



Paul Wester <paul.wester@nara.gov>

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## Draft Email Policy

4 messages

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Fischer, William P <FischerWP@state.gov>

Mon, Oct 20, 2014 at 11:50 AM

To: "lisa.haralampus@nara.gov" <lisa.haralampus@nara.gov>

Cc: "paul.wester@nara.gov" <paul.wester@nara.gov>, "Hackett, John" <HackettJ2@state.gov>

Lisa,

I hope you had a nice weekend. I'm seeking NARA comments on the attached draft email policy. Before seeking Department clearance, I want to ensure that whatever we say is consistent with law and regulation. This is an early draft and not for distribution beyond NARA. Please also limit distribution within NARA to those who have equities in this issue.

If you could manage any comments by the end of the week, I would appreciate it. Nevertheless, I understand you have plenty of other things going on.

Thanks,

Bill

William P. Fischer

Agency Records Officer

Office of Information Programs and Services

U.S. Department of State

[202-261-8369](tel:202-261-8369)

*Our mission is to meet the information needs of our customers and the U.S. Government.*

SBU

This email is UNCLASSIFIED.

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**5 FAM 447 Email.docx**



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**Paul Wester** <paul.wester@nara.gov>

Mon, Mar 2, 2015 at 2:18 PM

To: "Stern, GaryM" <garym.stern@nara.gov>, "Ferriero, David" <david.ferriero@nara.gov>, "Wall, Debra" <debra.wall@nara.gov>, "Trainer, Jay" <jay.trainer@nara.gov>, "Bosanko, William" <william.bosanko@nara.gov>, "Hamilton, John" <john.hamilton@nara.gov>, "Garland, Donna" <donna.garland@nara.gov>, "Kleiman, Miriam" <miriam.kleiman@nara.gov>, "Diachenko, Laura" <laura.diachenko@nara.gov>

The following is additional background to the email Gary just sent on Secretary Clinton's emails from his conversation with State's Deputy Legal Advisor.

On October 10, 2014, Bill Fischer, the Department of State agency records officer, sent the message below, along with a draft email policy (also below or attached) to update State's Foreign Affairs Manual (5 FAM 447), to Lisa Clavelli (the team leader for the appraisal work group that deals with State) and Lisa Haralampus (the head of the RM Policy Team that develops the relevant email and messaging policy), with a cc: to me and Bill's supervisor at State, John Hackett.

(b) (5)

Paul

Paul M. Wester, Jr.  
Chief Records Officer for the U.S. Government  
National Archives and Records Administration  
[301-837-3120](tel:301-837-3120)

----- Forwarded message -----

From: **Fischer, William P** <[FischerWP@state.gov](mailto:FischerWP@state.gov)>

Date: Mon, Oct 20, 2014 at 11:50 AM

Subject: Draft Email Policy

To: "[lisa.haralampus@nara.gov](mailto:lisa.haralampus@nara.gov)" <[lisa.haralampus@nara.gov](mailto:lisa.haralampus@nara.gov)>

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5 FAM 447 Email.docx

27K

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**GaryM Stern** <garym.stern@nara.gov>  
To: Paul Wester <paul.wester@nara.gov>

Mon, Mar 2, 2015 at 4:10 PM

(b) (5)

Gary M. Stern  
General Counsel  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740  
301-837-3026 (office)

301-837-0293 (fax)  
garym.stern@nara.gov

On Mon, Mar 2, 2015 at 2:18 PM, Paul Wester <paul.wester@nara.gov> wrote:

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**Paul Wester** <[paul.wester@nara.gov](mailto:paul.wester@nara.gov)>  
To: GaryM Stern <[garym.stern@nara.gov](mailto:garym.stern@nara.gov)>

Mon, Mar 2, 2015 at 4:35 PM

(b) (5)

Thanks, Paul

Paul M. Wester, Jr.  
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