Montrose Blvd.
Ofc. JA 6 2151
Res. JA 8 6807

Brener, Lazard S., M.D.
2219 Dorrington
Ofc. MA 3 3981
Res. MA 3 5072

Eckhardt, Joe C. A., Jr., M.D.
514 The Medical Towers
Ofc. JA 3 1605
Res. MO 5 2603

Brown, Wilson G., M.D., Pathologist
165 Hermann Prof. Bldg.
Ofc. JA 6 4031 or JA 6 4511, Ext. #243
Res. MO 5 2184

Gaitz, Charles M., M.D.
918 Medical Towers
Ofc. JA 2 8072
Res. MO 5 7326

Carroll, James A., M.D.
1801 The Medical Towers
Ofc. JA 2 4217
Res. JA 3 1077

Greiner, Theo. H., M.D.
3931 Essex Lane
Ofc. MO 4 2324
Res. JA 3 7045

Cato, Dorothy A., M.D.
1400 Hermann Drive
Ofc. JA 9 0774
Res. JA 8 2866

Mills, Morris, Jr., M.D.
2224 Bellefontaine
Ofc. MO 5 0795
Res. PA 3 2321

ACTIVE STAFF cont.

Roy, Harry L., M.D.
8561 Long Point Road
Ofc. HO 5 0707
Res. HO 8 2069

Schuleman, Israel H., M.D.
918 The Medical Towers
Ofc. JA 3 7264
Res. PA 3 4452

Tips, Eugene F., M.D.
802 The Medical Towers
Ofc. JA 8 4626
Res. JA 8 0450

Walter, Paul J., M.D.
1010 Hermann Prof. Bldg.
Ofc. JA 4 9371
Res. MO 4 3311

COURTESY STAFF:

Brinsmade, Allan B., M.D.
1200 M.D. Anderson Blvd.
Ofc. JA 9 4951
Res. JA 2 0602

Cantrell, Wm. Allen, M.D.
706 The Medical Towers
Ofc. JA 2 7513
Res. MO 7 2509

Cochran, Chester G., M.D.
6655 Travis
Ofc. JA 6 2671

Cohen, Irvin M., M.D.
641 Hermann Prof. Bldg.
Ofc. JA 9 8771
Res. MO 5 5641

Harris, Hunter P., Jr., M.D.
3931 Essex Lane
Ofc. MA 3 1951
Res. MO 7 4037

Hartman, Lee Edward, M.D.
1300 Moursund
Ofc. JA 6 4151
Res. JA 8 5677

Kinross-Wright, John, M.D.
1200 M.D. Anderson Blvd.
Ofc. JA 9 4951
Res. JA 2 2605

Knight, James Allen, M.D.
1200 M.D. Anderson Blvd.
Ofc. JA 9 4951
Res. JA 9 9969

Mendell, David, M.D.
1706 Medical Towers
Ofc. JA 4 7719
Res. MO 4 1024

Preston, Jane H., M.D.
1300 Moursund
Ofc. JA 6 4151
Res. MO 4 2226

Roberts, Newell O., M.D.
1701 S. Shepherd
Ofc. JA 4 5702
Res. JA 9 7588

Skogland, John Edmund, M.D.
3200 Caroline St.
Ofc. JA 9 4641
Res. UN 4 8755

May 26, 1961

HEDGECROFT HOSPITAL
BOARD OF TRUSTEES
Houston 6, Texas

Mr. Lovett C. Peters, President	Continental Oil Co. P. O. Box 2197 Res: 3714 Chevy Chase	CA 5 1511 JA 8 4864
Mrs. George M. Sullivan, Vice-President	5202 Green Tree Road	SU 2 4818
Mrs. Park Newton, Secretary (Pres. Hedgecroft Auxiliary)	3431 Broadmead	MO 5 7166
Mr. James C. Richdale, Jr., Treasurer	Gulf Television Corp, 1945 Buffalo Drive Res: 3707 Chevy Chase	JA 9 4811 JA 4 9164
Mrs. Dupuy Bateman, Jr.	3670 Inwood Drive	JA 3 1858
Mr. Adolph Blieden	Blieden Exterminators 1213 Capitol Res: 6602 Stearns	CA 7 5868 RI 7 6567
Mr. Geo. H. W. Bush	Zapata Offshore Co. Houston Club Bldg. Res: 5525 Briar Drive	CA 2 0395 SU 2 2479
Mr. Howell B. Jones	Howell B. Jones Ins. Service 521 Bettes Bldg. Res: 5367 Fieldwood	FA 3 6365 SU 2 0608
Mrs. Ben Schnapp, Jr.	4226 Whitman	MO 4 1276
Mrs. John D. Staub	406 Hedwig Road	HO 5 1104
Dr. Robert L. Sutherland	The Hogg Found. for Mental Health The University of Texas Austin, Texas	GR 6 8371
Mr. Jack Valenti	Weekley & Valenti 2706 Richmond Res: 3777 Norfolk	JA 6 3645 MO 7 2333

Bush Library Photocopy

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
04. Letter w/ attachments	From George Bush to Lovett Peters RE: Hedgcroft Hospital personnel issues (9 pp.)	10/23/61	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgcroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

BY-LAWS
of
HEDGECROFT HOSPITAL
and
BOARD OF TRUSTEES

HEDGECROFT HOSPITAL

BY-LAWS

OF HEDGECROFT HOSPITAL AND BOARD OF TRUSTEES

Article I CORPORATION

Section 1. Membership in the corporation shall be persons who are the members of the Board of Trustees and their respective successors.

Section 2. Each member of the corporation shall be qualified to originate and take part in the discussion of any subject that may properly come before any meeting of the corporation, to vote on such subject and to hold any office in the corporation to which he may be elected or appointed.

Section 3. The membership of any member of the corporation may, at the sole discretion of and determined by a vote of a majority of the Trustees, be suspended or terminated, with or without cause, when deemed in the interest of the corporation.

Section 4. The annual meeting of the corporation shall be held on the third Tuesday of November, each year, at 4:00 P. M. or at such other hour as may be stated in the notice of the meeting. A quorum for the transaction of business at the annual meeting shall consist of not less than one third of the members of the corporation, present in person or by duly certified proxy.

Section 5. Special meetings of the corporation may be held at the call of the president of the corporation or at a call signed by not less than five members of the corporation. Such call shall be sent by mail not less than ten days in advance of the date for which the meeting is called, and shall state the purpose for which it is called. Not less than one third of the total membership, present in person or by duly certified proxy, shall constitute a quorum for the transactions of business at such special meeting and no business may be transacted except such as is set forth in the call for the meeting.

Section 6. Agenda at any meeting of the corporation shall be as follows:

Paragraph 1. Annual Meetings

1. Call to order.
2. Presentation and approval of minutes of last annual and of any special meetings held since that meeting.

3. Presentation of the Annual Report of the Hedgecroft Hospital Board.
4. Transaction of other business that may properly be brought before the meeting.
5. Election of officers and members of the Hedgecroft Hospital Board.
6. Adjournment.

Paragraph 2. Special Meetings:

1. Call to order.
2. Reading of the official call for the meeting.
3. Transaction of the business for which the meeting is called.
4. Adjournment.

Article II BOARD OF TRUSTEES

Section 1. The Board of Trustees of Hedgecroft Hospital shall consist of fifteen members elected at the annual meeting of the corporation. For the first period of office hereunder, the trustees elected shall assume their terms of office four for one year, five for two years, and five for three years, by drawing of lots. The current president of the hospital Auxiliary shall be appointed as a trustee during her tenure as president of the hospital Auxiliary. This shall be an automatic appointment annually, and shall commence at the time she assumes her office as president. This does not preclude that she may be subsequently elected to hold a regular trustee appointment.

Section 2. At the end of the first year and thereafter, at each annual meeting the Trustees shall elect four trustees the second year, five trustees the third year, and five trustees the fourth year. This pattern will repeat itself, enabling the appointment of new members to the Board. The terms of office for these trustees under this provision shall be for three years.

Article III REGULAR AND SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees of Hedgecroft Hospital shall hold a regular meeting at the hospital on the third Tuesday of each month.

Section 2. Special meetings may be called by the President and shall be called at the written request of one third the members of the Board of

Trustees of Hedgecroft Hospital. Written notice of special meetings shall be mailed to each member of the Board at least ten days before the date of such special meeting. This notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.

Section 3. Power of the Board of Trustees of Hedgecroft Hospital: The administrative powers of the corporation shall be vested in the Board of Trustees of Hedgecroft Hospital who shall have charge, control and management of the property, affairs and funds of the corporation, and which shall have the power and authority to do and perform all acts and functions not inconsistent with these by-laws or with any action taken by the corporation.

Article IV OFFICERS OF THE BOARD OF TRUSTEES

Section 1. The officers of the Hedgecroft Hospital Board of Trustees shall be a President, a Vice President, a Secretary and a Treasurer, and such other officers as the Hedgecroft Hospital Board of Trustees may authorize, all of whom shall be elected or appointed by the Hedgecroft Hospital Board of Trustees from among its own membership at the first regular meeting after it has been elected, and shall hold office for a period of one year or until their successors shall have been duly elected and qualified.

Section 2. The President shall call and preside at all meetings, whether of the corporation or of the Hedgecroft Hospital Board of Trustees and shall be, ex officio, a member of all committees.

The Vice President shall act as President in the absence of the President and, when so acting, shall have all the power and authority of the President.

The Secretary shall act as Secretary of both the Hedgecroft Hospital Board of Trustees and of the corporation, prepare an agenda for all meetings of the Hedgecroft Hospital Board of Trustees and of the corporation, shall act as custodian of all records and reports of the corporation and of the Hedgecroft Hospital Board of Trustees and shall be responsible for the keeping and reporting of adequate records of all transactions except financial, and of the minutes of all meetings of the corporation and of the Hedgecroft Hospital Board of Trustees.

The Treasurer shall have custody of all funds of the hospital. Acting with the appropriate committees he shall see that a true and accurate accounting of the financial transactions of the hospital is made, that reports of such

transactions are presented to the Executive Committee, and that all accounts payable are presented to such representative as the Executive Committee may designate for authorization of payment.

Article V COMMITTEES OF THE HEDGECROFT HOSPITAL BOARD OF TRUSTEES

Section 1. Committees of the Hedgecroft Hospital Board of Trustees shall be standing or special. Standing committees shall be an Executive Committee, a Joint Conference Committee, a Nominating Committee, and such other standing committees as the Hedgecroft Hospital Board of Trustees may authorize.

Section 2. The Executive Committee shall consist of the President, ex officio, as Chairman, the Secretary and three other members of the Hedgecroft Hospital Board of Trustees elected by the Hedgecroft Hospital Board of Trustees at its first meeting after its election.

The Executive Committee shall have power to transact all regular business of the hospital during the interim between the meetings of the Hedgecroft Hospital Board of Trustees provided any action taken shall not conflict with the policies and expressed wishes of the Hedgecroft Hospital Board of Trustees, and that it shall refer all matters of major importance to the Hedgecroft Hospital Board of Trustees.

It shall cause to be prepared and submit to the Hedgecroft Hospital Board of Trustees at its last meeting before the end of the fiscal year, a budget showing the expected receipts and income and expense for the ensuing year. It shall be the further duty of the Executive Committee to examine the monthly financial reports and to require an explanation from the administrator for any material variation from the budget.

Section 3. The Medical Committee shall consist of three members of the Hedgecroft Hospital Board of Trustees.

This committee shall:

Paragraph 1. Receive recommendations from the medical staff and make final recommendations to the Hedgecroft Hospital Board of Trustees on all appointments to, and assignments of responsibilities within, the medical staff of the hospital.

Paragraph 2. Recommend to the Hedgecroft Hospital Board of Trustees the types of professional work to be permitted to be done by each member of the medical staff.

Paragraph 3. Recommend to the Hedgecroft Hospital Board of Trustees all rules and regulations for the government of the medical staff, or amendments thereto, necessary to assure the proper care of the patients.

Paragraph 4. Receive and make recommendations to the Hedgecroft Hospital Board of Trustees respecting any communications, requests or recommendations presented by the medical staff through its duly authorized representatives.

Paragraph 5. This committee shall assume the responsibilities of the Joint Conference Committee. Together with an equal number of representatives from the medical staff, constitute the Joint Conference Committee, a liaison group, which, with the administrator, will discuss medical administrative matters and be the official point of contact among Board of Trustees, administrator, and medical staff.

Paragraph 6. Receive and consider all reports on the work of the medical staff and make such recommendations to the Hedgecroft Hospital Board of Trustees in respect thereto as the committee considers to be to the best interests of the hospital and its patients.

Section 6. Nominating Committee. The Nominating Committee shall have the duty of nominating at the Annual Meeting of the corporation, and at other meetings when vacancies are to be filled, candidates to be voted upon in electing officers and members of the Hedgecroft Hospital Board of Trustees.

Section 7. Special Committees may be appointed by the President with the concurrence of the Hedgecroft Hospital Board of Trustees for such special tasks as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which created and appointed, and shall have no power to act except such as is specifically conferred by action of the Hedgecroft Hospital Board of Trustees. Upon completion of the task for which appointed such special committee shall stand discharged.

Article VI ADMINISTRATION

Section 1. The Hedgecroft Hospital Board of Trustees shall select and employ a competent experienced administrator who shall be its direct executive representative in the management of the hospital. This administrator shall be given the necessary authority and held responsible for the administration of the hos-

pital in all its activities and departments subject only to such policies as may be adopted and such orders as may be issued by the Hedgecroft Hospital Board of Trustees or by any of its committees to which it has delegated power for such action. He shall act as the "duly authorized representative" of the Board of Trustees in all matters in which the Board of Trustees has not formally designated some other person for that specific purpose.

Section 2. The authority and duties of the administrator shall include:

Paragraph 1. To be responsible for carrying out all policies established by the Hedgecroft Hospital Board of Trustees.

Paragraph 2. To perfect and submit to the Hedgecroft Hospital Board of Trustees for approval a plan of organization of the personnel and others concerned with the operation of the hospital.

Paragraph 3. To prepare an annual budget showing the expected receipts and expenditures as required by the Executive Committee.

Paragraph 4. To select, employ, control, and discharge all employees. To develop and maintain personnel policies and practices for the hospital.

Paragraph 5. To see that all physical properties are kept in a good state of repair and operating condition.

Paragraph 6. To supervise all business affairs and to ensure that all funds are collected and expended to the best possible advantage.

Paragraph 7. To work with the medical staff and with all those concerned with the rendering of professional service to the end that the best possible care may be rendered to all the patients.

Paragraph 8. To submit regularly to the Hedgecroft Hospital Board of Trustees or its authorized committees periodic reports showing the professional service and financial activities of the hospital and to prepare and submit such special reports as may be required by the Hedgecroft Hospital Board of Trustees.

Paragraph 9. To attend all meetings of the Hedgecroft Hospital Board of Trustees and its committees.

Paragraph 10. To perform any other duty that may be necessary in the best interest of the hospital.

Paragraph 11. To serve as the liaison officer and channel of communications for all official communications between the Hedgecroft Hospital Board of Trustees or any of its committees and the medical staff.

Article VII MEDICAL STAFF

Section 1.

Paragraph 1. The Hedgecroft Hospital Board of Trustees shall appoint a medical staff composed of physicians who are graduates of recognized medical schools, shall see that they are organized into a responsible administrative unit, and adopt such by-laws, rules and regulations for government of their practice in the hospital as the Hedgecroft Hospital Board of Trustees deems to be the greatest benefit to the care of patients within the hospital. In the case of the individual patient, the physician duly appointed to the medical staff shall have full authority and responsibility for the care of that patient-subject only to such limitations as the Hedgecroft Hospital Board of Trustees may formally impose and to the by-laws, rules and regulations for the medical staff adopted by the staff and Hedgecroft Hospital Board of Trustees.

Paragraph 2. All applications for appointment to the medical staff shall be in writing and addressed to the administrator of the hospital.

Paragraph 3. All appointments to the medical staff shall be for one year only, renewable by the Board of Trustees without application.

Section 2. By-laws, rules and regulations for the medical staff setting forth its organization and government shall be recommended by the medical staff, and such by-laws as approved by the Board of Trustees, shall become part of the by-laws of Hedgecroft Hospital.

Article VIII AMENDMENTS

These Bylaws may be amended by affirmative vote of a two-thirds majority of the members present or represented by proxy at the Annual or any special meeting of the corporation, provided a full statement of such proposed amendment shall have been published in the notice calling the meeting.

The undersigned hereby certifies that he is the duly elected and acting Secretary of Hedgecroft, a Texas corporation, and the keeper of its corporate records and minutes. The undersigned further certifies that the above and foregoing is a true and correct copy of the By-Laws of said corporation, as in force at the date hereof.

WITNESS the hand of the undersigned and the seal of the corporation, this 27th day of March, 1960.

John R. Hayes
Secretary

INTRODUCING
YOU TO
Hedgewcroft Hospital



"A Charitable Non-Profit Institution"

5120 Montrose Boulevard — Houston, Texas
Telephone JA-3-3633

FOREWORD

Emotional and psychiatric disorders are not new to society. These illnesses have always existed. However, medical advances have brought about early diagnosis and successful treatment of these disorders by the psychiatrist.



This hospital, with its trained staff, is one of the important tools of the psychiatrist. To this end, we endeavor to provide an environment conducive to the recovery of patients in need of emotional and psychiatric rehabilitation.

JOHN J. HAYES

Administrator

PORTRAIT OF THE HOSPITAL

Hedgcroft Hospital is a charitable non-profit institution.* It was given to the community by the late Jesse H. Jones to be operated for the benefit of the citizens of Houston. The hospital has a Board of Trustees (unpaid) composed of civic-minded citizens interested in providing a hospital for the care of those patients suffering from emotional and psychiatric illnesses.

Hedgcroft's unique physical plant coupled with trained personnel provide a therapeutic environment for the psychiatric patient. The hospital is fully approved by the Joint Commission on Accreditation of Hospitals, and enjoys membership in The American Hospital Association, the Texas Hospital Association, The American

***NOTE:** A charitable non-profit hospital is an institution to which the state grants a charter to operate as a tax-exempt entity. Under the provisions of the charter no individual or group of individuals may accrue an income resulting from the operation of the institution. All moneys received must, under the law, be turned toward the operation of the hospital and/or its charitable endeavor.

Psychiatric Association, and the National Association of Private Psychiatric Hospitals. The hospital is licensed to operate by the Texas State Hospital Licensure Commission.

Facilities available to serve the interest of our patients are 24 hour nursing care, laboratory and X-ray services, activities therapy, and psychiatric social work. All services rendered to patients are at the specific order of the attending physician.

Our Medical Staff is composed of 35 Houston psychiatrists.

ADMISSION INFORMATION

All patients admitted to the hospital must be admitted by a member of our Medical Staff. When the



psychiatrist feels that hospitalization for his patient is necessary, he contacts the Admission Office to determine the availability of accommodations. The patient's family will then bring the patient to the hospital for admission.

ADMISSION DEPOSIT

The policy of the hospital requires an admission deposit of 10 X's the daily room rate:

Example: The responsible party for the account must deposit at time of admission 10 X's the daily room rate. Or, in the case of a \$20.00 per day room and board charge, the admission deposit would be \$200.00.

If confirmation of insurance coverage can be determined at the time of admission, the amount that the insurance company will pay toward the room and board charge may be deducted from the admission deposit.

The patient or responsible party is encouraged to visit the Business Office at least weekly in order to keep his account current. All accounts are payable weekly and the account should be settled in full at time of discharge.

Because of the necessity for determining the patient's insurance coverage, it is always beneficial to bring the hospitalization insurance policy to the hospital at the time of the patient's admission.

CHARGES

Room and board accommodations are as follows:

Private
Semi-private
3 bed ward
4 bed ward
6 bed ward



Charges for room and board accommodations are commensurate with other hospitals in the community.

Drugs, treatments, X-ray, and laboratory charges are made only when these services are ordered by the

attending physician. The legal responsibility of the hospital makes it necessary to prohibit drugs and alcoholic beverages from being brought to the hospital, either at the time of admission or during the hospital stay.

A routine \$3.00 per day Activities Therapy charge is made to all patients for each day the patient is hospitalized. This charge includes the cost of materials used in crafts, parties, swimming, activities outside of the hospital (field trips, theater, etc.), grooming, bowling, picnics, cook-outs, and other therapeutic activities.

PSYCHIATRIC SOCIAL WORK

The psychiatric social worker is a professionally trained and skilled individual who interviews the patient and the patient's family at the time of admission. Information derived from this interview is reported to the attending psychiatrist to broaden his understanding and to acquaint our hospital staff with the patient's familial and social background.

Families of patients from out-of-town should arrange for their appointments with the psychiatric social worker before returning home.

The fee for the admission social case history is \$20.00. This is a one-time charge and is accomplished routinely upon the admission of the patient. If subsequent psychiatric social work counseling with the patient or family is ordered by the attending physician, a charge of \$10.00 per interview will be made.

ITEMS TO BE BROUGHT TO THE HOSPITAL

A person is generally more comfortable wearing his or her own clothing. We, therefore, encourage each patient to bring the following at time of admission:



- 3 complete sets of clothing
(underwear, socks, etc.)
- 1 pr. of low heeled shoes for
daytime wear should be
brought by women
- 1 Pr. of house slippers
- 1 robe
- Pajamas
- 1 sweater or lightweight jacket
(worn for out-of-door activities)
- 1 swim wear
- 1 set of play clothes

All necessary personal and toilet articles should be brought to the hospital, i.e. tooth brush, tooth paste, comb, razor, shaving cream, etc.

The hospital reserves the right to examine all of the patient's luggage and personal effects at the time of admission. This is a precautionary measure to safeguard the patient while in the hospital.

Occasionally, the patient's activities include trips to the theater, art museum, concerts, etc. Suitable clothing should be accessible to the patient in the event he should engage in this type of activity.

LETTERS AND PHONE CALLS

Letters from friends may be quite helpful in the treatment of the patient. Therefore, this type of communication is encouraged. Please address mail to the patient:

c/o Hedgecroft Hospital
5120 Montrose Blvd.
Houston 6, Texas

The patient may write letters as often as he wishes. However, as a protection to you and the patient, outgoing mail will be reviewed by the attending physician

if he feels it necessary. Incoming mail will be delivered unopened unless otherwise specified by the attending physician.

Patients are permitted to use the telephone only upon the order of the attending physician. A public telephone is available on the patient floor during the hours of 8:00 a.m. to 9:00 p.m. Phone number is Jackson



8-9347. Private phones are available at a charge of \$.75 per day. However, patients may only procure private phones on the order of the attending physician.

GIFTS, FLOWERS, PACKAGES

Gifts to the sick are customary expressions of interest and wishes for a speedy recovery. Patients may receive gifts and flowers. However, all items for patients brought into the hospital must be checked by the nurses on duty before they may be delivered to the patients. This is done to prevent items that might be harmful from falling into the patients' hands.

LAUNDRY AND CLEANING

The patient is responsible for his laundry and cleaning. For the convenience of those patients

wishing to do small amounts of personal laundry, an automatic washer and dryer are available, as well as iron and ironing board. Those patients using the foregoing services must provide their own washing compound.

Dry cleaning is the responsibility of the patient.

MONEY AND VALUABLES

The hospital cannot assume the responsibility for the patient's money and valuables. Therefore, we encourage that jewelry, rings, watches, purses, billfolds, luggage, and important papers be taken home at the time the patient is admitted.

The patient should be allowed a small amount of money (\$2.00 to \$5.00) for emergency purchases of cigarettes and refreshments, etc.

PATIENT PRIVILEGES

Patients are placed on various privilege classifications. Some classifications restrict the patient to the second floor; while other classifications allow the patient the full run of the hospital. These privileges

may be expanded and contracted, depending on the state of the patient's condition. Privileges are changed only by the attending physician and are imposed for the protection of the patient.

VISITING HOURS

Visiting, as all activities within the hospital, is controlled by the attending physician. In some cases, the doctor may feel that the elimination of visiting is in the best interest of the patient and the visitor. Therefore, it is important that, if you plan to visit a patient, an *advance telephone call* would ascertain the status of the patient's visiting privileges. Visiting hours are from 7:00 p.m. to 9:00 p.m. daily, and from 2:00 p.m. to 9:00 p.m. on Saturdays, Sundays, and holidays. Visitors are requested to check with the telephone switchboard operator upon arrival in the hospital. This will assist in locating a patient. Visitors are prohibited from visiting during mealtime and during the organized activity therapy periods. Patients on full house privileges may visit on the first floor at any time, excluding mealtime and activity periods. Children under 14 years of age are prohibited from visiting on the second floor. They may, however, visit patients on full house privileges on the first floor.

CLERGY AND THE HOSPITAL

The hospital is a non-denominational institution recognizing that, oftentimes, religion is an important factor in the patient's recovery.



Therefore, clergy of all faiths is available upon request of the patient and the approval of the attending physician.

MEALS IN THE HOSPITAL

The hospital has employed a full time American Dietetic Association trained dietitian. The attending physician orders the particular diet he feels will be most beneficial for the patient. This diet may not be altered without the approval of the attending physician.

Patients are encouraged to take their meals in the central dining room on the first floor. This, of course, is with the advice of the attending physician. Meals are served as follows:

Breakfast	8:00 a.m. — 8:30 a.m.
Lunch	12:00 a.m. — 12:45 p.m.
Supper	5:00 p.m. — 5:30 p.m.



Meal periods in the dining room are considered therapeutic patient experiences; consequently family and visitors are discouraged from eating meals with the patients or visiting with the patients during mealtime. However, if the attending physician requests that members of the family be permitted to eat with the patient a charge of \$1.50, payable at the time the meal is served, will be made. This meal will be arranged through Nursing Service. Charges for meals served to individuals other than the patient may not be applied to the patient's account.

AUTHORIZED ABSENCES

Authorized absences are, in effect, trial visits and may be ordered by the attending physician only. Should a patient's condition improve to the point where an authorized absence is indicated, the following conditions prevail:

- Authorized absences cannot exceed 7 days.
- Patient's accommodations are held and charged for during the authorized absence period.
- Authorized absences are not discharges and discharges are not retroactive to the initial date of the authorized absence.

THE DAY HOSPITAL

The Day Hospital is a relatively recent innovation in the progressive care program of the psychiatric hospital. Should the attending physician feel that an inpatient is in need of additional hospital experience at time of discharge, or that a patient is not sick enough to be admitted to an inpatient status, the patient may be admitted to the Day Hospital.

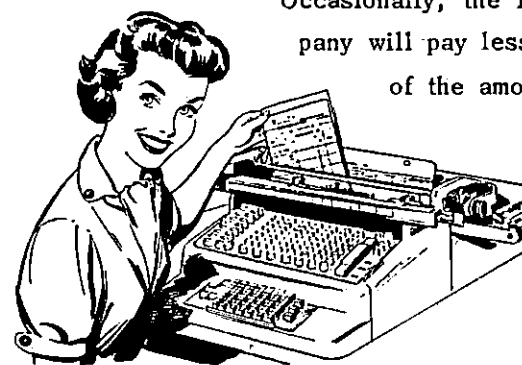
The Day Hospital includes the total activities program (Monday through Friday). This program functions from 9:00 a.m. until 4:00 p.m., at which time the patient returns to the home environment.

The charge for the Day Hospital program is \$15.00 per day, which includes activities, meals, and physical treatments, if indicated. Drugs, laboratory and x-ray procedures, and counseling by the psychiatric social worker are *not* included in the foregoing basic rate. These items, if ordered by the attending physician, will be charged separately.

DISCHARGE

Patients are discharged only upon the written order of the attending physician. When the discharge order is written, the patient or responsible party is requested to visit our Business Office to settle the account.

Every effort is made to bring the account up to date at the time of discharge. However some "late charges" will be received by the Business Office for services rendered after the patient's discharge arrangements have been completed. If "late charges" occur, these charges will be billed directly to the residence of the patient or responsible party.



Occasionally, the insurance company will pay less or in excess of the amount calculated

by the Business Office.

When the hospital receives

insurance

payments, the

account is posted and any moneys refundable to the

patient or responsible party will be made as soon as possible. Likewise, any unpaid amount will be billed to the patient or responsible party.

The hospital's discharge time is 1:00 p.m. Patients discharged after 1:00 p.m. will be charged for an additional day.

HEDGECROFT HOSPITAL BOARD OF TRUSTEES

MR. LOVETT C. PETERS, PRESIDENT

MRS. GEORGE M. SULLIVAN, VICE-PRESIDENT

MR. JAMES C. RICHDALE, JR., TREASURER

MRS. H.H. ABERNATHY, SECRETARY

MRS. DUPUY BATEMAN, JR.

MR. ADOLPH BLIEDEN

MR. HOWELL B. JONES

MRS. BEN SCHNAPP, JR.

MR. GEORGE H.W. BUSH

MRS. JOHN D. STAUB

DR. ROBERT L. SUTHERLAND

MR. JACK VALENTI

MR. JOHN J. HAYES, ADMINISTRATOR

MR. RICHARD L. HUME, ASSISTANT ADMINISTRATOR

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
05. Report	Audited financial statements and other financial information concerning Hedgecroft (15 pp.)	9/30/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

CONSTITUTION AND BY-LAWS OF
MEDICAL STAFF
OF
HEDGECROFT HOSPITAL AND REHABILITATION CENTER

Houston, Texas

PREAMBLE

Recognizing that the Medical Staff is responsible for the quality of medical care in the hospital and must assume this responsibility, subject to the ultimate authority of the hospital governing body, and that the best interest of the patient is protected by concerted effort, the physicians practicing in Hedgecroft Hospital and Rehabilitation Center hereby organize themselves in conformity with the By-Laws, Rules and Regulations hereinafter stated.

For the purposes hereinafter stated the term "Medical Staff" shall be interpreted to include all physicians who are privileged to attend patients in Hedgecroft Hospital and Rehabilitation Center.

ARTICLE I

The name of the organization shall be the "Medical Staff of Hedgecroft Hospital and Rehabilitation Center."

ARTICLE II

The purpose of the organization shall be:

1. To insure the best possible care for patients admitted to the hospital for inpatient or outpatient care.
2. To initiate and maintain self-government.
3. To provide a means whereby problems of medical administrative nature may be discussed with the governing board and the administrator.
4. To provide education, maintain educational standards, and bring about close relationship between the Medical Staff, and allied workers in Hedgecroft.

ARTICLE III

MEMBERSHIP

Section 1 - - - Qualifications

The applicant for membership shall be a graduate of an approved or recognized medical school; legally licensed to practice in the State of Texas; and have membership in a county medical society affiliated with the Amer-

ican Medical Association. The applicant shall be a member of the Texas District Branch Society of the American Psychiatric Association or shall hold membership in the American Psychiatric Association or be certified by the American Board of Psychiatry. It is the desire of the Staff that members shall be of this highest possible professional and ethical standing.

Section 2 --- Application for Membership

A. Applications

Application for membership on the staff shall be presented in writing on the prescribed form which shall state the qualifications and references of the applicant, including his professional and personal history since his graduation from medical school, and shall also signify his agreement to abide by the constitution; by-laws, rules and regulations of the staff. The Executive Committee will annually evaluate the qualifications of all medical staff members prior to their reappointment.

B. Procedure for Appointment

1. All applications to the staff shall be considered Courtesy Staff applications unless otherwise requested.
2. The application for membership on the staff shall be presented to the administrator of the hospital and referred by him to the Secretary of the Staff who in turn shall refer the application to the Executive Committee.
3. The Executive Committee shall investigate the character, qualifications and standing of the applicant. The Secretary of the Staff then presents this application at the next regular staff meeting. In no case shall this report be delayed for more than three (3) months; after presentation to the staff, application shall be tabled for one (1) month, then voted at next regular meeting.
4. After approval by the staff, the administrator is notified that application be accepted, deferred, or rejected.
5. The governing body shall either accept the recommendation of the staff or refer it back for further consideration, stating reasons for such action.
6. When final action has been taken by the governing body, it shall transmit the decision via the administrator to the candidate for membership, and if he is accepted, shall secure his signed agreement to be governed by these By-Laws, Rules and Regulations. (Copy of By-Laws to be sent doctor when notified of appointment to staff.)

Section 3 --- Terms of Appointment

Staff appointment shall be made for a period of one (1) year. At the end of the year, after the Executive Committee has evaluated the qualifications of all staff members, the governing body may reappoint members of the medical staff for a further period of one (1) year, provided the Executive Committee has not recommended that any specific appointment not be renewed. In such cases, all other reappointments may be made. In no case shall the governing body take any action on an application, refuse to renew an appointment, or cancel an appointment previously made without conference with the medical staff as represented by the Executive Committee. Appointment to the medical staff shall confer on the appointee only such privileges as may hereinafter be provided.

At the time of their appointment to the medical staff, new members will agree to be sponsored by a staff member appointed by the Executive Committee in all phases of their work in the hospital for as long as the Executive Committee shall see fit.

Section 4 --- Ethics and Ethical Relationships

The principles of medical ethics as approved by the American Medical Association shall govern the professional conduct of the members of the medical staff. Members of the medical staff shall pledge themselves that they will not receive from or pay to another physician, either directly or indirectly, any part of a fee received for professional services.

Section 5 --- Responsibilities of Membership on Staff

It is the responsibility of every staff member to keep his hospital charts up to date and up to required standards. Physicians with delinquent or below standard records, upon recommendation of the Medical Records Committee, shall have their hospital privileges revoked by the governing body via the Administrator until these records are completed, in accordance with Rule #20.

It is the responsibility of staff members to actively participate in all phases of self-government of the staff and hospital. Staff members are expected to attend the meetings of all committees of which they are members, as well as the meetings of the staff as a whole.

Section 6 --- Emergency and Temporary Privileges

In case of an emergency, the physician attending the patient shall be expected to do all in his power to save the life of the patient, including the calling of such consultations as may be available. For the purposes of this section, an emergency is defined as a condition in which the life of the patient is in immediate danger and in which any delay in administering treatment would increase the danger.

The governing board via the Administrator of the hospital, after conference with the President of Staff, shall have the authority to grant temporary

privileges to a physician who is not a member of the medical staff. The President of Staff shall give an authoritative opinion as to the competence and ethical standing of the physician who desires such temporary privileges, and in the exercise of such privileges he shall be under direct supervision of the President of Staff or his designee. Temporary privileges may not be granted to attend more than two patients in any one year, after which the physician to whom the privileges have been granted shall be required to become a member of the medical staff before being allowed to attend additional patients. A non-staff member may be called into consultation. The responsibility for the case remains in the hands of the admitting physician.

Section 7 --- Non-staff Consultations

Any member of the medical staff has the privilege of calling in a medical, dental, or psychological consultant. Responsibility for patient care may not be delegated to a non-staff member.

ARTICLE IV

CATEGORIES OF THE MEDICAL STAFF

Section 1

The staff shall be divided into honorary, courtesy, consulting, and active memberships. No physician who is a full time staff member of any teaching institution shall be on the active staff, but shall be classified as a member of the Honorary, Consulting, or Courtesy Staff.

Section 2 --- The Honorary Staff

The honorary medical staff shall consist of physicians who may or may not be active in the hospital and who are honored by emeritus positions. These may be:

- a. Physicians who have retired from active hospital service.
- b. Physicians of outstanding reputation not necessarily resident in the community.

The honorary medical staff shall have no assigned duties or voting privileges.

Section 3 --- The Courtesy Staff

The courtesy staff shall consist of those members of the medical profession, eligible as herein provided for medical staff membership, who wish to attend private patients in the hospital but who do not wish to become members of the active medical staff and may have the privilege of attending private patients.

They shall have no assigned duties, or voting privileges.

Section 4 --- The Consulting Staff

The consulting staff shall consist of physicians of recognized professional ability who are active in the hospital or who have signified willingness to accept such appointment.

The duties of the members of the consulting staff shall be to give their services, without charge, in the care of free patients on request of any member of the medical staff. In other cases in which consultation is required by the rules of hospital, these services may be given without charge.

Membership on the consulting medical staff does not preclude membership on the active staff, but if it is exclusive they have no assigned duties or voting privileges nor may they admit patients.

Section 5 --- The Active Staff

The active staff shall consist of physicians who are residents in the community, who admit their patients to the hospital and are both willing and able to devote their time to the interest of the hospital. Appointments shall be made annually.

The duties of the active staff shall include the attending of free and house patients and the transaction of all business of the medical staff. Full and part-pay patients without an attending physician, seeking admission to the hospital, or treatment on an outpatient basis, will be assigned to members of the active staff on a rotation basis commensurate with type of patient. Duties of the active staff will also include the contribution of up to one hour each week of teaching, supervising, or administrative duties as may be assigned by the Executive Committee of the staff. (The administrator is responsible for reporting to the Executive Committee time contributed by individual staff members in performing these duties.)

Only members of the active staff shall be eligible to vote or hold office.

ARTICLE V

OFFICERS AND COMMITTEES

Section 1 --- Officers

- A. The officers of the medical staff shall be the President, the President-elect, and the Secretary-Treasurer. These shall be elected at the November meeting of the staff and shall hold office for one year or until successors are elected.
- B. The President shall call and preside at medical staff meetings and shall be an ex-officio member of all committees, except the Executive Committee of which he shall be chairman. The president shall appoint officers to fill vacancies created by death, resignation, removal from staff, or other causes. Such officers are to serve until successors are elected

at the next annual meeting.

- C. The President-elect, in the absence of the President, shall assume all his duties and have all his authority. He shall also serve as a member of the Executive Committee.
- D. The Secretary-Treasurer shall keep accurate and complete minutes of all meetings, call meetings on order of the President, attend to all correspondence and perform such other duties as ordinarily pertain to his office. He shall also act as treasurer, and serve as a member of the Executive Committee.

Section 2 --- Committees

- A. Committees shall be Standing and Special. All committees shall be appointed by the President of the staff with the consent of the Executive Committee.
- B. The Executive Committee shall consist of the President, President-Elect, immediate Past-President, and Secretary-Treasurer of the Medical Staff, and two other members of the Active Staff to be elected at each November meeting thereof. The duties of the Executive Committee shall be to appoint all other committees, act as the Credentials Committee, to receive all reports from other standing committees, and to report to the next regular meeting of the Active Medical Staff. The Executive Committee shall in an emergency have the right to perform any of the duties of the Active Medical Staff in the interim between regular meetings.

In view of the staff organization, the Executive Committee will function as a credentials committee in the review of records referred by the Medical Records and Audit Committee to arrive at a decision regarding the performance of the staff members.

This committee shall also act as a liaison group between the medical staff and the Administrator.

- C. Joint Conference Committee shall consist of three members of the Executive Committee appointed by the President of the staff to serve with three members of the governing body appointed by the President of the governing body and shall act as a medical administrative liaison committee. The Administrator shall serve as an ex-officio member of this committee. They shall meet quarterly and as interim meetings are indicated. The Administrator shall act as Secretary and be charged with minute responsibility.
- D. The Medical Records Committee shall consist of three members from the Active Medical Staff appointed by the president on a rotating basis to serve 6 months term of office. The duties of the committee shall be (1) to supervise and appraise medical records, (2) to insure their maintenance at the required standard, and (3) to nurture a high quality of professional work done in the hospital.

A medical record committee meeting shall be held monthly and a report submitted. It shall be the duty of the committee to conduct a qualitative systematic review of the medical records of all patients discharged from the hospital and to maintain a record of the performance of each physician on the medical staff. Records should be checked for completeness and any errors that may be apparent. The following information shall be included in the physicians' index: number and types of patients, results of treatment, complications, number of deaths, autopsy rate, and consultations.

The professional performance, including number of delinquent charts, of each member of the staff shall be recorded and maintained in the private files of the Medical Record Committee. These records shall be confidential and kept under lock and key. They shall be made available only to the Administrator, the Medical Records Committee, and the Executive Committee. Any staff member has the privilege of investigating his own record.

This committee shall meet at least once a month and shall submit to the Executive Committee a report in writing which will be made a part of the permanent record.

- E. The Program Committee shall consist of three members of the Active Medical Staff, and it shall be the responsibility of this committee to provide for the preparation and presentation of the programs of all regular monthly meetings.
- F. The Credentials Committee: The following duties of the Credentials Committee are the responsibility of the Executive Committee. No Credentials Committee per se exists. Its duties shall be: (1) to investigate the credentials of all applicants for membership to the staff in conformity with the staff regulations; (2) review all information available regarding the competence of potential staff members and as a result of such reviews to make recommendations for the granting of privileges and re-appointments.

Privileges shall be determined in accordance with the following standards:

Determination of initial privileges shall be based upon an applicant's credentials, direct observation by the Active Medical Staff, and review of reports by the Medical Records and Audit Committee.

- G. The Nominating Committee shall consist of three (3) members of the Active Staff, appointed by the President at the September meeting to report a slate of officers for the October staff meeting. Nominations for any office may also be made from the floor at the October or November meeting. All nominations will be circulated to the medical staff as a part of the October medical staff meeting minutes. Voting will take place at the November meeting of the medical staff.

- H. Special Committees: Such special committees shall be appointed by the Executive Committee from time to time as may be required to facilitate the carrying out of duties of the staff. Such committees shall confine their work to the purpose for which they were appointed and shall report to the full staff through the Executive Committee. They shall not have power of action unless such is specifically granted by the motion which created the committee.
- I. Committee on Infections shall consist of three members of the Active Medical Staff appointed by the President, the Chief Nurse, and the Chief of the Housekeeping Division. It shall be the responsibility of this committee to:
1. Establish control of infections.
 2. Establish techniques and procedures for detection and control of infection in patients and/or staff of hospital.
 - a. Trace source of infection.
 - b. Make certain that adequate bacteriologic services in or out of the hospital are available.
 - c. Establish a system of reporting all infections among patients and personnel and keep records as a basis for studying the source of infections.
 3. Encourage clean practices throughout the hospital.

ARTICLE VI

MEETINGS

Section 1 --- November Meeting

The November (annual) meeting of the staff shall be the third Monday in November. At this meeting the retiring officers and committees shall make annual reports. Officers for the ensuing year shall be elected. Appointments to the Active Medical Staff shall be made.

Section 2 --- Regular Meetings

The sole objective of staff meetings is improvement in the care and treatment of patients in the hospital. Monthly meetings of the staff, not less than twelve in each calendar year, are required. In addition to matters of organization, the programs of such meetings must include a report of the Executive Committee and be limited largely to the review of current or recent cases in the hospital. Scientific programs not associated with the work of the hospital do not meet this requirement. Business or other executive sessions of the staff will be conducted by the Active Staff and other categories of the staff may be excluded. Staff attendance at these meetings shall average at least 50 percent of the Active Staff who are not excused by the Executive Committee for excep-

tional conditions. The meetings shall be held at a time and place to be provided in the rules and regulations for governing the staff.

Section 3 --- Special Meetings

Special meetings may be called at any time by the President at the request of any five members of the Active Staff.

Section 4 --- Attendance at Meetings

Members of the Active Medical Staff shall be expected to attend all meetings. Absence from three consecutive meetings, or from one-half of the regular meetings for the year, shall be considered a resignation from the Active Staff. It shall be the duty of the secretary of the staff to advise the Executive Committee immediately of an Active member's failure to attend the required number of meetings. The Executive Committee and the governing body via the Administrator are herewith empowered to pass on the particular case. If the excuse for absence is considered unjustifiable, the Active staff member will be notified that his appointment to the Active Staff has terminated (and that the privileges of the hospital are no longer available to him).

Reinstatement of members of the Active staff to positions rendered vacant because of absences from meetings may be made on application, the procedure being the same as in the case of original appointments. Members of the Consulting and Courtesy divisions of the staff will not be required to attend meetings but it is expected that they will attend and participate in these meetings unless unavoidably prevented from doing so.

Section 5 --- Quorum

50% of the total membership of the Active staff shall constitute a quorum at any regular or special meeting of the staff. Three members of the Executive Committee shall constitute a quorum for any meeting of the Executive Committee.

Section 6 --- Agenda

The agenda for any regular meeting shall be:

1. Call to order
2. Reading of minutes of the last regular (and special) meeting
3. Reading of communications
4. Report of officers, standing and special committees
5. Reading of monthly statistical report on work done in the hospital
6. Unfinished business
7. New business
8. Clinical program
9. Adjournment

ARTICLE VII

AMENDMENTS

This constitution may be amended after notice given at any regular meeting of the medical staff. Such notice shall be tabled until the next regular meeting and shall require a two-thirds majority of those present and voting for adoption. Amendments so made shall be effective when approved by the governing body.

ARTICLE VIII

ADOPTION

This Constitution and these By-Laws, together with the appended Rules and Regulations, shall be adopted at any regular meeting of the Active Medical Staff, shall replace any previous By-Laws, Rules and Regulations, and shall become effective when approved by the governing body of the hospital. They shall, when adopted and approved, be equally binding on the governing body and the medical staff.

Adopted by the Active Medical Staff of Hedgecroft Hospital and Rehabilitation Center, July 27, 1959.

Approved by the governing body of Hedgecroft Hospital and Rehabilitation Center, August 10, 1959.

Amended by the Active Medical Staff of Hedgecroft Hospital and Rehabilitation Center, April 18, 1960; July 18, 1960; and September 17, 1962.

Approved as amended by the governing body of Hedgecroft Hospital and Rehabilitation Center, October 23, 1962.

RULES AND REGULATIONS

1. The monthly meeting of the staff shall be held at Hedgecroft Hospital and Rehabilitation Center the third Monday of each month throughout the year or in unusual circumstances another day designated by the Executive Committee of the medical staff.
2. Patients may be treated in this hospital only by physicians who have been duly appointed to membership on the medical staff in accordance with the medical staff By-Laws.
3. Physicians requesting admission for a patient shall provide the admitting office, at time of admission, with an admitting diagnosis, and will give such other information as may be required to enable the hospital to take such action as is necessary to protect the patients already in the hospital from patients who are, or may become, a source of danger from any cause whatsoever. (In all cases a provisional diagnosis or impression should be recorded on the patient's clinical chart within 24 hours after patient's admission.)
4. Free patients shall be attended by members of the Active medical staff on a rotating basis, and such rotation shall be maintained as a permanent record.
5. Pay patients shall be cared for by their own private physicians. Pay or part-pay patients applying for admission who do not have an attending physician shall be assigned in rotation to members of the Active staff in indicated services. (See above notation.)
6. Attending physician shall be required to attend his patients at least once daily during their hospitalization.
7. Standing orders shall be formulated by joint action of the medical staff and the governing board of the hospital and may be changed in the same manner. These standing orders shall be followed insofar as proper treatment of the patient will allow and shall constitute the orders for treatment until specific orders are written for and signed by the attending physician.
8. All orders for treatment of inpatients shall be in writing. Admission orders should include: (1) Diet, (2) Privileges, (3) Laboratory, which must include CBC and Urinalysis, (4) Precautions, if any, (5) Limitations regarding visitors, if any. Note: The patient will be included in group Recreational Therapy to the extent permitted under "privileges" but will not be included in individual RT unless an order is written indicating the purpose or objective of such therapy. Verbal orders will not be accepted or carried out. An order shall be considered to be in writing if dictated to a registered nurse or authorized person and signed by the attending physician. Orders dictated over the telephone shall be signed by the person to whom dictated with the name of the physician per his or her own name. An order for treatment shall be dictated by the attending physician to the nurse and signed by him on his next visit to the hospital. In the case of outpatient care no treatment may be initiated except on written order of the referring physician.

9. Automatic stop orders will exist after 72 hours on open ended orders (i.e: penicillin 300,000 units t.i.d.) on the following categories of drugs:

Narcotics (tablets and injections)

Sedatives and Hypnotics

Barbiturates (other than Pheonbarbital)

Antibiotics

Anticoagulants

Ergot and its derivatives

Antihypertensive ganglionic blocking agents

Diuretics.

At the end of 72 hours the above drugs will automatically be terminated and will require reordering by the attending physician if they are to be continued. The automatic stop order will not be enforced on closed ended orders (i.e. penicillin 300,000 units t.i.d. 5 days). Physicians are encouraged to write closed ended orders.

10. The attending physician shall be held responsible for the preparation of a complete medical record for each patient. This record shall include identification date; complaint; personal history; family history; history of present illness; (mental examination which should include a description of the patient's attitude and behavior, stream of thought, mood and affect, mental content, sensorium, insight and judgment); physical examination which should include a general statement as to the patient's condition and appearance on admission plus a detailed description of all body regions; special reports such as consultation, clinical laboratory, x-ray and others; reports from the Activities Department; nurse's notes; progress notes; final diagnosis; condition on discharge; summary sheet; followup and autopsy report when available. No medical record shall be considered complete until so certified by the signature of the attending physician on the history, mental and physical examination, operative report, summary sheet, and all other entries which he himself makes. No medical record may be filed until it is complete except on order of the Medical Records Committee.

11. A complete history, mental and physical, and laboratory examination shall in all cases be written in accordance with a, b, and c below:

a. Patients in the hospital for more than 48 hours; to conform with rule #10 above. Patients in the hospital for less than 48 hrs. will be expected to have completed and become a part of the medical record a modified short form mental and physical and history. The following information should include identification data, a complete description of the patient's condition with particular reference to the present illness, all pertinent mental and physical findings, an account of the

treatment given, and any other data necessary to justify the diagnosis and treatment.

b. If a patient is re-admitted within one month's time for the SAME condition, an interval note bringing the history and physical findings up to date will suffice for the history and a statement regarding the patient's mental status covering period of time since previous discharge and/or onset of current symptoms.

c. Commensurate with good medical practice, routine laboratory examinations are required on all admissions to the hospital. Routine laboratory consist of urinalysis and CBC. Laboratory work accomplished in a laboratory other than that servicing the hospital will be accepted only if the laboratory is licensed by the state, county, or city, and if laboratory findings are reported to the hospital on an original laboratory examination result form, and if such examinations are accomplished within 48 hours prior to admission to the hospital. Routine laboratory work is repeated on all patients whose hospitalization at Hedgecroft Hospital has been interrupted for more than 48 hours.

12. A complete history, physical and mental examination in all cases shall be written within 48 hrs. after admission. An admission note covering notes under #11a shall be in the chart before definitive treatment may be begun.

13. The attending physician shall make an effort to write daily progress notes on all seriously ill patients and frequent notes on other patients. These progress notes shall be written during the period of the patient's hospitalization.

14. Surgical and electro-convulsive procedures shall be permitted only on written consent of the patient or the person having legal responsibility for the patient, except in cases of extreme emergency where the legal representative cannot be contacted. In such instances all efforts will be made to contact the legal representative informing him that the emergency procedure was necessitated and accomplished to save a life or prevent serious harm.

15. Insulin coma therapy will not be administered in this hospital.

16. It is the duty of the hospital staff through its chiefs of services and the Executive Committee to see that members of the staff do not fail in the matter of calling consultants as needed. Judgement as to the serious nature of the illness and the question of doubt as to diagnosis and treatment rests with the physician responsible for the care of the patient. The consultant must be qualified to give an opinion in the field in which his opinion is sought. A satisfactory consultation includes examination of the patient and the record and a written opinion signed by the consultant which is made a part of the record.

17. The problem of the medical chart responsibility in those cases where the patient changes doctors in the hospital is as follows: All information chrono-

logically relating to the patient's care, i.e. history, mental and physical, orders, progress notes, etc., is the responsibility of the admitting physician, and that a transfer note be written on the chart indicating the date and doctor to whom the patient is being transferred. It then becomes the responsibility of the replacing physician to complete the chart chronologically from the time that he assumes responsibility of the case.

18. Each member of the Courtesy medical staff, not residing conveniently near the hospital, shall name a member of the Active medical staff, who resides conveniently near the hospital, to be called to attend his patients in an emergency. In case of failure to name such associate, the Administrator of the hospital shall have authority to call any member of the Active medical staff should he consider it necessary.

19. Patients shall be discharged only on written order of the attending physician. If possible, at the time of discharge he shall see that the record is complete, state his final diagnosis, and sign the record. Patients leaving against medical advice must, when possible, sign a release before leaving. The attending physician, in such cases, shall make a note to this effect in the chart.

20. If unable to complete the medical record at time of patient's discharge, the attending physician shall complete same within two weeks after discharge of the patient. The physician will be notified by telephone and follow-up letter on the 14th day after discharge by the Medical Records Department that he has delinquent charts. The physician will have four days from the date of notification to complete his chart. Failure to complete his charts within the allotted time will result in the doctor's suspension by the hospital administration from admitting privileges until charts are brought up to date.

21. All medical records, whether the patient be pay, part-pay, or free, are the property of the hospital and may not be removed from the hospital without the permission of the administration as laid down in the approved policies for release of information. In cases of re-admission all previous records shall be available for the use of the current attending physician.

22. The medical staff discussion at meetings held as provided for under Rule #1 shall constitute a thorough review and analysis of the clinical work done in the hospital.

23. Every member of the medical staff is expected to be actively interested in securing autopsies. No autopsy shall be performed without the written consent of the next of kin or legally authorized agent.

24. The hospital shall admit patients suffering from all types of diseases it is prepared or equipped to treat. Patients shall be treated by physicians who have submitted proper credentials and been duly appointed to the medical staff.

25. A social case history shall be routine on all inpatient admissions unless counter-indicated by the attending physician on the Doctor's Order Sheet of the medical chart. Social case histories accomplished by social workers

not associated with this Hospital shall be accepted only if the hospital is provided with the original copy of the social case history.

26. In order that equity exists between all psychiatrists on the Active Staff of Hedgecroft Hospital and Rehabilitation Center, the need for an established policy regarding limitation of beds is herewith established: The procedure governing the number of beds allowed any one psychiatrist will function as follows: In the presence of a waiting list, patients will be admitted in order of application for admission except that priority will be given to patients of physicians who have fewer than four (4) patients already in the hospital. Patients applying for admission whose admitting physician has in excess of four (4) patients in the hospital will progress to the top of the waiting list and remain there until the physician has less than four (4) patients in the hospital.

27. These rules and regulations may be amended after written notices is given one week preceding a regular or special called meeting. Such amendments shall require a two-thirds majority of those present and voting for adoption. It shall be mandatory for the secretary to notify Active Staff members in writing of the proposed amendments. After adoption by the medical staff the amendments become effective upon approval by the governing board.

28. Absence of attending physician--in the interest of complete medical coverage, it is required that physicians attending patients in the hospital notify the institution of any ensuing absences, i.e. vacations, meetings, etc. Further, in such absences the physician having patients hospitalized must notify the hospital and the patient, assigning a qualified Hedgecroft medical staff colleague to care for his hospitalized patient during his absence.

29. Since Hedgecroft Hospital is an acute intensive treatment facility it shall be the policy of the hospital that patients who have been hospitalized for a consecutive period of more than 90 days shall be presented by the attending physician to a committee of the Medical Staff appointed by the President for the purpose of determining whether hospitalization should be continued in the individual case or not, or what other disposition might be indicated.

30. All patients who have full house privileges or supervised privileges may attend activities outside the hospital unless the attending physician writes orders to the contrary. The nurse in charge may cancel orders for outside activities if, in her opinion, the patient has become disturbed or disturbing. Patients who are restricted shall not attend any outside events unless there is a written order from their physicians.

All patients receiving EST and SSI will automatically be placed on Supervised House privileges unless specifically ordered otherwise by the attending physician.

Adopted by the Active Medical Staff of
Hedgecroft Hospital and Rehabilitation Center, September 17, 1962

Approved by the governing body of
Hedgecroft Hospital and Rehabilitation Center.

HEDGECROFT HOSPITAL

PROPOSED SPECIFIC EXERCISE PROGRAM

SPECIFIC EXERCISE PROGRAM: The program (safely) probably could not be offered in a general or routine sense as some patients may have some guarded physical ailment. I, therefore, suggested that any patient taking part in such exercises (general or specific) be cleared by the doctor.

GENERAL: Mild, general conditioning exercises which consist of likeness to the Williams posture: Slow count or rhythm - forward bend, side bend, arm rotation, up and down on toe and heel, finger clinch, knee bends ($\frac{1}{2}$), prone sit-ups, hand to toe cross-overs, knee to chest and leg cross-over.

TENSIVE RELAXATION: In a prone position - make the body as long as possible by pointing the toes down, arms over the head forcing the back of the hand, bring the back into an arch to shift the weight to the heels and the shoulders. In a prone position - make the body as short as possible in reverse order. Hands at the side, arms and legs pressed to mid-line and pull shoulders down and dorsi-flex the feet, and at the same time depress the lumbar area tense hips. Every muscle should be held tense for the 5 to 10 count and then-----let go. Each time either position is taken, it is to be held for a count of 5 to 10 with deep breathing and then let the body fall suddenly into a relaxed position. This exercise is more effective at bedtime.

SPECIFIC EXERCISES: This depends upon what the doctor may prescribe in order for the patient to meet certain physical demands or perhaps self-approval. I should not want to instruct a patient in any exercise that would require the least amount of stress or strain, such as in a mild weight program for full range of motion; unless---prescribed.

The patient may receive the instruction in a group or individually and thereby continue the general routine for relaxation BUT NOT a weight or strengthening routine without supervision.

PROPOSED PICNIC AREA AND LOCATION

The proposed picnic area would be located on the South side of the hospital between the drive and the hedgewall and same area that the horseshoe pit is located. The horseshoe may be relocated at a later date. The area would be located on the same side of the hospital as the other activities and therefore better overall supervision is theorized, rather than to have the locations too distant.

Hedgecroft Hospital
Proposed Specific Exercise Program
and Proposed Picnic Area and Location

Page 2

I have further suggested that white lattice framing be situated along the curve of the drive and atop the wall or let the present hedge continue its growth beyond the height of the wall. The overall height of the hedge and the lattice work would be about six feet. Engulfing the drive and wall may tend to discourage patients from straying into the drive and street beyond and at the same time the entire area can be observed from just about any position within.

A proposed fireplace would be situated at the corner of the wall and drive and I do not believe this shall be offensive to the surrounding buildings. Picnic tables will be situated in this area and it is also mentioned that we might consider using the portable shelter located on the North sun deck.

These facilities will be used on specified dates which are coordinated with the outside group activities program during evenings, day and weekend schedules which have existed in the past. Perhaps it will be possible, if budget allows, to plan and create the fireside atmosphere (roasting foods). This should be socially therapeutic and not require the service of the dietetics but to let the patient improvise and take a more active part in individual accomplishment. Not all will receive the same therapeutic benefit but I believe that over half of the patients will have had a renewed or new experience.

At times the schedule of medication does not allow the bulk of the patient load to attend a gathering outside of hospital grounds and this picnic area should be part of the answer to such a problem, BUT I should hope it would not eliminate the outside trips.

I would suggest that in maintaining the area that only certain materials be fired, screen the fireplace top, place a large waste can with cover. The present lighting is very good.

Kent Simmons

KS/vw

Bush Library Photocopy

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
06. Minutes	Minutes of Hedgecroft Hospital medical staff executive committee meeting (4 pp.)	12/3/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(n)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
07. Minutes	Minutes of Hedgecroft Hospital Board of Trustees meeting (5 pp.)	11/27/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
08. Memo	From Richard Hume to members of the Finance Committee of the Board of Trustees RE: Reserve account (1 pp.)	11/7/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgcroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
09. Minutes	Hedgcroft Hospitl Joint Conference Committee Meeting Minutes (3 pp.)	10/18/61	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgcroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
10. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Meeting (4 pp.)	10/23/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
11. Minutes w/ attachments	Minutes of Hedgecroft Hospital Medical Staff Meeting (6 pp.)	10/15/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or
 financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advise between the President and
 his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal
 privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an
 agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial
 information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal
 privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement
 purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of
 financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information
 concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
12. Minutes	Minutes of Hedgecroft Hospital Medical Staff Executive Committee Meeting (4 pp.)	9/4/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
13. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Meeting (6 pp.)	9/25/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
14. Minutes	Minutes of Hedgecroft Hospital Medical Staff Meeting (5 pp.)	9/17/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]



HEDGECROFT AUXILIARY

HEDGECROFT HOSPITAL AND REHABILITATION CENTER

5120 Montrose Boulevard

Houston 6, Texas

September 4, 1962

Dear Mr. Bush:

I certainly hope that you will be
a patron again this and that
you and Mrs. Bush can come to
the party.

"CHRISTMAS IN SEPTEMBER" DONATION

All monies derived from the "Christmas in September" annual benefit to be held on September 14, 1962, in the Texas Room of the Houston Club are used to assist in the indigent patient program at Hedgecroft Hospital. Patron cost is one hundred dollars (\$100.00) and this entitles the patron to two tickets to the "Christmas in September" party. This admits two couples.

Patron participation is considered a charitable donation for tax purposes. Your check may be made payable to the

Hedgecroft Hospital Auxiliary
5120 Montrose Boulevard
Houston 6, Texas.

Thanking you, I am

Sincerely,

Mildred Abernathy

OK
EB

Photocopy — George
Bush Handwriting

Bush Library Photocopy

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
15. Minutes	Mintues of Hedgecroft Hospital Medical Staff Executive Committee Meeting (4 pp.)	8/6/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
16. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Meeting (6 pp.)	8/28/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

August 6, 1962

Mr. R. L. Hume
Hedgcroft Hospital
5120 Montrose Blvd.
Houston, Texas

Dear Dick:

I am returning the minutes of the finance committee meeting. They look fine and I would appreciate it if you would see that they are presented to the Board of Trustees at the next meeting. Unfortunately I will be out of town and will miss the next meeting. I am sending a copy of this letter and the minutes to Mr. Peters.

Very truly yours,

George H. W. Bush

GHWB/vf
Enc.

Bush Library Photocopy

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
17. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Finance Committee Report (1 pp.)	8/2/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(n)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-5 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
18. Minutes	Minutes of Hedgecroft Hospital Medical Staff Meeting (3 pp.)	7/16/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-5 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-6 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-7 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-8 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
19. Minutes	Minutes of Hedgecroft Hospital Medical Staff Executive Committee Meeting (2 pp.)	7/2/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
20. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Meeting (4 pp.)	7/24/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-5 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

PHILLIPS ACADEMY
ANDOVER, MASSACHUSETTS

July 25, 1962

To Members of the Alumni Council and Alumni Representatives:

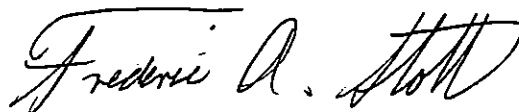
In accord with the July 18 meeting of the Executive Committee of the Alumni Council, this is advance notice of the date and subject matter for the joint meeting of the Alumni Council and the Alumni Representatives.

Date: Friday, Saturday and Sunday, October 19, 20, and 21.
(For planning your travel, the first event is
scheduled for 6:00 p.m. Friday.)

Subject: "Andover Admissions - Policy and Practice, 1962."

Full details and final reservation forms will be forthcoming later. As always, wives are included in the entire program. Meantime, mark the date, and send in your Preliminary Reservation Card to help us in planning the logistics.

Sincerely,



Frederic A. Stott

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
21. Minutes	Minutes of Hedgecroft Hospital Medical Staff Meeting (2 pp.)	6/18/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
22. Minutes	Minutes of Hedgecroft Hospital Board of Trustees Meeting (5 pp.)	6/26/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedgecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Sheet

(George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
23. Letters	From John Hayes to Board of Trustees RE: Hedecroft's future prospects (3 pp.)	7/12/62	C	
COLLECTION George Bush Personal Papers Zapata Oil File Personal Alphabetical Files				
FILE LOCATION Hedecroft Clinic [1961-1962] [1 of 2] OA/ID Number Date Closed 10/18/99				

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

F-1 National security classified information [(b)(1) of the FOIA]
 F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
 F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]