

The U.S. Department of Homeland Security's Response to Representative Perry's April 7, 2015 Letter

1. Copy of DHS Management Directive 4500, Email Usage Policy.

Please see the enclosure entitled *MD 4500.1 DHS E-Mail Usage*. The Department of Homeland Security (DHS) is currently updating *MD 4500.1 DHS Email Usage Policy (2003)* to address requirements contained in the *Presidential and Federal Records Act Amendment of 2014*. We anticipate issuing an updated policy by the end of 2015.

2. Are DHS officials permitted to maintain private email accounts that are used to conduct official business? If so, who and under what circumstances?

DHS officials are bound by and comply with the U.S. National Archives and Records Administration (NARA) directives and guidance related to conducting official government business using private email accounts. The NARA requirements have been incorporated into DHS directives and policy, which include but not limited to DHS MD 4500.1 and 141-01 Records and Information Management.

DHS officials are provided DHS email accounts to use for official business. If a need arises to use a non-DHS account, DHS officials must obtain permission and be trained on how to create and retain the appropriate federal records of the official business conducted. To date, no requests have been approved to use a private email account for official business.

3. Do the Secretary, Deputy Secretary or any component or agencies heads utilize private email accounts to conduct official business? How many additional senior officials conduct official business over private accounts? Are there any exceptions for political appointees?

All DHS employees, including political appointees, are required to comply with DHS *MD 141-01 Records and Information Management* and *MD 4500.1*. In addition, the use of Internet webmail or other personal accounts are not authorized over equipment furnished by DHS or the Department's network connections. All employees, including senior officials and political appointees, would need to request and obtain permission to use a non-DHS account. To date, no requests have been approved to use a private email account for official business.