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Margaret P. Grafeld
Deputy Assistant Secretary for Global Information Services
Bureau of Administration
U.S. Department of State
SA-2, Suite 8000
515 22nd Street, NW
Washington, DC 20522-0208

Dear Ms. Grafeld:

The National Archives and Records Administration (NARA) has reviewed the findings of the State Department's Office of the Inspector General (OIG) inspection report of Embassy Tokyo, Japan released in late August (ISP-I-15-35A).

NARA is concerned about the OIG finding that Embassy Tokyo does not have a current records management policy and that State Department or Federal regulations on records management are not being followed or enforced. NARA is also troubled by the OIG finding that senior embassy staff, including the Ambassador, used personal email accounts to send and receive messages containing official business.

Because of the OIG inspection report findings, NARA is concerned that federal records may have been alienated from the State Department's official recordkeeping system.

Pursuant to the State Department's responsibilities under 44 U.S.C. Chapter 31 and NARA's authorities in 44 U.S.C. Chapter 29, NARA requests that the State Department provide a report on how records at Embassy Tokyo have been managed and what steps are being taken to correct the situation described in the inspection report. NARA also requests a report on how the email records of senior embassy staff are managed and whether these emails, especially those created or received through personal emails accounts, have been captured in Department recordkeeping systems.

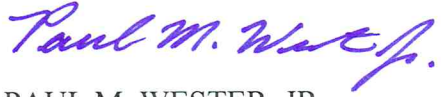
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We request you provide us with a report as required by 36 CFR 1230.14 within 30 days of this letter. If you are unable to provide a report within 30 days, please provide us with an interim report indicating what actions you have taken and when you expect to submit a final report.

Sincerely,

A handwritten signature in purple ink that reads "Paul M. Wester, Jr." in a cursive script.

PAUL M. WESTER, JR.
Chief Records Officer
for the U.S. Government

cc: Ambassador Patrick F. Kennedy
Under Secretary for Management
Senior Agency Official for Records Management
U.S. Department of State
Washington, DC 20520

Mr. William Fischer
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U.S. Department of State
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