

6/24/2015

National Archives & Records Administration Mail - Review of Clinton Personal Email



Laurence Brewer <laurence.brewer@nara.gov>

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## Review of Clinton Personal Email

1 message

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Laurence Brewer <laurence.brewer@nara.gov>  
To: "Wester, Paul" <paul.wester@nara.gov>

Wed, Apr 22, 2015 at 12:35 PM

Paul,

Attached for your review is a general methodology for reviewing the collection of State-identified personal email received from Secretary Clinton.

Comments and edits appreciated.



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Review of Clinton Personal Email.docx  
80K



Date: April 22, 2015  
To: Paul M. Wester, Jr., Chief Records Officer for the U.S. Government (AC)  
From: Laurence Brewer, Director, National Records Management Program (ACN)  
Subject: Review of Personal Clinton Email

Senior staff at the National Archives and Records Administration (NARA) will conduct a review of each individual email sent or received by Secretary of State Hillary Clinton that has been identified by the Department of State as a personal email. As part of this review NARA staff will validate whether the Department has correctly applied Federal statutes, regulations, and guidelines in making this determination.

#### SCOPE

The Department of State received approximately 55,000 emails from former Secretary Clinton that include both Federal records and records not meeting the statutory definition of a record as defined in the Federal Records Act Amendments of 2014, Section 3301, P.L. 133-187. Within this collection of emails, currently maintained by the Department's Office of Information Programs and Services, approximately 1,000 emails of a personal nature were identified and marked. According to NARA regulations personal emails must be clearly designated as personal and maintained separately from other emails in the collection that meet the Federal definition of the record (see 36 CFR 1222.20(b)).

NARA's review will focus on the approximately 1,000 hard copy printouts of emails identified by the Department as personal. NARA will review each individual email to conduct an independent determination on the appropriateness of this designation. If NARA determines that any individual email is not of a personal nature (i.e., relates to official agency business) either in toto or in part, NARA will advise the Department to return the email(s) to the larger collection of records received from Secretary Clinton.

NARA's review will be based on existing Federal standards and will be conducted using the following methodology.

NATIONAL ARCHIVES and  
RECORDS ADMINISTRATION

NW: 15453 DocId: 70002045 Page 2  
8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
www.archives.gov

000057

## STANDARDS

NARA staff assigned to review the collection of personal email records will refer to relevant NARA regulations and guidance that define personal files and how they should be maintained and managed:

*Personal files* (also called *personal papers*) are documentary materials belonging to an individual that are not used to conduct agency business. Personal files are excluded from the definition of Federal records and are not owned by the Government. (36 CFR 1220.18)

*Personal files* must be clearly designated as such and must be maintained separately from the office's official records.

- (1) Information about private (non-agency) matters and agency business must not be mixed in outgoing agency documents, such as correspondence and messages.
- (2) If information about private matters and agency business appears in a received document, the document is a Federal record. Agencies may make a copy of the document with the personal information deleted or redacted, and treat the copy as the Federal record.
- (3) Materials labeled "personal," "confidential," or "private," or similarly designated, and used in the transaction of public business, are Federal records. The use of a label such as "personal" does not affect the status of documentary materials in a Federal agency. (36 CFR 1222.20)

*Records* include all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them. (Federal Records Act Amendments of 2014, Section 3301, P.L. 113-187)

## METHODOLOGY

NARA staff reviewing the collection of personal emails identified by the Department should consider the following questions and guidance in making their determination on whether each

individual email is appropriately identified as personal (see NARA's Disposition of Federal Records, 1997):

**Content.** Does the email contain only substantive information about agency business, or does it contain only information about the Secretary's personal matters? Does it contain both official and personal information?

**Purpose.** Was the email created to facilitate agency business, or was it created solely for personal convenience?

**Distribution.** Was the email distributed to other Department staff for an official purpose?

**Use.** Did other Department staff use the email or rely on the information in the email to conduct agency business?

**Segregation.** Can substantive agency information in the email be segregated from any personal information and extracted for filing in the larger collection of emails meeting the Federal definition of a record?

In addition to the above general guidance, NARA staff reviewing Secretary Clinton's personal email will assess information specific to each individual email, including:

- (a) The subject of the email, names of sender and all addressee(s), and date and time the message was sent. This information will facilitate evaluating the context of the message, and ensures each message can be uniquely identified and controlled;
- (b) Attachments to an email that may be an integral part of the record. This information may clarify whether a particular email is personal or related to official agency business; and
- (c) Number of pages of each identified email to verify the completeness and integrity of the collection.

With consideration to the above general and specific guidance, NARA staff will document its determination for each identified personal email. Using the Department's hard copy report (i.e., inventory) that lists each of the approximately 1,000 personal emails, NARA will either validate the Department's determination, or recommend that email(s) be returned to the larger collection of emails meeting the definition of a Federal record.

Each NARA reviewer will annotate the provided inventory as follows:

- (a) If the NARA reviewer agrees with the Department's determination of personal, NARA will initial and date the entry.
- (b) If NARA believes the email meets the definition of a Federal record, in toto or in part, the entry should be lined through on the report indicating that the email should be removed from the inventory of personal emails and returned to the larger collection. The entry should also be initialed and dated.

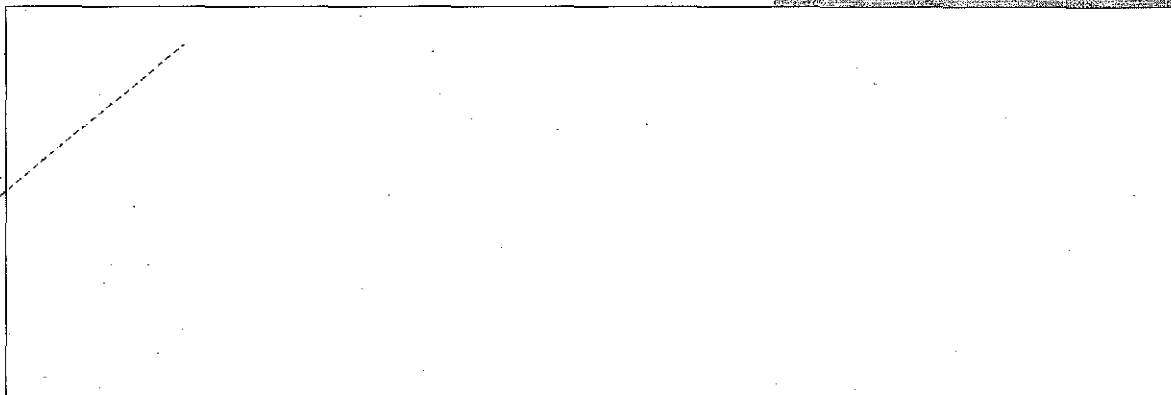
Upon completion of the review, NARA will retain a photocopy of the inventory as evidence of its actions and decisions on the collection of emails identified as personal.



Date: April 22, 2015  
To: Paul M. Wester, Jr., Chief Records Officer for the U.S. Government (AC)  
From: Laurence Brewer, Director, National Records Management Program (ACN)  
Subject: Review of Personal Clinton Email

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#### SCOPE



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FOIA(b)(5)

*Records* include all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them. (44 U.S.C. 3301(a) (2014) Federal Records Act Amendments of 2014, Section 3301, P.L. 113-187)

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- (c) Number of pages of each identified email to verify the completeness and integrity of the collection.

With consideration to the above general and specific guidance, NARA staff will document its determination for each identified personal email. Using the Department's hard copy report (i.e., inventory) that lists each of the approximately 1,000-200 pages of personal emails, NARA will



either validate the Department's determination, or recommend that email(s) be returned to the larger collection of emails meeting the definition of a Federal record.

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- (b)

Upon completion of the review, NARA will retain a photocopy of the inventory as evidence of its actions and decisions on the collection of emails identified as personal.

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*Records* include all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them. (44 U.S.C. 3301(a) (2014) Federal Records Act Amendments of 2014, Section 3301, P.L. 113-187)

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NARA staff reviewing the collection of personal emails identified by the Department should consider the following questions and guidance, to the extent possible, in making their determination on whether each individual email is appropriately identified as personal (see NARA's Disposition of Federal Records, 1997):

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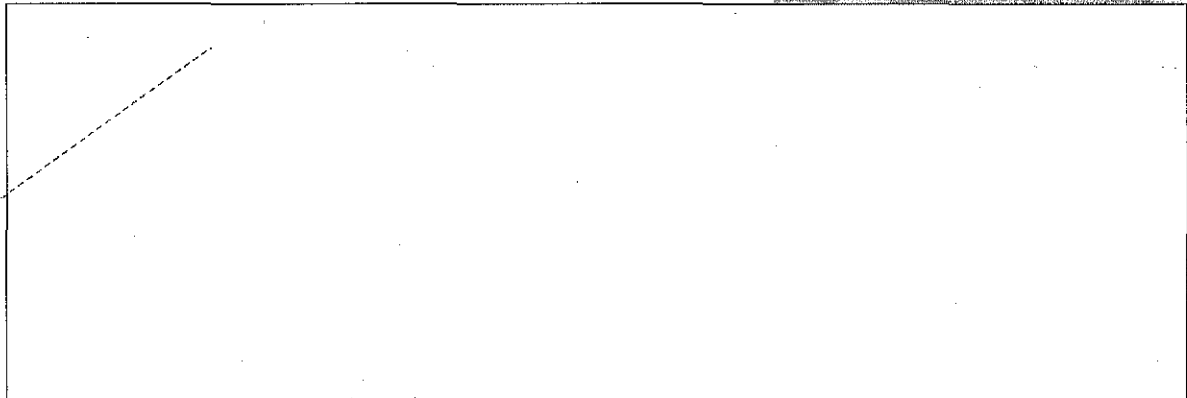


NATIONAL  
ARCHIVES

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#### **SCOPE**

The Department of State received approximately 55,000 pages of emails from former Secretary Clinton that she determined to be Federal records. Within this collection of emails, currently maintained by the Department's Office of Information Programs and Services, the Department identified 1,246 emails to be personal in nature, and therefore not meeting the statutory definition of a record as defined in the Federal Records Act, as amended. According to NARA regulations, personal records must be clearly designated as personal and maintained separately from other records that meet the Federal definition of the record (see 36 CFR 1222.20(b)).

NARA's review will focus on the 1,246 hard copy versions of the emails identified by the Department as personal. NARA will review each individual email to conduct an independent determination of the appropriateness of this designation. If NARA determines that any individual email is not of a personal nature (i.e., relates to official agency business) either in full or in part, NARA will advise the Department to return the email(s) to the record collection of records received from Secretary Clinton.

NARA's review will be based on existing Federal standards and will be conducted using the following methodology.

## STANDARDS

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(1) If information about private matters and agency business appears in a received document, the document is a Federal record. Agencies may make a copy of the document with the personal information deleted or redacted, and treat the copy as the Federal record.

(2) Materials labeled "personal," "confidential," or "private," or similarly designated, and used in the transaction of public business, are Federal records. The use of a label such as "personal" does not affect the status of documentary materials in a Federal agency. (36 CFR 1222.20)

*Records* include all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them. (44 U.S.C. 3301(a) (2014))

## METHODOLOGY

NARA staff reviewing the collection of personal emails identified by the Department should consider the following questions and guidance, to the extent possible, in making their determination on whether each individual email is appropriately identified as personal (see NARA's Disposition of Federal Records, 1997):

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**Purpose.** Was the email created to facilitate agency business, or was it created solely for personal convenience?

**Distribution.** Was the email distributed to other Department staff for an official purpose?

**Use.** Did other Department staff use the email or rely on the information in the email to conduct agency business?

**Segregation.** Can substantive agency information in the email be segregated from any personal information and extracted for filing in the larger collection of emails meeting the Federal definition of a record?

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- (c) Number of pages of each identified email to verify the completeness and integrity of the collection.

With consideration to the above general and specific guidance, NARA staff will document its determination for each identified personal email. Using the Department's hard copy report (i.e., inventory) that lists each of the 1,246 personal emails, NARA will either validate the Department's determination, or recommend that email(s) be returned to the larger collection of emails meeting the definition of a Federal record.

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