

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

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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
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From: **Paul Wester** <paul.wester@nara.gov>
Date: Fri, Feb 27, 2015 at 9:48 AM
Subject: Re: Time to Talk
To: Kate Slaugh <kate.slaugh@nara.gov>
Cc: John Hamilton <john.hamilton@nara.gov>

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.

Thanks, Paul

Paul M. Wester, Jr.
Chief Records Officer for the U.S. Government
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On Thu, Feb 26, 2015 at 10:11 AM, Kate Slauch <kate.slauch@nara.gov> wrote:
And more specifically:

Thanks Kate – What we're trying to figure out is how the agency captures personal email that doesn't travel through the agency account for senior staff at the State Department during the period 2011-2012. Would you have a disposition schedule for those emails?

On Thu, Feb 26, 2015 at 9:43 AM, Kate Slauch <kate.slauch@nara.gov> wrote:
Hello-

She doesn't want to talk to State's records officer "at least not yet." Kim wants to know how we work with them in determining their records schedule (how often we check in with them, do they need to alter their schedules) and then, specifically she wanted to know about how they manage their e-mail. I've shared with her State's records disposition schedule, as well as information about Capstone.

Paul, can you speak specifically about State and their e-mail records management?