

July 31, 2015

TO: Members of Secretary Powell's Immediate Staff

FROM: Jennifer Costello
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Office of the Inspector General
U.S. Department of State
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SUBJECT: Request for Information about Personal Communications Devices used while working in the Office of the Secretary

As outlined in the attached Office of Inspector General (OIG) April 15, 2015, memorandum to the Secretary of State, OIG is reviewing the use of personal communications hardware and software by the past five Secretaries of State and their immediate staff. In support of this review, we seek your assistance and request that you complete the questions below as they relate to the time you served in the immediate staff of Secretary Powell.

We recognize that some period of time has passed since you served in the Office of the Secretary and that some laws and regulations have changed.

Please send responses to Kenneth Leonard (leonardk@state.gov, 202-663-0372) by August 14th. If you would like to provide answers in hard copy or via a secure means of communication, please contact Kenneth Leonard. If you have any additional questions, please contact Kristene McMinn (mcminnk@state.gov, 202-663-0659). OIG staff appreciates your cooperation and looks forward to your contributions.

Questions:

1. While serving in the Office of the Secretary at the Department of State, did you utilize personal communications hardware or software for official business? [Personal communications hardware and software would include use of a personal email account (other than accounts issued by the Department of State), a personal smart phone or cell phone, an iPad, a server, or any other personal device not provided by the Department of State.]
Yes No

If yes,

- a. What personal communications hardware or software was used (personal email account type, personal blackberry or cellphone, personal server?)
- b. How frequently did you use your device or personal email account (daily, weekly, on a rare occasion when my State Department-provided email or other device could not be used, etc.)?
- c. Why did you use personal devices or accounts instead of those provided by the Department?
- d. If you used a personal email account(s), please provide the address(es):
- e. Did you make any special provisions to ensure that communications you sent or received on your personal hardware or software were available to the Department for the record?
Yes No

If yes,

- i. What did you do [i.e., obtained a hard copy folder and printed and filed emails from your personal communications device chronologically and then turned that folder over to the Deputy Director of the Correspondence, Records and Staffing Division; sent emails to staff assistant (insert name) with the phrase "print and file" so the assistant could print and file the email records; forwarded emails to your state.gov account and retained those emails in Outlook assuming they would be retained for the record; retained by some other method]?

2. While serving in the Office of the Secretary, did you make any special provisions to retain your official state.gov emails for the record?
Yes No NA (I did not have a state.gov email address)

If yes,

- a. What techniques did you use to retain official state.gov emails for the record? [i.e., obtained a hard copy folder and printed and filed emails chronologically and then turned that folder over to the Deputy Director for the Correspondence, Records and Staffing Division; sent emails to a staff assistant with the phrase "print and file" so the assistant could print and file emails for the record; retained those emails in Outlook assuming they would be saved for the record; retained by some other method.]

3. Did you receive any training, briefings, or other communications while serving in the Office of the Secretary regarding how government records on state.gov or personal email accounts should be saved for the record?

Yes No Do Not Recall

If yes,

- a. How were you instructed to retain emails for the record?

- b. Do you believe the training you received was sufficient?

Yes No Do Not Recall

- i. If you think training was not sufficient, how could it be improved?

- c. Who provided the training and when did the training occur?

4. While serving in the Office of the Secretary, were you responsible for creating or retaining email records for the Secretary or anyone else in the Office of the Secretary?

Yes No

If yes,

- a. For whom did you create or retain records?

b. What method did you use to create or retain those email records?

c. How was the arrangement initiated? [Did the Secretary ask you to retain his/her records? Did the Deputy Director for Correspondence, Records and Staffing ask you to create or retain email records for the Secretary? Did the Executive Secretary ask you to create or retain email records for the Secretary? Was the arrangement initiated in some other way?

5. Do you have any additional information to offer?

Yes No

If yes, please set forth the information below.