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O'Melveny & Myers LLP  
1625 Eye Street, NW  
Washington, DC 20006-4061

T: +1 202 383 5300  
F: +1 202 383 5414  
omm.com

File Number:

January 18, 2023

Kate Dillon McClure  
Acting Director, White House Liaison Division  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001

**Greg Jacob**  
D: +1 202 383 5110  
gjacob@omm.com

Dear Ms. McClure:

As Vice President Mike Pence's designated representative to the National Archives, I write to request your assistance with collecting and transferring to the custody of the National Archives an additional set of Vice Presidential records. The additional records appear to be a small number of documents bearing classified markings that were inadvertently boxed and transported to the personal home of the former Vice President at the end of the last Administration. Vice President Pence was unaware of the existence of sensitive or classified documents at his personal residence. Vice President Pence understands the high importance of protecting sensitive and classified information and stands ready and willing to cooperate fully with the National Archives and any appropriate inquiry.

Following press reports of classified documents at the personal home of President Biden, out of an abundance of caution, on Monday, January 16, Vice President Pence engaged outside counsel, with experience in handling classified documents, to review records stored in his personal home. Counsel identified a small number of documents that could potentially contain sensitive or classified information interspersed throughout the records. Vice President Pence's counsel, however, is unable to provide an exact description of the folders or briefing materials that may contain sensitive or classified information because counsel did not review the contents of the documents once an indicator of potential classification was identified. Vice President Pence immediately secured those documents in a locked safe pending further direction on proper handling from the National Archives.

Vice President Pence has directed his representatives to work with the National Archives to ensure their prompt and secure return. Vice President Pence appreciates the good work of the staff at the National Archives and trusts they will provide proper counsel in response to this letter.

Sincerely,

/s Greg Jacob  
Gregory F. Jacob  
Designated Representative  
Pence Vice Presidential records