



**United States Department of State**

*Washington, D.C. 20520*

SEP 3 2015

Case No. F-2015-05048

Segment: A-001

Ms. Kate Bailey  
Judicial Watch  
425 Third St. SW, Suite 800  
Washington, DC 20024

Dear Ms. Bailey:

I refer you to your letter dated March 6, 2015, regarding the release of certain Department of State material under the Freedom of Information Act (the "FOIA"), 5 U.S.C. § 552. We have initiated searches of the following Department of State record systems: the Bureau of Administration ("A"), the Bureau of Legislative Affairs ("H"), the Office of the Legal Adviser ("L"), the Office of the Executive Secretariat ("S/ES"), and the Office of the Undersecretary for Management ("M").

The searches and review of the records of the Bureau of Administration are ongoing and to date have resulted in the retrieval of 26 documents responsive to your request. After reviewing these 26 documents, we have determined that 8 may be released in full, 13 may be released in part, 2 must be withheld in full, and 3 originated in another government agency, or require consultation with another agency. We have referred the latter documents to the relevant agencies, with a request to respond to you directly or to advise the Department of State as to any impediments to release as expeditiously as possible. All released material is enclosed.

All of the information withheld in full is exempt under FOIA Exemption 5, 5 U.S.C. §552(b)(5). An enclosure provides information on FOIA exemptions and other grounds for withholding material.

We will keep you informed as your case progresses. If you have any questions please contact Trial Attorneys Lisa Ann Olson at (202) 616-8470, [lisa.olson@usdoj.gov](mailto:lisa.olson@usdoj.gov) or Carol Federighi at (202) 514-1903, [carol.federighi@usdoj.gov](mailto:carol.federighi@usdoj.gov).

Sincerely,

A handwritten signature in cursive script that reads "Karen M. Gunnegan for".

John F. Hackett, Director  
Office of Information Programs and Services

Enclosures: As stated.

## EXPLANATION OF GROUNDS FOR WITHHOLDING

### The Freedom of Information Act (FOIA) Exemptions (5 USC 552)

(b)(1) Withholding specifically authorized under an Executive Order in the interest of national defense or foreign policy, and properly classified.

#### Executive Order 12958, as amended, Classification Categories:

- 1.4(a) Military plans, systems or operations
- 1.4(b) Foreign government information
- 1.4(c) Intelligence activities, sources or methods, or cryptology
- 1.4(d) Foreign relations or foreign activities of the US including confidential sources
- 1.4(e) Scientific, technological or economic matters relating to national security, including defense against transnational terrorism
- 1.4(f) USG programs for safeguarding nuclear materials or facilities
- 1.4(g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans or protection services relating to US national security, including defense against transnational terrorism
- 1.4(h) Information on weapons of mass destruction

(b)(2) Related solely to the internal personnel rules and practices of an agency.

(b)(3) Specifically exempted from disclosure by statute (other than section 552b of Title 5), e.g.:

- INA** Immigration and Nationality Act, Title 8 USC Section 1202(f)
- CIA** Central Intelligence Agency Act of 1949, Title 50 USC Section 403(g)
- ARMEX** Arms Export Control Act, Title 22 USC 2778(e)
- EXPORT** Export Administration Act of 1979, 50 App. USC 2411(c)(1)

(b)(4) Privileged/confidential trade secrets, commercial or financial information from a person.

(b)(5) Interagency or intra-agency communications forming part of the deliberative process, attorney client privilege, or attorney work product.

(b)(6) Release would constitute a clearly unwarranted invasion of personal privacy.

(b)(7) Information compiled for law enforcement purposes that would:

- (A) Interfere with enforcement proceedings.
- (B) Deprive a person of a fair trial.
- (C) Constitute an unwarranted invasion of personal privacy.
- (D) Disclose confidential sources.
- (E) Disclose investigation techniques.
- (F) Endanger life or physical safety of any individual.

**NR** Material not responsive to your FOIA request, excised in accordance with our agreement.

### Privacy Act Grounds for Withholding (5 USC 552a)

(d)(5) Information compiled in reasonable anticipation of a civil action proceeding.

(j)(1) CIA records.

(j)(2) Enforcement of criminal law, including efforts to prevent, control, or reduce crime or apprehend criminals, except records of arrest.

(k)(1) Classified pursuant to E.O. 12958 in the interest of national defense or foreign policy such as intelligence sources and methods.

(k)(2) Investigatory material compiled for law enforcement purposes.

(k)(3) Regarding protective services to the President of the US or other individual pursuant to Title 18, USC, Section 3056.

(k)(4) Required by statute to be maintained and used solely as statistical records.

(k)(5) Investigatory material compiled solely for the purpose of determining suitability eligibility or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his identity would be held in confidence.

(k)(6) Testing or exam material used to determine individual qualifications for appointment or promotion in Federal service, the release of which would compromise the testing or exam process.

(k)(7) Material used to determine potential for promotion in the armed services.

**pp** Information about another person or persons which does not constitute a record about the requester as defined in the access provision of the Privacy Act (section (d) (1)) and which may not be released except pursuant to a written request or with the prior written consent of the person or persons concerned (section (b)).

**NR** Material not responsive to your Privacy Act request.



United States Department of State

Washington, D.C. 20520

SENSITIVE BUT UNCLASSIFIED**Secretary of State Hillary Clinton Email Appraisal Report  
February 9, 2015****I. SUMMARY:****RELEASE IN FULL**

(U) This is a substantive collection of material documenting the decisions, actions, and responsibilities of Secretary of State Hillary Clinton. The purpose of this report is to establish a proper basis for Department action until the National Archives and Records Administration (NARA) conducts an official appraisal.

**II. EMAIL CORRESPONDENCE OF SECRETARY HILLARY CLINTON:****A. RECORD SERIES TITLE**

(U) The formal title assigned to this collection is: "Email Correspondence of Secretary of State Hillary Clinton."

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer****B. BACKGROUND**

(U) On September 9, 2013, NARA issued Bulletin 2013-03, "Guidance for Agency Employees on the Management of Federal Records, including Email Accounts, and the Protection of Federal Records from Unauthorized Removal." This directive clarified agency records management responsibilities regarding the use of personal email accounts for official government business. On September 15, 2014, NARA issued Bulletin 2014-06, "Guidance on Managing Email" to remind Federal agencies about their records management responsibilities regarding email.

(SBU) On November 12, 2014, Under Secretary of State for Management Patrick F. Kennedy sent a letter to the representative of former Secretary of State Hillary Clinton requesting assistance in meeting NARA email and Federal Records Act requirements. Under Secretary Kennedy also sent letters to representatives of former Secretaries Rice, Powell, and Albright. On December 5, 2014, the Department received twelve bankers boxes of email messages printed to paper from the law firm of Williams & Connolly LLP on behalf of Hillary Rodham Clinton.

**C. SERIES INCLUSIVE DATES**SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED

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(U) This records series covers Secretary Clinton's tenure from her appointment on January 21, 2009 through her termination of appointment on February 1, 2013.

D. SERIES DESCRIPTION

(U) These records document major foreign policy issues as well as the administration and operation of the Department and inter-agency activities. They reflect the highest level of decision-making and activity in the Department and contain significant documentation. The records encompass a wide range of official correspondence, including readouts, reports, talking points, memoranda, briefing materials, press statements, daily schedules, call sheets, meeting notes, and agendas.

E. MEDIUM, VOLUME, AND ARRANGEMENT

(U) The records consist of approximately 60,000 to 70,000 pages of email correspondence printed to paper and stored in twelve bankers boxes. The records are arranged in chronological order grouped thereunder according to sent and received messages.

1. January – December 2009
  - Box 1, January 2009 through July 2009 (received messages)  
January 2009 through December 2009 (sent messages)
  - Box 2, August 2009 – December 2009 (received messages)
2. January – December 2010
  - Box 3, January 2010 – June 2010 (received messages)
  - Box 4, July 2010 – December 2010 (received messages)
  - Box 5, January 2010 – December 2010 (sent messages)
3. January – December 2011
  - Box 6, January 2011 – April 2011 (received messages)
  - Box 7, May 2011 – August 2011 (received messages)
  - Box 8, September 2011 – December 2011 (received messages)
  - Box 9, January 2011 – December 2011 (sent messages)
4. January – December 2012 and January – February 2013
  - Box 10, January 2012 – June 2012 (received messages)
  - Box 11, June 2012 – December 2012 (received messages)

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- Box 12, January 2012 – February 2013 (sent messages)  
January 2013 – February 2013 (received messages)

F. DUPLICATION OF RECORDS

(SBU) This record series is the only comprehensive set of Secretary Clinton's email correspondence. Some of Secretary Clinton's email correspondence may be available elsewhere in the Department either as duplicate copies or scattered among record-keeping systems and other government officials' email accounts. However, of the sample examined, many of the emails were from Secretary Clinton's personal email account to official Department email accounts of her staff. Emails originating from Secretary Clinton's personal email account would only be captured by Department systems when they came to an official Department email account, i.e., they would be captured only in the email accounts of the recipients. Secretary Clinton's staff no longer work at the Department, and the status of the email accounts of Secretary Clinton's staff (and other Department recipients) is unknown at this time.

G. RESTRICTIONS ON ACCESS AND USE

(U) These records may be restricted from release if requested under the Freedom of Information Act (FOIA) or Executive Order (EO). If these documents are deemed responsive to a FOIA or EO request, a line-by-line review will be conducted to determine final access restrictions. Absent a request for access under the FOIA or EO, Department records are generally not made available to the public until after they undergo declassification review at 25 years.

H. ARCHIVAL VALUE

(U) The Archivist of the United States retains the final legal authority to determine the archival value of Federal records. The purpose of this analysis is to establish a proper basis for Department action prior to a NARA appraisal. The Agency Records Officer performed this appraisal according to the standards of NARA Directive 1441, "Strategic Directions: Appraisal Policy." The NARA appraisal policy establishes a framework, objectives, and guidelines to determine whether Federal records have archival value.

(U) This is a substantive collection of material documenting the decisions, actions, and responsibilities of the Secretary of State. This collection provides essential evidence of the Department's conduct of U.S. foreign relations and offers significant

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future research potential. It is the most complete and accessible source of email correspondence documenting Secretary Clinton's tenure. This collection also complements the other record series of the Secretary of State. This collection contains instances of personal communications. Nevertheless, the fraction of personal communications is small and does not affect the overriding archival value of this collection. This records series meets all of the relevant considerations for archival retention under NARA Directive 1441.

**III. RECORD STATUS:**

(U) This records series meets the statutory definition for Federal records. Recorded information has record status if 1) "made or received by a Federal agency under Federal law or in connection with the transaction of public business" and 2) "preserved or appropriate for preservation." The sent and received email messages of the Secretary of State used for review, comment, information, or other reason fall under the first part of that definition. As the person holding the highest level job in the Department, any email message maintained by or for the immediate use of the Secretary of State is "appropriate for preservation." This record series cannot be considered personal papers based on the definition of a record in 44 U.S.C. 3301 or Department policy found in 5 FAM 443.

**IV. NOTE ON PERSONAL PAPERS:**

(SBU) This record series contains instances of personal communications that relate solely to Secretary Clinton's personal and private affairs. The Agency Records Officer conducted a page-by-page review of approximately 1,250 pages of received messages for the period March 15, 2010 through April 30, 2010 to determine the prevalence of personal communications in a random sample of material. The Agency Records Officer identified 30 messages (approximately 30-40 pages) in the sample set as solely personal in nature. These messages were interspersed with significant documentation relating to Haiti, Mexico, Israel, Afghanistan, Russia, and South Africa. *Since NARA possesses the legal authority to make the final determination of record status under the Federal Records Act Amendments of 2014, all final decisions must be made by NARA at the time of archival accessioning.*

**V. CONCLUSION:**

(U) This is a significant collection of records documenting Hillary Clinton's tenure as Secretary of State. All final determinations regarding record status and archival value must be made by NARA. The Agency Records Officer intends to take

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immediate steps to protect this collection intact as it was received and incorporate these records into the retired records holdings of the Department.

Attachments:

Tab 1 – Action Plan

Tab 2 – NARA Directive 1441

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Drafted by:

*William P. Fischer*  
A/GIS/IPS/RA:WPFischer:Rev.2/9/15

Clearances:

A/GIS/IPS/PP:KMFinnegan:2/6/15 (ok with edits)

A/GIS/IPS/AAS:ANBlumenthal:2/9/15 (ok with edits)

A/GIS/IPS/RL:RDReid:2/9/15 (ok with edits)

A/GIS/IPS/RA:JLautenbacher:2/6/15 (ok)

A/GIS/IPS/SRP:JCharlston:2/9/15 (ok with minor edits)

March 23, 2015

David E. Kendall, Esq.  
Williams & Connolly LLP  
725 12th Street, NW  
Washington, DC 20005

RELEASE IN FULL

Dear Mr. Kendall:

I am writing in reference to the approximately 55,000 pages of electronic mail that were identified as potential federal records and produced on behalf of former Secretary Clinton to the Department of State on December 5, 2014 in response to its request for assistance under the Federal Records Act.

We understand that Secretary Clinton would like to continue to retain copies of the documents to assist her in responding to congressional and related inquiries regarding the documents and her tenure as head of the Department. The Department has consulted with the National Archives and Records Administration (NARA) and believes that permitting Secretary Clinton continued access to the documents is in the public interest as it will help promote informed discussion. Accordingly, Secretary Clinton may retain copies of the documents provided that: access is limited to Secretary Clinton and those directly assisting her in responding to such inquiries; steps are taken to safeguard the documents against loss or unauthorized access; the documents are not released without written authorization by the Department; and there is agreement to return the documents to the Department upon request. Additionally, following NARA's counsel, we ask that, to the extent the documents are stored electronically, they continue to be preserved in their electronic format. In the event that State Department reviewers determine that any document or documents is/are classified, additional steps will be required to safeguard and protect the information. Please note that if Secretary Clinton wishes to release any document or portion thereof, the Department must approve such release and first review the document for information that may be protected from disclosure for privilege, privacy or other reasons.

I would appreciate it if the Secretary or her designee would confirm agreement to the conditions described above in writing as soon as possible.

Very truly yours,

Patrick F. Kennedy  
Under Secretary for Management

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

L: R



**VIA HAND DELIVERY**

The Honorable Patrick F. Kennedy  
Under Secretary of State for Management  
U.S. Department of State  
2201 C Street, N.W.  
Washington, DC 20520

**RELEASE IN FULL**

December 5, 2014

Dear Under Secretary Kennedy:

I am writing in response to your request for assistance in helping the Department meet its requirements under the Federal Records Act.

Like Secretaries of State before her, Secretary Clinton at times used her own electronic mail account when engaging with other officials. On matters pertaining to the conduct of government business, it was her practice to use the officials' government electronic mail accounts. Accordingly, to the extent the Department retains records of government electronic mail accounts, it already has records of her electronic mail during her tenure preserved within the Department's recordkeeping systems.

Out of an abundance of caution though and to assist the Department, the Secretary's electronic mail has been reviewed. Please find enclosed those electronic mails we believe respond to your request. Given the volume of electronic mails being provided, please note these materials inevitably include electronic mail that are not federal, and in some cases are personal, records which we request be handled accordingly.

Sincerely,

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

A handwritten signature in cursive script, appearing to read "Cheryl Mills".

Cheryl Mills

1361 Locust Rd NW | Washington D.C. 20012 | 202-470-1080

**Schmid, Stephanie L**

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**From:** Fischer, William P  
**Sent:** Wednesday, December 03, 2014 11:19 AM  
**To:** Grafeld, Margaret P  
**Cc:** Hackett, John; Stein, Eric F; Houser-Jackson, Celeste  
**Subject:** S Email

**RELEASE IN FULL**

Peggy,

I spoke with Clarence Finney this morning. Clarence said S/ES wants IPS to pick-up any records, but then deliver them to S/ES for inventorying and retirement. Clarence said this is to remove any personal material that may be included in the collection. I am seeking instructions explaining how this process should be carried out in the event I am contacted by a representative of a former Secretary.

Thanks,  
Bill

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

*Our mission is to meet the information needs of our customers and the U.S. Government.*

SBU  
This email is UNCLASSIFIED.

**Schmid, Stephanie L**

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**From:** Fischer, William P  
**Sent:** Friday, December 05, 2014 11:06 AM  
**To:** Stein, Eric F  
**Cc:** Hackett, John  
**Subject:** HRC Material

**RELEASE IN FULL**

Eric,

Austin Evers called me a short while ago to check on the status of the HRC material pick-up. Catherine Duval was present with Austin. They wanted to know the timing of the pick-up and if I had seen the transmittal documentation that I would be signing for the material. I told them that the pick-up was rescheduled for 12:30 p.m. I also told them that I had not seen the transmittal documentation, but it had been described to me as a basic transmittal receipt. Austin and Catherine further inquired if there were any conditions associated with the transmittal. I said not to my knowledge, but I had not seen it. I told them that I had asked for an advance copy to review, but was told it would be available at pick-up. I also told Austin and Catherine that I would not sign anything if I could not meet the conditions. They agreed.

Austin called me back a few minutes later and left a voice message, while I was talking on another line. In Austin's message, he said he had contacted Williams & Connolly to find out about the transmittal documentation. Austin said he learned that the Williams & Connolly transmittal documentation was a basic receipt with no conditions attached and Williams & Connolly did not mind signing a reciprocal receipt from us.

Bill

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

*Our mission is to meet the information needs of our customers and the U.S. Government.*

SBU  
This email is UNCLASSIFIED.

**Schmid, Stephanie L**

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**From:** Stein, Eric F  
**Sent:** Friday, December 05, 2014 4:04 PM  
**To:** Fischer, William P; Grafeld, Margaret P; Hackett, John  
**Subject:** Re: HRC Material

I am his POC.

**RELEASE IN FULL**

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**From:** Fischer, William P  
**Sent:** Friday, December 05, 2014 04:02 PM Eastern Standard Time  
**To:** Grafeld, Margaret P; Stein, Eric F; Hackett, John  
**Subject:** HRC Material

Austin Evers called a few minutes ago to check on the status of the pick-up. I said we received the material and delivered it to GPS.

Bill

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

*Our mission is to meet the information needs of our customers and the U.S. Government.*

SBU  
This email is UNCLASSIFIED.



**Schmid, Stephanie L**

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**From:** Stein, Eric F  
**Sent:** Friday, December 05, 2014 4:13 PM  
**To:** Evers, Austin R  
**Cc:** Hackett, John; Fischer, William P  
**Subject:** Copies

RELEASE IN FULL

Austin,

I am your point of contact for anything related to the copies.

We are making copies which will not be ready until Monday.

Best,  
Eric

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

**Schmid, Stephanie L**

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**From:** Stein, Eric F  
**Sent:** Saturday, December 06, 2014 1:23 PM  
**To:** Fischer, William P  
**Cc:** Grafeld, Margaret P; Hackett, John  
**Subject:** Signed Memorandum  
**Attachments:** Transmittal Memorandum December 6 2014.pdf

Attached is a copy of a signed memo about the two copies of material being made in GPS this weekend.

Best,  
Eric

RELEASE IN FULL

SBU  
This email is UNCLASSIFIED.

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

**Schmid, Stephanie L**

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**From:** Vissek, Richard C  
**Sent:** Wednesday, March 18, 2015 11:42 PM  
**To:** Macmanus, Joseph E; Austin-Ferguson, Kathleen T; Grafeld, Margaret P; Stein, Eric F; Frifield, Julia E; Duval, Catherine S  
**Cc:** McLeod, Mary  
**Subject:** Draft letter  
**Attachments:** March XX.docx

RELEASE IN PART B5

Dear Colleagues -

B5

If others should clear, please let me know and I will include them as well. Regards, Rich

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

**Schmid, Stephanie L**

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**From:** Visek, Richard C  
**Sent:** Thursday, April 23, 2015 10:08 AM  
**To:** Grafeld, Margaret P  
**Subject:** RE: HRC Emails  
**Attachments:** letter to Clinton counsel for M signature

RELEASE IN PART B5

Peggy -

B5

Regards, Rich

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**From:** Grafeld, Margaret P  
**Sent:** Wednesday, April 22, 2015 9:21 PM  
**To:** Visek, Richard C  
**Subject:** Re: HRC Emails

Rich,

Thanks for providing the attachments

B5

Happy to talk through this, if you'd like

Regards,  
Peggy

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

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**From:** Visek, Richard C  
**Sent:** Wednesday, April 22, 2015 08:10 PM  
**To:** Grafeld, Margaret P  
**Subject:** RE: HRC Emails

Peggy —

Regards, Rich

B5

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**From:** Grafeld, Margaret P

**Sent:** Tuesday, April 21, 2015 2:19 PM

**To:** Visek, Richard C

**Cc:** Kennedy, Patrick F; Austin-Ferguson, Kathleen T; Barr, Joyce A; Prosser, Sarah E; Stein, Eric F

**Subject:** SBU:HRC Emails

Sensitive But Unclassified

(Attorney-Client Privilege and Deliberative/Pre-Decisional Information)

Rich,

B5

Regards,  
Peggy

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**From:** Stein, Eric F

**Sent:** Tuesday, April 21, 2015 01:43 PM

**To:** Grafeld, Margaret P

**Subject:** HRC Emails

Secretary Hillary Clinton

Appointed: January 21, 2009

Entry on Duty: January 21, 2009

Termination of Appointment: February 1, 2013

Gaps: Jan. 21 – March 17, 2009 (Received Messages)

Jan. 21 – April 12, 2009 (Sent Messages)

Dec. 30, 2012 – Feb. 1, 2013 (Sent Messages)

	FROM	SENT	TO	SUB
FIRST RECEIVED	Rodriguez, Miguel (Clinton) < <a href="mailto:Miguel_Rodriguez@clinton.senate.gov">Miguel_Rodriguez@clinton.senate.gov</a> >	Wednesday, March 18, 2009 11:07 PM	H	Than
LAST RECEIVED	Mills, Cheryl D < <a href="mailto:MillsCD@state.gov">MillsCD@state.gov</a> >	Friday, February 1, 2013 5:15 PM	H	Fw: ! Final build
FIRST SENT	H < <a href="mailto:hrod17@clintonemail.com">hrod17@clintonemail.com</a> >	Monday, April 13, 2009 11:09 AM	millsd@state.gov	Re: 1 Offic Build
LAST SENT	H < <a href="mailto:hrod17@clintonemail.com">hrod17@clintonemail.com</a> >	Sunday, December 30, 2012 1:24 AM	<a href="mailto:cheryl.mills@gmail.com">cheryl.mills@gmail.com</a>	Re: 1

This email is UNCLASSIFIED.

PAGE(S)  
MISSING

UNDER SECRETARY OF STATE  
FOR MANAGEMENT  
WASHINGTON

RELEASE IN PART  
B6

NOV 12 2014

  
Dear Ms. Mills:

The Department of State has a longstanding and continuing commitment to preserving the history of U.S. diplomacy, established in authorities under the Federal Records Act of 1950. I am writing to you, the representative of Secretary of State Hillary Clinton, as well as to representatives of other former Secretaries (principals), to request your assistance in further meeting this requirement.

The Federal Records Act of 1950, as amended, 44 U.S.C. chapters 29, 31 and 33, seeks to ensure the preservation of an authoritative record of official correspondence, communications, and documentation. Last year, in *Bulletin 2013-03*, the National Archives and Records Administration (NARA) clarified records management responsibilities regarding the use of personal email accounts for official government business. NARA recommended that agencies refer to its guidance when advising incoming and departing agency employees about their records management responsibilities. This bulletin was followed by additional NARA guidance on managing email issued on September 15, 2014. See enclosed.

We recognize that some period of time has passed since your principal served as Secretary of State and that the NARA guidance post-dates that service. Nevertheless, we bring the NARA guidance to your attention in order to ensure that the Department's records are as complete as possible. Accordingly, we ask that should your principal or his or her authorized representative be aware or become aware in the future of a federal record, such as an email sent or received on a personal email account while serving as Secretary of State, that a copy of this record be made available to the Department. In this regard, please note that diverse Department records are subject to various disposition schedules, with most

Enclosures - 3

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

Ms. Cheryl Mills.

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Secretary of State records retained permanently. We ask that a record be provided to the Department if there is reason to believe that it may not otherwise be preserved in the Department's recordkeeping system.

The Department is willing to provide assistance to you in this effort. In the meantime, should you have any questions regarding this request, please do not hesitate to contact William Fischer, A/GIS/IPS/RA, Agency Records Officer, at (202) 261-8369.

We greatly appreciate your consideration of and assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'P. Kennedy', written over the printed name.

Patrick F. Kennedy

**Schmid, Stephanie L**

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**From:** Vissek, Richard C  
**Sent:** Thursday, September 25, 2014 5:15 PM  
**To:** Grafeld, Margaret P  
**Cc:** Austin-Ferguson, Kathleen T  
**Subject:** RE: S records

Peggy – Would you be available sometime tomorrow morning between 9-11 to talk? Regards, Rich

---

**From:** Grafeld, Margaret P  
**Sent:** Thursday, September 25, 2014 3:11 PM  
**To:** Vissek, Richard C  
**Cc:** Austin-Ferguson, Kathleen T  
**Subject:** Re: S records  
**Importance:** High

RELEASE IN PART B5

B5

**From:** Vissek, Richard C  
**Sent:** Thursday, September 25, 2014 1:21 PM  
**To:** Frifield, Julia E; Macmanus, Joseph E; Grafeld, Margaret P; Stein, Eric F; Davis, Jonathan E  
**Cc:** Duval, Catherine S; Austin-Ferguson, Kathleen T; Teplitz, Alaina B; Keller, Andrew N  
**Subject:** S records

B5

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

**Schmid, Stephanie L**

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**From:** Grafeld, Margaret P  
**Sent:** Thursday, September 25, 2014 3:13 PM  
**To:** Stein, Eric F; Houser-Jackson, Celeste; Hackett, John; Fischer, William P  
**Cc:** Barr, Joyce A; Danies, Joel D; Whitten, Diane L  
**Subject:** Fw: S records

**Importance:** High

Fyi, apropos earlier conversations and fact finding on this topic. Will keep you posted.

---

**From:** [GrafeldMP@state.gov](mailto:GrafeldMP@state.gov)

RELEASE IN PART B5

**Sent:** Thursday, September 25, 2014 3:11 PM

**To:** Visek, Richard C

**Cc:** Austin-Ferguson, Kathleen T

**Subject:** Re: S records

B5

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**From:** Visek, Richard C

**Sent:** Thursday, September 25, 2014 1:21 PM

**To:** Frifield, Julia E; Macmanus, Joseph E; Grafeld, Margaret P; Stein, Eric F; Davis, Jonathan E

**Cc:** Duval, Catherine S; Austin-Ferguson, Kathleen T; Teplitz, Alaina B; Keller, Andrew N

**Subject:** S records

B5

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

**Schmid, Stephanie L**

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**From:** Grafeld, Margaret P  
**Sent:** Monday, October 20, 2014 10:18 AM  
**To:** Stein, Eric F; Hackett, John; Fischer, William P; Houser-Jackson, Celeste  
**Subject:** Fw: SBU:Re: Dear rep.docx

RELEASE IN PART B5

Fyi. I'd prefer to discuss, rather than email. Thx.

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**From:** [GrafeldMP@state.gov](mailto:GrafeldMP@state.gov)  
**Sent:** Monday, October 20, 2014 10:17 AM  
**To:** Duval, Catherine S; Visek, Richard C; Austin-Ferguson, Kathleen T; Teplitz, Alaina B  
**Subject:** SBU:Re: Dear rep.docx

Sensitive But Unclassified

Perhaps this is best discussed at our next meeting. [REDACTED]

B5

Peggy

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**From:** Duval, Catherine S  
**Sent:** Monday, October 20, 2014 9:48 AM  
**To:** Visek, Richard C; Austin-Ferguson, Kathleen T; Grafeld, Margaret P; Teplitz, Alaina B  
**Subject:** RE: Dear rep.docx

Did we make a decision in who should be the contact? [REDACTED]

B5

SBU  
This email is UNCLASSIFIED.

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

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**From:** Visek, Richard C  
**Sent:** Friday, October 17, 2014 5:04 PM  
**To:** Austin-Ferguson, Kathleen T; Grafeld, Margaret P; Duval, Catherine S; Teplitz, Alaina B  
**Subject:** FW: Dear rep.docx

See below from Clarence about being Department's POC for reps of former secretaries. [REDACTED]

B5

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**From:** Macmanus, Joseph E  
**Sent:** Friday, October 17, 2014 2:54 PM  
**To:** Visek, Richard C  
**Cc:** SES\_4; Carlson, MaryKay L; Stana, Katie; Finney, Clarence N  
**Subject:** RE: Dear rep.docx

This is a good point.

---

**From:** Finney, Clarence N  
**Sent:** Friday, October 17, 2014 2:12 PM  
**To:** Macmanus, Joseph E  
**Cc:** SES\_4; Carlson, MaryKay L; Stana, Katie  
**Subject:** RE: Dear rep.docx

Joe,

B5

I will be forwarding my concurrence with exception noted. If you should have questions, I'm available to discuss.

Clarence

---

**From:** Visek, Richard C  
**Sent:** Friday, October 17, 2014 10:08 AM  
**To:** Finney, Clarence N  
**Cc:** Macmanus, Joseph E  
**Subject:** FW: Dear rep.docx

B5



**Schmid, Stephanie L**

---

**From:** Grafeld, Margaret P  
**Sent:** Thursday, December 04, 2014 10:08 AM  
**To:** Fischer, William P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** Re: SBU:Yet another change of plans...

RELEASE IN PART  
B5

Bill, pls confirm when you get call described below. Also, pls annotate sent date for letters as discussed yesterday. Thx,  
Peggy

----- Original Message -----

**From:** Grafeld, Margaret P  
**Sent:** Wednesday, December 03, 2014 10:53 PM  
**To:** Fischer, William P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** SBU:Yet another change of plans...

Sensitive But Unclassified

Bill,

Kathleen spoke with Heather to confirm pick-up time tomorrow morning. Heather said that the documents will not be ready for pick up until later in the day, and that they may be picked up from William and Connolly rather than from the original location.

I suggested that it would be best for Heather to coordinate directly with you, so Kathleen passed you phone number to her with that recommendation. You can expect a call from Heather in the morning with the details of pick up - time and location.

Thanks and regards,  
Peggy  
Margaret P. Grafeld  
Deputy Assistant Secretary,  
Global Information Services (A/GIS)  
U.S. Department of State

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

B5



**Schmid, Stephanie L**

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**From:** Grafeld, Margaret P  
**Sent:** Thursday, December 04, 2014 11:07 AM  
**To:** Fischer, William P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** Re: SBU:Yet another change of plans...

RELEASE IN PART  
B5

Thanks, Bill. Also, I confirm the date as reported by L. Peggy

---

**From:** Fischer, William P  
**Sent:** Thursday, December 04, 2014 10:59 AM  
**To:** Grafeld, Margaret P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** RE: SBU:Yet another change of plans...

Heather called this morning and reported that she was still finalizing plans. While I was at the IPS leadership meeting, she left a voice message. She said she would like us to pick-up the records at 4:00 p.m. at Williams & Connolly. I haven't returned her call yet to confirm.

Please confirm that the sent date was 11/28.

Bill REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

Our mission is to meet the information needs of our customers and the U.S. Government.

-----Original Message-----

**From:** Grafeld, Margaret P  
**Sent:** Thursday, December 04, 2014 10:08 AM  
**To:** Fischer, William P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** Re: SBU:Yet another change of plans...

Bill, pls confirm when you get call described below. Also, pls annotate sent date for letters as discussed yesterday. Thx, Peggy

----- Original Message -----

**From:** Grafeld, Margaret P  
**Sent:** Wednesday, December 03, 2014 10:53 PM  
**To:** Fischer, William P  
**Cc:** Hackett, John; Stein, Eric F  
**Subject:** SBU:Yet another change of plans...

Sensitive But Unclassified

Bill,

Kathleen spoke with Heather to confirm pick-up time tomorrow morning. Heather said that the documents will not be ready for pick up until later in the day, and that they may be picked up from William and Connolly rather than from the original location.

I suggested that it would be best for Heather to coordinate directly with you, so Kathleen passed you phone number to her with that recommendation. You can expect a call from Heather in the morning with the details of pick up - time and location.

[Redacted]

B5

Thanks and regards,  
Peggy  
Margaret P. Grafeld  
Deputy Assistant Secretary,  
Global Information Services (A/GIS)  
U.S. Department of State

SBU  
This email is UNCLASSIFIED.

**Schmid, Stephanie L**

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**From:** Stein, Eric F  
**Sent:** Thursday, December 04, 2014 3:40 PM  
**To:** Fischer, William P; Hackett, John  
**Subject:** RE: HRC Material

Thanks, Bill. I will be around in the morning for the delivery.

Best,  
Eric

RELEASE IN PART B6

SBU  
This email is UNCLASSIFIED.

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**From:** Fischer, William P  
**Sent:** Thursday, December 04, 2014 3:35 PM  
**To:** Hackett, John; Stein, Eric F  
**Subject:** HRC Material

Here's a final roundup for the day before I leave.

We are scheduled to pick-up 12 boxes at 10:00 a.m. tomorrow, Friday, December 5, from Williams & Connolly. The RSC van is picking me up at SA-2 and we'll be leaving by 9:30 a.m. My point of contact at Williams & Connolly is [REDACTED] I've tried to call her twice this afternoon to confirm everything, but I've only got her voice mailbox. I've left messages.

B6

Attached are the finals of the transmittals: 1) IPS Receipt, and 2) GPS Receipt.

Bill **REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

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**Schmid, Stephanie L**

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**From:** Stein, Eric F  
**Sent:** Friday, December 05, 2014 9:47 AM  
**To:** Fischer, William P  
**Cc:** Hackett, John  
**Subject:** RE: HRC pick-up

RELEASE IN PART B6

Bill: Thank you. We will be ready.


Best,  
Eric

SBU  
This email is UNCLASSIFIED.

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

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**From:** Fischer, William P  
**Sent:** Friday, December 05, 2014 9:46 AM  
**To:** Stein, Eric F  
**Cc:** Hackett, John  
**Subject:** HRC pick-up

 called me and asked to reschedule the pick-up for 12:30 p.m. I agreed.

B6

Bill

William P. Fischer  
Agency Records Officer  
Office of Information Programs and Services  
U.S. Department of State  
202-261-8369

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United States Department of State

Washington, D.C. 20520

UNCLASSIFIED

RELEASE IN PART B6

**Transmittal Memorandum for Hillary Rodham Clinton Material**

Included herewith are twelve boxes of Hillary Rodham Clinton material received from Williams & Connolly LLP on behalf of Hillary Rodham Clinton.

This material was accepted in good faith as being unclassified. If any classified material is discovered, the material must be handled and safeguarded accordingly.

The Department of State is making two copies of the twelve boxes of material. The original twelve boxes and the two copies will be stored in a locked Department facility approved for the storage of classified information.

The copying of this material is scheduled to begin on Saturday, December 6<sup>th</sup>, and end on Monday, December 8<sup>th</sup>.

Received

[Redacted Signature Box]

Date:

12/6/14

*TONY C. BOWERS*

Received from:

[Redacted Name Box]

Date:

12/6/14

*Eric F. Stein*

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

B6

B6

**Schmid, Stephanie L**

---

**From:** Stein, Eric F  
**Sent:** Tuesday, December 09, 2014 4:25 PM  
**To:** Fischer, William P  
**Cc:** Grafeld, Margaret P; Hackett, John  
**Subject:** RE: Signed Memorandum  
**Attachments:** Transmittal Memorandum December 9 2014.pdf

Attached is a copy of a signed memo about our providing S/ES with a copy of the twelve boxes of material.

We maintain possession of the original set and one full copy of the set.

Best,  
Eric

SBU  
This email is UNCLASSIFIED.

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**From:** Stein, Eric F  
**Sent:** Saturday, December 06, 2014 1:23 PM  
**To:** Fischer, William P  
**Cc:** Grafeld, Margaret P; Hackett, John  
**Subject:** Signed Memorandum

Attached is a copy of a signed memo about the two copies of material being made in GPS this weekend.

Best,  
Eric

SBU  
This email is UNCLASSIFIED.



United States Department of State

Washington, D.C. 20520

RELEASE IN PART B6

UNCLASSIFIED**Transmittal Memorandum for Hillary Rodham Clinton Material**

Included herewith is a full copy of the twelve boxes of Hillary Rodham Clinton material received from Williams & Connolly LLP on behalf of Hillary Rodham Clinton. This full copy is being provided in twelve boxes.

This material was accepted in good faith as being unclassified. If any classified material is discovered, the material must be handled and safeguarded accordingly.

The original twelve boxes received from Williams & Connolly LLP on behalf of Hillary Rodham Clinton and an additional copy of those twelve boxes remain stored in a locked Department facility approved for the storage of classified information.

Received by: Clarence M. Finney JrDate: 12-5-2014

B6



Received from:

Date: 12/9/14Eric F. Stein

B6

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

2014 DEC 9 PM 4 13





United States Department of State

Washington, D.C. 20520

UNCLASSIFIED

RELEASE IN PART B6

**Transmittal Memorandum for Hillary Rodham Clinton Material**

Included herewith is a full copy of the twelve boxes of Hillary Rodham Clinton material received from Williams & Connolly LLP on behalf of Hillary Rodham Clinton. This full copy is being provided in twelve boxes.

This material was accepted in good faith as being unclassified. If any classified material is discovered, the material must be handled and safeguarded accordingly.

*Copies, not originals*

Received by

[Redacted]

Date:

*12/12/14*

*Catherine Duval*

Received from:

[Redacted]

Date:

*12/12/14*

*Eric F. Stein*

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

B6

B6