



U. S. Department of State

RELEASE IN PART  
B6.

### AUTHORIZATION FOR THE REMOVAL OF PERSONAL PAPERS AND NON-RECORD MATERIALS

OFFICIAL REQUESTING TO REMOVE PERSONAL PAPERS AND NON-RECORD MATERIALS	
Name (Last, First, MI)  CLINTON HILLARY R	Office Symbol  S
Title Secretary of State	
Person to Contact Robert V. Russo	
Telephone Number  202-647-5298	Room Number  HST 7226
REVIEWING OFFICIAL	
Name  Clarence N. Finney Jr	Office Symbol  S/ES-CR
Title  Director, Office of Correspondence and Records	Telephone Number  (202) 647-3574
<p>On (mm-dd-yyyy) <u>01-29-2013</u>, I reviewed documentary materials of the individual identified above to determine whether certain documents and other materials were personal papers or unclassified non-record materials that could be removed from the Department of State without diminishing the official records of the Department; violating national security, privacy or other restrictions on disclosure, or exceeding normal administrative economies.</p> <p>Based upon my review, I certify that the documentary materials identified on the attached inventory are personal papers or non-record materials.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 250px; height: 60px; margin-bottom: 5px;"></div> <div style="text-align: right;"> <p><u>1-30-2013</u> Date (mm-dd-yyyy)</p> </div> </div> <p style="text-align: center;">Signature</p>	
CERTIFICATION BY DEPARTMENT OF STATE RECORDS OFFICER	
<p>I certify that the documentary material identified on the attached inventory are personal papers or non-record materials in accordance with Federal law and regulations, and I authorize their removal from the Department of State.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 200px; height: 60px; margin-bottom: 5px;"></div> <div style="text-align: right;"> <p><u>1/30/2013</u> Date (mm-dd-yyyy)</p> </div> </div> <p style="text-align: center;">Signature</p>	

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DS-1904  
04-2006

REVIEW AUTHORITY: Frank Perez, Senior Reviewer

SECRETARY HILLARY R. CLINTON  
LIST OF PERSONAL PAPERS AND NON-RECORD MATERIAL  
FOR REMOVAL

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**ELECTRONIC FILES**

**1. Folder: P:\Robert Russo Files\Correspondence - Personal\Signed Personal Correspondence**

- these are pdfs (electronic copies) of the Secretary's personal correspondence in response to gifts, condolence letters, thank you and acknowledgements, organized by year and alphabetically by last name in response to gifts, condolence –addressed to people/organizations

**2. Folder: P:\Robert Russo Files\Correspondence - Personal\Draft Personal Correspondence**

- these are copies of Word docs and Excel docs of the Secretary's personal correspondence (essentially, the word versions of the pdfs (electronic copies) in the first folder – see above)

**3. Folder: P:\Robert Russo Files\Correspondence - Personal\Templates**

- these are copies of Word docs that are templates of common personal notes that the Secretary writes
- these drafts date back to when she was First Lady, and have traveled from the White House, to the U.S. Senate, and to here (with some additions/changes along the way)

**4. Folder: P:\Robert Russo Files\Correspondence - Personal\Forms**

- this folder contains miscellaneous documents used in the ordinary work day: label templates, the secretary's electronic signature

**5. Document: P:\Robert Russo Files\Correspondence - Personal\State Seal-letterhead\Thank You guidelines and text for the Line.docx**

- Electronic copy of a word document on how to do Secretary Clinton's correspondence

**6. Folder: I:\Docs\CCRR\Daily Files**

- Electronic copy of "daily files" – which are word versions of public documents and non-records: speeches/press statements/photos from the website, a non record copy of the schedule, a non record copy of the call log, press clips, and agenda of daily activities.
- See "Note" on last page

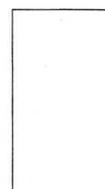
**7. Document: I:\Docs\CCRR\Completed Calls.doc**

- Electronic copy of a log of calls the Secretary made since 2004, it is a non-record, since her official calls are logged elsewhere (official schedule and official call log)
- See "Note" on last page

**8. Folder: I:\Docs\CCRR\Call Grids\February 2013**

- Electronic copy of the Secretary's "call grid" which is a running list of calls she wants to make (both personal and official)
- See "Note" on last page

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9. I:\Docs\HRC Rolodex

- Electronic copy of the Secretary's personal rolodex and spreadsheets of personal contacts, all of which came in with her
- the only new document is a database named "New S Contacts" which contains folks whom she met since becoming Secretary of State

10. P:\Robert Russo Files\Event Requests

- Electronic copy of Word documents and .pdf documents, organized by year, with regrets/acceptances of requests for the Secretary to serve as an honorary chair or any other event related or publishing request

**PHYSICAL FILES**

**1. Personal Correspondence.**

- Paper copies of the Secretary's personal correspondence
- Everything that is in these boxes, is provided electronically (see the first bullet on electronic files above)

**2. Daily File Binders**

- these binders contain copies of the printed versions of the word documents from bullet 6 on electronic files above – as well as various paraphernalia (event programs, meal menus)—all of these binders contain public documents and non-records

**3. Gift Binders**

- these binders contain the log of the Secretary's gifts with pictures of gifts

**4. Gifts (actual)**

- there will be some gifts that have been given to the Secretary, both in boxes and loose (but wrapped)
- all gifts slated for removal will have been cleared by Protocol/L/Ethics for personal retention by S

**6. Personal Material**

- 16 boxes: Personal Schedules (1993 thru 2008)—prior to the Secretary's tenure at the Department of State.
- 29 boxes: Miscellaneous Public Schedules during her tenure as FLOTUS and Senator—prior to the Secretary's tenure at the Department of State
- 1 box: Personal Reimbursable receipts (6/25/2009 thru 1/14/2013)
- 1 box: Personal Photos
- 1 box: Personal schedule (2009-2013)— See "Note" on last page ? Electronic copies

**7. Topic Binders**

- 4 boxes of topic binders. All binders contain copies of public, non-record materials, including public remarks, statements, articles, and reports produced from the internet.

**NOTE:** The Secretary's call log, grid and schedules are not classified, however, they would not be released to the general public under FOIA. They are being released to the Secretary with this understanding.

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**AUTHORIZATION FOR THE REMOVAL OF PERSONAL PAPERS AND NON-RECORD MATERIALS**

OFFICIAL REQUESTING TO REMOVE PERSONAL PAPERS AND NON-RECORD MATERIALS	
Name (Last, First, MI)  ABEDIN HUMA	Office Symbol  S
Title Deputy Chief of Staff, Secretary of State	
Person to Contact Monica Hanley	
Telephone Number  202-647-5601	Room Number  HST 7226
REVIEWING OFFICIAL	
Name  Clarence N. Finney Jr	Office Symbol  S/ES-CR
Title Director, Office of Correspondence and Records	Telephone Number  (202) 647-3574
<p>On (mm-dd-yyyy) <u>01-30-2013</u>, I reviewed documentary materials of the individual identified above to determine whether certain documents and other materials were personal papers or unclassified non-record materials that could be removed from the Department of State without diminishing the official records of the Department; violating national security, privacy or other restrictions on disclosure; or exceeding normal administrative economies.</p> <p>Based upon my review, I certify that the documentary materials identified on the attached inventory are personal papers or non-</p>	
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ABEDIN HUMA  
LIST OF PERSONAL PAPERS AND NON-RECORD MATERIAL  
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ELECTRONIC FILES

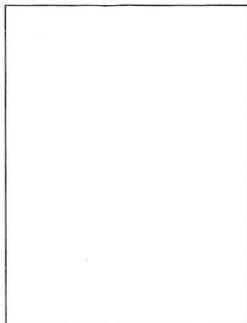
- Outlook Contacts (CD)

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PHYSICAL FILES

- 5 Boxes -- Personal Papers
  - a. Travel Records
  - b. Muslim Engagement Documents
  - c. Newspaper Articles
  - d. Gift Archive Binder *- photos of gifts*
  - e. FLOTUS "Courtesy Storage/Box Content List" Binder
  - f. CODEL Trips Binder
  - g. Menu Cards & Table Arrangement Binder
  - h. Personal Event Planner (2001 thru 2011)

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Reviewer



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