



NARA Mail - Letters to State_ Personal Email and Response to April Letter (2).pdf

Paul Wester <paul.wester@nara.gov>

Letters to State: Personal Email and Response to April Letter

Paul Wester <paul.wester@nara.gov>

Thu, Jul 2, 2015 at 2:19 PM

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

FYI

Please let me know if you have any questions or concerns.

Paul M. Wester, Jr.
Chief Records Officer for the U.S. Government
National Archives and Records Administration
301-837-3120

[Quoted text hidden]

2 attachments**SCAN_Personal Email Update_State_07022015.pdf**

566K

**SCAN_NARA Response to April Letter_State_07022015.pdf**

736K



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JUL 02 2015

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:

As follow up to my letter of May 6, 2015, I am providing further detail on the results of the National Archives and Records Administration's (NARA) review of the email correspondence of former Secretary of State Hillary Clinton that the Department identified as personal materials not meeting the statutory definition of a Federal record. These emails were transferred to the Department in hard copy and are linked to the 'HRod17' and 'hdr22' accounts used by the former Secretary.

To ensure that the Department correctly applied Federal statutes, regulations, and guidelines in determining which emails are personal, I, along with another senior NARA staff member, reviewed a set of emails sent or received by former Secretary Clinton that the Department said had totaled 1,246. Upon completing our review on April 28, 2015, NARA was able to determine, with the Department's concurrence, that there are 1,261 emails correctly identified as personal materials belonging to the former Secretary. The revised figure accounts for the following adjustments to the collection of personal emails and to the Department-provided inventory that serves as the finding aid to these records:

- (1) NARA identified 17 personal emails not indexed on the inventory.
- (2) The Department determined that the header row on the inventory was inadvertently counted as an item in the 1,246 figure.
- (3) NARA identified one email that met the statutory definition of a Federal record. The subject related to kudos the former Secretary passed along for Department staff. While the content of

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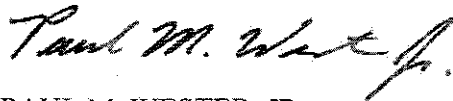
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the message was transitory in nature, it could not be considered personal, and was returned to the larger collection of Federal email records.

I hope this clarifies our understanding of the volume of personal emails of the former Secretary currently in the Department's possession. We were happy to assist you in this review and look forward to working with you on the many related issues to come.

Sincerely,

A handwritten signature in cursive script, reading "Paul M. Wester, Jr.".

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



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JUL 02 2015

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:

I am in receipt of your letter of April 2, 2015, responding to the National Archives and Records Administration's (NARA) formal request of March 3, 2015, that you provide us with the report required in 36 CFR 1230.14 concerning the potential alienation of Federal email records created and received by former Secretary of State Hillary R. Clinton.

I appreciate the details you have provided to date; however, recognizing that the situation continues to be fluid, there are currently two major questions or concerns that the Department needs to address.

First, in your response you described and forwarded key policy directives issued by the Department in 2014, on records management in general, including specific guidance related to the management of email and other electronic records of senior agency officials. Related to these policies, I am requesting additional information on how the Department implemented these directives with senior officials. More specifically, we would like to understand the specific training, procedures, and other controls the Department employed to ensure the key directives were implemented. This will allow NARA to evaluate whether there are appropriate safeguards in place to prevent the alienation of records from occurring in the future.

Second, as we have discussed, I would like to reiterate our request that the Department contact the representatives of former Secretary Clinton to secure the native electronic versions with associated metadata of the approximately 55,000 hard copy pages of emails provided to the

Department. If the Department is unable to obtain the electronic versions of these messages from Secretary Clinton, I am requesting that the Department inquire with the internet service or email provider of former Secretary Clinton, and also of former Secretary Powell, with regard to whether it is still possible to retrieve the email records that may still be present on their servers. As stated in the OMB/NARA M-12-18 *Managing Government Records Directive*, Federal agencies are required by the end of 2016 to maintain all electronic records, including email, in their native electronic format to facilitate active use and future access.

I am aware that there are multiple ongoing inquiries into the details of this case, including by Congressional oversight committees and the Department's Inspector General, which may already be addressing the requests that I have made. I would therefore appreciate continuing updates on the current status of these activities to the extent possible, particularly where the investigations may reveal that the collection Secretary Clinton provided to the Department is incomplete. I also look forward to receiving copies of the final reports of all such investigations, as well as the Department's plans for corrective action. This documentation will assist us in understanding this situation and the Department plans to ensure a comparable situation will not happen in the future.

In closing, I would like to convey my appreciation for the Department's efforts in following up with the representatives of the former Secretary on the many concerns that have surfaced in the past several months. We share many of the Department's concerns and stand ready to provide advice when needed on the records management issues that arise.

I look forward to receiving your response and appreciate your continued attention to this matter.

Sincerely,



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