

March 3, 2015

Talking Points

State Department/Hillary Clinton email

The National Archives and Records Administration is aware of the recent report in the New York Times concerning Former Secretary of State Hillary Clinton's use of a personal email account to conduct official business.

As is the case with any such report, we have reached out to the State Department to ensure all records are properly identified and managed. The State Department is also responsible for developing controls and procedures to ensure events like this will not occur in the future. We also have the authority to further examine the issues surrounding this matter.

Since 2012, we have been working to reach the milestones established by the Managing Government Records Directive. One of those goals is federal agencies will manage all their email in an electronic form by the end of next year. We continue to issue guidance, such as our Capstone policy, to assist agencies in meeting this target. This includes guidance to agencies on the records management responsibilities when employees use personal email accounts to conduct official business.

Related links:

Managing Government Records Directive, OMB M-12-18;

<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>

Guidance on a New Approach to Managing Email Records; <http://www.archives.gov/records-mgmt/bulletins/2013/2013-02.html>

Guidance for agency employees on the management of Federal records, including email accounts, and the protection of Federal records from unauthorized removal;

<http://www.archives.gov/records-mgmt/bulletins/2013/2013-03.html>

Guidance on Managing Email, OMB M-14-16; <http://blogs.archives.gov/records-express/2014/09/16/release-of-omb-m-14-16/>