

## **Approved Requests for Disposal of Incumbent Presidential Records**

Following a practice begun during the Reagan Administration, the National Archives has worked with administrations to establish an authority for the routine disposal of certain high-volume Presidential records, such as those that meet the definition of bulk mail, both in textual and electronic formats. The administration proposes such routine disposals and the Archivist provides his views in response, thus establishing the disposal process for these records.

With the growing use of technology in each new administration, more computer system files were also approved for disposal. Following are the list of disposals requested and authorized during the Obama Administration.

- Public mail to the President, the First Lady, and their staffs, including anonymous correspondence, correspondence with incomplete address, mail from prolific writers, and public opinion mail. This includes mail sent by all forms of media, including letters, faxes, emails, and any other current or future means of communication.
- Publications, brochures, clippings, and other types of enclosures in public mail, when there is not immediate or historical importance to the materials.
- Public mail to the Vice President, the spouse of the Vice President, and their staffs, including anonymous correspondence, correspondence with incomplete address, mail from prolific writers, and public opinion mail. This includes mail sent by all forms of media, including letters, faxes, emails, and any other current or future means of communication.
- Publications, brochures, clippings, and other types of enclosures in public mail, when there is not immediate or historical importance to the materials.
- For pieces of mail that the White House Correspondence Office refers to a Federal agency for review or action, the White House Correspondence Office will dispose of any attachments, additional pages, or other accompanying material that it determines not to forward to the federal agency.
- Applications for Presidential Memorial Certificates that the White House Correspondence Office forwards to the Department of Veterans Affairs. These materials will not actually be disposed of, rather the White House Correspondence

Office will retain copies of a sample of this material pursuant to an agreement between the National Archives and the White House Correspondence Office.

- Public mail to the National Commission on Fiscal Responsibility and Reform, including anonymous correspondence, correspondence with incomplete address, mail from prolific writers, and public opinion mail. This includes mail sent by all forms of media, including letters, faxes, emails, and any other current or future means of communication. The Commission will consult with the White House Office of Records Management, the White House Correspondence Office and the National Archives on an appropriate sampling and disposal system, and will only dispose of these materials pursuant to an agreement among those same parties.
- Logs of information automatically captured when individuals visit a website, such as [www.whitehouse.gov](http://www.whitehouse.gov), operated by the White House Office or any other component of the Executive Office of the President subject to the Presidential Records Act. This typically includes information such as the computer's Internet Protocol (IP) address, the internet domain name, the date, time, and duration of the visit, the specific pages visited by the individual, and similar information. This information may be collected through the internet servers hosting the website or through other mechanisms.
- Logs of information automatically generated when computers or other devices visit a website through any network or internet connection maintained by the Executive Office of the President. This typically includes information such as the computer or device's Internet Protocol (IP) address, the specific web pages visited, the date and time of the visit and similar information. This information may be collected automatically by the network through the network servers or through other mechanisms.
- Data relating to email and network traffic which are automatically generated by information technology systems. This typically includes information such as the source Internet Protocol (IP) address, destination IP address, time, date, port, and other similar data relating to the traffic. This information may be collected automatically through individual software and hardware systems or other mechanisms and is separate from the email system. Consistent with OMB Memo 10-22, it may specifically include data generated by web and bulk email measurement tools (i.e., raw data used for analysis; reports generated from this data will be preserved separately).
- Non-substantive technical data automatically generated by applications, databases, servers, and other information technology systems. This typically includes

installation logs, event logs, error logs, and diagnostic logs. This information may be collected automatically through individual software and hardware systems, or other mechanisms. EOP does not propose to dispose of logs containing substantive information.

- Reservation requests for facilities and events, including appointment and permanent parking spots, on-campus sports facilities, conference rooms and supplies, and White House tour slots.
- Administrative service request systems used to request maintenance work, request EOP Library services, track incoming and outgoing courier requests, and manage access-related items such as badges.
- Tracking systems used to inventory furniture, manage staff assets, and collect survey-related data.