



Paul Wester <paul.wester@nara.gov>

Fwd: Time to Talk

15 messages

Kate Slauch <kate.slauch@nara.gov>

Wed, Feb 25, 2015 at 6:36 PM

To: Paul Wester <paul.wester@nara.gov>, John Hamilton <john.hamilton@nara.gov>

FYI, I got the email below from a staffer on the Benghazi committee. I will give her a call tomorrow.

Paul, are there any web links to State's records schedule I can share?

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Date: Feb 25, 2015 5:32 PM

Subject: Time to Talk

To: "kate.slauch@nara.gov" <kate.slauch@nara.gov>

Cc:

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Kimberly Betz | House Select Committee on Benghazi

1036 Longworth HOB | ☎ 202.226.7100 | <http://benghazi.house.gov>

Paul Wester <paul.wester@nara.gov>

Wed, Feb 25, 2015 at 6:46 PM

To: lisa.clavelli@nara.gov

FYI

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Lisa Clavelli <lisa.clavelli@nara.gov>
To: Paul Wester <paul.wester@nara.gov>

Thu, Feb 26, 2015 at 7:08 AM

State makes their records schedules available through their FOIA page. Schedules are available for both domestic operations (RG 59) and the Foreign Posts (RG 84). Within RG 59 the schedules are organized in chapters by Bureau.

<http://foia.state.gov/Learn/RecordsDisposition.aspx>

(b) (5)

If you need anything else please let me know.

Thanks
Lisa

Lisa R. Clavelli

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To: Kate Slauch <kate.slauch@nara.gov>
Cc: John Hamilton <john.hamilton@nara.gov>
Bcc: "Clavelli, Lisa" <lisa.clavelli@nara.gov>

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Bill could guide Kimberly to more of State's internal RM policies (as opposed to the schedules themselves cited above).

Please let me know how we can be of further assistance.

Thanks, Paul

Paul M. Wester, Jr.
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Congressional Affairs
National Archives and Records Administration
202-357-5100

Kate Slauch <kate.slauch@nara.gov>
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Thu, Feb 26, 2015 at 10:11 AM

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Paul Wester <paul.wester@nara.gov>
To: lisa.clavelli@nara.gov

Thu, Feb 26, 2015 at 10:31 AM

Lisa,
(b) (5)

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Paul Wester <paul.wester@nara.gov>
To: Meredith Scheiber <meredith.scheiber@nara.gov>

Thu, Feb 26, 2015 at 11:06 AM

A little more context.

Thanks, Paul

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Lisa Clavelli <lisa.clavelli@nara.gov>
To: Paul Wester <paul.wester@nara.gov>

Thu, Feb 26, 2015 at 11:23 AM

(b) (5)

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Lisa R. Clavelli
Supervisor, Appraisal Team 2
Records Management Services

Paul Wester <paul.wester@nara.gov>
To: Kate Slauch <kate.slauch@nara.gov>
Cc: John Hamilton <john.hamilton@nara.gov>

Fri, Feb 27, 2015 at 9:48 AM

Kate,

Our staff works closely with the State Department records management staff. We have at least two staff members

whose portfolio of agencies includes the State Department. Aside from regular periodic phone calls, NARA staff also meet face-to-face with the State Department records management staff to appraise records, interview program staff to understand the records better, and consult on other records management issues. This happens probably several times a month. The Research Services staff also works with State regularly on archival records transfers to NARA. The National Declassification Center staff works with the State Department on declassification issues.

Overall, the State Department records management program and staff are considered very strong. NARA has awarded the State Department two Archivist Achievement Awards in Records Management in the past decade. They also have strong [Records Management Self-Assessment](#) scores.

Like most Federal agencies, the State Department currently has a "print-and-file" policy for their email; however, like most agencies trying to meet the [Managing Government Records \(M-14-16\)](#) 2016 deadline for managing all email electronically, and the requirements in [PL 113-187](#), they are considering new policies. State has also worked on a number of electronic records initiative issues to improve their business processes, including the development of the SMART (State Messaging and Archive Toolset) system. We are not privy to all of their internal deliberations, but we believe State is making good progress on the email management issue.

On the Benghazi matter, most of the records are most likely covered by the State Department records schedule for the Accountability Review Board (ARB). The following, [in blue](#), is gleaned from a quick internet search, our knowledge of the records schedules, and from posted State Department materials:

[The ARB process is a mechanism to foster more effective security of U.S. missions and personnel abroad by ensuring a thorough and independent review of security related incidents. Through its investigations and recommendations, the ARB seeks to determine accountability, and promote and encourage improved security programs and practices. In addition, the ARB mechanism enhances the integrity of the visa issuing process by determining accountability in certain instances in which terrorist acts in the United States are committed by aliens.](#)

[A Board will be convened for the express purpose of investigating only that incident or those incidents specified by the Secretary. A Board will examine the facts and circumstances surrounding the incident or incidents, and makes written findings in accordance with 12 FAM 035.](#)

Records of the Accountability Review Board are found among the dispositions in Chapter 2, Principle Officers of the Department of State Records Schedules. http://foia.state.gov/_docs/RecordsDisposition/A-02.pdf.

The original NARA-approved schedule is job number N1-59-99-16 (items 9a1 and 9b1). It is found on NARA's records management website at: http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-state/rg-0059/n1-059-99-016_sf115.pdf

To get a clearer view of the State Department's current policies and practices, and their policy and practices in 2011-2012 with respect to email and ARM records, it would be best to consult with the Bill Fischer, the State Department records officer. He can be reached at FisherWP@state.gov or 202-261-8369.

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Paul M. Wester, Jr.

Chief Records Officer for the U.S. Government

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301-837-3120

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Kimberly Betz | House Select Committee on Benghazi
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Kate A. Slaugh
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[202-357-5100](tel:202-357-5100)

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Paul Wester <paul.wester@nara.gov>
To: "Clavelli, Lisa" <lisa.clavelli@nara.gov>

Fri, Feb 27, 2015 at 9:50 AM

FYI

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

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I just went over with my staff the State schedules that we think the Committee staff member is interested in.

We believe all 12 schedules for the Secretary are open and valid authorities for which the State Department could be generating and otherwise managing records.

Sometimes authorities are closed, in that they cover only a certain period of time so the records can be transferred to NARA for archival purposes or to carry out some other specific disposition. And sometimes authorities are superseded for newer authorities. This does NOT appear to be the case for the authorities that our staff looked at for the Secretary of State's records that are on the website.

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To: "kate.slauch@nara.gov" <kate.slauch@nara.gov>
Cc:

Hi Kate – hope you are doing well. Wendy Ginsberg at CRS gave me your contact information. Would you have a few minutes tomorrow morning to talk about record management practices? Specifically, I'm looking for information relating to the State Department's record management practices. Would 9:30 work? Many thanks. Kim B.

Kimberly Betz | House Select Committee on Benghazi
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