



United States Department of State  
and the Broadcasting Board of Governors

*Office of Inspector General*

UNCLASSIFIED

April 15, 2015

**MEMORANDUM**

TO: S – John F. Kerry  
D – Antony J. Blinken  
D (MR) – Heather A. Higginbottom  
M – Patrick F. Kennedy

FROM: OIG – Steve A. Linick 

SUBJECT: Notification of Review of the Use of Personal Communications Hardware and Software by Five Secretaries of State and their Immediate Staffs

(U) The Department of State (Department) Office of Inspector General (OIG) is commencing a review covering the period spanning the terms of the current and the past four Secretaries of State. The review will examine the Department's policies and procedures concerning the use, if any, by these Secretaries and their immediate staffs of non-departmental hardware and software to conduct official business.

(U) Our initial review will assess, among other matters, efforts undertaken by the Department to ensure that: (i) communications were and are conducted securely; (ii) government records were and are properly identified and preserved; and (iii) government records were and are properly produced in response to Congressional requests, subpoenas, and the public pursuant to the Freedom of Information Act. As our work progresses, we may assess additional areas.

(U) OIG looks forward to working with you and your staff during this review. If you have any questions, please contact me by phone at (202) 663-0361 or by email at [linicksa@state.gov](mailto:linicksa@state.gov).

(U) The team leaders for OIG are Jennifer Costello ([costellojl@state.gov](mailto:costellojl@state.gov)) and David Z. Seide ([seidedz@state.gov](mailto:seidedz@state.gov)). They can be reached by phone at (202) 663-0663 and (202) 663-0364, respectively.

cc: DS – Gregory B. Starr  
L – Mary McLeod  
A/GIS – Margaret P. Grafeld