

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	re: List of Userids and Users on EOP Data Center PROFS Systems [partial] (6 pages)	01/07/1989	b(7)(C), b(7)(E), b(7)(F), b(6)

COLLECTION:

Clinton Presidential Records
Staff Secretary
John Podesta (Subject Files)
OA/Box Number: 5485

FOLDER TITLE:

Armstrong Case [Folder 2] [1]

2018-0662-S

rs3135

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

February 14, 1995



TO : John Podesta
95 FEB 14 12:10
FROM: Marvin Krislov

Armstrong update, as
requested.

Attachment

*file
Armstrong*

**ARMSTRONG RELATED INITIATIVES
UNDERTAKEN BY THE OFFICE OF ADMINISTRATION**

A Report compiled by Beth Blackwood, Nell Doering
Jim Wright and Bruce Overton (2/1/95)
ATTORNEY WORK PRODUCT/PRIVILEGED

In response to the series of orders issued in Armstrong v. EOP by the District Court in January 1993, which were largely upheld by the U.S. Court of Appeals in August 1993, the Office of Administration has undertaken numerous initiatives affecting its recordkeeping and computer support responsibilities for records management. A brief report follows, covering the most significant of those initiatives.

1. Development of a recordkeeping capacity for e-mail communications:

In order to address the concern that Presidential Records and Federal Records not be commingled, and to provide for their very different disposition, a new system named "ARMS" (Automated Records Management System) was implemented. ARMS segregates records by EOP agency which eliminates the commingling of Presidential and Federal records which occurred on the OASIS All-In-1 system and its backup tapes. ARMS also meets the requirement of associating the transmission information with the substantive e-mail message. Consequently, the following information is available about a message: the sender and when it was sent, who received it and when. Delivery receipts and read receipts, when generated, are stored and can be requested.

Messages are identified under ARMS by the originator as either record or non-record materials, and recordkeeping guidance is built into the e-mail feature to facilitate the accurate tagging of all messages by the creator. A statistical sampling of e-mail messages is monitored by records liaison in each agency to ensure that users are correctly classifying record and non-record material. It is intended that subsequent improvements to the system will include the ability to classify permanent and temporary records automatically. ARMS also preserves all e-mail messages in an electronic format that is acceptable for later accessioning record material to the permanent collection of the National Archives. Moreover, this format allows searches for individual messages should that be desired by the agencies or in response to Freedom of Information requests. The present system's search and retrieval features are limited and cumbersome in this initial phase, but improvements are planned.

IS&T developed the ARMS system in 1993 and implemented it in stages throughout the early months of 1994. It was fully operational in its present configuration in July 1994. The further refinements are being planned and will be implemented as

resources permit.

2. Development of recordkeeping guidance that would address electronic communications systems:

The most difficult of the Armstrong related initiatives, with respect to negotiations with the plaintiffs, was the negotiation of acceptable recordkeeping guidance covering e-mail communications. OA circulated numerous drafts of guidance among the defendant agencies and the National Archives and Records Administration (NARA) in 1993. When this process failed to meet the expectations of the district court and the plaintiffs, the process was changed to negotiate acceptable guidance directly with the plaintiffs. This phase of the case began in the fall of 1993 and was complete when OA issued its final guidance on July 14, 1994. The guidance incorporated specific instructions appearing on the computer screens of e-mail users which met the criteria of the court orders in sufficient measure that the plaintiffs raised no further objections.

Briefly, the recordkeeping guidance instructs EOP OASIS users -- whether they are creating Presidential or Federal records -- what constitutes a record under the respective acts and how to properly manage records in an electronic format. In addition, the guidance provides instruction on the preservation of Federal calendars of high-level officials and other staff, if they use the shared electronic calendaring feature resident on OASIS.

Under the terms of stipulations between the parties in Armstrong, OA has been obligated to preserve system backup tapes on the All-In-1 through July 14, 1994. Consequently, there is a collection of backup tapes preserving e-mail messages of the Clinton Administration (from January 20, 1993 until July 14, 1994) that will be subject to a process, described below, as "restoration and conversion."

3. Satisfaction of the Plaintiffs' Freedom of Information Requests:

Concurrent with the initiation of the original law suit in 1989, the plaintiffs also lodged requests for records under the Freedom of Information Act (FOIA) with both the National Security Council and OA. These requests were later made a part of the law suit as a separate count. As a result of settlement negotiations, OA was required to produce 800 items from the PROFS e-mail system (Reagan era records) which the plaintiffs identified from indexes provided them. OA responded to plaintiffs' request, as negotiated, on December 7, 1994, and with only minor redactions as provided under FOIA. At this point, plaintiffs have question the withholding of only one item. It is being referred outside

the agency for consultation because it incorporates information that was considered classified. The entire FOIA aspect of the case with respect to OA may be closed once the remaining issues concerning the referred document are resolved.

On the general topic of future FOIA requests, it is important to note that the Reagan era OA PROFS backup tapes represent a collection of electronic records from which the plaintiffs and anyone else may request searches, should they submit a proper FOIA request. Until "restoration and conversion" of these 32 PROFS tapes is completed, the processing of a FOIA request is very cumbersome and time consuming. However, once the tapes are converted into a searchable file format, this operational problem will be reduced. Finally, after a schedule for the disposition of these records is approved by NARA with agreement from the plaintiffs, the permanent electronic records will be transferred to the National Archives and the temporary electronic records may be deleted by the originating agencies when no longer needed.

4. Restoration and Conversion of the Backup Tapes Related to the OA PROFS and OASIS ALL-In-1 systems:

In the evolution of the Armstrong suit, three collections of backup tapes were preserved that relate to the e-mail communications systems operated by OA. As a result of the initial temporary restraining order (1989), 32 PROFS system tapes were preserved. Subsequently, the PROFS e-mail system was replaced with the OASIS All-In-1 system. Pursuant to a second injunction (1992), backup tapes related to that system were preserved at the end of the Bush Administration covering the period from November 1992 to January 19, 1993. Both of these collections were transferred to NARA on or about January 20, 1993. A third set of OASIS All-In-1 backup tapes is in the custody of the EOP Data Center which date from the beginning of the Clinton Administration until July 14, 1994. All of these tapes are subject to appropriate "restoration and conversion" into an electronic file that provides for their management and proper disposition under NARA approved records schedules.

In general terms, "restoration" is the process by which the e-mail is pieced together in a format that reveals, at a minimum, who originated it, when it was sent, and who received it. "Conversion" is the process of translating the electronic message into a standard computer code that is required by NARA and facilitates management of the records. Restoration and conversion are labor- and equipment-intensive. Moreover, since Presidential records and Federal records have been backed up together on many of the tapes, these must be sorted through for further processing by the entities which have responsibility for their disposition. Finally, other electronic applications are resident on the backup tapes which are not themselves subject to restoration and conversion and must be culled out in the process.

Statements of work (SOW) are in progress for the restoration and conversion of all three collections. It is foreseen that the SOW for the Reagan era PROFS tapes will be ready in February. After the plaintiffs are given sufficient opportunity to comment on the proposed procedure, the actual processing will begin in-house. Similarly, a SOW is being prepared for the two larger collections related to OASIS All-In-1, so that this work may be done by a contractor. This SOW -- which is highly technical -- is expected by mid March, meaning that a Request for Proposals (RFP) should be ready for release to vendors once DOJ, NARA and plaintiffs complete their reviews of it. This RPF will most likely need to be submitted to a full and open competition which will further extend the commencement of the processing of the OASIS All-In-1 backup tapes. A determination will need to be made whether this procurement is an appropriate small-business set-aside which could narrow the field of offerors and reduce the time required to make a final contract award. Funding for restoration and conversion of all three collections of backup tapes was provided by supplemental appropriations of "no-year" funds in February 1994.

Once the restoration and conversion process is completed, the responsible agencies will provide disposition of the records under NARA approved records schedules. The manner in which the original backup tapes, and "working" copies of the tapes, will be treated is open to public comment and NARA approval, as agreed by the parties in a previous stipulation. It is only at this point, that the recycling of the backup tapes, transfer of them to the National Archives, or other disposition will be made.

5. Storage and Maintenance Issues:

The EOP Data Center has tested the OASIS All-In-1 backup tapes in its custody in accordance with NARA guidelines and has found them to be "readable" as required. They are also being stored consistent with NARA regulations.

Backup tapes related to the other two collections, OA PROFS and Bush era OASIS All-In-1, are in the custody of NARA which is responsible for safeguarding them from any deterioration. NARA has been performing tests and making preservation copies of original backup tapes when warranted. OA's tapes in NARA's custody appear to be in good condition as reported by the court-appointed, independent expert charged with evaluating the copying of NSC and OA tapes by NARA.

6. Expenditure of Appropriations Specifically related to Armstrong:

Congress provided two supplemental appropriations with respect to Armstrong related matters. The first (July 1993) provided \$310,000 primarily for the purchase of backup tapes and other

storage media. These funds have been fully expended and a report to OMB has been prepared for transmittal.

In February 1994 Congress appropriated \$13,125,000 to the EOP for Armstrong related initiatives of which \$7.4 million has been allotted to OA for the purposes of implementing ARMS and the restoration and conversion of OASIS backup tapes. To date, approximately \$1 million has been obligated and/or expended on the activities appearing below. (A further breakdown of these costs as prepared by the OA Financial Management Division is also attached.):

- Equipment, software, and systems integration work associated with an enhanced recordkeeping system, ARMS;
- Requirements analysis related to both the develop of ARMS and the restoration and conversion of OASIS All-In-1 backup tapes. A portion of this was also funded by NSC Armstrong funds because of their similar requirement;
- Development of a Statement of Work for the contracting out of the restoration and conversion of OASIS backup tapes.

It is intended that the bulk of the remaining appropriation, which are "no year" funds and need not be expended in FY 1995, will be dedicated to the contract costs associated with the restoration and conversion. Other funds will be expended on the refinements mentioned in section one (above) as appropriate and consistent with the 1994 supplemental appropriation request.

Attachment

**Armstrong Resolution Account
Status of Funds**

(as of January 31, 1995)

<u>Agency</u>	<u>Operating Budget</u>	<u>Commitments</u>	<u>Obligations & Expenditures</u>	<u>Available Balance</u>
Office of Administration	\$7,400,000	\$6,275	\$1,001,836	\$6,391,889
National Security Council	\$5,650,000	\$0	\$126,768	\$5,523,232
United States Trade Representative	\$75,000	\$0	\$39,836	\$35,164
TOTAL	<u>\$13,125,000</u>	<u>\$6,275</u>	<u>\$1,168,439</u>	<u>\$11,950,286</u>

In January 1995, OA expensed the remainder of the \$415,000 FY 1993 supplemental.

National Archives



JK 12/1/89
→ Podesta
Washington, DC 20540
from Neal Wolin

23 NOV 72 11:37

December 1, 1989

NIRM (Faibisy and Langbart)

Appraisal of records covered by N1-273-90-01-P

Director, NIE
12/1/89

INTRODUCTION

The National Security Council (NSC) has asked the National Archives to assist it in establishing disposition standards for its institutional records. In 1982, the National Archives accessioned most of the NSC's institutional files for the period 1947 to January 1961. Since then, no additional records have been transferred, and, until recently, no effort was made to develop schedules.

Beginning in August 1989, however, at NSC's invitation, we (John Faibisy and David Langbart) examined its institutional records covering the period from the Truman administration through the Reagan presidency. By agreement with the Council, the files we appraised predate the Bush administration. Most of them are for the period January 1969 to January 1989. Some cover the Truman and Eisenhower administrations and a few the Kennedy and Johnson administrations. The files encompass matters ranging from routine and mundane daily operations to sophisticated policy and intelligence determinations. Our effort is, we hope, the first in an on-going effort during which NSC will schedule all its current and past files.

ADMINISTRATIVE HISTORY OF NSC

The Council was established by the National Security Act of 1947 (61 Stat. 496; 50 USC 402). By the Reorganization Act of 1949, it was placed in the Executive Office of the President.

NSC is charged with advising the President of the United States with respect to the integration of domestic, foreign, and military policies relating to national security. The Council is chaired by the President. Its statutory members, besides the President, are the Vice President and the Secretaries of State and Defense. The Chairman of the Joint Chiefs of Staff serves as military advisor to NSC, while the Director of Central Intelligence is its intelligence advisor.

From its inception in 1947 through the Eisenhower administrations, the National Security Council functioned as a small but tight and precise organization advising the President on national security issues through interagency boards. President Kennedy dramatically reversed this role. Under his administration, the structure shifted from one with emphasis on organization and machinery to one of highly personalized leadership. NSC's interdepartmental committees, embracing many cold war agencies, gave way to a team of new lieutenants assigned to specific trouble spots with ready access to the President. President Lyndon Johnson accelerated this trend. Indeed, during his administration, it seems that the new President relied more on an informal group, known as the Tuesday lunch group, than the NSC structure for discussions for major national security issues. Although Presidents since Lyndon Johnson have made significant shifts within NSC, the Council has never regained the structural cohesiveness and organization it had during the Truman and Eisenhower years.

OVERVIEW OF NSC RECORDKEEPING

Of its records operations, a recent National Security Council report has noted: "Orderly and efficient process, policy documentation, accountability and overall professional records management have always been hallmarks of the NSC system since it's [sic] establishment in 1947." Unfortunately, this generalization holds true for the organization's records management only during the first 15 years of its existence.

Beginning around 1962, and certainly by the end of the Kennedy administration, the quality of recordkeeping at the National Security Council went into a sharp decline. Interestingly, this decline parallels the shift in the Presidential view of the NSC from that of a tightly structured corporate body to that of a think tank. During the Nixon-Ford years, when the NSC once again operated as a semi-corporate body, record keeping improved. During the Carter and Reagan years, however, record keeping seems to have declined, although not to the level of the Kennedy-Johnson years. During the recent Iran-Contra scandal, the sorry state of NSC records management hampered the efforts of NARA archivists called upon to search out key documents.

The volume of pre-Bush Administration institutional records held by NSC is relatively low, about 750 cubic feet (approximately one-third of these consist of FOIA files, a series covered by the General Records Schedules).

Why does the NSC have such a limited volume of records? The NSC has a very limited view of what constitutes its institutional records. Most of the files kept at the NSC are not considered institutional but Presidential records,

personal papers and nonrecord material, and are transferred or donated to a Presidential library at the end of each Administration. These include the files of the different offices covering specific areas of the world, the so-called personal papers of NSC staffers, and the files of the NSC General Counsel's office. In addition, NSC has not been consistent in distinguishing institutional records from presidential papers and personal/non-record files. As a result, the volume of NSC institutional records has varied from administration to administration. For the Truman, Eisenhower, Nixon and Ford administrations, the volume is relatively high. However, institutional records for the Kennedy-Johnson years are virtually non-existent and are not voluminous for the Carter and Reagan administrations. (NSC has, on occasion, even changed the status of the same body of material. For example, a Nixon-era collection initially retired as institutional was subsequently transferred to NLN as presidential.)

DESCRIPTION OF RECORDS AND DISPOSITION RECOMMENDATIONS

During our appraisal of NSC files, which included visits to an off-site location as well as to the Old Executive Building, we worked closely with Nancy Menan; Mr. George van Eron, Director of the NSC Secretariat and the Council's records custodian; and Mr. Brian Merchant, his Deputy. Among the records we examined at the off-site location are files from the period 1947-1961. Most of the records from this period have already been accessioned into the National Archives. However, we found pre-1961 materials in the first four series below.

One final but important note. These records are filled with highly classified material. Some of this material is not only Top Secret but is compartmentalized. Such material will require special handling and storage when it is brought into the National Archives. With this in mind, John Faibisy spoke to Mike McReynolds, NNR, on November 7, 1989. McReynolds said that he did not believe that transfers within the dates we were recommending for this sensitive material would prove bothersome for NARA. Mike particularly noted that we were discussing a relatively small volume of records to be offered at different intervals.

1. Administrative Files, 1947-1961. Correspondence, reports, memorandums, internal NSC issuances, printed documents, and other material relating to the NSC's internal organization and procedures and the NSC's relationship, interest, and interaction with various government and non-government entities. Arranged by a numerical filing system. Volume: ca. 10 feet.

Disposition. Permanent. Transfer to the National Archives immediately. During archival processing, NARA may segregate and destroy material covered by the General Records Schedules.

This series of records contains a mix of the routine, the good, and the truly valuable with about 70% to 80% worthy of retention. Some of the material is simply transmittals of documents between agencies, copies of memorandums and reports sent for information, and destruction lists. Other files contain documentation on other agencies' cooperation with the NSC. Probably the most valuable, and the most voluminous, files are those for the FBI. These files contain investigative reports of interest to the NSC, FBI advisories to the NSC concerning intelligence operations, defectors, and informants, and intelligence analyses.

Overall, we recommend that this series be accessioned as a whole. The filing system is not very sophisticated. Each entity is given a basic number. For some there are also sub numbers. For example, the NSC is given the number 1. File 1-2 covers NSC organization, file 1-3 covers NSC staff, file 4 is the Army, file 9 the Department of State, etc. These are files for, among others, the NSC, the Air Force, the Army, the Far Eastern Commission, the Navy, SANACC (State-Army-Navy-Air Force Coordinating Committee), the Department of State, Yale Studies, White House, American Foreign Legion, National Defense, Industrial College of the Armed forces, Department of the Interior, Pan American Union, Executive Committee on the Regulation of Armaments, the UN, Brookings Institution, the Civil Service Loyalty Board, the Munitions Board, the National Security Resources Board, the Bureau of the Budget, Congress, the U.S. Communications Intelligence Board, the Council of Economic Advisers, the FBI, the AEC, the Commerce Department, the JCS, the Office of Defense Mobilization, and the Mutual Security Administration.

2. General, Miscellaneous, and Nut Files, 1947-1961.

Correspondence, receipts, memorandums, and other material of a non-substantive nature. The files include public comment mail, referral letters, crank letters, and routine general correspondence. Generally arranged by year. Volume: ca. 2 feet.

Disposition: Destroy during archival processing of Administrative Files (Item 1).

These are the type of files that virtually every agency in the government maintains. While not quite as low level as routine administrative files covered by the GRS, they are

still not worthy of permanent retention. There is a miniscule amount of information about the organization, functions and internal procedures of the NSC, but this information can be found among records already accessioned by the National Archives and other records we are recommending for immediate accessioning. The "Nut" file, the public comment mail, and the referral letters are clearly of ephemeral value.

We recommend that these records be scheduled for destruction. Because these records are intermixed in the same containers as the Administrative Files, Item 1 described above, they should be physically transferred to NARA and destroyed during archival processing.

3. Records of the NSC Representative on Internal Security (J. Patrick Coyne), 1950-1962. Correspondence, reports, extracts of minutes of meetings, publications, notes, memorandums, instructions, telegrams, issuances, presentations, and NSC Records of Action. These files generally relate to internal security matters. Arranged by type of record or subject. Volume: 10-1/2 feet.

Disposition: Permanent. Transfer to the National Archives immediately.

These files were maintained by J. Patrick Coyne while he was the NSC Representative on Internal Security for the period 1950-1962. President Kennedy abolished Coyne's position during his reorganization of the NSC. The records include files of NSC Records of Action for the period 1953-1961, files on NSC 17-The Internal Security of the United States, the Subversive Activities Control Board, the Joint Study Groups (relating to the coordination of collection activities and other intelligence matters) the Interdepartmental Committee on Internal Security (ICIS), and so-called "Problem Files." The problem files originated in a November 16, 1948 report from SANACC to the NSC listing 51 problems affecting the internal security of the U. S. Over time, the number of problems increased. Examples are Problem 21- Physical security and protection of government buildings, records, and personnel; Problem 25- Protection from unconventional attack; and Problem 47-Control, licensing, and operation of private amateur and commercial radio facilities. Also included is a file on wiretapping.

These records document a unique function and activity of one of the specialized offices of the NSC during its earliest period of existence. The files contain unique and important documentation on NSC plans, policies, and activities in the area of internal security and clearly warrant permanent retention. We recommend that they be scheduled for

immediate accessioning.

4. Security Files, 1947-1961. Correspondence, reports, memorandums, forms, and other material relating to security clearances and major security cases. Arranged by name. Volume: 2 feet.

Disposition: Transfer to the National Archives. Retain files on Projector/Kantrowitz and Oppenheimer cases. Destroy remaining records (those covered by GRS) during archival processing.

For the most part, these files relate to security clearances for persons working for the NSC. Such records are disposable under the GRS. There are, however, two sets of files that contain unique and valuable high level documentation on the handling of major security issues as they relate to personnel. The files on the Projector/Kantrowitz case and J. Robert Oppenheimer include valuable policy and precedent material, and warrant permanent retention. Among the Oppenheimer material is the file maintained by Robert Cutler, Special Assistant to the President for National Security Affairs, on the subject. It contains a great wealth of unique documentation about that whole affair. He gave the file to J. Patrick Coyne for holding. These records are clearly worthy of archival retention. We recommend that they be screened out during archival processing and accessioned by the National Archives.

5. Committee Files, 1969 - 1989. Files pertaining to the organization, administration and functions of internal NSC committees, panels, study groups, and similiar bodies. Included in this series are the files of the **National Security Planning Group (NSPG)**, the **Ad Hoc Technical Panels**, the **Under Secretaries Committee**, the **Vietnam Special Studies Group**, the **Privacy Task Group**, and like organizations. Files generally are arranged by committee and thereunder chronologically. Volume: 12 cubic feet.

Disposition: Permanent. Transfer to National Archives 20 years after the end of the administration which created files.

These files are among the most significant of the organizational records of the National Security Council. Through them, one not only gains insight into the composition of the different committees but also knowledge of the numerous issues these bodies studied. Additionally, the committee files usually reflect the administrative style of a specific President. Few committees were continued when there was a change in the political party in control of the

White House.

Most committee files are organized in the same manner and contain the same types of documentation (minutes, agenda, draft remarks by the committee chairman or spokesman, a list of participants, talking points, reports from various members, and backup material relating to a specific problem or issue). Usually, the files contain recommendations in draft form, for review at the next higher level. Some committee files contain minutes; others do not. (We found some committee minutes maintained in Item 6, Minutes of Meetings, described below.)

Many of the extant committee files cover organizations created during the Nixon presidency and reflected that leader's belief that Ad Hoc efforts had great potential for improving analysis. Both Nixon and Henry Kissinger recognized that the Tet offensive had done much to undermine Lyndon Johnson and weaken the U.S. military and political situation in Southeast Asia. Among the first committees they created was an Ad Hoc group, the Vietnam Special Studies Group, created "to start the juices flowing" after the shock of the 1968 Viet Cong offensive. Yet another Nixon Ad Hoc approach resulted in the Ad Hoc Technical Panels, which consisted of a chairman, usually appointed because of his expertise in a particular area, and 6 - 8 members. Typical subjects for these panels included vulnerability studies of space stations or the U.S. Navy against Soviet strike capability.

Another Nixon tool was the Under Secretaries Committee, established in January 1969 with the reorganization of the NSC. This committee considered issues referred to it from above, matters pertaining to interdepartmental activities of the U.S. Government overseas, and certain operational matters. The Under Secretaries Committee played a major role in analyzing National Security Study Memorandums (discussed in Item 8 below), a key Nixon NSC document. The committee was chaired by the Under Secretary of State and counted among its members the Director of Central Intelligence, the Deputy Secretary of Defense and the Chairman of the Joint Chiefs of Staff.

Committee files are not limited to the Nixon years but run through the Reagan presidency. Indeed, among these files are records of the National Security Planning Group (NSPG). This organization met, from March 4, 1981 to October 24, 1988, to monitor and review the development and implementation of national security policy on behalf of the NSC. The President of the United States chaired the NSPG, with other members consisting of the Vice President, the Secretary of State, the Secretary of Defense, the Attorney

General, the Secretary of the Treasury, the National Security Advisor, the Chief of Staff to the President, the Director of Central Intelligence, the Director of the Office of Management and Policy, and the Chairman of the Joint Chiefs of Staff. Policy issues reviewed by the NSPG were of the utmost significance, such as arms control or recent developments in Eastern Europe.

Interestingly, these files do not include records of the 303 Committee which had oversight of covert operations during the Kennedy-era. This was a conscious decision on the part of the NSC. We found a note that reads: "In view of the sensitivity of topic, papers provided 303-Committee and Committee's deliberations [sic] thereon are not contained in NSC institutional files." Records of other highly sensitive bodies are not to be found among NSC institutional records.

We recommend that these records be scheduled for transfer to the National Archives. As can be seen from the above, this series documents examination of the most crucial issues facing this nation at the highest level of government.

6. Minutes of Meetings, 1969-1989. Minutes of meetings of the National Security Council, the Verification Panel, the Washington Special Action Group, the Defense Program Review Group, the Senior Review Group, the Intelligence Committee, and the Committee on foreign Intelligence. Some minutes have background material such as briefing papers, agendas, and memorandums attached to them. Records are arranged by committee or group and thereunder chronologically. Volume: 8 feet.

Disposition: Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files.

These minutes are not what one usually thinks of as minutes which are brief summaries of the discussion. Rather, these minutes are verbatim transcripts of the meetings. Some minutes were made a part of the Committee file (see Item 5 above) or the Meeting file (Item 7 below) but during the Nixon-Ford period and for certain committees under Carter and Reagan, they were maintained separately.

These records supplement those of the committees and clearly warrant permanent preservation as evidence of the activities of the NSC and its subgroups. We recommend that these records be scheduled for eventual transfer to the National Archives.

7. Meeting Files, 1969 - 1989. Files documenting meetings of National Security Council committees and organizations.

Files contain schedules of meetings, lists of attendees, agendas, talking points, background materials, and summaries of conclusions and/or recommendations. Included in this series are meetings of the Crisis Pre Planning Group, the Policy Review Group, the Washington Special Actions Group, the Special Coordinating Committee Group, the Mini SCC, the NSC Intelligence Committee, the Defense Program Review Committee, and the National Security Council itself. Volume: ca. 90 cubic feet.

Disposition: Permanent. Transfer to National Archives 20 years after the end of the administration which created the files.

These files document both the meetings held by high-level organizations within the NSC and the organizations themselves. Files of National Security Council meetings, which are included in this series, report the deliberations of the President and his most important advisors as they analyze U.S. relations with Iran, Central America and Japan. The NSC Intelligence Committee Working Group, a Nixon-Ford era organization, met to monitor intelligence activities in volatile parts of the world, e.g., Yugoslavia during Tito's last years. The Mini Special Coordination Committee, a Carter-Brzezinski vehicle, discussed specific problems requiring interagency cooperation, e.g., chemical warfare, collection resources for Poland, etc. The Reagan Crisis Pre Planning Group, chaired by the Deputy NSC Advisor and comprised of senior representatives from State, OSD, CIA, Treasury and JCS, met to focus on areas of existing worldwide tensions that had implications for U. S. interests.

Most but not all of these files contain minutes. Some of the minutes in this series are duplicated elsewhere, for instance, in Item 6. In other instances, where minutes were missing from the Meeting Files, we failed to find them in another, logical series. George van Eron, who is aware of this problem, believes that, in some cases, either minutes were not prepared by a particular group or that they were never filed in the NSC's institutional records.

In addition to providing detailed information on specific issues, these meeting files give a great deal of information about the groups that met. Usually, initial meeting folders focused upon the reasons for the group being organized, its goals and composition, and its membership.

This series is very obviously permanent. The meetings and organizations contained therein are of the utmost importance in documenting the activities of the NSC, its functions, and its responses, often at the highest level, to issues of

devastating impact. We recommend that these records be scheduled for eventual transfer to the National Archives.

8. Study Memorandums, 1969 - 1989. Formal directives by the President directing that studies be undertaken for discussion by the NSC. This includes documents known as National Security Study Memorandums (NSSMs), Presidential Review Memorandums (PRMs), and National Security Study Directives (NSSDs). A typical file includes background papers, input from various agencies, drafts, comments, memorandums, and the directive itself. Arranged numerically. Volume: ca. 60 feet.

Disposition. Permanent. Transfer to the National Archives 20 years after the end of the administration which created files.

President Nixon established the precedent of creating a document that directed that studies be undertaken on various issues, implementing for this purpose the National Security Study Memorandum (NSSM). President Ford continued its use. President Carter called his basic study memorandum the Presidential Review Memorandum (PRM) while President Reagan termed his the National Security Study Directive (NSSD). (President Bush abolished use of the NSSD.)

These files clearly warrant permanent retention. They document activities of the NSC and various agencies and departments leading up to the preparation and promulgation of "Policy Papers." We recommend that these files be scheduled for eventual transfer to the National Archives.

9. Policy Papers, 1961-1989. Formal issuances used to establish policy and inform Departments and Agencies of Presidential decisions and their responsibilities in carrying them out. This includes the documents known as National Security Action Memorandums (NSAMs), National Security Decision Memorandums (NSDMs), Presidential Directives (PDs), and National Security Decision Directives (NSDDs). A typical file includes background memorandums, submissions from the various departments involved, drafts, memorandums to the President, Presidential approvals, and the signed policy paper. Some files include narrative background and history for the papers. Arranged numerically. Volume: ca. 35 feet.

Disposition. Permanent. Transfer to the National Archives 20 years after the end of the administration which created files.

Policy papers are used to promulgate policies and decisions. NARA already holds the records for the Truman and Eisenhower

administrations. This item includes policy papers created by the administrations of Presidents Kennedy through Reagan. President Kennedy established the National Security Action Memorandum (NSAM) some of which he signed, others of which were signed by his Assistant for National Security Affairs. President Johnson continued the use of the NSAM but signed all of them himself. President Nixon established the National Security Decision Memorandum (NSDM) to replace the NSAM and President Ford continued its use. President Carter replaced the NSDM with the Presidential Directive (PD) while President Reagan established the National Security Decision Directive (NSDD). President Bush abolished use of the NSDD.

These files might be the most significant ones we examined as far as importance for U. S. national security policy. These policy papers represent presidential decisions in the area of national security and clearly warrant permanent retention. We recommend that they be scheduled for eventual transfer to the National Archives.

10. Agendas, 1961-1964. Agendas of meetings of the NSC for the period 1961-1964. Arranged chronologically. Also included is a file entitled "Working File on Setting Up NSC Meetings." Volume: 1/3 foot.

Disposition. Permanent. Transfer to the National Archives in 1990.

This very slim series has dual value. First, there are almost no institutional files for the Kennedy-Johnson years. These agendas are among the few that exist and clearly warrant transfer to the National Archives for the information they provide and a continuation of records already accessioned into RG 273. The file on setting up NSC meetings provides insight into the operations of the council during the Kennedy-Johnson years. We recommend that these records be scheduled for eventual transfer to the National Archives. Transfer of these records in 1990 will be twenty years after the end of the Johnson Administration.

11. Under Secretaries Committee Memorandum Files, 1969 - 1977. Files documenting Under Secretaries Committee activities regarding specific studies and recommendations. Volume: 13 feet. This series has two distinct subseries:

a. Study (Pre-Decisional) Memorandums 1 - 165. Files relating to specific studies assigned to and carried out by the Committee. Files consist of statement of issue, tasking memoranda to various offices, inputs from these offices, and draft Under Secretary Committee positions.

Disposition: Permanent. Transfer to National Archives in 1997.

b. Decision Memorandums 1 - 142. Final position papers prepared by the Under Secretaries Committee for the National Security Council and responding to specific issues.

Disposition: Permanent. Transfer to National Archives in 1997.

As stated in our discussion on Committee Files, the Under Secretaries Committee was established at the beginning of the Nixon administration and analyzed National Security Study Memorandums (NSSM). The Committee, which was utilized until the end of the Carter administration, was tasked by a NSC senior body, called the Review Group, to come up with recommendations and approaches to issues after they finished their review of the NSSMs. Their recommendations then went directly to the National Security Council, and the resultant determinations became National Security Decision Memorandums.

Thus, the Under Secretaries Study Memorandums (U/SMs) and Decision Memorandums (U/DMs) have considerable research value. They demonstrate the manner in which the NSC reached its policy decisions after internal review on issues of such magnitude as the nuclear non-proliferation treaty. They not only give the researcher telling information on such issues, they present an overview of the mechanics of the NSC as it reached its policy position and the information it had before it. We recommend that these records be scheduled for transfer to the National Archives in 1997, i.e., 20 years after they were discontinued. Ordinarily, we would recommend such files be transferred 20 years after each administration that utilized them. However, this is a relatively small series. More importantly, Presidents Ford and Carter thought sufficiently well of the Nixon USM/UDM vehicle not only to continue its use but to complete a study begun under a predecessor. To us, it seems logical to bring all of this small, compact series into NARA at the same time.

12. Washington Special Action Group Contingency Books, 1969 - 1977. Compilations prepared for use by the Washington Special Actions Group in anticipation of and during various crises. The books include material such as memorandums, talking points, agendas, memorandums of conversation, summaries, assessments, telegrams, reports, situation reports, and plans for various courses of action. Arranged by contingency. Volume: 4 cubic feet.

Disposition: Permanent. Transfer to the National

Archives in 1998.

The Washington Special Actions Group (WSAG) was one of two operational subgroups of the NSC during the Nixon-Ford eras. As opposed to most of the other subgroups of the NSC which were review groups and operated as an issue was being prepared for consideration by the President, the operational groups operated within the framework of already determined policy. The WSAG was a high-level task force responsible for ensuring the coordination of all elements of U.S. Government activities in crisis situations. It served as a management team to assure flexible and timely action by the various departments as directed by the President during a fast-developing situation. The Assistant to the President for National Security Affairs chaired the WSAG. Agencies were represented at the Deputy Secretary level. The Director of Central Intelligence and the Chairman of the Joint Chiefs of Staff were also included.

These records consist of contingency books prepared for various crises during the Nixon and Ford Administrations. The books include material such as memorandums, talking points, agendas, meorandums of conversation, summaries, assessments, telegrams, reports, situation reports, and plans for various courses of action. There are books for such subjects as "Libya-Kuwait Evacuation Contingency Scenarios," "Cuba" (concerning the submarine base "discovered" there in the early 1970s), assessments of U.S. positions and interests in the "non-communist Far East," Sino-Soviet relations, Saudi Arabia, Laos, the Jordanian crisis of 1971, and the Middle East in general. Several of these books are marked as "For HAK."

These records are clearly permanent. They are the detailed plans prepared for consideration by WSAG before and during crises and often formed the basis for portions of the discussions at WSAG meetings. These records will not be found among the WSAG Meeting Files. We recommend that these records be scheduled for eventual transfer to the National Archives.

13. Investigation Files, ca. 1970s - 1987. Documentation pertaining to investigations conducted by, of, or of interest to the National Security Council. Arranged by administration and thereunder by investigation. Volume: 13 cubic feet.

Disposition: Permanent. Transfer to National Archives in 2009. At that time, segregation of reference and duplicate material will be made by NARA.

This series consists of files relating to major events and

investigations, such as the Murphy commission on the organization of the government for foreign policy, the Church and Pike committee investigations of intelligence matters, the TWA skyjacking during which a U.S. Navy diver was murdered and other hijackings, the U.S. strike against Libya, the Moscow embassy affair, and, above all, the Iran/Contra investigation. The files are mixed so that it would be difficult to separate studies or investigations in which NSC took a special interest from investigations directed at the Council. For instance, TWA skyjacking and Libya investigatory material is intermixed with Tower Commission and internal NSC Iran/Contra material.

These files cover events from the 1970's thru the Reagan administration. Some of the material in this series is actually nonrecord, and can be destroyed when no longer needed for reference use. This includes extra copies of such reports as the Report of the Congressional Committees investigating the Iran/Contra Affair, and the Report of the President's Special Review Board.

Other material has significant value. These include files of George van Eron and Arthur Pridemore, two NSC staffers called upon to locate key Iran/Contra records, computer printouts of NSC systems documents responsive to certain Iran/Contra keywords, bibliographies of intelligence documents relating to Iran/Contra, and inventories of records, some prepared by NARA staffers called upon to assist NSC during Iran/Contra by surveying its holdings. Included in this series is material pulled from other files for particular investigations.

These files have long-term legal value, particularly those relating to Iran/Contra, since further prosecutions are a distinct possibility. Printouts and bibliographies make useful finding aids for those seeking certain NSC documents. But the real value of this series is that it documents NSC's responses to or interest in major crises. We recommend that these records be scheduled for eventual transfer to the National Archives.

14. Intelligence Files, 1969 - 1989. Documentation relating to intelligence matters or activities. (NOTE: This file does not include the record copy of Reagan administration System IV intelligence material.) Arranged by administration and thereunder chronologically. Volume: ca. 26 cubic feet.

Disposition: Permanent. Transfer to National Archives in 2009.

Included in this series are materials from the Nixon, Ford,

Carter and Reagan administrations. Much of it is classified Top Secret and above. The file has 1969 - 70 correspondence between NSC and the Interdepartmental Committee on Internal Security on such subjects as the possibility of clandestine introduction of nuclear weapons into the United States by unfriendly powers. Also in this series are unlogged 1971 - 75 items and "outside the system" responses and memoranda maintained or authored by Richard Ober, who served as Director for Intelligence Coordination and Executive Secretary at the NSC. (NOTE: The term "outside the system" refers to initial reports to rapidly changing events, e.g., first reactions to reports of the collapse of South Vietnam.)

The Carter years are well-represented in the series. Four folders relate to the President's Foreign Intelligence Advisory Board (PFIAB). Since most PFIAB materials are transferred to the presidential libraries, these memoranda, news clippings, and internal PFIAB reports are of significance to the National Archives in Washington, D.C., where they will help fill a void. Most important are the Carter "XX" materials. (XX was a Carter designation for extremely sensitive intelligence matters.) These files deal with such hotspots as Afghanistan, Yemen and, above all, Iran.

The Intelligence Files do not contain the Reagan "System IV" intelligence records (see item 17c below). Although some of this series is in fairly good chronological order, parts are unarranged. The Carter XX materials, for instance, consist of original documentation pulled from their original files and placed out of chronological order in a large envelope simply marked "XX Carter." (In several instances, I was able to check the original files to find no chargeout or duplicate copies therein.) Some of these reports, memoranda, and summaries contain marginalia by President Carter and NSC Advisor Brzezinski. However, the "chron files" of Kenneth DeGraffenreid, the senior intelligence officer during the Reagan presidency who specialized in Soviet affairs, are, as their title suggests, arranged chronologically.

These files have great historic significance. From them, one can see not only what activities transpired but what thoughts went through the minds of our national leaders and their staff as they faced the most sensitive crises. Indeed, the fact that these files were maintained separately from the agency's filing scheme shows us what intelligence information our national leadership felt should be isolated in the decisionmaking process. The "DeGraffenreid chron files" are of particular interest in showing what materials daily crossed the senior NSC intelligence officer's desk.

We recommend that these files be retained permanently. Transfer to NARA in 2009 (i.e., when the last document in the series is 20 years old) will mean that the series will be brought in at the same time as the files from which the intelligence-related documents were removed.

15. Miscellaneous Institutional Files of the Nixon, Ford and Carter Administration, 1969 - 1981. Files documenting the functions and activities of the National Security Council, including its intelligence and housekeeping functions. Volume: ca. 32 cubic feet.

a. Miscellaneous Institutional Files of the Nixon-Ford administrations, 1969 - 1977. Arranged chronologically. Volume: ca. 6 cubic feet.

Disposition: Permanent. Transfer to National Archives in 1997.

b. Miscellaneous Institutional Files of the Carter administration, 1977 - 1981. Some portions arranged chronologically, others by subject, and others lack discernible arrangement. Volume: ca. 26 cubic feet.

Disposition: Permanent. Transfer to National Archives in 2001. Routine and mundane materials will be destroyed by National Archives during archival processing.

This is a catch-all series to cover a variety of materials that do not fit anywhere else. The two subseries consist of copies of studies, annual and other reports, directives, policy statements, etc. that predate the Reagan administration's "Systems" files (see Item 17). The bulk of these files that we examined are for the Carter administration. They include some intelligence matters, and, in a few instances, duplicate material found in other series.

The subjects of various reports and studies indicate the importance of both subseries. For the Nixon-Ford administrations, a work paper which contains marginalia by Dr. Henry Kissinger contains recommendations regarding both North and South Korea during a time when tensions in the Far East were particularly high. Studies on overflights and petroleum supply vulnerability reflect two of the Carter administration's concerns.

Paramount among the Carter records are files dealing with ASAT, the anti-satellite talks between this country and the Soviet Union in 1978 - 79. These consist of cables, memoranda, plans, message traffic, and evening reports dealing with U.S. and Soviet proposals on, for instance,

imagery. These files are arranged by subject and thereunder chronologically. While some of the material may be duplicated elsewhere, e.g., in the files of the Central Intelligence Agency or the State Department or even elsewhere within NSC, they are unique because of the marginalia, e.g., some by Cyrus Vance noting positions by Soviet negotiator Dobrynin.

These files have obvious historic importance, and it is difficult to say if all are duplicated elsewhere within NSC's files. Indeed, some of these records were meant to be the record copies. (At one point, when original file copies were missing from the file, a records officer substituted a reproduced copy and noted: "Originals missing. These are as original as they get.") These document significant policy determinations and operations within the NSC and warrant preservation.

We recommend that both subseries be scheduled for permanent retention. In the case of the Carter administration subseries, however, some material (perhaps 15%) is obviously temporary or even nonrecord (e.g., a manual on how to handle White House correspondence). This material should be weeded out at the time of transfer. Overall, however, these two subseries offer insight into NSC decisionmaking during the Nixon, Ford and Carter presidencies.

16. Reagan Administration Systems Files, 1981 - 1989. A three-number logged recordkeeping system devised during the Reagan Administration to maintain National Security Council documents separately from White House files, to distinguish between the different types of NSC documents, and to help track the documents both for security and operational reasons. Volume: ca. 75 cubic feet. The three systems are as follows:

a. System I Administrative Files. Files dealing primarily with administrative or internal action matters. These files document the whole range of NSC activities. (NOTE: System III files were absorbed into System I.) Volume: 5 feet.

Disposition: Permanent. Transfer to National Archives in 2009. Routine and mundane material (e.g., travel vouchers, time and attendance records, etc.) will be destroyed by NARA during archival processing.

b. System II Institutional Files. Files dealing with policy documentation and determinations, and with NSC meeting data. Documents in Institutional Files usually require some action by either the President or the National Security Advisor. Volume: ca. 35 feet.

Disposition: Permanent. Transfer to National Archives in 2009.

c. System IV Intelligence Files. Files dealing with intelligence, particularly covert actions and other highly sensitive intelligence matters. Volume: ca. 35 feet.

Disposition: Permanent. Transfer to National Archives in 2009.

The Reagan administration "Systems" files were developed in 1981 by NSC Staff Secretary Allen Lenz, a former Department of Commerce administrator and close associate of NSC Advisor Richard Allen. With some modifications, the Systems remained until President Reagan left office in January 1989.

Basically, these files are maintained chronologically by date of receipt. (Some System IV documents are, however, arranged by country or geographic area.) Each document was assigned a unique numeric code. The first two numbers of this code represented the calendar year the document was generated, the next digit(s) represented the particular filing system (I, II or IV), and the last digits were consecutive numbers assigned from the beginning of the year. NSC staffers sometimes cancelled documents they started. Therefore, gaps do exist between numbers.

Most System I files have gone to the Presidential Library as White House materials. (George van Eron estimates that 95% of System I records went to the Reagan Library.) The remainder, however, are considered NSC institutional files. It would be a mistake, in our opinion, to dismiss this residual System I material as a routine administrative series which falls under the General Records Schedules. Certainly there are housekeeping records mixed into the files, but no more than one-quarter of the material we examined could be considered temporary. The other reports and memoranda we saw in System I contain policy planning statements, summaries of intelligence, and significant operational communications. System I material can consist of agency memoranda, Heads of State correspondence and visit preparations, selected Congressional correspondence, and some policy papers. Additionally, this system contains treaties, proclamations, Presidential messages, and some Presidential determinations. The System I files provide an excellent picture of daily operations within NSC. For both informational and evidential reasons, we recommend permanent retention for the System I files that are considered NSC materials. Those routine and facilitative GRS items in the series can be weeded by NARA at the time of transfer.

In theory, System II files, NSC institutional files, contain the record copies of all data concerning NSC meetings (e.g., National Security Council Policy Group Meetings, Crisis Pre Planning Group Meetings, etc.). (In reality, we found substantial material in NSC Item 17a that was not filed here.) Also maintained in System II are policy documents and policy statements that reflect primary functions and activities of the NSC. (Examples of such documents would be NSSD and NSDD memoranda.) Some intelligence matters may be filed under this system but not covert intelligence matters. As a rule, key policy-making determinations signed by the President or the NSC Advisor, were in theory filed in System II. Such a System II document might be a 1986 issues statement providing a concise explanation of current key policies. The majority of System II records (80%, according to George van Eron) are considered NSC institutional files, the remainder having been transferred to the Reagan Library.

We recommend that these files be retained permanently. System II records document both the functions of NSC during the Reagan years and the policies it made and implemented in response to issues. These files are of the utmost historical interest. They not only provide great insight into the national and international crises of the 1980s, they detail NSC's responses to these situations.

System III is defunct, its files having been absorbed in 1982 into System I early in the Reagan administration. System III files had consisted primarily of housekeeping records, such as time and attendance records or travel vouchers. These routine documents are now in System I and will be weeded out by NARA at the time of transfer under the criteria we have proposed.

System IV was designated primarily for intelligence documents, primarily covert intelligence documents. Originally, this system was limited to intelligence directorate documents, but this definition was later expanded to include any sensitive item approved by the NSC System IV custodian. While classified documents appear in all three of the System files, the most sensitive are in System IV. Document types can range from short memos or cables relating to assessment of Soviet strength in a particular country to studies of the Middle East situation or intelligence summaries concerning the Far East. The 1985 Report of the Congressional Committee Investigating the Iran-Contra Affair has listed in it 1200 System IV documents for this one subject alone.

George van Eron estimates that 95% of System IV documents are considered NSC institutional materials.

We recommended a disposition of permanent retention. This file contains documentation that sheds great light on the major crises facing the United States and how and why the U. S. viewed them as we did.

17. Transition Files, 1974 - 1981. Materials prepared by the departing administration to prepare the incoming staff about NSC organization and functions, issues, and priorities. Arranged by transition. Volume: ca. 7 cubic feet.

Disposition: Permanent. Transfer to National Archives 20 years after the transition. Routine and mundane items will be destroyed by NARA during archival processing.

This small series contains binders, folders and reports to guide and instruct the incoming Ford, Carter and Reagan administrations. Its purpose is to announce and explain existing NSC administrative policies, provide procedural instructions, and advise of available services and facilities. One useful guide, prepared for the incoming Reagan staff, was a compilation of staff notices for the last 4 years. The file is basically arranged by subject. In one instance, Staff Secretary Jeanne W. Davis prepared a "commitments" book for her successor. The binder is arranged by specific country with specific commitments thereunder. In other instances, documents are virtually unarranged.

Some of the items in this series, such as typed instructions on telephone etiquette, are obviously lacking permanent value. Much of the file, however, does have research potential, giving one a solid understanding of the effort (or lack thereof) that an outgoing administration made to prepare its successors. Some of the succinct summaries on such "hot spots" as Korea and the Middle East are excellent intelligence summaries of troubled areas of the world. We recommend a disposition of permanent retention, with the understanding that NARA can cull the more mundane items in this series at the time of transfer.

18. Records of the Staff Secretary, 1969 - 1981.

Correspondence, reports, memorandums, minutes of meetings, and other material. Files maintained by the Staff Secretary relating to the organization, functions, and activities of the NSC. Included are subject files, chronological files, and meeting files. Volume: 13 feet.

Disposition: Permanent. Transfer to the National Archives 20 years after administration that created the files.

The Staff Secretary was responsible for ensuring that the NSC worked properly. These files are a valuable supplement to those policy files that we have recommended for permanent retention because they allow us to place those records in the context of the process under which they were created. These files include documentation on meetings of the NSC and subgroups, meetings with foreign leaders, luncheon meetings, the organization of the NSC system, transitions, National Security Study Memorandums, and other substantive subjects. Most of this material will not be found elsewhere. We recommend that these records be scheduled for eventual transfer to the National Archives.

19. Records Relating to Participation of the Department of the Treasury in the National Security Council. These files relate to Department of the Treasury's participation in the NSC during the administrations of President Nixon and President Ford. The files include reports, internal Department of the Treasury memorandums, correspondence, drafts, and copies of National Security Study Memorandums (NSSMs) and National Security Decision Memorandums (NSDMs). Arranged by NSSM and NSDM number. Volume: 11 feet.

Disposition: Permanent. Transfer to the National Archives in 1998.

As far as we can determine, these records originated in the Department of the Treasury, Office of the Secretary, Office of the Assistant Secretary for International Affairs (OASIA). OASIA advises and assists the Secretary and Under Secretary for Monetary Affairs in the formulation and execution of international financial, economic, monetary, commercial, energy, and trade policies and programs. At some point in the late 1970s these files were cut off and later transferred to the NSC for retention. Exactly why this was done we have been unable to learn.

These records contain unique and important Department of the Treasury documentation on various national security policies relating to areas of Department of the Treasury interest. As these records were created and maintained first by the Department of the Treasury, we recommend that these records be accessioned into RG 56, General Records of the Department of the Treasury. They are very closely related to other OASIA records scheduled for transfer to the National Archives under Job No. N1-56-86-3. NSC has only been the custodian of the records through a fluke.

OTHER ISSUES

Before our visit to NSC's off-site depository, Nancy Menan and George van Eron told us all files there constituted

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Federal records. Near the end of our appraisal, however, they reversed their position, indicating that some off-site materials they now considered Presidential or even nonrecord materials. We consider this unfortunate, particularly as regards two bodies of material that contain key documentation concerning the operations of the NSC during the Kennedy-Johnson and Reagan administrations:

Bromley K. Smith Files. Bromley Smith was a long time member of the NSC staff. He began his governmental career in the Foreign Service but soon left that line of work to hold a number of staff positions in the Department of State. In 1952, he became a senior member of the Operations Coordinating Board (OCB). In 1958, he became Executive Officer of the OCB. In 1961, Smith became Executive Secretary of the NSC, a position he held through the Johnson Administration.

The files in question (16 cubic feet) were maintained by Smith and span the period 1950-1969. Virtually all of the material, however, covers his service as Executive Secretary of the NSC. Although these files are highly classified, the NSC is treating them as personal papers for which the Smith family has signed a deed of gift to the LBJ Library. We pointed out that these files would make an extremely valuable addition to RG 273 and go far toward remedying the paucity of institutional files for the period 1961-1969. NSC, however, vetoed that idea.

Robert Kimmit Files. Other material NSC now believes should have originally been shipped to the Presidential Libraries include the files of Robert Kimmit. During his lengthy tenure at NSC, Kimmit served as both legal counsel and executive secretary. His records provide not only case files for significant legal matters in which NSC took special interest (e.g., Letelier, Millorad Popov, Rudolf Hess). They further provide invaluable information relating to NSC administrative history and functions.


PROFS and other electronic systems. NSC maintains that all of its electronic systems are nonrecord. This is a matter of some sensitivity, particularly in light of the ongoing civil action Armstrong vs. Bush, and NARA's legal position in the matter. That case is focused on the PROFS system, but during our appraisal we saw frequent references to other systems that are used to locate documentation. These finding aids would greatly facilitate reference use of these records.


CONCLUSION

Clearly, one issue NARA will wish to press will be the

scheduling of ongoing series and files created under the new administration. Unless we can get the present current Bush administration files under control, old errors will be duplicated. We believe that the best approach to make our concerns felt about the above matters would be in a letter to the National Security Council. This is a small agency which has been frank with us in admitting past weaknesses in recordkeeping. (Its most recent attempt at self-improvement, to create a full-time RMO in the Secretariat, failed because of budget and staffing constraints.) Because of the tremendous significance of the files NSC generates, we must be prepared to work closely with its staff in the future.

Per agreement with NSC, we are sending the SF 115 (but not this appraisal report) simultaneously to Nancy Menan while sending it to NN. Possibly, she will disagree with some of our proposals. If she insists on revision, we will be in touch with the custodial units to let them know.


JOHN D. FAIBISY
Records Appraisal and
Disposition Division


DAVID A. LANGBART
Records Appraisal and
Disposition Division

Enclosure

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. **N1-273-90-1**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **03-06-1990**

1. FROM (Agency or establishment)
NATIONAL SECURITY COUNCIL

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
SECRETARIAT


In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
George Van Eron

5. TELEPHONE EXT. **395-7356**

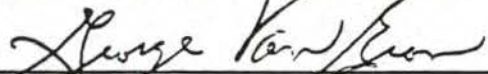
DATE
5/7/90

ARCHIVIST OF THE UNITED STATES


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
3-5-90		DIRECTOR, NSC SECRETARIAT

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
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1.	<p>Administrative Files, 1947-1961. Correspondence, reports, memorandums, internal NSC issuances, printed documents, and other material relating to the NSC's internal organization and procedures and the NSC's relationship, interest, and interaction with various government and non-government entities. Arranged by a numerical filing system.</p> <p>Volume: ca. 10 feet.</p> <p><u>Disposition.</u> Permanent. Transfer to the National Archives immediately. During archival processing, NARA may segregate and destroy material covered by the General Records Schedules.</p>		
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INSTRUCTIONS

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO. NI-273-90-1

PAGE 2 OF 8

7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p><u>General, Miscellaneous, and Nut Files, 1947-1961.</u> Correspondence, receipts, memorandums, and other material generally of a non-substantive nature. The files include public comment mail, referral letters, crank letters, and routine general correspondence. Generally arranged by year.</p> <p>Volume: ca. 2 feet.</p> <p><u>Disposition:</u> Destroy during archival processing of Administrative Files (Item 1).</p>		
3.	<p><u>Records of the NSC Representative on Internal Security (J. Patrick Coyne), 1950-1962.</u> Correspondence, reports, extracts of minutes of meetings, publications, notes, memorandums, instructions, telegrams, issuances, presentations, and NSC Records of Action. These files generally relate to internal security matters. Arranged by type of records or subject.</p> <p>Volume: 10-1/2 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives immediately.</p>		
4.	<p><u>Security Files, 1947-1961.</u> Correspondence, reports, memorandums, forms, and other material relating to security clearances and major security cases.</p> <p>Volume: 2 feet</p> <p><u>Disposition:</u> Transfer ^{immediately} to the National Archives. Retain files on Projector/Kantrowitz and Oppenheimer cases. Destroy remaining cases (those covered by GRS) during archival processing.</p>		
5.	<p><u>Committee Files, 1969-1989.</u> Files pertaining to the organization, administration and functions of internal NSC committees, panels, study groups, and similar bodies. Included in this series are the files of the National Security Planning Group (NSPG), the Ad Hoc Technical Panels, the Under Secretaries Committee, the Vietnam Special Studies Group, the Privacy Task Group, and like organizations. Files generally are arranged by committee and thereunder chronologically.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO. NI-273-90-1
 PAGE 3 OF 8
 9. GRS OR SUPERSEDED JOB CITATION
 10. ACTION TAKEN (NARS USE ONLY)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Volume: 12 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives 20 years after the end of the administration which created the files.</p>		
6.	<p><u>Minutes of Meetings, 1969-1989.</u> Minutes of meetings of the National Security Council, the Verification Panel, the Washington Special Action Group, the Defense Program Review Group, the Senior Review Group, the Intelligence Committee, and the Committee on foreign Intelligence. Some minutes have background material such as briefing papers, agendas, and memorandums attached to them. Records are arranged by committee or group and thereunder chronologically.</p> <p>Volume: 8 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files.</p>		
7.	<p><u>Meeting Files, 1969-1989.</u> Files documenting meetings of National Security Council committees and organizations. Files contain schedules of meetings, lists of attendees, agendas, talking points, background materials, and summaries of conclusions and/or recommendations. Included in this series are meetings of the Crisis Pre Planning Group, the Policy Review Group, the Washington Special Actions Group, the Special Coordinating Committee Group, the Mini SCC, the National Security Council Intelligence Committee, the Defense Program Review Committee, and the National Security Council itself. Arranged by committee and thereunder chronologically.</p> <p>Volume: ca. 90 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives 20 years after the end of the administration which created the files.</p>		
8.	<p><u>Study Memorandums, 1969-1989.</u> Formal directives by the President directing that studies be</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

70-272-90-1

7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>undertaken for discussion by the NSC. This includes documents known as National Security Study Memorandums (NSSMs), Presidential Review Memorandums (PRMs), and National Security Study Directives (NSSDs). A typical file includes background papers, input from various agencies, drafts, comments, memorandums, and the directive itself. Arranged numerically.</p> <p>Volume: 60 feet.</p> <p><u>Disposition.</u> Permanent. Transfer to the National Archives 20 years after the end of the administration which created them.</p>		
9.	<p><u>Policy Papers, 1961-1989.</u> Formal issuances used to establish policy and inform Departments and Agencies of Presidential decisions and their responsibilities in carrying them out. This includes the documents known as National Security Action Memorandums (NSAMs), National Security Decision Memorandums (NSDMs), Presidential Directives (PDs), and National Security Decision Directives (NSDDs). A typical file includes background memorandums, submissions from the various departments involved, drafts, memorandums to the President, Presidential approvals, and the signed policy paper. Some files include narrative background and history for the papers. Arranged numerically.</p> <p>Volume: 35 feet.</p> <p><u>Disposition.</u> Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files or when rescinded, whichever is later.</p>		
10.	<p><u>Agendas, 1961-1964.</u> Agendas of meetings of the NSC. Arranged chronologically. Also included is a file entitled "Working File on Setting Up NSC Meetings."</p> <p>Volume: 1/3 foot.</p> <p><u>Disposition.</u> Permanent. Transfer to the National Archives in 1990.</p>		

REQUEST FOR RECORDS DISCONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
11.	<p><u>Under Secretaries Committee Memorandum Files, 1969-1977.</u> Files documenting Under Secretaries Committee activities regarding specific studies and recommendations. This series has two distinct subseries:</p> <p>a. Study (Pre-Decisional) Memorandums 1 - 165. Files relating to specific studies assigned to and carried out by the Committee. Files consist of statement of issue, tasking memoranda to various offices, inputs from these offices, and draft Under Secretary Committee positions. Arranged numerically.</p> <p>Volume: 8 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 1997 or sooner if negotiated between the National Archives and the National Security Council.</p> <p>b. Decision Memorandums 1 - 142. Final position papers prepared by the Under Secretaries Committee for the National Security Council and responding to specific issues. Arranged numerically.</p> <p>Volume: 5 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 1997 or sooner if negotiated between the National Archives and the National Security Council.</p>		
12.	<p><u>Washington Special Actions Group Contingency Books, 1969-1977.</u> Compilations prepared for use by the Washington Special Actions Group in anticipation of and during various crises. The books include material such as memorandums, talking points, agendas, memorandums of conversation, summaries, assessments, telegrams, reports, situation reports, and plans for various courses of action. Arranged by contingency.</p> <p>Volume: 4 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives in 1998 or sooner if negotiated between the National Archives and the National Security Council.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13.	<p><u>Investigation Files</u>, ca. 1970s-1987. Documentation pertaining to investigations conducted by, of, or of interest to the National Security Council. Arranged by administration and thereunder by investigation.</p> <p>Volume: ca. 13 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files or sooner if negotiated between the National Archives and the National Security Council. At that time, NARA will segregate and destroy reference and duplicate material.</p>	*	
14.	<p><u>Intelligence Files, 1969-1989.</u> Documentation relating to overt intelligence matters or activities. (NOTE: This file does not include the record copy of Reagan Administration System IV intelligence material.) Arranged by administration and thereunder chronologically.</p> <p>Volume: ca. 26 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p>	*	
15.	<p><u>General Institutional Files of the Nixon, Ford, and Carter Administrations, 1969-1981.</u> Files documenting the functions and activities of the National Security Council, including its intelligence and housekeeping functions.</p> <p>a. General Institutional Files of the Nixon-Ford administrations, 1969-1977. Arranged chronologically.</p> <p>Volume: ca. 6 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 1997.</p> <p>b. General Institutional Files of the Carter administration, 1977-1981. Some portions arranged chronologically, others by subject, and others lack discernible arrangement.</p> <p>Volume: 26 feet</p>		

7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. ONE OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
16.	<p><u>Disposition:</u> Permanent. Transfer to the National Archives in 2001. Routine and mundane material will be destroyed by the National Archives during archival processing.</p> <p><u>Reagan Administration Systems Files, 1981-1989.</u> A three-part logged recordkeeping system devised during the Reagan Administration to maintain National Security Council documents separately from White House files, to distinguish between the different types of NSC documents, and to help track the documents both for security and operational reasons.</p> <p>The three systems are as follows:</p> <p>a. System I Administrative Files. Files dealing primarily with administrative or internal action matters. These files document the whole range of NSC activities. (NOTE: System III files were absorbed into System I.) Arranged numerically.</p> <p>Volume: ca. 5 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009. Routine and mundane material (e.g., travel vouchers, time and attendance records, etc.) will be destroyed by NARA during archival processing.</p> <p>b. System II Institutional Files. Files dealing with policy documentation and determinations, and with NSC meeting data. Institutional Files usually require some action by either the President or the National Security Advisor. Arranged numerically.</p> <p>Volume: ca. 35 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p> <p>c. System IV Intelligence Files. Files dealing with intelligence, particularly covert actions and other highly sensitive intelligence matters. Arranged numerically.</p> <p>Volume: ca. 35 feet</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
17.	<p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p> <p><u>Transition Files, 1974-1981.</u> Materials prepared by the departing administration to prepare the incoming staff about NSC organization and functions, issues, and priorities. Arranged by transition.</p> <p>Volume: ca. 7 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives 20 years after the transition. Routine and mundane items will be destroyed by NARA during archival processing.</p>		
18.	<p><u>Records of the Staff Secretary, 1969-1981:</u> Correspondence, reports, memorandums, minutes of meetings, a decisions index, and other material. Files maintained by the Staff Secretary relating to the organization, functions, and activities of the NSC. Included are subject files, chronological files, and meeting files. Arranged by type of records.</p> <p>Volume: 13 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives 20 years after administration that created the files.</p>		



U.S. Department of Justice

Civil Division

EAP:jrb
145-1-2062

Washington, D.C. 20530

Telephone:
(202) 514-4336

October 18, 1993

BY HAND

Alan B. Morrison, Esq.
Michael E. Tankersley, Esq.
Public Citizen Litigation Group
Suite 700
2000 P Street, N.W.
Washington, D.C. 20036

Re: Armstrong v. Executive Office of the President

Dear Alan & Michael:

Pursuant to paragraph 2 of the Stipulation of the parties, filed September 30, 1993, as well as pursuant to Mark Levy's letter of earlier today, attached are drafts of e-mail recordkeeping guidance from the following EOP agency components: the National Security Council, the Office of Administration, the Office of Management and Budget, the Office of Science and Technology Policy, and the Office of the U.S. Trade Representative. Also attached is a copy of the National Archives and Records Administration guidance telefaxed to you earlier today.

Sincerely,

JASON R. BARON
Trial Attorney
Federal Programs Branch
Civil Division

Attachments

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

NSC

Divider Title: _____

DRAFT

ACTION

MEMORANDUM FOR NSC STAFF

FROM: WILLIAM H. ITOH

SUBJECT: Electronic Communications Systems (Electronic Mail)

All National Security Council employees have ongoing responsibilities to create, maintain, and preserve records of their activities pursuant to the Federal Records Act (44 U.S.C., Chapters 29, 31, and 33) or the Presidential Records Act (44 U.S.C., sections 2201-2207). This memorandum provides guidance for fulfilling these obligations as they apply to records created on electronic communications systems.

The National Archives has defined electronic communications systems as electronic mail systems, electronic conferences, and comparable systems with similar e-mail capabilities. Within the NSC, this definition (and the guidance in this memorandum) applies to the e-mail and calendar functions of the VAX All-in-One and CC:Mail systems (which includes All-in-1 word processing documents sent via e-mail) as well as the calendar function of the PROFS (OfficeVision) system.

The staff of the NSC create records electronically, including by the use of electronic communications systems. The NSC preserves electronic mail messages that are records by filing them electronically and transferring them to magnetic tape in a software-independent format for long term preservation. The NSC also preserves essential transmission data for these records electronically, including the name of the sender and each addressee, plus the date and exact time of transmission, which are recorded with the text of each message. "Read receipts" that identify when a message is "opened" by each addressee also are preserved whenever requested.

Successful implementation of this policy requires each NSC employee to do three things: (1) determine the record/nonrecord status of any e-mail message at the time of creation (or, for word processing documents, at the time of transmission), and (2) request read receipts whenever it is important to confirm the receipt of a message by a certain time, and (3) for the time being, ensure that read receipts are preserved by printing them, attaching them to the originating message, and sending them to Records Management for filing. All other tasks associated with the proper maintenance and disposition of e-mail records will be performed by the staff of Records Management and WHSSS.

DETERMINING RECORD STATUS

Electronic mail documents in the NSC (like all other documentary materials) fall into one of two categories: records or nonrecord materials (which includes personal materials). The only records management judgment that NSC staff must make when using e-mail is to determine whether a message is record or nonrecord in nature. Traditionally, the NSC also has distinguished federal from Presidential records and filed them separately. The proper scope of that distinction is now in litigation. Until that question is resolved, we will retain copies of all record messages in a way that permits appropriate designation and filing of them at a later time by the staff of Records Management.

Federal or Presidential Records.

The Federal Records Act defines federal records as:

All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. (44 U.S.C. 3301)

Under this definition, federal records are documentary materials that satisfy two tests. First, the materials must have been created or received by agency personnel in connection with their official duties. Second, they must be appropriate for preservation as evidence of the agency's activities or because they contain information of value. Federal records may be in any physical form, including paper, film, and disk. The method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

The Presidential Records Act defines Presidential records as:

documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual in the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. (44 U.S.C. 2201(2))

Under this definition, Presidential records are documentary materials that meet three tests. First, the materials must have been created or received by the President, his immediate staff,

or a unit or individuals in the EOP whose function it is to advise and assist the President. Second, the materials must relate to or have an effect upon the carrying out of the President's constitutional, statutory, or other official or ceremonial duties. Third, they must not be federal records, which are specifically excluded from coverage by the Presidential Records Act.

Nonrecord or Personal Materials.

Certain types of documentary materials created within the NSC are considered "nonrecord" because they are not "appropriate for preservation" as defined in the Federal Records Act or because they are excluded from the coverage of the Presidential Records Act. For this reason, some electronic messages do not need to be filed and preserved because they are so insubstantial that they do not warrant retention, or because they are duplicative, or because they are exclusively personal in nature. Examples of electronic mail documents that are nonrecord or personal materials are those related to the following:

- Reminders about leave plans (which are officially documented elsewhere)
- Reminders about meetings and appointments
- Routine office procedures, such as requests to clerical staff to order supplies
- Telephone messages (unless the message contains substantive information)
- Social or ceremonial functions during office hours
- Preliminary drafts of official, logged records sent to a secretary for final preparation (unless the draft reflects policy development)
- Exclusively personal matters, such as private political or professional activities

Monitoring Record Status Designations

To assist the NSC staff in making proper record status determinations, the staff of Records Management will periodically examine a sample of all electronic mail messages, including those designated as nonrecords. The purpose of the examination is to identify any problems in interpreting the official guidance for distinguishing between record and nonrecord materials. The first of these sample inspections will take place within the next month. The staff of Records Management will report their findings to me and recommend any needed changes in current guidance or procedures.

No copies of electronic mail documents (either electronic or paper) may be removed from the NSC unless they are determined to be exclusively personal materials. If a departing staff member wishes to retain such documents, the staff of the Information

Management and Disclosure Office must review the documents before authorizing their removal.

PRESERVING ELECTRONIC MAIL MESSAGES

To facilitate the preservation of e-mail messages that are records, you are asked to indicate whether the message is Record (R) or Nonrecord (N) each time you create a message. (For All-in-1 word processing documents, you must indicate (R) or (N) when you send the document.) You should make that determination by following the guidelines in this memorandum for identifying federal records, Presidential records, nonrecord materials, and personal materials (a personal message should be labeled nonrecord (N)). When in doubt, designate a message as a record.

If you designate a message as a record, a copy automatically will be routed to Records Management for incorporation into the appropriate records system. All messages in individual e-mail accounts will be purged from the All-in-One and CC:Mail systems after one month, with the exception of extra copies placed in your "personal folder" because they need to be retained more than one month for personal convenience.

Transmission and Receipt Data

All electronic mail messages contain certain "transmission data" regarding the sender, addressee(s), and transmission (date and exact time) of a document. Whenever you designate a message as a record, it is necessary to capture and preserve such transmission data and associate it with the appropriate message. All e-mail messages routed to Records Management as records will be filed electronically with the following transmission data included: the name of the sender and all recipients and the date and time of transmission.

Additionally, you must request a read receipt for record messages whenever such information is necessary for adequate and proper documentation of NSC activities. You should request read receipts whenever it is necessary to confirm that the addressee(s) has read a message by a certain time, such as when you assign tasks with a deadline or need concurrence by a definite time. To the extent feasible, WHSSS will reprogram All-in-1 to capture such read receipts electronically. However, until further notice, all users should continue to follow the instructions in Will Itoh's 5/27/93 memorandum for printing out read receipts whenever requested, attaching them to the originating message, and forwarding such materials to Records Management for filing.

PRESERVING CALENDARS

Calendars created on the NSC's e-mail systems (except those of the APNSA, DAPNSA, Staff Secretary, Executive Secretary, and Deputy Executive Secretary) are either personal materials or temporary records. Calendars are personal materials when they are shared only with a secretary. They are temporary records when they are shared more widely with other members of the NSC staff. In either case, they do not need to be printed and filed, and they should be deleted from your e-mail environment when no longer needed. The electronic calendars of the APNSA, the DAPNSA, the Staff Director, the Executive Secretary and the Deputy Executive Secretary, which are created on PROFS, must be printed out monthly and forwarded to Records Management for preservation.

* * *

OCT 19 11:51 AM '93
This memorandum supersedes all previous guidance on ~~electronic~~ e-mail issued prior to January 6, 1993, as well as the instructions on Electronic Federal Records on page 6 of the May 8, 1993 memo on "Federal Records." I cannot emphasize too strongly the importance of staff compliance with this guidance in order to ensure that the NSC fulfills its legal obligations regarding the creation and preservation of federal and/or Presidential records. If you have any questions about this guidance, please contact the Records Management Staff (7356) or the Office of the Legal Adviser (3854).

7356 (EX)
Legal Adviser

DRAFT

ACTION

MEMORANDUM FOR [WHSSS]

FROM: WILLIAM H. ITOH

SUBJECT: Electronic Mail Modifications

By October , 1993, you should begin to implement all procedures necessary to preserve all record e-mail messages on the NSC's electronic mail systems (All-in-1 and CC:Mail) electronically. Since all record e-mail messages for the Clinton Administration have been retained online, I assume that these procedures can be implemented within a few days, with one exception. I understand that capturing read receipts electronically in association with the originating message may require up to one month of additional reprogramming.

All e-mail users will continue to designate messages (including All-in-1 word processing documents) as records (R) or nonrecords (N), and all messages designated as records will continue to be routed electronically to Records Management. Any such data determined to be federal records will be proposed for permanent retention by the National Archives. To preserve the record messages and related data electronically, we need to accomplish the following for All-in-1 and CC:Mail:

1. Enable Records Management staff to designate the record messages as either federal or Presidential.
2. Retain EASY access to the sorted federal or Presidential messages in Information Management and Disclosure only, until the end of an administration. This access may be achieved by retaining the data online, or on easily useable optical disks, whichever is more practicable for you.
3. At the end of an administration transfer the sorted record messages to separate magnetic tapes for federal or Presidential records and make one duplicate set of the tapes. These magnetic tapes must contain all transmission data associated with the messages as described below in No. 4, and they must conform to the requirements of NARA regulations at 36 CFR 1228.188 (copy attached at Tab I). One set of the tapes will be retained for the NSC's administrative use and one set will be stored and maintained for transfer to NARA according to the provisions of an approved records schedule.
4. Each record message must include the name of the sender and all addresses, plus the date and exact time of transmission. Additionally, for All-in-1, we must preserve read receipt data

whenever it is requested by the sender. This read receipt data must be preserved in a way that easily associates the receipt information with the appropriate originating message. CC:Mail users will continue to print read receipts when requested as instructed in Will Itoh's print 5/27/93 memorandum, since that system cannot be reconfigured to associate such data with the originating message electronically.

5. Since we are preserving transmittal data in association with each record message for All-in-1, including the name of the sender and all addressees, the date and time of transmission, and read receipt data whenever requested, it is not necessary to preserve user directories, distribution lists, or logs of messages on the magnetic tapes. These may be deleted when no longer needed for administering the All-in-1 system. Since CC:Mail does not print all addressee names on a distribution list, for that system you also must preserve all distribution lists so that the name of all addressees for all record messages will be readily available.

6. All e-mail messages that are not routed to Records Management should be deleted after one month, with the exception of any messages filed in an individual user's "Personal" folder. These latter messages, which are nonrecord copies maintained solely for personal convenience, should be deleted whenever the staffer departs the NSC.

7. For the calendar data on All-in-1, Records Management has drafted a records schedule provision that would authorize the deletion "when no longer needed" of any such data determined to be federal records. Until NARA has approved our draft schedule, you should continue retaining a complete backup of calendar data.

8. For the cable traffic on All-in-1, Records Management has drafted a records schedule provision that would authorize the permanent retention of all cables directed to the attention of a specified NSC staffer. The draft schedule also would authorize the deletion "when no longer needed" of the remaining cable traffic in GESCAN. The newswires in GESCAN that are purchased from a commercial vendor constitute a nonrecord reference library, which should be deleted when no longer needed. Until NARA has approved our draft schedule, you should continue retaining a complete backup of all cable traffic sent to All-in-1.

9. User Set-Up Functions, which include changes in passwords, work locations, work hours, lock keyboard data, calendar and date formats, and log-in/log-out data, should be deleted when no longer needed for system administration. To the extent that any such data are determined to be federal records, their deletion is authorized by the provisions of GRS 20, Item 1c.

Records Management has drafted a records schedule for submission to the National Archives that would, for all data determined to be federal records, authorize the deletion of (1) data in individual e-mail accounts after one month or, in the case of data retained in personal folders, when the staffer departs the NSC; (2) user directories, distribution lists (for All-in-1 only), and logs of messages; and (3) All-in-1 calendar data. However, until we have a final determination about which NSC records are federal, you must continue the current practice of preserving backup tapes of the entire system.

If you have any questions, please contact Neal Wolin in the Legal Adviser's office at 3854.

Attachment

Tab I NARA Regulations

DRAFT

(Proposed records schedule to be submitted to NARA regarding any records determined to be federal)

1. Electronic Mail, 1993--. Messages created and exchanged by the NSC staff electronically. The content of the messages ranges from the routine and personal to substantive exchanges about policy matters. The NSC e-mail systems require the user to designate messages that are records before sending a message. All messages designated as records are automatically routed to the Office of Records Management with related transmittal data for segregation into one of two categories: permanent federal records or permanent presidential records.

a. Substantive Messages. Messages, and related transmittal data, providing substantive information about agency activities such as the development of policy papers, interagency meetings, internal administrative matters, and legal cases. (For CC-Mail only, the related transmittal data must include all distribution lists, and updates, which provide the names of all addressees of record messages.)

Disposition. Permanent. Retain in an accessible electronic format until the end of an administration, then copy to tape. Transfer tapes to the National Archives 20 years after the end of the administration that created them.

b. Processing Files. Backup tapes and other extra copies of all data on the e-mail system, including substantive and nonrecord messages; user directories, distribution lists (except for CC:Mail), and logs of messages; and user set-up functions authorized for disposal under GRS 20, Item Ic.

Disposition. Destroy when no longer needed.

2. Electronic Calendars, 1993--. Data regarding the daily schedules of certain NSC staff that are available to other NSC staff. (The electronic calendars of the APNSA, the DAPNSA, the Staff Secretary, the Executive Secretary, and the Deputy Executive Secretary will be printed out for permanent retention. An SF 115 will be submitted to request disposition authority for any of these calendars determined to be federal records.)

Disposition. Destroy when no longer needed.

3. Electronic Cables and Newswires, 1989--. An electronic library of daily newswires and cables related to world events. The newswires consist of a standard commercial package furnished by AP, UPI, and Reuters, which constitutes a nonrecord reference library. No information is recorded about who looks at these newswires or when. The incoming cables originate with the Department of State, DoD, the CIA and the NSA. They are sent to

the Situation Room for the attention of either (1) the President and his assistants in the West Wing, or (2) the NSC staff generally. Those created and received by the President, the APNSA, and the DAPNSA are retained permanently as Presidential records. The dispositions listed below apply to the remaining incoming cables that are sent electronically to All-in-1 for subsequent electronic distribution to the NSC staff and to the outgoing cables sent in the name of a member of the NSC staff.

a. Cables Sent to or From Specified Staff. A certain percentage of all incoming cable traffic is sent electronically to designated NSC staff according to predetermined subject criteria, and a small number of cables are sent from the Situation Room in the name of an NSC staff member. All such cables identify the sender and recipient(s) and the date of electronic submission.

Disposition. Permanent. Retain in an accessible electronic format until the end of an administration, then copy to tape. Transfer to the National Archives 20 years after the end of the administration that created them.

b. GESCAN Cables. Those cables not designated for an individual staffer, plus copies of the cables sent to a specified staffer (with the exception of a few highly sensitive cables) are stored in a database (GESCAN) that may be accessed by anyone on the NSC staff. No information is recorded about who looks at what data or when.

Disposition. Destroy when no longer needed.

DRAFT

ACTION

MEMORANDUM FOR WILLIAM H. LEARY

FROM: WILLIAM H. ITOH

SUBJECT: Monitoring Electronic Mail

In order to identify and correct any problems in the NSC staff's identification of e-mail records, you should institute the following plan for monitoring a sample of electronic mail.

1. The staff of Records Management should examine a sample once annually. The first examination should be completed within one month following the issuance of written guidance to all staff.

2. The initial sample and the size of the subsequent samples should be determined by the Director of Records Management.

3. The selected staff should be notified prior to beginning the inspection that you will examine a sample of their previously created e-mail stored on the backup tapes.

4. WHSSS should print out the designated messages to facilitate the review by Records Management.

5. Records Management should tabulate the total number of messages examined in each account, the number of incorrect record designations, and the reasons for the incorrect designations. Records Management should prepare a report for the Executive Secretary summarizing and analyzing the findings and recommending any needed modifications in the guidance to staff. That report should be submitted to me within six weeks after issuance of written guidance to all staff.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

OA

Divider Title: _____

DRAFT

October 18, 1993

D R A F T

OFFICE OF ADMINISTRATION DIRECTIVE

SUBJECT: The OASIS ALL-IN-1 Electronic Communication System and
Federal Records Procedures

Introduction

1. **Purpose.** To establish records management objectives and responsibilities for the creation, maintenance, use, and disposition of Federal records on the OASIS ALL-IN-1 system.
2. **Personnel Concerned.** All OASIS ALL-IN-1 users with federal records responsibilities.
3. **Directive or Bulletin Cancelled.** None; paragraph 7.b of LISD Directive .04-0, "Records Management Program," is replaced by this Directive.
4. **Authority.** 44 U.S.C. Chapters 21, 29, 31, and 33; 36 CFR Parts 1220, 1222, 1228, and 1234; and 1993 NARA Guidance, on Managing Federal Records on Electronic Mail Systems in the Executive Office of the President.
5. **Originator.** Information Management Division
6. **Review.** Annually, whenever substantive modifications to ALL-IN-1 are contemplated, or before any new electronic communications systems are accessed by EOP agency users.

[Director of the Office of Administration signature and date]

OVERVIEW

1. Purpose.

To establish policy, responsibilities, guidelines, requirements, and procedures for the preservation of Federal records created and transmitted on the OASIS ALL-IN-1 system within the federal agencies of the Executive Office of the President.

This directive supersedes previous records management instructions on Federal records on electronic communications (e-mail) systems, in accordance with recent court opinions and orders, and with current National Archives and Records Administration guidance formulated specifically for the EOP in light of these orders and opinions.

The following guidance does not apply to Presidential records. Each EOP component that creates Presidential records has a continuing obligation to identify and separately maintain Presidential and Federal records. Memoranda providing guidance on Presidential records and Federal records were issued to White House and EOP staff by the White House on May 5, 1993.

2. Definitions.

Basic records management terms are defined in OA Directive LISD.04-0 (44 U.S.C. 3301). The definitions listed below are specific to the purpose of this directive.

- a. **Electronic Mail System.** As used in this directive, this term refers to a computer application used to create or transmit messages and other documents, conduct electronic conferences, and create calendars that can be accessed by multiple staff members. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data) and data systems used to collect and process data that have been organized into data files or databases on either personal computers or mainframe computers.
- b. **E-mail messages.** Documents created on an e-mail system including brief messages, notes, more formal or substantive narrative documents, and any attachments, such as word processing documents, that may be transmitted by the message.
- c. **Electronic Records.** This term includes numeric, graphics, and text information, which may be recorded on any medium capable of being read by a computer and which satisfies the definition of a Federal record in

44 U.S.C. 3301. This includes, but is not limited to, magnetic media, such as tapes and disks, and optical disks. (36 CFR 1234.1)

- d. **Electronic Records System.** This term means any information system that produces, manipulates, or stores Federal records by using a computer.
- e. **Federal Records.** As defined in the law (44 U.S.C. 3301), Federal records are:

[A]ll books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

The phrase "regardless of physical form or characteristics" means that the records may be paper, film, disk, or any other physical type or form; and that the method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

Federal records are documentary materials when they meet both of the following conditions:

- (1) They are made or received by an agency of the United States Government under Federal law or in connection with the transaction of agency business; and
 - (2) They are preserved or are appropriate for preservation as evidence of agency organization and activities or because of the value of the information they contain. (36 CFR 1222.34)
- f. **Presidential Records.** Documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the EOP whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory,

or other official or ceremonial duties of the President. (44 USC 2201)

- g. **Temporary Record.** Any record which has been determined by the archivist of the United States to have insufficient value (on basis of current standards) to warrant its preservation by the National Archives and Records Administration. This determination may take the form of:
 - (1) A series of records designated as disposable in an agency records disposition schedule approved by NARA (Standard Form 115, Request for Records Disposition Authority); or
 - (2) A series of records designated as disposable in a General Records Schedule. (36 CFR 1220.14)
- h. **Permanent Record.** Any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives. (36 CFR 1220.14)
- i. **Nonrecord Material.** U.S. Government-owned documentary materials, other than Presidential records, that do not meet the statutory definition of Federal records (44 U.S.C. 3301), or that have been excluded from coverage by the definition. Excluded materials are:
 - (1) Extra copies of documents preserved only for convenience of reference.
 - (2) Stocks of publications and of processed documents. However, each agency must create and maintain records sets of processed documents and publications, including annual and special reports, directives, special studies, brochures, pamphlets, books, handbooks, manuals, and posters.
 - (3) Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.
- j. **Records Management.** The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operation. (36 CFR 1220.14)

- k. **Records Schedule.** A document describing and providing instructions for the disposition of Federal records. Its consists of one of the following:
- (1) An SF 115, Request for Records Disposition Authority, that has been approved by NARA to authorize the disposition of Federal records;
 - (2) A General Records Schedule (GRS) issued by NARA; or
 - (3) A printed agency manual or directive containing the records descriptions and disposition instructions approved by NARA on one or more SF-115s or issued by NARA in the GRS. (36 CFR 1220.14)
- l. **General Records Schedules.** Schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies if such records will not, at the end of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government. (44 U.S.C. 3303a(d))
- m. **Recordkeeping System.** Records in any media organized and maintained by an agency under a formal scheme for retrieval purposes and to meet the agency's recordkeeping requirements.
- n. **Transmission and Receipt Data.**
- (1) **Transmission Data.** Information in e-mail systems regarding the identities of sender and addressee(s), date and time messages were sent.
 - (2) **Receipt Data.** Information in e-mail systems regarding date and time of receipt of a message, and acknowledgement of receipt and/or access by addressee(s).
- o. **System Backups.** Copies on off-line media of software or data stored on direct access storage devices in a computer system to provide a means of recreating a system and its data in the event of unintentional loss of data or software.
- p. **Records Liaison.** Individual designated to oversee records management procedures for the agency.

THE ELECTRONIC MESSAGING (E-MAIL) SYSTEM

3. Policy.

The official medium for maintaining Federal records created on OASIS ALL-IN-ONE in EOP agencies is hardcopy (paper). The OASIS ALL-IN-1 System at the present can not be used to store Federal records. The Electronic Messaging (EM) function on the All-IN-1 is not designed to replace agencies' existing paper files. Consequently, e-mail users of the ALL-IN-1 system must follow the procedures specified below.

The Office of Administration is developing an electronic recordkeeping system for storage, retrieval and disposition of electronic messages that are determined to be Federal records. However, until certain programming, policy, and procedural matters are resolved, all users should follow the steps listed below to ensure that all e-mail documents that meet the definition of Federal records are printed according to these instructions and incorporated into official paper files.

4. Identifying E-Mail Documents That Are Federal Records.

- E-mail messages (and attachments) are Federal records when they meet two conditions. They are made or received by an agency of the United States Government under Federal law or in connection with the transaction of agency business; and, they are preserved or are appropriate for preservation as evidence of agency organization and activities or because of the value of the information they contain. (36 CFR 1222.34)
- When determining whether e-mail messages are Federal records, keep in mind that multiple copies of documents may all be records if they are used for different purposes in the conduct of official business or filed in different files. More than one office may take action or otherwise use copies of a document. The copy would be a record in each of those offices.

5. Preserving E-Mail Documents That Are Federal Records.

When the user determines that an incoming or outgoing e-mail message or FAX transmitted by the EOP ALL-IN-1 system meets the criteria for Federal records, the user will:

- Print the message and all attachments. The printed message shows the identity of the sender and the

addressee(s), and the date and time the message was sent. The identity of remote addressees that are not otherwise evident (outside of OASIS) should be identified by annotating the message or attaching a list of addressees.

- If the sender requested a "read receipt," he/she will either print the receipt and attach it to the printed message or annotate the printed message with the date and time each recipient accessed the message. Read receipts should be requested when adequate documentation is needed to verify that the message was accessed by the recipient.
- Print the successful FAX confirmation message and attach it to the official file copy of the document that was sent. Annotate the confirmation message with the names of recipients.
- Forward the printed message or file copy of the document that was FAXED to the appropriate individual for inclusion in the EOP agency's system of official files.

These actions must be taken even if the user chooses to copy or move messages for inclusion in personal paper or electronic files.

The folders feature in the e-mail system may only be used for the storage of personal materials (or copies of Federal records). Personal e-mail messages should be kept separate from copies of agency e-mail records.

Examples of messages that are Federal records on e-mail are:

- Notices concerning the use of leave, procurement of supplies, or personnel practices;
- Budget-related messages summarizing agency expenditures;
- Messages relating to workers' compensation claims, contracts, or working conditions;
- Messages that document policy development or significant decisions;
- Substantive minutes or notes on the proceedings of meetings.

6. Nonrecord e-mail messages. Messages created on the e-mail system may contain transitory or nonsubstantive information that is not needed to provide a full account of agency policies, procedures, functions, and major activities. Among these transitory nonrecord messages are requests that an individual be paged and requests submitted to the U.S. Secret Service WAVES system for clearance of visitors. All nonrecord messages may be deleted by the users when no longer needed.

Examples of nonrecord messages on e-mail include:

- o Reminders of appointments and staff meetings;
- o Announcements of an employee's departure or retirement; invitations to office social functions;
- o Employees' copies of administrative notices such as those relating to blood drives, savings bond purchases, or the Combined Federal Campaign.

OASIS ALL-IN-1 FEATURES

7. Calendars.

The ALL-IN-1 System offers a calendar option to users as part of the Desk Management function. The calendar function allows users to schedule meetings with other users including recurring meetings, as well as to maintain their own official record of meetings, events, and other activities. Calendars may be displayed and printed by the day, week, or month. This function also provides users with the capability of maintaining a task or "to do" list.

Calendars and task lists created using this system may be Federal records if they meet the criteria explained in paragraphs 2d and 4 of this directive.

- o Calendars that are used only as personal schedules may not be records, even if some of the entries listed are events or meetings that relate to officials duties. If the calendar was created solely for the personal convenience of the official (and is not shared with anyone beyond one's secretary or assistant) and his or her important meetings or scheduled activities are recorded elsewhere, the ALL-IN-1 calendar may be considered nonrecord, and may be updated, changed or deleted at the individual's discretion.
- o NARA has authorized disposal of all other individual and shared calendars determined by the creating agency

to be Federal records according to the following conditions:

- If the calendars contain substantive information relating to official activities, the substance of which has not been incorporated into official files, they must be kept for two years.
- If the calendars document routine activities or any substantive information in them is also included in organized files, the user may change or delete information when it is no longer needed. (GRS 23, item 5)

8. Personnel Directories. The user directory provides a short-cut for entering the recipient's name on the "TO" line of the message. In addition, users have access to an EOP Directory that contains names of individuals, their organization affiliation, room number, and telephone numbers. There is also a separate feature that allows users to create their own personal address/telephone lists for ready reference and not for circulation. These directories are nonrecord.

9. Desk Management provides access to a calculator and displays the current time at locations throughout the world (World-Wide Time). This information is nonrecord reference material.

10. Telephone messaging is available to users through either the electronic messaging or Desk Management menus. Just as with paper telephone message slips, users should ensure that they produce official records documenting the substance of important telephone messages or conversations for inclusion in agency files. The messages themselves are ordinarily not Federal Records.

11. Information Management displays commercial and other non-agency informational materials such as the news and weather. This information is nonrecord reference material.

12. The Bulletin Board broadcasts special announcements to OASIS users, such as a schedule of classroom training, blood donation drives, and health insurance open seasons. The Suggestion Box allows users to recommend changes that would better meet user needs. This is nonrecord material and may be deleted under GRS 23, item 1.

13. The interactive training routines available on the system are not Federal records.

14. The User Set-Up functions of the OASIS-ALL-1 system which include changes in passwords, work locations, work hours, and

calendar and date formats, as well as the log-in/log-out data and lock keyboard data, may be deleted under GRS 20, item 1(c).

15. System backup tapes can only be recycled with specific authorization from NARA. Any Federal records that remain on the OASIS ALL-IN-1 system, after the records and appropriate transmission data have been printed for filing in official recordkeeping systems, are subject to the disposition instructions in GRS 23, item 2.

RESPONSIBILITIES

16. The head of each EOP agency will:

- o Designate those high-level officials whose OASIS ALL-IN-1 calendars may be Federal records. Direct those designated high-level officials to ensure that their OASIS ALL-IN-1 calendars are printed at the end of each month and sent to the records liaison for inclusion in the agency's official file system.
- o Ensure that each agency employee receives training in Federal record responsibilities.
- o Direct the (ir division directors or equivalent) head of each agency component to instruct all users of the OASIS ALL-IN-1 system with Federal records responsibilities to:
 - Follow procedures in paragraph 5 of this directive when the e-mail message or FAX has been determined to be a Federal record.
 - Instruct staff that it is not acceptable to transfer Federal records to their personal ALL-IN-1 folders until after they have printed out and filed the record copy along with its associated read receipt, if any.
 - Ensure that staff are properly preserving all incoming and outgoing e-mail messages, as well as any read receipts requested.
 - Request a representative segment of agency staff to print out samples of messages from their OASIS-ALL-IN-1 files for review to determine if proper designations of record and nonrecord status have been made. This review should occur within the first 60 days of this directive and annually thereafter.

- Notify their office records liaison when employees need further training to fulfill their Federal records responsibilities.
- Conduct departure interviews with employees to assess whether they have properly printed out all Federal records for inclusion in official files.

17. The Information Management component of OA will:

- o Backup the OASIS ALL-IN-1 System as necessary. Recycle such back-up tapes according to authorized disposition schedules.
- o Consult with agency records officers whenever substantive modifications to the electronic communications system are contemplated.
- o Provide guidance and training to educate OASIS ALL-IN-1 users on records management procedures.

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OMB

Divider Title: _____

DRAFT

OMB Draft 10/15/93 (draft in progress, to be revised in accordance with guidance to be issued by NARA and EXOP Office of Administration)

Section 540-5.b. of the OMB Manual is amended to read as follows:

"b. Electronic mail may be used to convey "official records" information.

- "(1) Whenever an employee creates or receives an electronic message, the employee shall determine whether the electronic message constitutes a "federal record" (as defined in Section 540-2.a) under the standards set forth in Section 540. If the employee determines that a created or received electronic message is a "federal record", then the employee shall print such created or received electronic message (and all attachments thereto) onto paper. On both the sender's and addressee's copies, the printed message shows the full identity of the sender and addressees (including names on established distribution lists), and the date and time the message was sent (this information is often referred to as "transmission data").
- "(2) Just as there are instances in which it is critical to know when a paper document reaches its destination, there are instances in which it is critical to know when an electronic message reaches its destination. Accordingly, whenever an employee creates an electronic message that the employee has determined constitutes a federal record (as required by b(1)), the employee shall also determine whether to ask for a "read receipt" (which shows when the message has been accessed by each addressee) for the electronic message. The employee shall request a "read receipt" whenever a record of when an electronic message has been accessed is necessary for adequate and proper documentation of agency activities, or is necessary to ensure compliance with strict deadlines or to protect the financial, legal, and other rights of the Federal government. For example, bids on contracts, applications for employment, and documents submitted to a court or administrative board may have to be delivered no later than a precise date and time; in such situations, just as certified mail or date stamping is used to confirm delivery of the final product, a person would request a read-receipt to document the receipt of preliminary electronic messages relating to the preparation, review, clearance, and delivery of such a product. In those and similar situations when strict deadlines must be met, employees shall request read-receipts for electronic messages.

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"(3) Whenever an employee requests a "read receipt", pursuant to b(2), for an electronic message that the employee has created, the employee shall print onto paper the "read receipt" that is received from each addressee. The paper copy of each "read receipt" shall be kept together (by staple, paper clip, or otherwise) with the paper copy of the electronic message (and any attachments thereto) that is printed out pursuant to b(1).

"(4) The paper copy of the electronic message (and any attachments thereto) and any associated "read receipts", which are printed out pursuant to b(1) and b(3), shall be handled and disposed of appropriately, using the same procedures and standards that apply generally to the handling and disposition of federal records in paper format. These procedures and standards are set forth in Section 540.

[Discussions on other issues will be added in accordance with guidance to be issued by NARA and EXOP Office of Administration]

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OSTP

Divider Title: _____

DRAFT: 10/15/93

MEMORANDUM

To: All Staff
From: John H. Gibbons
Subject: OSTP's Records Management Program

Our status as employees of the United States Government obligates us to maintain records that: 1) protect the legal rights of the Government and those affected by its actions; and 2) preserve a historical record of the actions of this agency. Content (i.e., documentation of the organization, functions, policies, decision, procedures and essential transactions of OSTP), not form (i.e., hard copy v. computer file), determines whether something is a Federal record.

In May 1993, the White House issued guidance on management of Federal and Presidential records (attached) that shall serve as OSTP's general guidance. In addition, OSTP has a records management manual (attached) that provides instruction on creation and maintenance of filing systems. Please see OSTP's records management officials if you have questions about any of these documents; the May 1993 guidance will take precedence in the case of conflicting guidance. Please note, however, that this memo and the guidance from the National Archives and Records Administration (attached) on which it is based supersede all previously issued guidance with regard to e-mail and online calendars.

As we integrate e-mail and online calendars into our workplace, we must take care to preserve the Federal records transmitted through these systems. Please adhere to the following procedures when using e-mail or online calendars:

CC:Mail

Before transmitting a message on CC:Mail, determine whether it is a record (see attachments for definitions; note that in addition to the text, CC:Mail messages contain "transmission data" — e.g., name of sender, names of recipients, date and time of transmission — that are considered part of a record). If a CC:Mail message constitutes record material, include the Records Mailbox as a recipient ("addressee" or "cc"). Messages in this mailbox will be reviewed and managed by OSTP's records management officials, who will assume responsibility for segregating Federal and Presidential records, for determining the temporary or permanent status of records, and for conducting all searches for records transmitted to this mailbox. Once the message has been transmitted to the Records Mailbox, you may determine whether to store or delete it from your own mailbox.

The "Return Receipt" feature of our CC:Mail software can be used to great advantage, particularly as we substitute e-mail messages for telephone or

face-to-face communication. When it is important to the functions of OSTP to ensure receipt of a CC:Mail message (e.g., when you assign certain tasks with deadlines; when you give technical direction to a contractor), select the "Return Receipt" option. When the receipt is returned, forward the receipt to the Records Mailbox (where it will be associated with the original message by a records management official).

If you create distribution lists to transmit CC:Mail, print a hardcopy of each list when created or updated and send it to OSTP's records management official. The records management official will use these hardcopy lists to supplement information preserved in messages sent to the Records Mailbox. Staff may also request copies of the lists to supplement information preserved in messages printed to hardcopy and filed in the records management system.

Guidance from the National Archives and Records Administration requires OSTP's records management officials to review traffic on the system for compliance with this guidance. I expect all users of OSTP's LAN to cooperate with requests from a records management official to view the contents of their e-mail boxes, which will occur on an annual basis.

Note that this guidance applies only to use of CC:Mail on OSTP's LAN. Records created or transmitted on the OASIS e-mail system cannot be forwarded directly to OSTP's Records Mailbox. Therefore, you must print any message you receive or send that is a record, and associated transmission data, to hardcopy, at which point it should be entered into your Division's records stream for hardcopy. OSTP OASIS users should adhere to the guidance issued by the Office of Administration for that system.

OSTP Internet users should continue to follow the interim guidance issued for that system on June 11, 1993, until further notice.

Online Calendars

Online calendars maintained by or for the convenience of an individual employee of OSTP and not widely accessible to other staff are considered personal records. On the other hand, online calendars maintained by or for the Director or the Associate Directors of OSTP and widely accessible to individuals within OSTP are agency records. These calendars should be printed on a monthly basis and forwarded to the individual in charge of the Director's or the Division's Official File Station (see OSTP's records management officials if you are uncertain of this individual's identity). A list

of the individuals with authority to make changes to a calendar during the month immediately preceding the printout should be attached to the printout.


Any questions about records management in general or this guidance in particular should be directed to OSTP's records management officials (Barbara Ferguson and Vicki Spears) or to OSTP's General Counsel (Holly Gwin). These individuals will work with me, with the National Archives and Records Administration, and with the Office of Administration to ensure we have a records management program compliant with the law and as "user-friendly" as possible. They will be in touch with OSTP staff -- individually and collectively -- throughout the year to inform you of training opportunities, to identify any problems encountered in complying with OSTP's records management guidance, and to solicit your suggestions for improvements in the records management program.

I also expect each user of OSTP's LAN to attend all training sessions offered by the records management staff of the Office of Administration or the National Archives and Records Administration.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20506

June 11, 1993

To: Individuals with OSTP Internet accounts

From: John H. Gibbons 

Subject: Interim guidance on preserving federal records created in the Internet

We have been advised of an obligation to retain an archive of all messages sent or received by OSTP staff through the Internet. We are seeking user-friendly means to enable proper records preservation within the Internet, but for the time being, please adhere to the following guidelines:

1. Save all messages sent or received during the period of your OSTP employment.
2. Manage the size of your inbox by:
 - A. Determining which messages sent or received are Federal records and forwarding them to fed-rec@ostp.eop.gov, at which point they may be deleted from your account; or
 - B. Storing everything in your individual account. You may find it useful to segregate material in folders if you choose this option.
3. Print your Internet address book (to ASCII, to Wordperfect, or to hardcopy) and forward it to OSTP's records management official. Repeat this procedure whenever your address book is modified.

OSTP's records management officials will work with NSF to establish a means of retrieving and preserving Federal records on the Internet and integrating this information with OSTP's records management system. You will receive further guidance on when and under what conditions (other than 2.A) you may begin deleting messages from your account.

Additional guidance on preserving Federal records, including e-mail and online calendars on our LAN, will soon be issued. We have also scheduled training on "What is a Federal Record" for June 17 and 18 (see memo dated June 10 for details). In the interim, if you have questions, see Barbara Ferguson or Vicki Spears, OSTP's records management officials, or Holly Gwin, OSTP's General Counsel.

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VSTR

Divider Title: _____

ONLINE CALENDARS

Online calendars maintained by or for the convenience of an individual employee of USTR and not widely accessible to other staff are considered personal records. On the other hand, online calendars maintained by or for USTR or DUSTRs and widely accessible to individuals within USTR are agency records. These calendars should be printed on a monthly basis and filed with the senior officials' other files. A list of the individuals with authority to make changes to a calendar during the month immediately preceding the printout should be attached to the printout.

MONITORING GUIDANCE

Further guidance will be given with regard to USTR's obligation to monitor and thus ensure that e-mail users are accurately identifying record messages and following guidance concerning the preservation of transmission and receipt data on a regular basis.

ADDITIONAL GUIDANCE

Any questions about records management in general or this guidance in particular should be directed to USTR's records management official (Cathy Hofgren) or to USTR's General Council (Laurie Sherman). We will be working with the National Archives and Records Administration, and with the EOP's Office of Administration to ensure we have a records management program that complies with the law and as "user-friendly" as possible. The records management official will be in touch with USTR staff - individually and collectively-- to inform you of training opportunities, identify any problems encountered in complying with USTR's records management guidance, and solicit your suggestions for improvements in the records management program. I also expect each USTR employee to attend all training sessions offered by the records management staff of the Office of Administration or the National Archives and Records Administration.

Attachments:

Attachment I: NARA Guidance: Managing Federal Records on Electronic Mail Systems

Attachment II: Federal Records Instructions for Printing E-Mail

FEDERAL RECORDS INSTRUCTIONS ON PRINTING E-MAIL

STEPS TO PRESERVE FEDERAL RECORDS E-MAIL ALONG WITH ASSOCIATED TRANSMISSION DATA

After determining that an E-mail message you have sent is a
Federal Record:

- 10/18/93
- | | | |
|--|--|---|
| STEP 1: | Access you E-mail | If you are not already within it |
| STEP 2: | Press TAB key | This moves you from the inbox to the outbox |
| STEP 3: | Highlight message | Selects desired outgoing message |
| STEP 4: | Press 1 Read | Opens message to be read |
| STEP 5: | SHIFT + F7 | Accesses print options |
| STEP 6: | Select 1 Print | Sends message to printer |
| STEP 7: | Select 4 Information* | Accesses transmission and receipt information |
| <p>*At the end of each day, or as necessary, when adequate documentation is needed to verify that the message was accessed by the recipient.</p> | | |
| STEP 8: | SHIFT + F7 | Accesses print options |
| STEP 9: | Select 1 Print | |
| STEP 10: | Select F7 | To exit E-mail |
| STEP 11: | Pick up printed copy from the printer and file it in the appropriate subject file. | |

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NARA

Divider Title: _____

DRAFT

**MANAGING FEDERAL RECORDS ON ELECTRONIC MAIL
SYSTEMS IN THE EXECUTIVE OFFICE OF THE PRESIDENT**

GUIDANCE ISSUED BY
THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION
October 18, 1993

MANAGING FEDERAL RECORDS ON ELECTRONIC MAIL SYSTEMS IN THE EXECUTIVE OFFICE OF THE PRESIDENT

Introduction

This guidance covers documentary materials created or transmitted by electronic mail (e-mail) systems in the Executive Office of the President (EOP). E-mail systems are increasingly used as a means of communication within and among offices in the Executive Office of the President. Because it is used in place of telephone conversations or face-to-face meetings, e-mail can significantly increase the efficiency of conducting Government business. At the same time, e-mail often provides substantive documentation of EOP transactions, and in these circumstances e-mail materials will constitute a "record" under the Federal Records Act. Since e-mail users have control over the what they send and receive, EOP components are responsible for training employees on how to determine which e-mail documents are records.

The Federal Records Act (44 U.S.C. Chapters 29, 31, and 33) applies to records in all media, including e-mail, that are determined to be Federal records under the definition in the Act (44 U.S.C.3301). The National Archives and Records Administration (NARA) is required to issue records management guidance to all Federal agencies (44 U.S.C. 2904 and 2905). This guidance applies the provisions of the Federal Records Act and traditional records management and archival principles and techniques to e-mail systems. It provides instructions to EOP program managers, information and records managers, and other users of e-mail in the EOP on the proper means of identifying, maintaining, and disposing of Federal records that are created or received on an e-mail system.

NARA has issued regulations on electronic records (36 CFR 1234) and guidance on electronic recordkeeping, *Managing Electronic Records* (1992), and *General Records Schedules 20, Electronic Records*, and 23, *Records Common to Most Offices*. This guidance is specifically addressed to e-mail systems and supplements the guidance previously issued.

Because it may not be technologically feasible for all EOP components to manage e-mail records in the same way, NARA also recognizes the need for flexibility in the development of records management policies and practices. Also, under special circumstances, EOP components may need to vary from certain provisions of this guidance for reasons of efficiency or adequacy of documentation. In such circumstances, the EOP component(s) may, in consultation with NARA, modify their records management practices to meet their specific recordkeeping requirements.

Some agencies in the EOP create and receive Presidential records as well as Federal records. Presidential records are defined as "documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the Presi-

dent" (44 U.S.C. 2201). Memoranda providing guidance on Presidential records and Federal records were issued to White House and EOP staff and NSC staff by the White House and NSC on May 5 and May 8, 1993, respectively. The following guidance does not apply to Presidential records. Each EOP component that creates Presidential records has a continuing obligation to identify and separately maintain Presidential and Federal records.

Definitions

The following definitions for terms used in this guidance are included for clarity and convenience. Most of these definitions are included in existing NARA guidance or regulations. Definitions that are new are so indicated.

- ★ Electronic Mail System. As used in this guidance, a computer application used to create or transmit messages and other documents, conduct electronic conferences, and create calendars that can be accessed by multiple staff members. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data) and data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers.
[New]
- ★ E-mail messages. Documents created on an e-mail system including brief messages, notes, more formal or substantive narrative documents, and any attachments, such as word processing documents, that may be transmitted by the message.
[New]
- ★ Electronic Record. Numeric, graphics, text, and any other information, which may be recorded on any medium capable of being read by a computer and which satisfies the definition of a Federal record in 44 U.S.C. 3301. This includes, but is not limited to, magnetic media, such as tapes and disks, and optical disks.
[36 CFR 1234.1]
- ★ Federal Records. [A]ll books, papers, maps, photographs, *machine readable materials*, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. (Emphasis added.)
[4 U.S.C. 3301]

- ★ Temporary Record. Any record which has been determined by the Archivist of the United States to have insufficient value (on the basis of current standards) to warrant its preservation by the National Archives and Records Administration. This determination may take the form of:
 - (a) A series of records designated as disposable in an agency records disposition schedule approved by NARA (Standard Form 115, Request for Records Disposition Authority); or
 - (b) A series of records designated as disposable in a *General Records Schedule*.[36 CFR 1220.14]

- ★ Permanent Record. Any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives. [36 CFR 1220.14]

- ★ Nonrecord Material. Informational materials that do not meet the statutory definition of records (44 U.S.C. 3301), i.e., they either do not relate to Government business, are not "appropriate for preservation," or are specifically excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit. [36 CFR 1220.14, 1222.34(d)]

- ★ Records Management. The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. [36 CFR 1220.14]

- ★ Records Schedule. A document describing and providing instructions for the disposition of Federal records. It consists of one of the following:
 - (a) An SF 115, Request for Records Disposition Authority, that has been approved by NARA to authorize the disposition of Federal records;
 - (b) A *General Records Schedule* (GRS) issued by NARA; or
 - (c) A printed agency manual or directive containing the records descriptions and disposition instructions approved by NARA on one or more SF 115s or issued by NARA in the GRS.[36 CFR 1220.14]

- ★ General Records Schedules. Schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies if such records will not, at the end of the periods

specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.
[44 U.S.C. 3303a(d)]

- ★ Recordkeeping System. Records in any media organized and maintained by an agency under a formal scheme for retrieval purposes and to meet the agency's recordkeeping requirements.
[New]
- ★ Transmission and Receipt Data.
 - (a) Transmission Data. Information in e-mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.
 - (b) Receipt Data. Information in e-mail systems regarding date and time of receipt of a message, and acknowledgement of receipt and/or access by addressee(s).
[New]
- ★ System Backups. Copies on off-line storage media of software and data stored on direct access storage devices in a computer system to provide a means of recreating a system and its data in the event of unintentional loss of data or software.
[New]
- ★ Security Backups. Copies of records in any media that are created to provide a means of ensuring retention and access in the event the original records are deleted or corrupted on the recordkeeping system.
[New]

Records Management Responsibilities

Under the Federal Records Act, Federal agencies have records management responsibilities that include creating and maintaining appropriate records, and scheduling their disposition (44 U.S.C. Chapters 31 and 33). The responsibility applies to records in all media, including records created electronically on computers or by other means. As more and more Government business is being conducted electronically, agencies must recognize that records will, in many instances, be created or received on e-mail systems. The Federal Records Act provisions apply to electronic records, including e-mail, just as they apply to records created or received in any other media.

Agencies are legally obligated to ensure creation and maintenance, for an appropriate period, of "records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency" (44 USC 3101). However, the Federal Records Act does not require maintenance of records on the media on

which they were created. For example, agencies may convert paper records to microform in accordance with NARA regulations (36 CFR 1230). Similarly, agencies may copy records on the e-mail system for maintenance in hard copy or in another electronic system. In order to comply with the Federal Records Act, EOP components must apply their recordkeeping requirements to e-mail documents that meet the definition of Federal records.

The disposition of records is also addressed in the statute (44 U.S.C. Chapter 33). Further guidance on scheduling records is in the section entitled DISPOSITION OF E-MAIL MESSAGES below.

What Are Federal Records?

The Federal Records Act provides a definition of Federal records. Several aspects of that definition deserve further explanation. The phrase "regardless of physical form or characteristics" means that the records may be paper, film, disk, or any other physical type or form; and that the method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies. In other words, the medium used to create the document does not determine record status. In fact, when Federal records originally created in one medium are copied to another medium, both versions are Federal records, though each may have a different retention period.

Under the statutory definition, Federal records are documentary materials that meet two tests: (1) they are *made or received* by agency personnel as part of their official duties in a Federal agency, and (2) they are *preserved or appropriate for preservation*. It is critical for agencies to apply carefully reasoned judgment in determining when documents are appropriate for preservation and thereby are Federal records. In exercising this judgment, agencies should consider their obligation to create and maintain records that adequately document the "organization, functions, policies, decisions, procedures, and essential transactions of the agency" (44 U.S.C. 3101). Documentary materials become records if the agency decides they should be filed, stored, or otherwise systematically maintained because of the evidence of agency activities or information they contain (36 CFR 1222.12).

Documentary materials, whether in paper or electronic form, are Federal records when they meet both tests. EOP components shall use these general criteria to develop specific guidelines on how to determine which documents created or received on e-mail systems should be considered Federal records.

The activities of some EOP components are heavily policy-oriented and support the President in carrying out his functions. To a greater extent than in many other Government agencies, drafts, notes, calendars, background materials or working papers in those EOP components will document policy development, significant decisions, major activities or other matters basic to an understanding of the EOP component and its governmental role, and therefore should be considered Federal records. EOP components shall apply the same criteria

to e-mail records that they apply to their paper records when they make determinations of record status (see 36 CFR 1222.34). For further information on making these distinctions, see *Personal Papers of Executive Branch Officials: A Management Guide*, published by NARA in 1992.

Record Status of E-Mail Messages

Documents produced by using an e-mail system are Federal records when they meet the same criteria that apply to documents in any other media, as specified in the statutory definition. As indicated above, Federal records are documentary materials that meet both of the tests of the statute, i.e., they are made or received in the course of conducting agency business, and in the judgment of the agency they are appropriate for preservation because they document the agency's organization, functions, policies, decisions, procedures, operations, or other activities or contain information of value to the agency. Since e-mail systems may often be used to transmit insubstantial information that is not appropriate for preservation for agency use or future research not all documents on an e-mail system are likely to fit the statutory definition of records, even if they relate to Government business.

In the EOP, e-mail materials will be either nonrecord material, temporary records, or permanent records. It is critical that all e-mail users understand the concept of Federal records and that agency guidance provide sufficient information for users to distinguish Federal records from nonrecord materials. It is also important for users to know that there is a difference between records that only have to be kept for a brief period of time and those that have long-term value to the Government.

The first determination that must be made is whether an e-mail document is a record. If it is determined to be a record, the second step is for the appropriate agency officials or records management personnel to determine if it is a temporary or permanent record according to a records schedule approved by NARA (see the section in this guidance on DISPOSITION OF E-MAIL RECORDS).

The EOP components should provide examples of record and nonrecord e-mail materials to staff to ensure accurate and consistent application of this guidance. The EOP components are in the best position to identify specific examples of the kinds of records and nonrecord materials created by each component. Examples of each category of material should be included in the components' directives to staff on the use of the e-mail system.

Nonrecord Materials

Agencies are not obligated to retain e-mail materials that fail to meet the criteria for Federal records. Such materials are considered nonrecord. Nonrecord materials either do not relate to Government business or contain Government-related information that is duplicative or

so insubstantial that it is not appropriate for preservation. Nonrecord materials are not needed to fulfill the EOP component's responsibility to document adequately and properly its organization, functions, programs, or transactions. E-mail materials, therefore, that are non-record are not subject to the statutory provisions governing the disposition of Federal records and need not be retained.

Transmission and Receipt Data and Related Documents

In addition to the document itself, most EOP e-mail systems include features that make certain transmission and receipt data available to users. The data may include the identity of sender, the identity of addressee(s) (including any recipients of copies), date and time sent, date and time of receipt, and acknowledgement of receipt and/or access by addressee(s). Not all systems provide all of these features, and different systems record and display all or part of this information in different ways. In some systems, transmission and receipt data are part of the document, and in others users may need to take additional steps to access the data.

Transmission Data

E-mail materials that are records, regardless of the media on which they are created, require some transmission data to be intelligible. Most e-mail systems in the EOP automatically capture on the document the identity of the sender and the addressee(s) and the date the document was sent. Just as with a paper record, this is normally sufficient transmission data for the e-mail record to be complete and understandable. Some e-mail systems also can provide the time a document was sent; while this is usually not necessary for a record to be complete and understandable, in some circumstances the component may consider it to be necessary for adequate documentation of the particular transaction. Each component should develop specific guidance for staff on when it is necessary for a record to include the time sent.

When the necessary transmission data is not part of the record itself, EOP components must ensure that the record and necessary transmission data are both maintained in designated recordkeeping systems, either electronically or in hard copy, for the same retention period (see section entitled MAINTENANCE OF FEDERAL RECORDS CREATED BY AN E-MAIL SYSTEM below). For example, in some e-mail systems users are assigned identification names or codes. For systems that use such shorthand names or codes, a record linking the codes with the names of users should be retained to facilitate identification of the sender and addressee(s) of records. Depending on system capability, this list may be maintained electronically or in hard copy and, like a telephone directory, may be maintained as a record separate from the e-mail record. Like a telephone book, the user list or directory will be updated frequently. Each version of the lists or directories linking names of e-mail users and system codes is a record and must be preserved for the appropriate period of time.

EOP components should provide guidance for determining what transmission data in e-mail systems is appropriate for preservation as a record. This guidance will be based on the

features of specific systems and the needs of the component. NARA will work with the EOP components in developing this specific guidance.

Receipt Data

Some e-mail systems also provide users with the ability to request acknowledgments or receipts noting that e-mail reached the mailbox or in-box of each addressee. In most cases these would not be necessary for adequate and proper documentation of agency activities, just as return receipts are rarely necessary for letters sent by regular mail. However, as with paper records, there are some instances in which the time a document reaches its destination is critical. For example, bids on contracts, applications for employment, and documents submitted to a Federal court may require a precise due date and time. In similar situations when strict deadlines must be met, e-mail users should request receipts. If receipt information is determined to be necessary but is not available under the e-mail system, individuals must use another means of transmitting the information that does provide a mechanism for documenting receipt. EOP guidance for e-mail users should specify when to request receipts or acknowledgements for recordkeeping purposes, and, when appropriate under those guidelines, users should request receipts or acknowledgements and follow procedures for maintenance in official recordkeeping systems, either electronic or paper. Any receipt generated for recordkeeping purposes must be accessible along with the related record and kept for the same period of time.

Other Documents

Many e-mail systems have a variety of additional features that may be used to generate Federal records. Some indexes, lists, or logs of materials that reside on an e-mail system as distinct documents, tables, or files may be Federal records, depending on the nature of the information they contain and their potential uses. In many e-mail systems, however, indexes, lists, or logs are only transitory displays of data gathered from various sources, not documents, tables, or files stored on the system so they may not be considered records. EOP components should separately assess the Federal records status of materials generated by these features in accordance with existing records schedules or ones to be developed.

Calendars

An e-mail system may provide calendars and task lists for users. EOP components should advise users that calendars, indexes of events, and task lists are Federal records if they meet record status criteria specified in the law. Calendars, whether individual or shared, regardless of the level of the individual to whom they relate, may be Federal records or they may be personal. The NARA publication *Personal Papers of Executive Officials: A Management Guide* provides specific guidance on record status of calendars. For high-level officials (as determined by respective EOP components), calendars determined to be Federal records must be maintained in the appropriate recordkeeping system, and scheduled for disposition to permit NARA appraisal of their value. The components should instruct employees on how calendars are to be maintained. For other staff, calendars and related documents determined to be Federal records are disposable under *General Records Schedule 23, Records*

Common to Most Offices, item 5, Schedules of Daily Activities. Calendars determined to be nonrecord may be deleted when no longer needed.

External Communications Systems

NARA recognizes that there are electronic communications systems external to the government, such as Internet, that are being accessed by employees of some government agencies, including the EOP components. These communications systems have established protocols for their use. This guidance is not intended to suggest a change in those protocols, to discourage use of these communications, or to impose significant burdens on users of these communications. At the same time, the EOP components need to ensure that Federal records being sent or received on these systems are being preserved and that reasonable steps are being taken to capture whatever necessary transmission and receipt data are available under the protocols used for these systems.

Maintenance of Federal Records Created by an E-mail System

Agencies must manage all Federal records, including those created using an e-mail system. To assist agencies in managing electronic records, NARA has issued *Managing Electronic Records* to supplement the regulations on electronic records (36 CFR 1234) and the specific coverage of electronic records in *General Records Schedules 20*, Electronic Records, and 23, Records Common to Most Offices.

Because e-mail systems can be used to create and record a wide variety of record and nonrecord materials, EOP components must implement mechanisms and procedures to ensure that all Federal records are identified, their status as temporary or permanent records is clearly indicated, and that they are kept in official agency recordkeeping systems. E-mail materials that are Federal records may be retained in electronic format or printed and maintained in hard copy files until expiration of their authorized retention periods.

There is no statutory requirement that records be maintained in a particular medium, and no statutory requirement that records be maintained in the same physical format in which they were created. EOP components have the option of deciding which method of recordkeeping best matches their capabilities and meets their needs. Both the document on the e-mail system and any copy made for recordkeeping purposes are Federal records, though only the official recordkeeping copy must be maintained for the full period of time the information is needed by the EOP component.

Regardless of the medium used to maintain e-mail records, the entire record including any necessary transmission and receipt data must be maintained for the scheduled retention period. In addition, EOP components must ensure that records are maintained in a way that

allows for retrieval and use for agency purposes. Permanent records must be maintained in a system that not only allows agency use, but permits efficient transfer to the National Archives.

Maintenance on the E-Mail System

E-mail systems are generally designed for convenient and efficient internal agency communications and not as a system for the storage of agency records. In order to maintain instantaneous communications capability without increasing hardware capacity, these systems tend to limit the number of documents that can accumulate on the system. Consequently, most systems are designed to maintain documents for a short period of time, and may have automatic "delete" features. Because e-mail systems usually do not anticipate maintaining materials for retention periods generally approved for records, e-mail records should be copied or moved to an official recordkeeping system for maintenance and disposition, and only nonrecord materials and very short-term temporary records should be retained solely on the e-mail system.

Maintenance in an Electronic Recordkeeping System

Some agencies may have sufficient resources and technological capability to maintain e-mail records in an electronic storage format other than on the on-line e-mail system. This affords certain advantages. The electronic version may be more easily searched and manipulated and is more easily accessible to multiple staff members at the same time than records in hard copy. The electronic media may provide a more efficient method to store records. Storing e-mail records electronically should become more feasible as technology develops.

Agencies that decide to maintain e-mail records in electronic form should move or copy all but the most short-term records to an electronic system that is a designated recordkeeping system. The electronic recordkeeping system should be designed to allow segregation of permanent and temporary records and must be adequate to maintain projected volumes of records for their authorized retention periods, including appropriate retention periods for various types of temporary records, as well as permanent records (36 CFR 1234.10). If a component decides to maintain e-mail records off-line, it must store them on a reliable medium under appropriate conditions, and with adequate documentation to allow the records to be retrieved and read (36 CFR 1234.28).

Tapes generated for system backups are not suitable as recordkeeping systems because they are merely mirrors of storage disks with data and documents scattered throughout as they are on the disks themselves. They are meant to provide only a means of recreating a system and its data in the event of an emergency. EOP components, therefore, should not rely on system backups as their official recordkeeping system because their format and design do not allow ease of access or retrievability. In addition, system backups are not acceptable as a means to transfer permanent records to NARA. EOP components should consult with NARA when no alternatives to system backups are available. (For more information on transferring permanent electronic records to NARA, see 36 CFR 1228.188.)

Maintenance in Hard Copy

Rather than maintain records electronically, an EOP component may decide that hard copy retention best meets its operational needs. Alternatively, some EOP components may decide to maintain e-mail in paper form only until a satisfactory electronic recordkeeping system is developed. In such cases, the component shall instruct e-mail users to print e-mail materials that are Federal records. E-mail records printed for recordkeeping purposes including related transmission and receipt data will be maintained according to the same procedures used for other paper records. Advantages of this approach are the ease of segregation of permanent and temporary records for separate filing in appropriate records series, and the opportunity to file e-mail records with related documents created by other means which could facilitate both current operations and future research. Some EOP components may decide to maintain e-mail in paper form until a satisfactory electronic recordkeeping system is developed.

Disposition of E-Mail Records

Materials that are Federal records under the law may not be destroyed without the approval of the NARA (44 USC 3303a). NARA authorizes records disposition through two mechanisms: the *General Records Schedules* developed by NARA to schedule records common to most or all Federal agencies, and approval of schedules developed by agencies for records unique to the agency. To request approval, agencies submit to NARA records schedules that describe and propose the disposition (retention period) of each series of records they create or acquire. The authorization process employed by NARA involves records appraisal, i.e., determination of the future research or other value of the records. Most Federal records are appraised as temporary and authorized for disposal at the expiration of the retention period specified in the disposition schedule. A small percentage of Federal records is appraised as permanent because the records provide significant evidential information about the agency's programs and accomplishments or because they contain information of continuing value for historical or other research. These permanent records are scheduled for transfer to the National Archives after they have served the needs of the creating agency.

E-mail records will have varying retention periods, based on their content, use, purpose, and level of the creating staff member. NARA will appraise the records after they have been placed in an official recordkeeping system and will determine how long they must be retained by the EOP. The appraisal will be done whether the records are being maintained electronically or in hard copy. When e-mail records have been transferred to an official paper recordkeeping system, the records that remain on the e-mail system may be deleted in accordance with *General Records Schedule 23*, item 2. If e-mail records have not been printed on paper and appropriately maintained, or if they have been copied to an electronic recordkeeping system, they may not be deleted from the on-line e-mail system until a schedule has been approved by NARA authorizing their disposal.

Because e-mail systems may not be appropriate for maintenance of records for the length of their retention period, in most cases agencies will copy e-mail records to a recordkeeping system. In that situation, when the same information is stored on more than one medium, agencies must treat both versions as records and schedule the disposition of both copies.

Integrity of E-Mail Records

Agencies must take adequate measures to protect records in e-mail systems (36 CFR 1234.26). Protective measures must ensure that Federal records are deleted only in accordance with authorized records schedules. Agencies should regularly back up messages stored on-line to off-line media in order to guard against system failures or inadvertent erasures. Normally, Federal records should not be maintained exclusively on security backups.

Training Employees

Because Federal records may be created using an e-mail system, each agency using e-mail must ensure that all employees are familiar with the legal requirements for creation, maintenance, and disposition of Federal records. EOP components must provide training and guidance to employees so that e-mail records are accurately categorized.

NARA will provide guidance and assistance to agencies in preparing training for staff members.

Monitoring Implementation of Recordkeeping Guidance for the E-Mail System

EOP components have the responsibility for reviewing the implementation of guidance concerning records to ensure that e-mail users are accurately identifying records and following guidance concerning preservation of transmission and receipt data and instructions on maintenance of e-mail records. Monitoring consists of reviewing a specified percentage of all e-mail materials on a regular basis. EOP components should also conduct periodic staff interviews and internal records management evaluations (36 CFR 1220.54) of the e-mail and electronic or paper recordkeeping systems to ensure that proper determinations of record status are being made, that receipts are requested when appropriate, that e-mail records are being properly maintained, that permanent and temporary records are being kept separately, and that temporary records are disposed of according to approved schedules, and nonrecord materials are deleted.

Summary of Guidance

In summary, regardless of the medium in which the records are maintained, for EOP components to properly manage records created or received on e-mail systems and to satisfy statutory and regulatory requirements for records creation, maintenance, and disposition pertaining to e-mail, the components must ensure that:

- Users properly identify e-mail materials that are Federal records.
- E-mail records are copied or moved to an official recordkeeping system.
- The identities of originators and all addressees, and the date sent, are retained with the record or in a way that can be associated with the record either in electronic or paper form.
- Receipts or acknowledgements are maintained when they are considered necessary for adequate documentation of the transaction.
- E-mail records are only deleted in accordance with a schedule approved by NARA.
- Nonrecord materials are deleted.
- Users have access to records and to associated transmission data and any receipt data determined to be needed for adequate documentation.

EOP components can ensure that the above measures are implemented if they:

- Provide guidance and training to all staff concerning determination of record status of e-mail materials.
- Establish policies and procedures concerning maintenance and disposition of e-mail records, including ensuring that records are maintained in a system that continues their availability until the expiration of the approved retention period or transfer to the National Archives.
- Advise e-mail originators to request a receipt or acknowledgement for Federal records when receipt information is necessary for complete and accurate documentation of agency activities, or to use an alternative method for transmitting the document if the e-mail system does not provide receipts and such information is necessary.
- Monitor staff compliance with the guidance and instructions for identifying and maintaining e-mail records.

E-mail systems provide unprecedented communications convenience for the EOP components. However, the EOP components must take the necessary measures to ensure that there is no diminution of their records resulting from the use of e-mail. E-mail systems in many EOP components have become important tools for the transmission of substantive information; they now are used to create Federal records. Consequently, EOP components must take special care that employees understand their responsibilities when using e-mail to ensure the adequate creation, maintenance, and proper disposition of Federal records.

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List of Userids and Users on
EOP Data Center PROFS System, January 7, 1989

Withdrawal/Redaction Sheet

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001. list	re: List of Userids and Users on EOP Data Center PROFS Systems [partial] (6 pages)	01/07/1989	b(7)(C), b(7)(E), b(7)(F), b(6)

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Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

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KBASSMAN CPUB
ABAST
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TBURKE
JBUTLER
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WHOFLO5
WHOLA01
EIRCS15
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AVACA01
EIROM53
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VPOCS02
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WHOUP04
EIRPC03
WHOFLO3
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WHOIG13
EIRPC07
EIRWH24
AEGPA01
HQCDR
EIROM10
USTRO03
AGYDL17
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SSSGM
AGYAG20
RMADM
EIRCS04
OPADM1
EIRSP30
AGYEG15
AIRSS09
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VPOA004
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WHOPP02
AHSCH00
WHOPA01
EIRWHG3
EDAAA17
EIRPC04

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* Larry Aitcheson (GSA/Capitol Im
* Dave Alexander (DRUG FREE AM)
* David R. Alexander (OPD)
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* John Armstrong (WHCA)
* Cristy Bach (WH/IGA)
* Donna Baker (OA/IRMD)
* Deborah Balfour (WH/FRST LADY)
* William Ball (WH/LEGIS AFF)
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* Kathy Barletta (WH/OCA)
* Valerie Barlow (VA/CONG AFF)
* Mark Bartholomew (OA/IRMD/OSG)
* LTC K. Bassman (CHIEF, OPNS)
* Ann Bast (OA/IRMD/PRC)
* David Bates (VP)
* Ruthie Baynard (USDA)
* Jerry Becker (WH/PUBL AFF)
* Kenny Bell (OA/IRMD/PC)
* Louise Bell (WH/FRST LADY)
* Rochelle Bell (SMALL BUS)
* Mary Bellor (OA/PRESERVA)
* Vanessa Bennett (OA/IRMD)
* Beverly Berger (OSTP)
* Kathleen Bernard (OSTP)
* Trish Bishop (OA/IRMD/CSD)
* (SECRET SERV)
* Judy Black (WH/IGA)
* Susan Blanford (OA/IRMD/PC)
* Jamie Blech (OA/IRMD/WSG)
* David Blee (ENERGY/PA)
* COL W. Bogart (CMNDR, WHCA)
* Nancy Bolin (OA/IRMD/OSG)
* Roger Bolton (USTR/PA)
* Sharon Botwin (LABOR/IGA)
* MSG D. Bowser (OPNS TVL NCO)
* SGM James Bradford (SGM, SSU)
* Tammy Bragg (USDA/PA)
* SP4 J. Bresler (ADM NCO, RMD)
* Mike Brewington (OA/IRMD/CSD)
* SP4 L. Bridges (ADMIN, OPNS)
* Mary Brock (OA/IRMD/SPG)
* Sheila Brooks (ENERGY)
* Allene Brown (OA/IRMD/SSG)
* Dale Bruce (GSA/PA)
* Sandy Bruckner (USIA/PG)
* Vickers Brvan (VP)
* (WH/USSS)
* Katja Butlock (WH/PPO)
* Thomas Burke (HHS/CH STAFF)
* Judy Butler (WH/POLIT AFF)
* Paul Byrne (OA/IRMD/WSG)
* Leah Cafaro (OA/SECURITY)
* Christie Calder (OA/IRMD/PC)

(b)(6), (b)(7)(c), (b)(7)
(e), (b)(7)(f)

SCAMPBEL	WHOAO03	* Sally Campbell	(WH/ADMIN)
ACARD	WHOIG10	* Andy Card	(WH/IGA)
	ATYSS03	* [REDACTED]	(SECRET SERV)
DCAVENEY	EIRAD07	* Dick Caveney	(OA/IRMD)
ACHAMBER	STPWH15	* Allan Chambers	(OSTP)
JCHAPMAN	WHOAO06	* John Chaaman	(WH/ADMIN)
	WHOOT06	* [REDACTED]	(WH/USSS)
DCHEW	WHOSS01	* David Chew	(WH/STAFF SEC)
PCHICOVS	EIRAD17	* Pamela Chicovsky	(OA/IRMD)
MCHISHOL	OMBFP05	* Monica Chisholm	(OMB/OFPP)
CCLEVELA	EDOAA03	* Carol Cleveland	(WH/OA)
ACLOYD	ACLOYD	* SSG A. Cloyd	(LCM BR, OPNS)
JCOATS	EIRSP01	* Jerry Coats	(OA/IRMD/SPG)
TCOLE	EFMAA12	* Thomas Cole	(OA/FMD)
TCOLLAMO	VPOSS01	* Tom Collamore	(VP)
FCONWAY	AVAGC01	* Frederic Conway	(VA/GEN COUN)
KCONWAY	WHOAD05	* Kathleen Conway	(WH/ADVANCE)
ACOOK	AGYDL15	* Alicia Cook	(LABOR)
JCOTTREL	EPMAA10	* Julie Cottrell	(OA/PERSONNEL)
RCOURNOY	HQDCR	* COL R. Cournoyer	(DEP CMD WHCA)
JCOURTEM	WHOFLO1	* Jack Courtemanche	(WH/FRST LADY)
DCOX	AVAAM01	* David Cox	(VA/ADM MGT)
SCOX	EIROMC5	* Steve Cox	(OA/IRMD/OSG)
ECRANK	EIRCS13	* Edna Crank	(OA/IRMD/CSD)
KCRIBB	WHODA01	* Kenneth Cribb	(WH/DOMES AFF)
DCRUMLIN	EIRWH30	* Dottie Crumling	(OA/IRMD)
LCRUMP	LCRUMP	* CT02 L. Crump	(NET NCO, OPS)
GCUMMING	EFMAA10	* Gregory Cummins	(OA/FMD)
	WHOOT02	* [REDACTED]	(WH/USSS)
DCUNNING	WHOUP01	* Deborah Cunningham	(WH/PUBL AFF)
BCURTIS	AGYED13	* Beverly Curtis	(EDUCATION/PA)
JCURTORI	EFMTR02	* JoAnn Curtorillo	(OA/FMD)
SDAULAS	PDOWH07	* Sue Daoulas	(OPD)
SDAVIES	SDAVIES	* Scott Davies	(WHCA)
KDAVIS	AGYUS13	* Karen Davis	(USIA)
WDAVIS	EFMBD01	* William Davis	(OA/FMD)
LDawe	WHOIG20	* Lorine Dawe	(WH/IGA)
RDAWSON	WHOSS05	* Rhett Dawson	(WH/OPERATION)
ADELL	EIROM08	* Arline Dell	(OA/IRMD/OSG)
RDELONEY	PLOFF	* LTC R. Deloney	(CHIEF, PLANS)
MDEPTULA	ISSGM	* Mike Deptula	(WHCA)
JDESUTTE	STPWH19	* Joe Desutter	(OSTP)
DDEVULT	ABCAA01	* Debbie DeVault	(BICENTEN)
NDOERING	EIMAA03	* Nell Doering	(OA/LIBRARY)
TDONAHUE	EIRMS03	* Tom Donahue	(OA/IRMD/MSG)
FONATEL	WHOIG03	* Frank Donatelli	(WH/IGA)
BDORAN	EIROM52	* Barbara Doran	(OA/IRMD/OSG)
PDRENNIN	EIRSP00	* Pat Drenning	(OA/IRMD/SPG)
MDRIGGS	PDOWH05	* Michael Driggs	(OPD)
JDUGGAN	PDOWH04	* Juanita Duggan	(OPD)
GDUSTIN	GDUSTIN	* CW3 G. Dustin	(D/OPNS OFFIC)
JDUVALL	WHOOT31	* Jackie Duvall	(WH/CPSSO)
JDUVALL	WHOPP05	* Jackie Duvall	(WH/PERSONNEL)
CEASLEY	EDOAA09	* Chuck Easley	(OA/SECURITY)
TEASTLAN	AJSAA01	* Terry Eastland	(JUSTICE)

CEHRLICH	EFMAA02	* Carol Ehrlich	(OA/FMD)
ZENGLISH	AGYTP14	* Zeborah English	(TRANSP/PA)
NESSEY	AGYED12	* Nancy Essey	(EDUCATION)
SEUBANKS	AHSOS80	* Sandra Eubanks	(HHS)
JFAWCETT	ANARA01	* John Fawcett	(PRESID LIB)
DFERRANT	EIROM05	* Donna Ferrantello	(OA/IRMD/OSG)
LFISHER	LD FISHER	* CW2 L. Fisher	(OPNS CTR OFC)
HFLOWERS	EAOMR04	* Harold Flowers	(OA/MAIL ROOM)
GFOSTER	WHOAD10	* Gary Foster	(WH/ADVANCE)
JFOWLER	EDAAA13	* Julie Fowler	(OA/COUNSEL)
LFRIDAY	WHOIG05	* Lisa Friday	(WH/IGA)
RFRYE	EAOAA12	* Rick Frye	(OA/CONTRACTS)
CFULLER	VPOCS01	* Craig Fuller	(VP)
KFULLER	WHOCS10	* Karen Fuller	(WH/CH STAFF)
JGAINOR	SDOFF	* LTC J. Gainor	(CHF, SECURIT)
LGAMBATE	WHOIG09	* Linda Gambatesa	(WH/IGA)
JGATLING	EAOAA01	* Jim Gatling	(OA/CONTRACTS)
RGEISLER	WHOEC01	* Ron Geisler	(WH/EXEC CLRK)
JGEORGE	JGEORGE	* CW2 George	(ASST OPS OFF)
GGIFT	GGIFT	* SFC G. Gift	(WHCA, OPS)
AGILLEN	EIMAA00	* Adrienne Gillen	(OA/LIBRARY)
GGOMPF	AVAIA01	* Gail Gompf	(VA/INTER AFF)
TGOOD	WHORM30	* Terry Good	(WH/REC MGT)
MGORDON	WHOFLO2	* Mary Gordon	(WH/FRST LADY)
WGRAHAM	STPWH01	* William Graham	(OSTP)
MGRANQUI	EIRAD12	* Marilyn Granquist	(OA/IRMD)
BGRAY	EIRFM05	* Bill Gray	(OA/IRMD/PRC)
SGREEN	ANSPA01	* Shirley Green	(NASA/PA)
CGREENLE	VPODP01	* Charlie Greenleaf	(VP)
RGREER	EAOAA07	* Rebekah Greer	(OA/FACILITI)
CGREGORY	WHOPA09	* Carlyle Gregory	(WH/POLIT AFF)
BGRIM	AGYDF13	* Betty Grim	(DEFENSE)
CGRUENBE	EIRSP24	* Cheryl Gruenberg	(OA/IRMD/SPG)
LHAGERUP	EAOAA13	* Loni Hagerup	(OA/FACILITI)
RHANGE	TSCDR	* LTCOL R. Hange	(CDR, TSU)
DHANSEN	WHOPP04	* Debora Hansen	(WH/PERSONNEL)
JHANSEN	WHOFLO6	* Joanne Hansen	(WH/FRST LADY)
JHARMS	EIRNC11	* Jerry Harms	(OA/IRMD/NGC)
BHARPER	OMBFP04	* Brenda Harper	(OMB/OFPP)
JHARRIS	EIRSS10	* John Harris	(OA/IRMD/SSG)
SHART	VPOP000	* Stephen Hart	(VP)
RHASTIE	WHOIG11	* Rod Hastie	(WH/IGA)
HHECHT	AGYGS12	* Herb Hecht	(GSA)
KHEISSNE	EIROM50	* Karl Heissner	(OA/IRMD/OSG)
MHELLMAN	EIRWH28	* Mack Hellmann	(OA/IRMD/WSG)
KHEMBREE	EAOMR05	* Ken Hembree	(OA/MAIL ROOM)
SHENDERS	WHOUPO1	* Susan Henderson	(WH/PUBL AFF)
BHENLEY	ANARA02	* Biff Henley	(PRESID LIB)
MHENNEGH	AGYHS30	* Martha Henneghan	(HHS/PA)
DHENRY	WHOPL04	* Delynn Henry	(WH/PUBL AFF)
AHIGGINS	WHOCR60	* Anne Higgins	(WH/CORRESP)
BHILDEBR	EFMTR01	* Betty Hildebrand	(OA/FMD)
JHILDEBR	WHOAD01	* Joanne Hildebrand	(WH/ADVANCE)
AHILL	QECWH01	* A. Alan Hill	(CEQ)
WHILTON	WHILTON	* MAJ W. Hilton	(DEP CDR, ISU)

JHOCHULI	EFMAA04	* Jurg Hochuli	(OA/FMD)
FHOFFMAN	AGYDF14	* Fred Hoffman	(DEFENSE/PA)
CHOFGREN	USTRO02	* Cathy Hofgren	(USTR)
EHOLIDAY	AGYTY27	* Edith Holiday	(TREASURY/PA)
SHOLLAND	AGYHD24	* Sandy Holland	(HUD/PA)
JHOOLEY	WHOAD04	* Jim Hooley	(WH/ADVANCE)
CHOPKINS	EIRFM04	* C. Bud Hopkins	(OA/IRMD/PRC)
RHOPKINS	EIROP00	* R. Bud Hopkins	(OA/IRMD/OPS)
RHOUSTON CPUB	RHOUSTON	* SGT R. Houston	(WHCA)
	ATYSS06	*	(SECRET SERV)
DHOWARD	WHOPS04	* Dan Howard	(WH/PRESS)
JHUNERWA	STPWH11	* Joan Hunerwadel	(OSTP)
DHUSEREA	EA0AA06	* Diane Husereau	(OA/CONTRACTS)
PHUTT	EIRAD15	* Patricia Hutt	(OA/IRMD)
AINTRATE	ED0AA01	* Arnold Intrater	(OA/COUNSEL)
HIRASTOR	VPOS001	* Hector Irastorza	(VP)
EJACKSON CPUB	OPADM	* SSG E. Jackson	(ADMIN, OPNS)
KJACKSON	EIRWH26	* Kathy Jackson	(OA/IRMD/WSG)
LJACOBSON	EIRWH15	* Lois Jacobson	(OA/IRMD/WSG)
BJARRATT	WHOPS06	* Ben Jarratt	(WH/PRESS)
JJEFFCOA	EIRSS04	* John Jeffcoat	(OA/IRMD/SSG)
AJOHNSON	EFMAA08	* Angela Johnson	(OA/FMD)
CJOHNSON	EIR0M61	* Cornelius Johnson	(OA/IRMD/OSG)
JJOHNSON CPUB	JJOHNSON	* CW3 J. Johnson	(ASST OPS CTR)
LJOHNSON	WHORM01	* Lee Johnson	(WH/REC MGT)
MJOHNSON	AVACS01	* Maude Johnson	(VA/CHIEF STF)
NJOHNSON	EFMBD04	* Nathan Johnson	(OA/FMD)
EJORDAN CPUB	EJORDAN	* Edward Jordan	(WHCA)
AKALNINS	EFMAA06	* Andy Kalnins	(OA/FMD)
DKEATING	EIRAD03	* Dennis Keating	(OA/IRMD)
MKEITH CPUB	SSLOG	* SGM M. Keith	(SGM, LOGIST)
DKELLEHE CPUB	DKELLEHE	* David P. Kelleher	(WHCA)
JKELLER	VPOA007	* John Keller	(VP)
LKELLEY	EIRWH23	* Linda Kelley	(OA/IRMD/WSG)
EKOECHLI	EIROMA5	* Emily Koechlin	(OA/IRMD/OSG)
RKOGUT	EPMAA01	* Ray Kogut	(OA/PERSONNEL)
PKORTEN	AJSPA00	* Pat Korten	(JUSTICE/PA)
KKREPS CPUB	KKREPS	* Ken H. Kreps	(WHCA)
KKRIEG	WHOSS04	* Ken Krieg	(WH/STAFF SEC)
PKRONHEI	EIRSP02	* P. J. Kronheim	(OA/IRMD/SPG)
KKRUKU	WHOPL05	* Kevin Kruke	(WH/PUBL AFF)
CKRULAK CPUB	CKRULAK	* COL C. Krulak	(WHMO)
HKUTTNER	WHOCA08	* Hanns Kuttner	(WH/OCA)
KLADD	WHOSS02	* Kathryn Ladd	(WH/STAFF SEC)
JLAMB	WH0A002	* Jean Lamb	(WH/ADMIN)
NLAMB	OMBFP02	* Neil Lamb	(OMB/OFP)
FLAMBERT	USTRO04	* Fredericka Lambert	(USTR/PA)
MLANCHAN	WHOLA03	* Mary Ann Lanchantin	(WH/LEGIS AFF)
LLANDRUM CPUB	LLANDRUM	* CW3 L. Landrum	(D/OPS BR ISU)
KLARK	EA0AA14	* Kathleen Lark	(OA/CONTRACTS)
PLARSEN	EFMAA09	* Phillip Larsen	(OA/FMD)
SLAUFFER	WHOIG08	* Susan Lauffer	(WH/IGA)
BLAURIA	AGYUS15	* Bridgette Lauria	(USIA/PA)
FLAVIN	WHOPA03	* Frank Lavin	(WH/POLIT AFF)
GLAWRENC CPUB	GLAWRENC	* Gail Lawrence	(WHCA)

MLEBRUN		WHOSW03
DLECLAIR	CPUB	SDTSB
LLEONARD	CPUB	SDSOIB
FLI		STPWH14
RLOPEZ		EIROM06
KLOVIN		WHOPA04
RLOWE		AGYPM15
MLUKENS		AGYHS29
IMACDONA		PDOWH03
CMACOGAY		EIRAD16
DMANN		EIROMA4
MMARKS		STPWH04
WMARONI		PDOWH08
RMARSHAL		AGYST00
MMARSTEL		WHOAD07
MMASENG		WHOOC04
CMAURICE		EPMAA04
CMAYS		EPMAA13
RMCALEE	CPUB	DORWN
NMCCARTY		WHOOA08
EMCCATHR		WHOPD01
SMCCLAIR		OMBD021
KMCCLARY		EIRNC18
DMCCLEND	CPUB	OPADM2
KMCCLURE		EDAAA14
		WHOOT06
JMCGINNI		EIRSP20
PMCGOVER	CPUB	ISCDR
MMCGUIRE		EA0AA08
DMCIE		AGYST12
JMCKINNE	CPUB	JMCKINNE
BMCMAHAN		WHOPA08
MMCMASTE		WH0IG17
AMCMILLA		EIRSP36
JMEDRANO		EIROMA3
JMEEKER		WHQLG18
DMELCHER		OMBPA01
BMERSING		WHOCA18
PMETCALF	CPUB	PMETCALF
JMILLER		OMBD019
HMILLIKE		EIRWHG2
LMITCHEL		WHOCS00
SMITCHEL		EIRWH04
DMOORE		WH0IG14
JMOORE		EIROM60
CMORRIS		EAOPB01
TMORRIS		WHOFLO4
SMORRISO	CPUB	TSXOF
PMORRISS		WHOCS08
HMOSS	CPUB	HMOSS
MMULRONE	CPUB	MMULRONE
LMURPHY		WHOPSO5
JMURRAY		EIRCS06
DNAEGELE		EIRWH22
ANAGY		WHOTS02

* Michelle LeBrun	(WH/SPCHWRTR)
* Daniel Leclair	(SPT, SECURIT)
* SFC L. Leonard	(NCOIC, SECUR)
* Francis Li	(OSTP)
* Ranelle Lopez	(OA/IRMD/OSG)
* Kathy Lovin	(WH/POLIT AFF)
* Richard Lowe	(OPM)
* Mel Lukens	(HHS)
* Ian Macdonald	(OPD)
* Cindy Macogay	(OA/IRMD)
* Dalton Mann	(OA/IRMD/OSG)
* Michael Marks	(OSTP)
* William Maroni	(OPD)
* Robert Marshall	(STATE)
* Marilyn Marsteller	(WH/ADVANCE)
* Mari Maseng	(WH/COMM)
* Carolyn Maurice	(OA/PERSONNEL)
* Cathy Mays	(OA/PERSONNEL)
* SSG R. McAtte	(NET NCO OPS)
* Nell McCarty	(WH/ADMIN)
* Ellen McCathran	(WH/DIARY)
* Sharon McClain	(OMB/DO)
* Kevin McClary	(OA/IRMD/NCG)
* AIC D. McClendon	(ADMIN, OPNS)
* Kelli McClure	(OA/SECURITY)
* [REDACTED]	(WH/USSS)
* John McGinnis	(OA/IRMD/SPG)
* LTC P. McGovern	(CDR, ISU)
* Matt McGuire	(OA/FACILITI)
* Dan Mcle	(STATE)
* James C. McKinney	(WHMO)
* Becky McMahan	(WH/POLIT AFF)
* Margy McMaster	(WH/IGA)
* Allen McMillan	(OA/IRMD/SPG)
* Jesus Medrano	(OA/IRMD/OSG)
* Jennifer Meeker	(WH/IGA)
* Dave Melcher	(OMB)
* Bonnie Mersinger	(WH/OCA)
* Pat Metcalf	(WHCA)
* James C. Miller	(OMB/DIR OFF)
* Herb Milliken	(OA/IRMD/WSG)
* Lura Mitchell	(WH/CH STAFF)
* Sharon Mitchell	(OA/IRMD/WSG)
* Dian Moore	(WH/IGA)
* John Moore	(OA/IRMD/WSG)
* Charles Morris	(OA/PUBLISH)
* Tina Morris	(WH/FRST LADY)
* MAJ S. Morrison	(D/CDR, TSU)
* Peggy Morrisette	(WH/CH STAFF)
* MAJ H. Moss	(OPNS BR, ISU)
* Mike Mulroney	(WHCA)
* Liz Murphy	(WH/PRESS)
* Jo Ann Murray	(OA/IRMD/CSD)
* David Naegele	(OA/IRMD/WSG)
* Alex Nagy	(WH/TEL SERV)

BNAPEAR	EIRSP07	* Barry Napear	(OA/IRMD/SPG)
BNIX	EFMAA05	* Bonnie Nix	(OA/FMD)
LNOORDHU	EIRWH31	* Liz Noordhuizen	(OA/IRMD)
JNORCIO	EIRAD09	* Jerrie Norcio	(OA/IRMD)
COBERG CPUB	COBERG	* SFC C. Oberg	(PLANS, BR)
KOBRIEN	WHOAD08	* Kim O'Brien	(WH/ADVANCE)
CODONNEL	ED0AA03	* Claire O'Donnell	(WH/OPERATION)
MOLCOTT	WHOIG12	* Mary Sue Olcott	(WH/IGA)
MOLSON CPUB	SDSGM	* SFC M. Olson	(SGM, SECURIT)
JOMALLEY	EIROMC3	* Jack O'Malley	(OA/IRMD/OSG)
BOVERTON	ED0AA15	* Bruce Overton	(OA/COUNSEL)
POVERTON	EIRSS12	* Paul Overton	(PRC/SS)
WOWCZARS	STPWH13	* William Owczarski	(OSTP)
BPAINTER	EIRNC16	* Bob Painter	(OA/IRMD/NGC)
DPANNELL	EIRSP12	* Dorian Pannell	(OA/IRMD/SPG)
KPARKE	WHOIG16	* Kathleen Parke	(WH/IGA)
APARKER	WHOAD09	* Ashley Parker	(WH/ADVANCE)
DPATECEL	EIRNC09	* David Patecell	(OA/IRMD/NGC)
BPAYNE	WHOOT04	* Ben Payne	(WH/GSA)
WPETTIT CPUB	WPETTIT	* MSG W. Pettit	(PLANS, BR)
WPETTY	AGYCM13	* Willa Petty	(COMMERCE)
RPHELPS	EIROMC2	* Robbin Phelps	(OA/IRMD/OSG)
SPHILLIP	EIROMC6	* Susan Phillips	(OA/IRMD/OSG)
	ATYSS02		(SECRET SERV)
DPLUMMER	AGSTR01	* Donald Plummer	(GSA/Transition)
HPOLANSK	AJSOS01	* Hedda Polansky	(JUSTICE)
RPOST	STPWH08	* Robert Post	(OSTP)
PPRESOCK	VPOOA03	* Patty Presock	(VP)
LPRINCE	EAOAA02	* Larry Prince	(OA/CONTRACTS)
SPRUTCH	EIRFM01	* Sam Prutch	(OA/IRMD/PRC)
CPSO5	WHOOT35	* Sharon Mitchell	(WH/CPSO)
SPUSHOR	EIRPC00	* Steve Pushor	(OA/IRMD/PC)
KRAIRDIN	WHOIG15	* Kae Rairdin	(WH/IGA)
RRANGE	WHOPL03	* Rebecca Range	(WH/PUBL AFF)
RRASMUSS	EFMAA01	* Ron Rasmussen	(OA/FMD)
CRATCLIF	AGYTP13	* Carol Ratcliffe	(TRANSP)
FRAUSCH	EIRAD01	* Felix Rausch	(OA/IRMD)
DREINSTE	EIRSP32	* Danny Reinstein	(OA/IRMD/SPG)
JRENNER	EIRFM02	* Joanna Renner	(OA/IRMD/PRC)
CRICE	EIRWH27	* Cathy Rice	(OA/IRMD/WSG)
KRICHARD CPUB	KRICHARD	* Keith Richards	(WHCA)
BRICHTER	WHOAD03	* Betty Richter	(WH/ADVANCE)
MRIDDICK	WHOOT32	* Margaret Riddick	(WH/CPSO)
SRIDGELY	EAOAA10	* Stephanie Ridgely	(OA/AOD)
GRIGGLE	WHOAO05	* Gordon Riggle	(WH/OA)
RRISNEY CPUB	RRISNEY	* CPT R. Risney	(SPT BR, ISU)
NRISQUE	WHOCA14	* Nancy Risque	(WH/OCA)
LRITCHEY	WHOAO07	* Len Ritchey	(WH/ADMIN)
CRITCHIE	EIRWH11	* Charlie Ritchie	(OA/IRMD/WSG)
EROANE	EAOAA03	* Ernie Roane	(OA/CONTRACTS)
NROBERTS	WHOSW01	* Nancy Roberts	(WH/SPCHWRTR)
JROBINSO	EIROM03	* Johnna Robinson	(OA/IRMD/OSG)
JRODOTA	WHOUP02	* Joe Rodota	(WH/PUBL AFF)
PROMANI	EAOAA00	* Paul Romani	(OA/AOD)
TRONA	STPWH05	* Thomas Rona	(OSTP)

KROSENBE		OMBFP03	* Kathy Rosenberg	(OMB/OFPP)
TROTH	CPUB	TROTH	* LTCOL T. Roth	(ASST TO CDR)
DROYAL		WHOLA02	* Debbie Royal	(WH/LEGIS AFF)
MRUBENST		EIROMA1	* Michael Rubenstein	(OA/IRMD/OSG)
TRUSNAK		AGYD114	* Terry Rusnak	(INTERIOR/PA)
FRYAN		WHOSC01	* Fred Ryan	(WH/SCHEDUL)
DRYDER		WHOOT34	* Dave Ryder	(WH/CPSO)
		WHOOT01	* [REDACTED]	(WH/USSS)
KSANDIE		WHOSC02	* Kim Sandie	(WH/SCHEDUL)
ESANTOYO		EDOAA08	* Elsa Santoyo	(OA/PRESERVA)
MSAPP		AGYCM14	* Mary Sapp	(COMMERCE/PA)
DSAVELL		ADFI01	* Dale Savell	(DEFENSE/AFIS)
RSCHLAF		VPOCS05	* Richard Schlaff	(VP)
JSCHMIDT	CPUB	JSCHMIDT	* SSG J. Schmidt	(RM NCO, OPNS)
MSCHOENB		ARCAA01	* Mark Schoenberg	(RISC)
ASCHRAMM		EIRWHG1	* Anne Schramm	(OA/IRMD/WSG)
RSCHULTZ		AVAPA01	* Robert Schultz	(VA/PA)
LSCHUSTE		EDOAA11	* Lori Schuster	(OA/AOD)
		ATYSS04	* [REDACTED]	(SECRET SERV)
PSELWOLD		EIRNC17	* Paul Selwold	(OA/IRMD/NCG)
RSEWARD		EIRNC19	* Ray Seward	(OA/IRMD/NCG)
KSHANAHA		VPOA002	* Kathleen Shanahan	(VP)
DSHAW		EIRCS00	* Dale Shaw	(OA/IRMD/CSD)
SSHERMAN		STPWH02	* Sally Sherman	(OSTP)
ASHORE		EIRAD19	* Arnie Shore	(OA/IRMD)
CSIGMAN		EDOAA10	* Chuck Sigman	(OA/AOD)
BSILVERS		EIRAD14	* Bernard Silverstein	(OA/IRMD)
JSIMON		STPWH12	* Jack Simon	(OSTP)
SSLYE		WHOCS02	* Susan Slye	(WH/CH STAFF)
KSMITH		VPOCS03	* Kathy Smith	(VP)
		ATYSS05	* [REDACTED]	(SECRET SERV)
RSOUBERS		WHORM20	* Rod Soubers	(WH/REC MGT)
SSOWERS		EIRPC06	* Steve Sowers	(OA/IRMD/PC)
HSPARKS		EIRNC13	* Howard Sparks	(OA/IRMD/NCG)
JSPAULDI		AGYEM01	* Jay Spaulding	(FEMA)
SSPENCER		WHOIG04	* Susan Spencer	(WH/IGA)
RSQUIRES	CPUB	RSQUIRES	* Ray Squires	(WHCA)
RSIARR	CPUB	SSOPS	* SFC R. Starr	(OPNS NCO SSU)
		ATYSS07	* [REDACTED]	(SECRET SERV)
PSTEEL		EIRAD20	* Paul Steel	(OA/IRMD)
CSTEPHEN		AGYDL16	* Chris Stephens	(LABOR/PA)
PSTEVENS		WHOIG19	* Pam Stevens	(WH/IGA)
LSTOLTEN		WHOIG02	* Lisa Stoltenberg	(WH/IGA)
DSTONEHI		EIRAD21	* David Stonehill	(OA/IRMD)
TSUAREZ		EIRSP34	* Tom Suarez	(OA/IRMD/SPG)
ISWEETNE		AGYHD25	* Inez Sweetney	(HUD)
CSYLVEST		EIRWH32	* Chuck Sylvester	(OA/IRMD)
CIARR		EAQAA04	* Cindi Tarr	(OA/CONTRACTS)
CTAYLOR	CPUB	RMOFF	* LTC C. Taylor	(CHIEF, RMD)
TTAYLOR		EAQAA05	* Tom Taylor	(OA/CONTRACTS)
DTERPELU		VPOCS04	* Diane Terpeluk	(VP)
GTERRELL		WHOPA07	* Greta Terrell	(WH/POLIT AFF)
ETHOMAS		EIRCS17	* Edward Thomas	(OA/IRMD/CSD)
PTHOMAS		WHOCR61	* Pat Thomas	(WH/CORRESP)
JTHOMPSO	CPUB	SSCDR	* MAJ J. Thompson	(CDR, SSU)

TTHOREN	%	WHOPA06
KTIMMER	%	EIRPC08
JTINMAN	%	WHOSW05
LTOLKAN	%	EIRWH21
MTOM	%	STPWH17
JTUCK	CPUB	DOJMT
PTUCKER	%	EIRAD10
BTUTTLE	%	WHOPP01
RTYRRELL	CPUB	OPDPP
BUBBENS	%	WHOA004
MVANCLEA	%	STPWH09
JVANHOUT	CPUB	JVANHOUT
CVEIN	%	WHOA001
DVENNEBE	%	AGSC001
TWADE	%	EIRCS07
BWALFORD	%	EIRWH01
MWALKER	%	WHOMR02
SWALKUP	%	WHOCS04
DWALTON	%	AGYPM16
DWALTON	%	WHOSW04
HWARD	%	WHOCA12
MWARREN	CPUB	MWARREN
LWATSON	%	WHOOT33
GWEBBER	%	EIRSP15
SWEISS	%	EIRWH25
AWEIST	%	WHOPP03
PWENGER	%	EIROMA2
RWHALEN	CPUB	RWHALEN
PWILCOX	CPUB	OPSGM
CWILLIAM	CPUB	CWILLIAM
DWILLIAM	%	PDOWH02
KWILLIAM	CPUB	KWILLIAM
MWILLIAM	CPUB	MWILLIAM
HWILLSON	%	WHOCA16
DWINCE	%	STPWH06
MWINER	%	STPWH18
JWINGARD	%	OMBFP06
GWINLAND	CPUB	DTSDIR
KWOODWAR	%	WHOCA17
NWOZNIAK	%	WHOA005
JWRIGHT	%	EIRAD02
JWRIGHT	%	OMBD020
MWYLIE	%	WHOPA05
RYOUNG	CPUB	DTSDEP
CZACHIDN	%	EFMBD02
BICENT	%	ABCAA01
DOC	%	AGYCM13
DOC-PA	%	AGYCM14
DOD	%	AGYDF13
DOD-AFIS	%	ADFI01
DOD-PA	%	AGYDF14
DFA	%	DFAAA01
EDUC	%	AGYED12
EDUC-PA	%	AGYED13
ABEER	%	AEGOS01

* Tom Thoren	(WH/POLIT AFF)
* Kelly Timmer	(OA/IRMD/PC)
* Julie Tinman	(WH/SPCHWRTR)
* Linda Tolkan	(OA/IRMD/WSG)
* Marla Tom	(OSTP)
* CW2 J. Tuck	(ASST OPS OFC)
* Phyllis Tucker	(OA/IRMD)
* Bob Tuttle	(WH/PPO)
* LCDR R. Tyrrell	(TRIP COORD)
* Betty Ubbens	(WH/ADMIN)
* Michelle Van Cleave	(OSTP)
* SP4 J. VanHouten	(NET NCO, OPS)
* Chris Vein	(WH/ADMIN)
* Don Venneberg	(GSA/Pres Tran)
* Tony Wade	(OA/IRMD/CSD)
* Bern Walford	(OA/IRMD/WSG)
* Maxine Walker	(WH/MEDIA REL)
* Sue Walkup	(WH/CH STAFF)
* Donna Walton	(OPM/PA)
* Donna Walton	(WH/SPCHWRTR)
* Heidi Ward	(WH/OCA)
* Mark Warren	(WHCA)
* Linda Watson	(WH/CPSO)
* Glyn Webber	(OA/IRMD/SPG)
* Sharon Weiss	(OA/IRMD/WSG)
* Amy Weist	(WH/PPO)
* Philip Wenger	(OA/IRMD/OSG)
* CW4 R. Whalen	(OIC, LOGIST)
* MSG P. Wilcox	(SGM, OPNS)
* CW3 C. William	(WHCA, OPS)
* Dick Williams	(OPD)
* Kelly Williams	(WHCA)
* Mike Williams	(WHCA)
* Honor Willson	(WH/OCA)
* Deborah Wince	(OSTP)
* Mark Winer	(OSTP)
* Jean Wingard	(OMB/OFPP)
* COL G. Winland	(DIRECTOR DTS)
* Kay Woodward	(WH/OCA)
* Natalie Wozniak	(WH/OA)
* Jim Wright	(OA/IRMD)
* Joe Wright	(OMB)
* Mary Wylie	(WH/POLIT AFF)
* MAJ R. Young	(DEP DIR DTS)
* Carol Zachidny	(OA/FMD)
* Bicentennial Comm	(BICENTEN)
* Willa Petty	(COMMERCE)
* Mary Sapp	(COMMERCE/PA)
* Betty Grim	(DEFENSE)
* Dale Savell	(DEFENSE/AFIS)
* Fred Hoffman	(DEFENSE/PA)
* Dave Alexander	(DRUG FREE AM)
* Nancy Essey	(EDUCATION)
* Beverly Curtis	(EDUCATION/PA)
* Al Beer	(ENERGY)

KCENTENO	AECAA02	* Kathleen Centeno	(ENERGY)
PLONGSWO	AECAA01	* Paul Longsworth	(ENERGY)
DOE	AGYEG15	* Sheila Brooks	(ENERGY)
DOE-PA	AEGPA01	* David Blee	(ENERGY/PA)
FEMA	AGYEM01	* Jay Spaulding	(FEMA)
JFOGLE	AGSWC01	* Joe Fogle	(GSA)
GSA	AGYGS12	* Herb Hecht	(GSA)
GSA-PA	AGSPA01	* Dale Bruce	(GSA/PA)
HHS	AGYHS29	* Mel Lukens	(HHS)
HHS-OS	AHSOS80	* Sandra Eubanks	(HHS)
HHS-CS	AHSCH00	* Thomas Burke	(HHS/CH STAFF)
HHS-PA	AGYHS30	* Martha Henneghan	(HHS/PA)
HUD	AGYHD25	* Inez Sweetney	(HUD)
HUD-PA	AGYHD24	* Sandy Holland	(HUD/PA)
DOI	AGYDI13	* Stacy Adagio	(INTERIOR)
DOI-PA	AGYDI14	* Terry Rusnak	(INTERIOR/PA)
DOJ	AJSOS01	* Hedda Polansky	(JUSTICE)
JUSTICE	AJSAA01	* Terry Eastland	(JUSTICE)
DOJ-PA	AJSPA00	* Pat Korten	(JUSTICE/PA)
DOL	AGYDL15	* Alicia Cook	(LABOR)
DOL-IGA	AGYDL17	* Sharon Botwin	(LABOR/IGA)
DOL-PA	AGYDL16	* Chris Stephens	(LABOR/PA)
NASA-PA	ANSPA01	* Shirley Green	(NASA/PA)
IBM	EIRIBM1	* IBM staff	(OA/IRMD)
SYSADMIN	XVMOSADM	* PROFS System Admin	(OA/IRMD)
CSD	EIRCS99	* Client Services	(OA/IRMD/CSD)
NCG	EIRNC10	* Network Commun Grp	(OA/IRMD/NCG)
EOPDCOPS	EIROP99	* EOPDC Operations	(OA/IRMD/OPS)
TEST	EIRWH17	* PROFS Test ID	(OA/IRMD/WSG)
OPM	AGYPM15	* Richard Lowe	(OPM)
OPM-PA	AGYPM16	* Donna Walton	(OPM/PA)
OPSCEN CPUB	OPSCEN	* OPS Center	(OPNS CTR)
OPDTRN CPUB	OPDTRN	* WHCA Intrnl Trng NCO	(OPNS NCO)
OSTP-DO	STPWH17	* Science & Tech Policy	(OSTP)
OPL	ANARA01	* John Fawcett	(PRESID LIB)
RISC	ARCAA01	* Mark Schoenberg	(RISC)
JMCKAY	ARCAA08	* Joe McKay	(RISC)
SBA	AGYSB12	* Rochelle Bell	(SMALL BUS)
DOS	AGYST12	* Dan Mcle	(STATE)
STATE	AGYST00	* Robert Marshall	(STATE)
DOT	AGYTP13	* Carol Ratcliffe	(TRANSP)
DOT-PA	AGYTP14	* Zeborah English	(TRANSP/PA)
TREAS	AGYTY26	* Treasury Exec Sec	(TREASURY)
TREAS-PA	AGYTY27	* Edith Holiday	(TREASURY/PA)
USDA	AGYAG19	* Ruthie Baynard	(USDA)
USDA-PA	AGYAG20	* Tammy Bragg	(USDA/PA)
USIA	AGYUS13	* Karen Davis	(USIA)
USIA-PA	AGYUS15	* Bridgette Lauria	(USIA/PA)
USIA-PG	AGYUS14	* Sandy Bruckner	(USIA/PG)
USTRCG	USTRO01	* USTR Computer Support	(USTR)
USTR-ADM	USTRO02	* USTR ADMIN	(USTR/ADMIN)
USTR-PA	USTRO03	* USTR Public Affairs	(USTR/PA)
VA-AM	AVAAM01	* David Cox	(VA/ADM MGT)
VA-CS	AVACS01	* Maude Johnson	(VA/CHIEF STF)
VA-CA	AVACA01	* Valerie Barlow	(VA/CONG AFF)

VA-GC	AVAGC01
VA-IA	AVAIA01
VA-PA	AVAPA01
CLERKS	WHOEC02
WH-GSA	WROOT04
WH-PRESS	WHOPS02
WH-PA	WHOUP01
WH-RM	WHORM01
WH-SPEEC	WHOSW01
WH-USSS	WROOT06
HELPDESK CPUB	HELPDESK
PROFSADM CPUB	PROFSADM

* Fredric Conway	(VA/GEN COUN)
* Gail Gompf	(VA/INTER AFF)
* Robert Schultz	(VA/PA)
* Executive Clerk	(WH/EXEC CLRK)
* Ben Payne	(WH/GSA)
* White House Press	(WH/PRESS)
* Susan Henderson	(WH/PUBL AFF)
* Lee Johnson	(WH/REC MGT)
* Nancy Roberts	(WH/SPCHWRTR)
* White House USSS	(WH/USSS)
* Help Desk	(WHCA)
* WHCA PROFS Admin	(WHCA)

List of Userids on NSC PROFS System, October 19, 1986

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNER ID</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
BTRGET 3380.		TESTVS1	3C2	M	000 884	885 885	886 001	END OVERLAP
BVS1PG 3380		TESTVS1	3C4	M	000 884	885 885	886 001	END OVERLAP
DLIBA1 3380		TESTVS1	3C3	M	000 884	885 885	886 001	END OVERLAP
VSYSPT 3380		#ALLOC#	4C4	W	000	000	001	
		@TDSK	4C4	W	001	292	292	
		@PAGE@	4C4	W	293	592	300	
		@TDSK@	2C4	W	593	884	292	
VSYSRS 3380		VMD1	4C0	RR	000	884	885	
		#ALLOC#	4C0	W	000	000	001	
		MAINT	3A0	MR	001	002	002	
		MAINT	287	WR	003	004	002	
		TESTVS1	191	MR	005	005	001	
		MAINT	473	MR	006	020	015	
		MAINT	270	MR	021	025	005	
		MAINT	271	MR	026	034	009	
		MAINT	272	MR	035	049	015	
		MAINT	39A	MR	050	065	016	
		MAINT	570	MR	066	070	005	
		MAINT	571	MR	071	079	009	
		MAINT	572	MR	080	094	015	
		MAINT	319	WR	095	118	024	
		MAINT	394	WR	119	198	080	
		MAINT	393	WR	199	263	065	
		MAINT	19F	WR	264	363	100	
		MAINT	301	MR	364	364	001	
		MAINT	201	MR	365	374	010	
		MAINT	27C	MR	375	375	001	
					376	381	006	GAP
		ASBATCH1	195	W	382	386	005	
		ASBATCH2	195	W	387	396	010	
		DIRMAINT	191	MR	397	399	003	
		DIRMAINT	195	MR	400	408	009	
		MAINT	190	MR	409	453	045	
		@DRCT@	4C0	W	454	457	004	
		#SYSCKP#	4C0	W	458	460	003	
		MAINT	27B	WR	461	472	012	
		MAINT	57D	WR	473	475	003	
		SMART	191	WR	476	480	005	
		MAINT	19D	MR	481	500	020	
					501	602	102	GAP
		ASMSTS1	191	MR	603	603	001	
		ASMSTS2	191	MR	604	604	001	
		ASMSTS3	191	MR	605	605	001	
		ASMSTS4	191	MR	606	606	001	
					607	875	269	GAP
		#SYSERR#	4C0	W	876	878	003	
		#SYSWRM#	4C0	W	879	880	002	

Unclassified/Released on 10-25-93
 by N. Memon, National Security Council

<u>USER</u>	<u>DEVTYPE</u>	<u>OWNERID</u>	<u>VADDB</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
YSRS	3380	#SYSNUC#	4C0	W	881	884	004	
YDRT	3380				000	000	001	GAP
		EDTSGCAB	191	MR	001	399	399	
		EDTSGCAB	193	MR	400	532	133	
					533	884	352	GAP
YSRY	3380	VMD1	3D0	RR	000	884	885	
		#ALLOC#	3D0	W	000	000	001	
		MAINT	288	WR	001	001	001	
		MAINT	39C	WR	002	021	020	
		VMD1	191	MR	022	022	001	
		VMD2	191	MR	023	023	001	
		MAINT	31E	MR	024	024	001	
					025	028	004	GAP
		MAINT	298	WR	029	044	016	
		MAINT	39F	WR	045	055	011	
		MAINT	392	RR	056	061	006	
		MAINT	391	RR	062	067	006	
					068	091	024	GAP
		VMAP	193	WE	092	101	010	
		VMAP	291	MR	102	116	015	
		MAINT	297	WR	117	128	012	
		MAINT	27D	WR	129	133	005	
		MAINT	27A	WE	134	143	010	
		MAINT	279	WR	144	153	010	
					154	156	003	GAP
		SQLEBA	193	R	157	182	026	
		MAINT	31A	MR	183	183	001	
		MAINT	31B	MR	184	186	003	
		MAINT	276	MR	187	198	012	
		MAINT	277	MR	199	210	012	
		MAINT	31C	MR	211	250	040	
		MAINT	31D	MR	251	251	001	
					252	385	134	GAP
		DIRADMIN	191	W	386	390	005	
		DIRMAINT	193	MR	391	399	009	
		MAINT	57C	MR	400	400	001	
		MAINT	19E	MR	401	430	030	
		#SAVSYS#	3D0	W	431	460	030	
		MAINT	19C	WR	461	473	013	
		MAINT	19B	WR	474	480	007	
		MAINT	291	MR	481	493	003	
		DAPAMOVE	191	MR	484	487	004	
		MAINT	191	MR	488	499	012	
		MAINT	194	MR	500	521	022	
		MAINT	295	MR	522	546	025	
		MAINT	289	WR	547	561	015	
		ASMSEP	191	WE	562	562	001	
		ASMSEP	194	WR	563	576	014	
		MAINT	29D	WR	577	578	002	
		MAINT	39D	WR	579	600	022	
		MAINT	49D	WR	601	602	002	
		BSCS	191	MR	603	604	002	
		ASMSRSC	191	MR	605	606	002	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNERID</u>	<u>VADDE</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VSYSEY 3380		MAINT	296	MR	607	608	002	
		PVM	191	WR	609	610	002	
		AUTCLQG1	191	MR	611	611	001	
		OPERATOR	191	WR	612	612	001	
		OPERATNS	191	MR	613	652	040	
		OPERATNS	192	MR	653	676	024	
					677	717	041	GAP
		TSTADMIN	191	MR	718	723	006	
		TSTADMIN	298	MR	724	738	015	
		TSTADMIN	398	MR	739	749	011	
		TSTADMIN	399	MR	750	763	014	
		TSTDBM	5PF	MR	764	764	001	
		TSTDBM	5PE	MR	765	765	001	
		TSTDBM	5PD	MR	766	766	001	
		TSTDBM	191	MR	767	770	004	
		TSTDBM	161	MR	771	771	001	
		TSTMAIL	151	MR	772	775	004	
		TSTMAIL	191	MR	776	783	008	
		TSTCAL	196	MR	784	792	009	
		TSTCAL	191	MR	793	794	002	
		TSTATCH	191	MR	795	798	004	
		SMART16	191	MR	799	804	006	
					805	806	002	GAP
		MAINT	293	WR	807	818	012	
		MAINT	294	WR	819	830	012	
		MAINT	286	WR	831	844	014	
		MAINT	285	WR	845	853	014	
		MAINT	284	WR	859	859	001	
		MAINT	283	WR	860	861	002	
		MAINT	29F	WR	862	863	002	
		MAINT	49F	WR	864	865	002	
		MAINT	39B	WR	866	868	003	
		OPERATNS	291	WR	869	875	007	
	OPERATNS	391	WR	876	878	003		
	Q	191	MR	879	880	002		
	MAINT	300	WR	881	883	003		
	MAINT	320	WR	884	884	001		
<hr/>								
VSY12 3380	VMD1	1C7	WR	000	884	885		
	#ALLOCF	1C7	W	000	000	001		
	ISPVN	191	WR	001	002	002		
	ASMSRSRV	3C7	W	003	014	012		
	SQLDBA	191	W	015	026	012		
	SQLDBA	195	RR	027	042	016		
	SQLDBA	200	R	043	075	033		
	SQLDBA	201	R	076	084	009		
	SQLDBA	202	R	085	165	081		
	ASMSRSEV	AC7	W	166	230	065		
	@TDSK@	3C7	W	231	250	020		
	@DUMPA	3C7	W	251	278	028		
	@TEMP@	3C7	W	279	413	135		
	@PAGE@	3C7	W	414	433	020		
	SQLAPDB1	300	R	434	449	016		
					450	450	001	GAP
		ISVHSP	1C7	MR	451	884	434	

VOLSER DEVTYP OWNERID VADDR MODE START END LEN FLAGS

VSIALT 3380 TESTVS1 4D2 M 000 885 886
884 885 001 END OVERLAP

VUSRAX 3380 VMD1 AC5 RR 000 884 885
#ALLOC# AC5 W 000 000 001
CABUSER1 191 MR 001 001 001
CABUSER1 591 MR 002 002 001
CABUSER1 592 MR 003 003 001
CABUSER2 591 MR 004 004 001
CABUSER2 592 MR 005 005 001
CABUSER2 191 MR 006 006 001
007 007 001 GAP
NSMDA1 191 MR 008 008 001
NSMDA2 191 MR 009 009 001
NSMDA3 191 MR 010 010 001
NSMCA1 191 MR 011 011 001
NSMCA2 191 MR 012 012 001
NSMCA3 191 MR 013 013 001
NSUSER1 191 MR 014 014 001
NSUSER1 591 MR 015 015 001
NSUSER1 592 MR 016 016 001
NSUSER2 191 MR 017 017 001
NSUSER2 591 MR 018 018 001
NSUSER2 592 MR 019 019 001
VMAP 191 MR 020 119 100
VMAP 192 MR 120 120 001
ASMS 291 MW 121 145 025
146 257 112 GAP
SQLATDB1 400 R 258 267 010
SQLAPDB1 312 R 268 317 050
@TEMP AC5 W 318 567 250
ASMA 291 MW 568 592 025
ASMD 291 MW 593 627 035
EDTBPCAB 191 MR 628 629 002
630 884 255 GAP

A2-L

VUSER1 3380 VMD1 AC2 RR 000 884 885
#ALLOC# AC2 W 000 000 001
SYSADMIN 191 MR 001 010 010
SYSADMIN 298 MR 011 020 010
SYSADMIN 398 MR 021 031 011
NSCMAIL 191 MR 032 038 007
NSCCAL 191 MR 039 040 002
NSCRATCH 191 MR 041 043 003
EDTPPPGL 191 MR 044 046 003
EDTSGPGL 191 MR 047 056 010
EDTSGPGL 193 MR 057 061 005
062 119 058 GAP
ASMSFSRV A01 W 120 120 001
121 317 197 GAP
NSCDBM 5PF MR 318 329 012
NSCDBM 5PE MR 330 341 012
NSCDBM 5FD MR 342 353 012
354 391 038 GAP

L H
A4 A3/4

Done

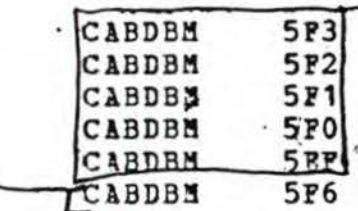
VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA1	3380	SQLATDB1	421	R	392	405	014	
		SQLAPDB1	321	R	406	432	027	
		@PAGE	AC2	W	433	452	020	
		SYSADMIN	399	MR	453	466	014	
		NSCMAIL	151	MR	467	470	004	
		NSCDBM	191	MR	471	474	004	
		NSCDBM	161	MR	475	478	004	
		NSCCAL	196	MR	479	508	030	
					509	513	005	GAP
		+NSGVE	191	MR	514	521	008	
		+NSCLM	191	MR	522	524	003	
					525	560	036	GAP
		+NSWGH	191	MR	561	566	006	
		ASOP1	191	MR	567	567	001	
		EDTSGSY1	191	MR	568	884	317	of 510

VUSRA2	3390	VMD1	AC6	RR	000	884	885	
		#ALLOC#	AC6	W	000	000	001	
		CABADMIN	191	MR	001	001	001	
					002	118	117	GAP
		RSCS9080	191	MR	119	120	002	
		121/2; 123/1; 124/2			121	125	005	GAP
		CABDBM	5FC	MR	126	149	024	
		CABDBM	5FP	MR	150	173	024	
		CABDBM	5PE	MR	174	197	024	
		CABDBM	5PD	MR	198	221	024	
		CABDBM	5FA	MR	222	245	024	
		CABDBM	5P9	MR	246	269	024	
		CABDBM	5P7	MR	270	293	024	
		CABDBM	5PB	MR	294	317	024	
		CABDBM	5P8	MR	318	341	024	
		342/24			342	363	022	GAP
		EDTCPCAB	191	WR	364	365	002	
		366/2;			366	370	005	GAP
		EDTLKCAE	191	WR	371	371	001	
		EDTRTCAE	191	WR	372	373	002	
		EDTPPCAB	191	WR	374	377	004	
		CABDBM	161	MR	378	397	020	
		CABDBM	191	MR	398	405	008	
		SQLAPDB1	322	R	406	417	012	
		SQLAPDB1	323	R	418	423	006	
		SQLAPDB1	324	R	424	426	003	
					427	432	006	GAP
		@PAGE@	AC6	W	433	452	020	
		EDTMLCAE	191	MR	453	476	024	
		CABDBM	5F5	MR	477	500	024	
		CABDBM	5F4	MR	501	524	024	
					525	526	002	GAP
		EDTDSCAB	191	MR	527	528	002	
					529	533	005	GAP
		EDTMSCAE	191	WR	534	537	004	
		EDTFFPMK	191	WR	538	547	010	
					548	551	004	GAP
		NSCPCAB	199	RR	552	557	006	
		NSCPCAB	299	RR	558	564	007	

VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA2	3380				565	567	003	GAP
		CABDBM	5F3	MR	568	591	024	
		CABDBM	5F2	MR	592	615	024	
		CABDBM	5F1	MR	616	639	024	
		CABDBM	5F0	MR	640	663	024	
		CABDBM	5EF	MR	664	687	024	
		CABDBM	5F6	MR	688	711	024	
					712	779	068	GAP
		EDTCSCAB	191	MR	780	789	010	
					790	884	095	GAP

VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA3	3380	VMD1	AD2	MR	000	884	885	
		#ALLOC#	AD2	W	000	000	001	
					001	120	120	GAP
		+NSVMC	191	MR	121	124	004	
		TPGRA	191	MR	125	126	002	
		+NSSPP	191	MR	127	128	002	
		ASPIXIT	191	MR	129	129	001	
		+NSALP	191	MR	130	130	001	
		EDTCPTST	191	MR	131	132	002	
		+NSCCB	191	MR	133	134	002	
		TPKAN	191	MR	135	136	002	
		+NSA1	191	MR	137	137	001	
		+NSMBD	191	MR	138	143	006	
		+NSCTF	191	MR	144	145	002	
		ISVMSP	191	MR	146	146	001	
		TPTAM	191	MR	147	143	002	
					149	149	001	GAP
		DISKACNT	191	MR	150	151	002	
		SITRMXXX	191	MR	152	152	001	
		SFSAS	191	MR	153	156	004	
		ISRS	191	MR	157	160	004	
		ISMPM	191	MR	161	164	004	
		ISAJM	191	MR	165	166	002	
		SFMEW	191	MR	167	170	004	
		PROFSADM	191	MR	171	174	004	
		+NSJT	191	MR	175	177	003	
		+NSCZ	191	MR	178	179	002	
					180	180	001	GAP
		+NSJKE	191	MR	181	182	002	
		TPRAL	191	MR	183	184	002	
		+NSPSH	191	MR	185	189	005	
					190	190	001	GAP
		ASOP3	191	MR	191	191	001	
		+NSJHO	191	MR	192	195	004	
		+NSKAL	191	MR	196	197	002	
		TPMIL	191	MR	198	199	002	
		+NSBBS	191	MR	200	201	002	
					202	204	003	GAP
		+NSHP	191	MR	205	208	004	
		+NSJWF	191	MR	209	211	003	
		+NSJRW	191	MR	212	213	002	
		+NSRSM	191	MR	214	215	002	
		+NSPJD	191	MR	216	219	004	
		+NSJER	191	MR	220	221	002	

VMC
PBT
JHO
RFB
12-L



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NSJWF
NSJRW
NSRSM
NSPJD
NSJER

VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA3	3380	NSHGS	191	MR	222	223	002	
		NSKJL	191	MR	224	225	002	
		NSDCD	191	MR	226	227	002	
		NSPMC	191	MR	228	229	002	
		DEFXXX?	191	MR	230	230	001	
		NSBIH	191	MR	231	232	002	
		NSFB	191	MR	233	234	002	
		NSMLH	191	MR	235	236	002	
		NSVHL	191	MR	237	238	002	
		NSKWZ	191	MR	239	240	002	
		NSJDH	191	MR	241	242	002	
		TPNYC	191	MR	243	244	002	
		NSMKB	191	MR	245	247	003	
		NSRCM	191	WR	248	249	002	
		NSJMP	591	WR	250	256	007	
					257	258	002	GAP
		NSBJB	191	MR	259	260	002	
		SRCON?	191	MR	261	262	002	
					263	263	001	GAP
		NSXXX?	191	WR	264	264	001	
		NSCSYS	191	WR	265	265	001	
					266	266	001	GAP
		ASDXXX?	199	MR	267	267	001	
		VS1MA NT	191	MR	268	277	010	
					278	278	001	GAP
		MILOFF?	191	WR	279	279	001	
		ASDSTATS	192	MR	280	280	001	
		TPDEN	191	MR	281	282	002	
		TPHON	191	MR	283	284	002	
					285	285	001	GAP
		ASOXX	191	MR	286	287	002	
		FOLXXX?	191	WR	288	288	001	
		APNSAXXX?	191	WR	289	289	001	
		NSECXX?	191	MR	290	290	001	
		RISECXX?	191	MR	291	291	001	
		CMFXX?	191	MR	292	292	001	
		OSVSI	191	MR	293	293	001	
		NSJRV	191	MR	294	295	002	
		NSRSD	191	MR	296	297	002	
		NSWSD	191	MR	298	299	002	
		ISVLT	191	MR	300	301	002	
		NSRFO	191	MR	302	303	002	
		NSFBP	191	MR	304	305	002	
		NSADM	191	MR	306	307	002	
		NSSLK	191	MR	308	309	002	
		TPOMA	191	MR	310	311	002	
		NSAPK	191	MR	312	313	002	
		NSLRS	191	MR	314	315	002	RISK LABEL KMA
		NSPMJ	191	MR	316	317	002	
		SQLATDB1	422	R	318	318	001	
		SQLATDB1	423	R	319	324	006	
		SQLATDB1	424	R	325	327	003	
		SQLATDB1	425	R	328	330	003	
					331	382	052	GAP
		SQLAPDB1	325	R	383	432	050	

VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA3	3380	@PAGE@	AD2	W	433	452	020	
		+NSCSYS	299	MR	453	454	002	
		+NSPEG	191	MR	455	458	004	
					459	462	004	GAP
		+NSTAC	191	MR	463	464	002	
		+NSMAS	191	MR	465	466	002	
					467	471	005	GAP
		+NSCBC	191	MR	472	481	010	
		+NSJEN	191	MR	482	491	010	
		+NSPBT	191	MR	492	509	018	
					510	552	043	GAP
		ASMO	291	MW	553	567	015	
					568	569	002	GAP
		+NSJS	191	MR	570	571	002	
		+NSJFR	191	MR	572	573	002	
		+NSMKS	191	MR	574	575	002	
		+NSPEE	191	MR	576	577	002	
		+NSEMM	191	MR	578	579	002	
		+NSLJBK	191	MR	580	581	002	
		+NSPAR	191	MR	582	583	002	
		+NSKAG	191	MR	584	585	002	
					586	587	002	GAP
		+NSDMW	191	MR	588	589	002	
		+NSRMS	191	MR	590	591	002	
		+NSCS	191	MR	592	593	002	
					594	595	002	GAP
		+NSHS	191	MR	596	597	002	
					598	599	002	GAP
		+NSPES	191	MR	600	601	002	
		+NSBEB	191	MR	602	603	002	
					604	605	002	GAP
		+NSWFN	191	MR	606	607	002	
		+NSLCC	191	MR	608	609	002	
		+NSPPO	191	MR	610	611	002	
		+NSJL	191	MR	612	613	002	
					614	614	001	GAP
		+NSWRP	592	MR	615	615	001	
		+NSJMP	592	MR	616	616	001	
					617	617	001	GAP
		+NSGVE	592	MR	618	618	001	
		+NSDAM	191	MR	619	623	005	
		+NSAHP	191	MR	624	628	005	
					629	630	002	GAP
		+NSMLM	191	MR	631	632	002	
		+NSJMP	191	MR	633	634	002	
		+NSWVH	191	MR	635	636	002	
		+NSMJG	191	MR	637	638	002	
					639	640	002	GAP
		+NSJES	191	MR	641	643	003	
		+NSJWD	191	MR	644	646	003	
					647	648	002	GAP
		+NSFAE	191	MR	649	650	002	
		+NSMMW	191	MR	651	652	002	
		+NSNDS	191	MR	653	654	002	
		+NSLYB	191	MR	655	658	004	

VOLSER	DEVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS	
VUSRA3 3380		+NSSES	191	MR	659	664	006		
					665	665	001	GAP	
		+NSJMP	191	MR	666	689	024		
		+NSNSK	191	MR	690	692	003		
		+NSPWH	191	MR	693	698	006		
		DHORTON	191	MR	699	704	006		
		+NSCPC	191	MR	705	707	003		
		+NSRHS	191	MR	708	712	005		
		+NSSBS	191	MR	713	716	004		
		+NSLSS	191	MR	717	720	004		
		ISKDW	191	WR	721	724	004		
		+NSWR	191	MR	725	729	005		
		+NSWEP	191	MR	730	745	016		
		+NSJIS	191	MR	746	747	002		
	EDTDBCAB	191	MR	748	884	137			
VUSRA4 3380		VMD1	AD3	RR	000	884	885		
		#ALLOC#	AD3	W	000	000	001		
		SQLAPDB1	191	W	001	019	019		
		SQLAPDB1	195	RR	020	033	014		
		SQLDBA	391	W	034	037	004		
		SQLAPTST	191	MR	038	038	001		
		SQLATDB1	191	W	039	044	006		
						045	048	004	GAP
		ASMSC150	191	WR	049	093	045		
						094	120	027	GAP
		TPREN	191	MR	121	122	002		
						123	123	001	GAP
		+NSPWR	191	MR	124	125	002		
		+NSRCB	191	MR	126	127	002		
		+NSBLP	191	MR	128	129	002		
		+NSA2	191	WR	130	130	001		
		+NSSGB	191	MR	131	132	002		
		+NSSIT	191	MR	133	140	008		
		CEMAINT	191	WR	141	142	002		
		ASOP2	191	WR	143	143	001		
		ASDXXX	191	WR	144	144	001		
						145	145	001	GAP
		ISPJG	191	WR	146	149	004		
		SFMJW	191	MR	150	153	004		
						154	154	001	GAP
		+NSDUT	191	MR	155	156	002		
		+NSIJB	191	MR	157	158	002		
		SBARKS	191	MR	159	160	002		
		+NSJGG	191	MR	161	164	004		
		TPREY	191	MR	165	166	002		
						167	167	001	GAP
		+NSHRT	191	MR	168	171	004		
		TPSIO	191	MR	172	173	002		
		+NSTTR	191	MR	174	175	002		
	ISPC	191	MR	176	177	002			
	+NSWAC	191	MR	178	179	002			
	+NSSKS	191	MR	180	181	002			
	+NSKJK	191	MR	182	183	002			
	+NSREB	191	MR	184	185	002			

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VOLSER	DRVTYPE	OWNERID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA4	3380	+NSTNH	191	MR	186	187	002	
		TPDET	191	MR	188	189	002	
					190	190	001	GAP
		+NSCLM	592	MR	191	191	001	
		TPATL	191	MR	192	193	002	
		+NSMKL	191	MR	194	195	002	
		+NSJFD	191	MR	196	197	002	
		TPBAL	191	MR	198	199	002	
		+NSEFP	191	MR	200	201	002	
		TPSPR	191	MR	202	203	002	
		+NSMEN	191	MR	204	205	002	
		+NSDGR	191	MR	206	207	002	
		+NSHJW	191	MR	208	208	001	
		+NSDMS	191	WR	209	210	002	
		NSKAK	191	MR	211	212	002	
		+NSEJH	191	MR	213	214	002	
		+NSSID	191	MR	215	216	002	
		+NSPG	191	MR	217	218	002	
		TPOKL	191	MR	219	220	002	
		+NSWJB	191	MR	221	222	002	
		+NSRTP	191	MR	223	223	001	
		+NSWT	191	MR	224	226	003	
		+NSBTH	191	MR	227	228	002	
		+NSRLE	191	MR	229	231	003	
		+NSRVH	191	MR	232	233	002	
		+NSDFP	191	MR	234	235	002	
		+NSLAJ	191	MR	236	237	002	
		+NSWFB	191	WR	238	238	001	
		+NSRCH	591	WR	239	245	007	
		+NSJHJ	191	MR	246	247	002	
					248	249	002	GAP
		+NSWAL	191	MR	250	251	002	
		+NSLSP	191	MR	252	253	002	
		+NSRFB	191	MR	254	256	003	
					257	257	001	GAP
		+NSTIO	191	MR	258	259	002	
		+NSMPC	191	MR	260	263	004	
		+NSWP	191	MR	264	266	003	
					267	268	002	GAP
		+NSNAM	191	MR	269	270	002	
					271	277	007	GAP
		+NSELM	191	MR	278	279	002	
		+NSKED	191	MR	280	282	003	
					283	286	004	GAP
		+NSLFB	191	MR	287	288	002	
		+NSGLK	191	MR	289	290	002	
					291	292	002	GAP
		+NSSFK	191	MR	293	294	002	
					295	296	002	GAP
		SITEMXXX	199	MR	297	300	004	
		NSXXX	199	MR	301	304	004	
		+NSCAP	191	MR	305	306	002	
					307	307	001	GAP
		ASDSTATS	191	MR	308	314	007	
					315	315	001	GAP

VOLSER	DEVTYPE	UNITID	ADDF	MODE	START	END	LEN	PLGS
VUSRA	3380	SICT	191	MR	316	316	001	
		ADDFID	191	MR	317	317	001	
		NSBTC	191	MR	318	345	028	GAP
		NSBRT	191	MR	346	348	003	
		NSBKH	191	MR	349	352	004	
			191	MR	353	356	004	
		NSCMB	191	MR	357	359	003	GAP
		SQLATDB1	411	R	360	362	003	
		SQLAPDB1	311	R	363	382	020	
		@PAGE	AD3	W	383	432	050	
					433	452	020	
		NSRBM	191	MR	453	548	096	GAP
					549	553	005	
					554	567	014	GAP
		NSRBL	191	MR	568	571	004	
		NSJAM	191	MR	572	574	003	
		NSJAK	191	MR	575	578	004	
		NSRRS	191	MR	579	580	002	
		NSABT	191	MR	581	582	002	
		NSTC	191	MR	583	588	006	
		NSAGK	191	MR	589	593	005	
		NSOLN	191	MR	594	597	004	
		NSAJC	191	MR	598	600	003	
					601	601	001	GAP
		SFEGB	191	MR	602	621	020	
		FOIXXX	199	MR	622	625	004	
		APNSAXXX	199	MR	626	629	004	
		NSCXX	493	MR	630	631	002	
		EXSECXXX	199	MR	632	635	004	
		CMFXXX	199	MR	636	639	004	
		NSJD	191	MR	640	645	006	
		DEFXXX	199	MR	646	649	004	
		NSPLL	191	MR	650	653	004	
		NSDBR	191	MR	654	657	004	
					658	661	004	GAP
		NSMMW	191	MR	662	665	004	
		NSDNL	191	MR	666	670	005	
		NSBSR	191	MR	671	674	004	
					675	677	003	GAP
		NSJFM	191	MR	678	681	004	
		NSDRF	191	MR	682	695	014	
		VSIMAIN	195	MR	696	718	023	
					719	722	004	GAP
		NSGMM	191	MR	723	724	002	
		NSDGM	191	MR	725	732	008	
		NSRAM	191	MR	733	734	002	
		NSPAB	191	MR	735	736	002	
		NSSSB	191	MR	737	740	004	
					741	742	002	GAP
		NSJTH	191	MR	743	744	002	
		NSPCW	191	MR	745	746	002	
		NSJJY	191	MR	747	748	002	
		NSREL	191	MR	749	755	007	
					756	760	005	GAP
		NSJLC	191	MR	761	762	002	

VOLSER	DEVTYPE	OWNER	ID	VADDR	MODE	START	END	LEN	FLAGS
VUSRA4	3380	HSMAD		191	MR	763	764	002	
						765	768	004	GAP
				191	MR	769	770	002	
				191	MR	771	772	002	
		SRKS				773	884	112	GAP

VUSRA5	3380			VMD1	AC3	RR	000	884	885	
				#ALLOC#	AC3	W	000	000	001	
				DOCADMIN	191	MR	001	001	001	
							002	038	037	GAP
				DOCDBM	5EA	MR	039	062	024	
				DOCDBM	5EB	MR	063	086	024	
				DOCDBM	5EC	MR	087	110	024	
				DOCDBM	5ED	MR	111	134	024	
				DOCDBM	5EE	MR	135	158	024	
				DOCDBM	5EF	MR	159	182	024	
				DOCDBM	5F0	MR	183	206	024	
				DOCDBM	5F1	MR	207	230	024	
				DOCDBM	5F2	MR	231	254	024	
				DOCDBM	5F3	MR	255	278	024	
				DOCDBM	5F4	MR	279	302	024	
				DOCDBM	161	MR	303	317	015	
				DOCDBM	5F5	MR	318	341	024	
				DOCDBM	5F6	MR	342	365	024	
				DOCDBM	5F7	MR	366	389	024	
				DOCDBM	5F8	MR	390	413	024	
				DOCDBM	191	MR	414	428	015	
				EDTTSY1	191	MR	429	429	001	
				EDTFSY1	191	MR	430	432	003	
				#PAGE#	AC3	W	433	452	020	
				EDTLKSY1	191	MR	453	453	001	
				EDTSCSY1	191	MR	454	455	002	
				EDTHLSY1	191	MR	456	480	025	
				EDTDBSY1	191	MR	481	530	050	
							531	543	013	GAP
				DOCDBM	5F9	MR	544	567	024	
				EDTBJSY1	191	MR	568	570	003	
				DOCDBM	5FA	MR	571	594	024	
				DOCDBM	5FB	MR	595	618	024	
DOCDBM	5FC	MR	619	642	024					
DOCDBM	5FD	MR	643	666	024					
DOCDBM	5FE	MR	667	690	024					
DOCDBM	5FF	MR	691	714	024					
EDTSGSY1	193	MR	715	884	170					

VUSRA6	3380			VMD1	AC7	RR	000	884	885	
				#ALLOC#	AC7	W	000	000	001	
				EDTPCOM	191	MR	001	005	005	
				EDTPCOM	194	MR	006	025	020	
							026	118	093	GAP
				SQLAPDB1	328	R	119	120	002	
				SQLAPDB1	327	R	121	282	162	
							283	387	35 105 70	GAP
				EDTPCOM	196	MR	388	402	015	
				EDTPCOM	197	MR	403	422	020	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNERID</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VUSRA6 3380		EDTPCQM	198	RR	423	432	010	
		@PAGE@	AC7	W	433	452	020	
					453	567	115	GAP
		SQLAPDB1	326	R	568	822	255	
					823	884	062	GAP
VUSRBX 3380		VMD1	BC5	RR	000	884	885	
		#ALLOC#	BC5	W	000	000	001	
					001	119	119	GAP
		ASMSRSRV	B0F	W	120	120	001	
					121	317	197	GAP
		@TEMP@	BC5	W	318	432	115	
		@PAGE@	BC5	W	433	452	020	
		@TEMP@	DC5	W	453	567	115	
			568	884	317	GAP		
VUSRB1 3380		VMD1	BC2	RR	000	884	885	
		#ALLOC#	BC2	W	000	000	001	
					001	432	432	GAP
		@PAGE@	BC2	W	433	452	020	
			453	884	432	GAP		
VUSRB2 3380		VMD1	BC6	RR	000	884	885	
		#ALLOC#	BC6	W	000	000	001	
					001	432	432	GAP
		@PAGE@	BC6	W	433	452	020	
			453	884	432	GAP		
VUSRB3 3380		VMD1	BD2	RR	000	884	885	
		#ALLOC#	BD2	W	000	000	001	
					001	017	017	GAP
		VMAP	292	RR	018	037	020	
					038	432	395	GAP
		@PAGE@	BD2	W	433	452	020	
			453	884	432	GAP		
VUSRB4 3380		VMD1	BD3	RR	000	884	885	
		#ALLOC#	BD3	W	000	000	001	
					001	432	432	GAP
		@PAGE@	BD3	W	433	452	020	
			453	884	432	GAP		
VUSPB5 3380		VMD1	BC3	RR	000	884	885	
		#ALLOC#	BC3	W	000	000	001	
					001	432	432	GAP
		@PAGE@	BC3	W	433	452	020	
			453	884	432	GAP		
VUSRB6 3380		VMD1	BC7	RR	000	884	885	
		#ALLOC#	BC7	W	000	000	001	
					001	432	432	GAP
		@PAGE@	BC7	W	433	452	020	
			453	884	432	GAP		

List of Userids on NSC PROFS System, March 16, 1987

[The following section contains a large amount of extremely faint and illegible text, likely representing a list of userids.]

USER	DEV	NAME	MODE	START	END	LEN	FLAGS
BTRGET	3380	TESTVS1	1C2 M	000 884	885 885	886 001	END OVERLAP
BVS1PG	3380	TESTVS1	1C4 M	000 884	885 885	886 001	END OVERLAP
DLIBA1	3380	TESTVS1	1C3 M	000 884	885 885	886 001	END OVERLAP
VSYSPT	3380	#ALLOC#	4C4 W	000	000	001	
		@TDSK	4C4 W	001	292	292	
		@PAGE@	4C4 W	293	592	300	
		@TDSK@	2C4 W	593	884	292	
VSYSRS	3380	VMD1	4C0 RR	000	884	885	
		#ALLOC#	4C0 W	000	000	001	
		MAINT	3A0 MR	001	002	002	
		MAINT	287 WR	003	004	002	
		TESTVS1	191 MW	005	005	001	
		MAINT	59C MR	006	010	005	
		MAINT	59D MR	011	020	010	
		MAINT	270 MR	021	025	005	
		MAINT	271 MR	026	034	009	
		MAINT	272 MR	035	049	015	
		MAINT	193 MR	050	068	019	
		MAINT	196 MR	069	082	014	
		MAINT	294 MR	083	094	012	
		MAINT	318 WR	095	118	024	
		MAINT	394 WR	119	232	114	
		MAINT	396 WR	233	263	031	
		MAINT	19F WR	264	363	100	
		MAINT	301 MR	364	364	001	
		MAINT	201 MR	365	374	010	
		MAINT	27C MR	375	375	001	
		SMART	191 MR	376	381	006	
		ASBATCH1	195 W	382	386	005	
		ASBATCH2	195 W	387	396	010	
		DIRMAINT	191 M	397	399	003	
		DIRMAINT	195 MR	400	408	009	
		MAINT	295 MR	409	453	045	
		@DRCT@	4C0 W	454	457	004	
		#SYSCKP#	4C0 W	458	460	003	
		MAINT	190 MR	461	492	032	
		MAINT	27B WR	493	504	012	
		MAINT	19D MR	505	531	027	
		MAINT	496 MR	532	532	001	
		MAINT	497 MR	533	541	009	
		MAINT	296 MR	542	557	016	
		MAINT	33C MR	558	594	037	
				595	602	008	
		ASMSTS1	191 MR	603	603	001	
		ASMSTS2	191 MR	604	604	001	
		ASMSTS3	191 MR	605	605	001	
		ASMSTS4	191 MR	606	606	001	

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GAP

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VOLSER	DEVTYPE	OWNER	D	VADDR	MODE	START	END	LEN	FLAGS
VSYSRS	3380					607	607	001	GAP
		MAINT		39A	ME	608	626	019	
		MAINT		33F	MR	627	672	046	
		MAINT		343	MR	673	718	046	
		MAINT		599	MR	719	741	023	
		MAINT		33E	MR	742	778	037	
		MAINT		33A	MR	779	815	037	
		MAINT		341	MR	816	835	020	
		MAINT		59B	MR	836	855	020	
		MAINT		339	ME	856	867	012	
		MAINT		274	MR	868	875	008	
		#SYSERR#		4C0	W	876	878	003	
		#SYSWRM#		4C0	W	879	880	002	
#SYSNUC#		4C0	W	881	884	004			
VSYSRT	3380					000	000	001	GAP
		EDTSGCAB		191	MR	001	399	399	
		EDTSGCAB		193	MR	400	532	133	
						533	884	352	GAP
VSYSRY	3380	VMD1		3D0	RR	000	884	885	
		#ALIOC#		3D0	W	000	000	001	
		MAINT		288	WR	001	001	001	
		MAINT		340	ME	002	011	010	
		MAINT		342	MR	012	021	010	
		VMD1		191	ME	022	022	001	
		VMD2		191	MR	023	023	001	
		MAINT		31E	MR	024	024	001	
		MAINT		33D	MR	025	028	004	
		MAINT		298	WR	029	044	016	
		MAINT		39F	WR	045	055	011	
		MAINT		392	RR	056	061	006	
		MAINT		391	RR	062	067	006	
		MAINT		191	MR	068	082	015	
						083	091	009	GAP
		VMAP		193	WR	092	101	010	
						102	116	015	GAP
		MAINT		297	MR	117	128	012	
		MAINT		27D	WR	129	133	005	
		MAINT		27A	WR	134	143	010	
		MAINT		279	WR	144	153	010	
						154	156	003	GAP
		SQLDBA		193	R	157	182	026	
		MAINT		31A	MR	183	183	001	
		MAINT		31B	MR	184	186	003	
		MAINT		276	MR	187	198	012	
		MAINT		277	MR	199	210	012	
		MAINT		31C	MR	211	250	040	
		MAINT		31D	MR	251	251	001	
		TSTADMIN		298	MR	252	279	028	
		MAINT		393	WR	280	367	088	
		MAINT		293	MR	368	375	008	
		MAINT		595	ME	376	385	010	
DIRADMIN		191	W	386	390	005			
DIRMAINT		193	MR	391	399	009			

VOLSER	DEVTYPE	OWNER	D	VADDR	MODE	START	END	LEN	FLAGS
VSYSRY	3380					400	400	001	GAP
		MAINT		19E	MR	401	430	030	
		#SAVSY#		3D0	W	431	460	030	
		MAINT		19C	WR	461	473	013	
		MAINT		19B	WR	474	480	007	
		MAINT		291	MR	481	483	003	
		DATAMQVE		191	MR	484	487	004	
		MAINT		59E	MR	488	488	001	
		MAINT		596	MR	489	499	011	
		MAINT		194	MR	500	521	022	
		MAINT		275	MR	522	529	008	
		MAINT		59A	MR	530	539	010	
						540	541	002	GAP
		MAINT		598	MR	542	546	005	
		MAINT		289	WR	547	561	015	
		ASMSEP		191	WR	562	562	001	
		ASMSEP		194	WR	563	576	014	
		MAINT		29D	WR	577	578	002	
		MAINT		39D	WR	579	600	022	
		MAINT		49D	WR	601	602	002	
		RSCS		191	MR	603	604	002	
		ASMSRSCS		191	MR	605	606	002	
		MAINT		29C	MR	607	608	002	
		PVM		191	WR	609	610	002	
		AUTOLOG1		191	MR	611	611	001	
		OPERATOR		191	WR	612	612	001	
		OPERATNS		191	MR	613	652	040	
		OPERATNS		192	MR	653	676	024	
		TSTADMIN		191	MR	677	684	008	
						685	705	021	GAP
		TSTADMIN		398	MR	706	720	015	
		TSTADMIN		399	MR	721	740	020	
		TSTCAL		191	MR	741	743	003	
		TSTCAL		5FF	MR	744	744	001	
		TSTCAL		5FD	MR	745	745	001	
		TSTCAL		5FE	MR	746	746	001	
		TSTCAL		5FC	MR	747	747	001	
		TSTCAL		5FB	MR	748	748	001	
		MAINT		091	MR	749	763	015	
		TSTDBM		5FF	MR	764	764	001	
		TSTDBM		5FE	MR	765	765	001	
		TSTDBM		5FD	MR	766	766	001	
		TSTDBM		191	MR	767	770	004	
		TSTDBM		161	MR	771	771	001	
		TSTMAIL		151	MR	772	775	004	
		TSTMAIL		191	MR	776	783	008	
						784	794	011	GAP
		MAINT		33B	MR	795	814	020	
						815	828	014	GAP
		MAINT		348	MR	829	829	001	
		MAINT		319	MR	830	830	001	
		MAINT		286	WR	831	844	014	
		MAINT		285	WR	845	858	014	
		MAINT		284	WR	859	859	001	
		MAINT		283	WR	860	861	002	

SER	DEVTYPE	OWNER	D	VADDR	MODE	START	END	LEN	FLAGS
SRY	3380	MAINT		29F	WR	862	863	002	
		MAINT		49F	WR	864	865	002	
		MAINT		39B	WR	866	868	003	
		OPERATNS		291	WR	869	875	007	
		OPERATNS		391	WR	876	878	003	
		Q		191	MR	879	880	002	
		MAINT		300	RR	881	883	003	
		MAINT		320	WR	884	884	001	

S12	3380	VMD1		1C7	RR	000	884	885	
		#ALIOC#		1C7	W	000	000	001	
		ISPVM		191	WR	001	002	002	
		ASMSRSRV		3C7	W	003	014	012	
		SQLDBA		191	W	015	026	012	
		SQLDEA		195	RR	027	042	016	
		SQLDBA		200	R	043	075	033	
		SQLDBA		201	R	076	084	009	
		SQLDBA		202	R	085	165	081	
		ASMSRSRV		AC7	W	166	230	065	
		@TDSK@		3C7	W	231	250	020	
		@DUMP@		3C7	W	251	278	028	
		@TEMP@		3C7	W	279	413	135	
		@PAGE@		3C7	W	414	433	020	
		SQLAPDB1		300	R	434	449	016	
						450	450	001	GAP
				ISVMSP		1C7	MR	451	884

IALT	3380	TESTVS1		2D2	M	000	885	886	
						884	885	001	END OVERLAP

SRA X	3380	VMD1		AC5	RR	000	884	885	
		#ALLOC#		AC5	W	000	000	001	
		CABUSER1		191	MR	001	001	001	
		CABUSER1		591	MR	002	002	001	
		CABUSER1		592	MR	003	003	001	
		CABUSER2		591	MR	004	004	001	
		CABUSER2		592	MR	005	005	001	
		CABUSER2		191	MR	006	006	001	
						007	007	001	GAP
		NSMDA1		191	MR	008	008	001	
		NSMDA2		191	MR	009	009	001	
		NSMDA3		191	MR	010	010	001	
		NSMCA1		191	MR	011	011	001	
		NSMCA2		191	MR	012	012	001	
		NSMCA3		191	MR	013	013	001	
		NSUSER1		191	MR	014	014	001	
		NSUSER1		591	MR	015	015	001	
		NSUSER1		592	MR	016	016	001	
		NSUSER2		191	MR	017	017	001	
		NSUSER2		591	MR	018	018	001	
		NSUSER2		592	MR	019	019	001	
		VMAP		191	MR	020	119	100	
		VMAP		192	MR	120	120	001	
		ASMS		291	MW	121	145	025	
						146	257	112	GAP

VOLSER	DEVTYPE	OWNERHD	VADDR	MODE	START	END	LEN	FLAGS
VUSRAX 3380	SQLATDB1	400	R		258	267	010	
	SQLAPDB1	12	R		268	317	050	
	@TEMP	AC5	W		318	567	250	
	ASMA	291	MR		568	592	025	
	ASMD	291	MR		593	627	035	
	EDTBPCAB	191	MR		628	629	002	
					630	884	255	GAP

VUSRA1 3380	VMD1	AC2	RR		000	884	885	
	#ALLOC#	AC2	W		000	000	001	
	SYSADMIN	191	MR		001	010	010	
					011	031	021	GAP
	NSCMAIL	191	MR		032	038	007	
	SFCAL	191	MR		039	040	002	
	NSCEATCH	191	MR		041	043	003	
	EDTPPPGL	191	MR		044	046	003	
	EDTSGPGL	191	MR		047	056	010	
	EDTSGPGL	193	MR		057	061	005	
	SYSADMIN	298	MR		062	089	028	
	SYSADMIN	398	MR		090	107	018	
					108	119	012	GAP
	ASMSRSRV	A01	W		120	120	001	
					121	317	197	GAP
	NSCDBM	5FF	MR		318	329	012	
	NSCDBM	5FE	MR		330	341	012	
	NSCDBM	5FD	MR		342	353	012	
	SFCAL	196	MR		354	391	038	
	SQLATDB1	421	R		392	405	014	
	SQLAPDB1	321	R		406	432	027	
	@PAGE	AC2	W		433	452	020	
					453	466	014	GAP
	NSCMAIL	151	MR		467	470	004	
	NSCDBM	191	MR		471	474	004	
	NSCDBM	161	MR		475	478	004	
	NSCCAL	191	MR		479	480	002	
	NSCCAL	5FF	MR		481	487	007	
	NSCCAL	5FE	MR		488	494	007	
	NSCCAL	5FD	MR		495	501	007	
NSCCAL	5FC	MR		502	508	007		
NSCCAL	5FB	MR		509	515	007		
SYSADMIN	399	MR		516	535	020		
				536	560	025	GAP	
NSWGH	191	MR		561	566	006		
ASOP1	191	MR		567	567	001		
EDTSGSY1	191	MR		568	884	317		

VUSRA2 3380	VMD1	AC6	RR		000	884	885	
	#ALLOC#	AC6	W		000	000	001	
	CABADMIN	191	MR		001	001	001	
					002	118	117	GAP
	ECS9080	191	MR		119	120	002	
					121	125	005	GAP
	CABDBM	5FC	MR		126	149	024	
CABDBM	5FF	MR		150	173	024		
CABDBM	5FE	MR		174	197	024		

R	DEVTYPE	OWNER	D	VADDR	MODE	START	END	LEN	FLAGS
2	3380	CABDBM		5FD	MR	198	221	024	
		CABDBM		5FA	MR	222	245	024	
		CABDBM		5F9	MR	246	269	024	
		CABDBM		5F7	MR	270	293	024	
		CABDBM		5FB	MR	294	317	024	
		CABDBM		5F8	MR	318	341	024	
						342	363	022	GAP
		EDTCFCAB	191	WR		364	365	002	
						366	370	005	GAP
		EDTLKAB	191	WR		371	371	001	
		EDTRTCAB	191	WR		372	373	002	
		EDTFPCAB	191	WR		374	377	004	
		CABDBM	161	MR		378	397	020	
		CABDBM	191	MR		398	405	008	
		SQLAPDB1	322	R		406	417	012	
		SQLAPDB1	323	R		418	423	006	
		SQLAPDB1	324	R		424	426	003	
						427	432	006	GAP
		@PAGE@	AC6	W		433	452	020	
		EDTMLCAB	191	MR		453	476	024	
		CABDBM	5F5	MR		477	500	024	
		CABDBM	5F4	MR		501	524	024	
						525	526	002	GAP
		EDTDSCAB	191	MR		527	528	002	
						529	533	005	GAP
		EDTMSCAB	191	WR		534	537	004	
		EDTFPMK	191	WR		538	547	010	
						548	551	004	GAP
		NSCPCAB	199	RR		552	557	006	
		NSCPCAB	299	RR		558	564	007	
						565	567	003	GAP
		CABDBM	5F3	MR		568	591	024	
		CABDBM	5F2	MR		592	615	024	
		CABDBM	5F1	MR		616	639	024	
		CABDBM	5F0	MR		640	663	024	
		CABDBM	5EF	MR		664	687	024	
		CABDBM	5F6	MR		688	711	024	
						712	779	068	GAP
		EDTCSCAB	191	MR		780	789	010	
						790	884	095	GAP
<hr/>									
3	3380	VMD1		AD2	RR	000	884	885	
		*ALLOC#		AD2	W	000	000	001	
						001	120	120	GAP
		NSVMC	191	MR		121	124	004	
		NSMLC	191	MR		125	126	002	
						127	128	002	GAP
		ASFIXIT	191	WR		129	129	001	
		NSALP	191	MR		130	130	001	
		EDTCFTST	191	MR		131	132	002	
		NSCCB	191	MR		133	134	002	
		NSFCC	592	MR		135	135	001	
		MJOLLY	191	MR		136	136	001	
		NSA1	191	WR		137	137	001	
		NSMBD	191	MR		138	143	006	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNER/D</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VUSRA3	3380	NSCTP	191	MR	144	145	002	
		NSDHP	191	MR	146	147	002	
		TPLOS	191	ME	148	149	002	
		MJOLLY	192	MR	150	151	002	
		SITRMXXX	191	MR	152	152	001	
		SFSAS	191	WR	153	156	004	
		ISRS	191	WR	157	160	004	
		ISMPM	191	WR	161	164	004	
		ISMJM	191	MR	165	166	002	
		SFMEW	191	WR	167	170	004	
		PROFSADM	191	MR	171	174	004	
		NSJT	191	MR	175	177	003	
		NSCAM	191	ME	178	179	002	
		INVEST1	191	MR	180	180	001	
		NSJKM	191	ME	181	182	002	
		TPBET	191	MR	183	184	002	
		NSFSH	191	ME	185	189	005	
					190	190	001	GAP
		ASOP3	191	MR	191	191	001	
		NSJHO	191	MR	192	195	004	
		NSKAL	191	ME	196	197	002	
		NSFWE	191	MR	198	199	002	
		NSBBS	191	MR	200	201	002	
		NSRBO	191	MR	202	203	002	
					204	204	001	GAP
		NSHP	191	ME	205	208	004	
		NSKVR	191	MR	209	210	002	
					211	211	001	GAP
		NSJEW	191	ME	212	213	002	
		NSRSM	191	MR	214	215	002	
		NSPJD	191	MR	216	219	004	
		NSJRR	191	ME	220	221	002	
		NSHGS	191	MR	222	223	002	
		NSKJL	191	ME	224	225	002	
		NSDCD	191	MR	226	227	002	
		NSPMC	191	ME	228	229	002	
		DEFXXX	191	MR	230	230	001	
		NSBIH	191	ME	231	232	002	
		NSFH	191	MR	233	234	002	
		NSMLH	191	ME	235	236	002	
		NSVML	191	MR	237	238	002	
		NSKWZ	191	MR	239	240	002	
		NSJDH	191	MR	241	242	002	
		NSGSG	191	ME	243	244	002	
		NSMKE	191	MR	245	247	003	
		NSRCM	191	WF	248	249	002	
		NSKDS	191	MR	250	251	002	
		NSBKH	191	ME	252	256	005	
		NSPSS	191	MR	257	258	002	
		NSBJB	191	ME	259	260	002	
		SECOM	191	MR	261	262	002	
					263	263	001	GAP
		NSXXX	191	WR	264	264	001	
		NSCSYS	191	WR	265	265	001	
					266	266	001	GAP

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNERID</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VUSRA3	3380	ASDXXX	199	MR	267	267	001	
		VS1MAINT	191	MR	268	277	010	
					278	278	001	GAP
		MILOFF	191	WR	279	279	001	
		ASDSTATS	192	MR	280	280	001	
		NSABF	191	MR	281	282	002	
		NSTEM	191	MR	283	284	002	
					285	285	001	GAP
		ASOXX	191	MR	286	287	002	
		FOIXXX	191	WR	288	288	001	
		APNSAXXX	191	WR	289	289	001	
		NSCXX	191	MR	290	290	001	
		EXSECXX	191	MR	291	291	001	
		CMFXX	191	MR	292	292	001	
		OSVS1A	191	MW	293	293	001	
		NSJRV	191	MR	294	295	002	
		NSRSD	191	MR	296	297	002	
		NSWWD	191	MR	298	299	002	
		ISVLT	191	MR	300	301	002	
		NSRPO	191	MR	302	303	002	
		NSFBP	191	MR	304	305	002	
		NSADM	191	MR	306	307	002	
		NSSIK	191	MR	308	309	002	
		NSMJH	191	MR	310	311	002	
		NSAPK	191	MR	312	313	002	
		NSLRS	191	MR	314	315	002	
		NSPMJ	191	MR	316	317	002	
		SQLATDB1	422	R	318	318	001	
		SQLATDB1	423	R	319	324	006	
		SQLATDB1	424	R	325	327	003	
		SQLATDB1	425	R	328	330	003	
					331	382	052	GAP
		SQLAPDB1	325	R	383	432	050	
		APAGEA	AD2	W	433	452	020	
		NSCSYS	299	MR	453	454	002	
		NSPEG	191	MR	455	458	004	
					459	462	004	GAP
		NSTAC	191	MR	463	464	002	
		NSMAS	191	MR	465	466	002	
					467	471	005	GAP
		NSCEC	191	MR	472	481	010	
		NSJEM	191	MR	482	491	010	
		NSPBT	191	MR	492	509	018	
					510	552	043	GAP
		ASMO	291	MW	553	567	015	
		NSJFC	191	MR	568	569	002	
		NSJS	191	MR	570	571	002	
		NSJFR	191	MR	572	573	002	
		NSMKS	191	MR	574	575	002	
		NSFEB	191	MR	576	577	002	
		NSEMM	191	MR	578	579	002	
		NSLJB	191	MR	580	581	002	
		NSPAB	191	MR	582	583	002	
		NSKAG	191	MR	584	585	002	
		TPSAN	191	MR	586	587	002	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNER ID</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>	
VUSRA3	3380	NSDMW	191	MR	588	589	002		
		NSRMS	191	MR	590	591	002		
		NSW	191	MR	592	593	002		
		NSAPR	191	MR	594	595	002		
		NSHS	191	MR	596	597	002		
		NSSPF	191	MR	598	600	003		
					601	601	001		GAP
		NSBEB	191	MR	602	603	002		
		NSJAL	191	MR	604	605	002		
		NSWFW	191	MR	606	607	002		
		NSLCC	191	MR	608	609	002		
		NSFPO	191	MR	610	611	002		
					612	614	003		GAP
		NSWRP	592	MR	615	615	001		
		NSJMP	592	MR	616	616	001		
					617	617	001		GAP
		NSGVE	592	MR	618	618	001		
		NSDAM	191	MR	619	623	005		
		NSAHP	191	MR	624	628	005		
					629	630	002		GAP
		NSMLM	191	MR	631	632	002		
		NSJMP	191	MR	633	634	002		
		NSBUD	191	MR	635	636	002		
		NSMJG	191	MR	637	638	002		
					639	640	002		GAP
		NSJRS	191	MR	641	643	003		
		NSJWD	191	MR	644	646	003		
					647	648	002		GAP
		NSEAP	191	MR	649	650	002		
		NSEMW	191	MR	651	652	002		
		NSNDS	191	MR	653	654	002		
		NSLYB	191	MR	655	658	004		
		NSESSES	191	MR	659	664	006		
					665	665	001		GAP
		NSJMP	191	MR	666	689	024		
		NSNSK	191	MR	690	692	003		
		NSBTM	191	MR	693	698	006		
		DHORTON	191	MR	699	704	006		
		NSCPC	191	MR	705	707	003		
		NSRHS	191	MR	708	712	005		
NSSBS	191	MR	713	716	004				
NSLSS	191	MR	717	720	004				
SYSNCO	191	MR	721	724	004				
NSWR	191	MR	725	729	005				
NSWRP	191	MR	730	745	016				
NSJIS	191	MR	746	747	002				
EDTDBCAB	191	MR	748	884	137				

VUSR24	3380	VMD1	AD3	RR	000	884	885	
		#ALLOC#	AD3	W	000	000	001	
		SQLAPDB1	191	W	001	019	019	
		SQLAPDB1	195	RR	020	033	014	
					034	037	004	GAP
		SQLAPTST	191	MR	038	038	001	
		SQLATDB1	191	W	039	044	006	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNERH/D</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VUSRA4	3380				045	046	002	GAP
		ISVMSP	191	MR	047	048	002	
					049	120	072	GAP
		NSJL	191	MR	121	123	003	
		NSPWR	191	MR	124	125	002	
		NSRCB	191	MR	126	127	002	
		NSBLP	191	MR	128	129	002	
		NSA2	191	WR	130	130	001	
		NSSGB	191	MR	131	132	002	
		NSSIT	191	MR	133	140	008	
		CEMAINT	191	WR	141	142	002	
		ASOP2	191	MR	143	143	001	
		ASDXXX	191	WR	144	144	001	
		INVEST2	191	MR	145	145	001	
		ISPJG	191	WR	146	149	004	
		SPMJW	191	MR	150	153	004	
					154	154	001	GAP
		NSDUT	191	MR	155	156	002	
		NSIJB	191	MR	157	158	002	
		SEARKS	191	MR	159	160	002	
		NSJGG	191	MR	161	164	004	
		NSMDC	191	W	165	166	002	
					167	167	001	GAP
		NSHBT	191	MR	168	171	004	
		TPPAL	191	MR	172	173	002	
		NSTTR	191	MR	174	175	002	
		ISPC	191	MR	176	177	002	
		NSWAC	191	MR	178	179	002	
		NSSKS	191	MR	180	181	002	
		NSKJK	191	MR	182	183	002	
		NSREB	191	MR	184	185	002	
		NSTNH	191	MR	186	187	002	
		NSCLP	191	MR	188	189	002	
					190	190	001	GAP
		NSCLM	592	MR	191	191	001	
		NSJSS	191	MR	192	193	002	
		NSMKL	191	MR	194	195	002	
		NSJFD	191	MR	196	197	002	
		NSHJC	191	MR	198	199	002	
		NSEF	191	MR	200	201	002	
		NSAH	191	MR	202	203	002	
		NSMB	191	MR	204	205	002	
		NSDGR	191	MR	206	207	002	
		NSHJW	191	MR	208	208	001	
		NSDMS	191	WR	209	210	002	
		NEKAK	191	MR	211	212	002	
		NSRJH	191	MR	213	214	002	
		NSSID	191	MR	215	216	002	
		NSPG	191	MR	217	218	002	
		NSDBK	191	MR	219	220	002	
		NSWJB	191	MR	221	222	002	
		NSRTP	191	MR	223	223	001	
		NSWT	191	MR	224	226	003	
		NSKF	191	MR	227	228	002	
		NSRLR	191	MR	229	231	003	

<u>VOLSRR</u>	<u>DEVTYPE</u>	<u>OWNERID</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>
VUSRA4	3380	NSNVH	191	MR	232	233	002	
		NSDFP	191	MR	234	235	002	
		NSLAJ	191	MR	236	237	002	
		NSWFB	191	WR	238	238	001	
		NSRCM	591	WR	239	245	007	
		NSJMJ	191	MR	246	247	002	
		NSMS	191	MR	248	249	002	
		NSWAL	191	MR	250	251	002	
		NSLSP	191	MR	252	253	002	
		NSRFB	191	MR	254	256	003	
					257	257	001	GAP
		NSTIO	191	MR	258	259	002	
		NSMPC	191	MR	260	263	004	
		NSWP	191	MR	264	266	003	
		NSRWD	191	MR	267	268	002	
		NSNAM	191	MR	269	270	002	
		NSPLS	191	MR	271	272	002	
		TPRAN	191	MR	273	274	002	
		NSRB	191	MR	275	276	002	
		NSRMB	191	MR	277	278	002	
					279	279	001	GAP
		NSKED	191	MR	280	282	003	
		NSCLM	191	MR	283	286	004	
		NSLFB	191	MR	287	288	002	
		NSGLK	191	MR	289	290	002	
		NSDCT	191	MR	291	292	002	
		NSSPK	191	MR	293	294	002	
					295	296	002	GAP
		SITRMXXX	199	MR	297	300	004	
		NSXXX	199	MR	301	304	004	
		NSCAP	191	MR	305	306	002	
					307	307	001	GAP
		ASDSTATS	191	MR	308	314	007	
					315	315	001	GAP
		ASXXX	191	MR	316	316	001	
		VMUTIL	191	WR	317	317	001	
					318	345	028	GAP
		NSRTC	191	MR	346	348	003	
		NSSRT	191	MR	349	352	004	
					353	359	007	GAP
		NSCMB	191	WR	360	362	003	
		SQLATDB1	411	R	363	382	020	
		SQLAPDB1	311	R	383	432	050	
		@PAGE	AD3	W	433	452	020	
					453	548	096	GAP
		NSRBM	191	MR	549	553	005	
		NSGVE	191	MR	554	561	008	
					562	567	006	GAP
		NSRBL	191	MR	568	571	004	
		NSJAM	191	MR	572	574	003	
		NSJAK	191	MR	575	578	004	
		NSRBS	191	MR	579	580	002	
		NSABT	191	MR	581	582	002	
		NETC	191	MR	583	588	006	
		NSPES	191	MR	589	591	003	

VOLSER	DEVTYPE	OWNER	D	VADDR	MODE	START	END	LEN	FLAGS
VUSEA4	3380					592	593	002	GAP
		NSOLM		191	MR	594	597	004	
		NSAJC		191	MR	598	600	003	
						601	601	001	GAP
		EBARNES		191	WR	602	621	020	
		FOIIXX		199	MR	622	625	004	
		APNSAXXX		199	MR	626	629	004	
		NSCXX		493	MR	630	631	002	
		EXSECXXX		199	MR	632	635	004	
		CMFXXX		199	MR	636	639	004	
		NSJD		191	MR	640	645	006	
		DEFXXX		199	MR	646	649	004	
		NSFLL		191	MR	650	653	004	
		NSDBR		191	MR	654	657	004	
		NSELM		191	MR	658	660	003	
						661	661	001	GAP
		NSMMW		191	MR	662	665	004	
		NSDNL		191	MR	666	670	005	
		NSBSR		191	WR	671	674	004	
		NSMEN		191	MR	675	677	003	
		NSJFM		191	MR	678	681	004	
		NSDRP		191	MR	682	695	014	
		VS1MAINT		195	MR	696	718	023	
						719	722	004	GAP
		NSGMM		191	MR	723	724	002	
		NSDGM		191	MR	725	732	008	
		NSBAM		191	MR	733	734	002	
		NSPAB		191	MR	735	736	002	
		NSSSB		191	MR	737	740	004	
						741	742	002	GAP
		NSJEH		191	MR	743	744	002	
		NSPDW		191	MR	745	746	002	
		NSJJY		191	MR	747	748	002	
		NSPWH		191	MR	749	756	008	
						757	760	004	GAP
		NEJLC		191	MR	761	762	002	
		NSMAD		191	MR	763	764	002	
						765	768	004	GAP
		NSJML		191	MR	769	770	002	
		NSRKS		191	MR	771	772	002	
		NSREL		191	MR	773	780	008	
		SQLDBA		391	W	781	786	006	
		NSFCC		191	MR	787	796	010	
		ASMSC150		191	WR	797	811	015	
		NSAGK		191	MR	812	819	008	
		NSJWF		191	MR	820	824	005	
						825	884	060	GAP

VUSEA5	3380	VMD1		AC3	RE	000	884	885	
		#ALLOC#		AC3	W	000	000	001	
		DOCADMIN		191	MR	001	001	001	
						002	038	037	GAP
		DOCDBM		5EA	MR	039	062	024	
		DOCDBM		5EB	MR	063	086	024	
		DOCDBM		5EC	MR	087	110	024	

<u>VOLSER</u>	<u>DEVTYPE</u>	<u>OWNERHD</u>	<u>VADDR</u>	<u>MODE</u>	<u>START</u>	<u>END</u>	<u>LEN</u>	<u>FLAGS</u>		
VUSRA5	3380	DOCDBM	5ED	MR	111	134	024			
		DOCDBM	5EE	MR	135	158	024			
		DOCDBM	5EF	MR	159	182	024			
		DOCDBM	5F0	MR	183	206	024			
		DOCDBM	5F1	MR	207	230	024			
		DOCDBM	5F2	MR	231	254	024			
		DOCDBM	5F3	MR	255	278	024			
		DOCDBM	5F4	MR	279	302	024			
		DOCDBM	161	MR	303	317	015			
		DOCDBM	5F5	MR	318	341	024			
		DOCDBM	5F6	MR	342	365	024			
		DOCDBM	5F7	MR	366	389	024			
		DOCDBM	5F8	MR	390	413	024			
		DOCDBM	191	MR	414	428	015			
		EDTRTSY1	191	MR	429	429	001			
		EDTPFSY1	191	MR	430	432	003			
		@PAGE@	AC3	W	433	452	020			
		EDTLKSY1	191	MR	453	453	001			
		EDTSCSY1	191	MR	454	455	002			
		EDTMLSY1	191	MR	456	480	025			
		EDTDBSY1	191	MR	481	530	050			
					531	543	013	GAP		
		DOCDBM	5F9	MR	544	567	024			
		EDTEJSY1	191	MR	568	570	003			
		DOCDBM	5FA	MR	571	594	024			
		DOCDBM	5FB	MR	595	618	024			
		DOCDBM	5FC	MR	619	642	024			
		DOCDBM	5FD	MR	643	666	024			
		DOCDBM	5FE	MR	667	690	024			
		DOCDBM	5FF	MR	691	714	024			
		EDTSGSY1	193	MR	715	884	170			
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		VUSRA6	3380	VMD1	AC7	RR	000	884	885	
#ALLOC#	AC7			W	000	000	001			
EDTPCOM	191			MR	001	005	005			
EDTPCOM	194			MR	006	025	020			
					026	118	093	GAP		
SQLAPDB1	328			R	119	120	002			
SQLAPDB1	327			R	121	282	162			
					283	387	105	GAP		
EDTPCOM	196			MR	388	402	015			
EDTPCOM	197			MR	403	422	020			
EDTPCOM	198			MR	423	432	010			
@PAGE@	AC7			W	433	452	020			
					453	567	115	GAP		
SQLAPDB1	326			R	568	822	255			
					823	884	062	GAP		
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VUSRBX	3380	VMD1	BC5	RR	000	884	885			
		#ALLOC#	BC5	W	000	000	001			
					001	119	119	GAP		
		ASMSRSRV	B0F	W	120	120	001			
					121	317	197	GAP		
		@TEMP@	BC5	W	318	432	115			
@PAGE@	BC5	W	433	452	020					

VOLSER	DEVTYPE	OWNER#	MODE	START	END	LEN	FLAGS
VUSRBX 3380		@TEMP@	DC5 W	453 568	567 884	115 317	GAP
VUSRB1 3380		VMD1	BC2 RR	000	884	885	
		#ALLOC#	BC2 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BC2 W	433	452	020	
				453	884	432	GAP
VUSRB2 3380		VMD1	BC6 RR	000	884	885	
		#ALLOC#	BC6 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BC6 W	433	452	020	
				453	884	432	GAP
VUSRB3 3380		VMD1	BD2 RR	000	884	885	
		#ALLOC#	BD2 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BD2 W	433	452	020	
				453	884	432	GAP
VUSRB4 3380		VMD1	BD3 RR	000	884	885	
		#ALLOC#	BD3 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BD3 W	433	452	020	
				453	884	432	GAP
VUSRB5 3380		VMD1	BC3 RR	000	884	885	
		#ALLOC#	BC3 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BC3 W	433	452	020	
				453	884	432	GAP
VUSRB6 3380		VMD1	BC7 RR	000	884	885	
		#ALLOC#	BC7 W	000	000	001	
				001	432	432	GAP
		@PAGE@	BC7 W	433	452	020	
				453	884	432	GAP

**List of Userids and Users Authorized to Create Calendars
or View Documents on NSC PROFS System, January 7, 1989**


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VCS11  INWLS11  USERID  OFFICE  00000  55555555  222222
        0000000  55555555  22222222
MEMS   CEMAP00  DISTCODE  SYSTEM  00  00  55  22  22
        00  00  55555555  22
ELI51  7J3809  FILENAME  FILETYPE  00  00  55555555  22
        00  00  55  22
/22/93  16239:41  FILE CREATION DATE  00  00  55  22
        00  00  55  55  22
55      00000399  SPECIAL  COUNT  0000000  55555555  22222222
/22/93  16240:20  FILE FILE NAME  00000  5555555  22222222
        0001  CLASS  SERVICE
ANDARD  CRT  FORMS  DESTINATION
  
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THIS COMPUTER SYSTEM CONTAINS
 SENSITIVE, COMPARIMENTED INFORMATION

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NNN     NN     SSSSSSSSSSS  CCCCCCCCCC
NNNN    NN     SS      SS  C
NN NN   NN     SSS      CC
NN NN   NN     SSS      CC
NN      NN     SSS      CC
NN      NN     SSS      CC
NN      NN     SS      SS  CC
NN      NN     SSSSSSSSSSS  CCCCCCCCCC
NN      NN     SSSSSSSSSSS  CCCCCCCCCC
  
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PROTECT IT

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11      NNN   NN  VV      VV  EE      SS      SS  11      111
11      NNN   NN  VV      VV  EE      SS      SS  11      11
11      NN NN  NN  VV      VV  EEEEE  SSSSSSSSS  11      11
11      NN NN  NN  VV      VV  EEEEE  SSSSSSSSS  11      11
11      NN     NN  VV      VV  EE      SS      SS  11      11
11      NN     NN  VV      VV  EE      SS      SS  11      11
11111  NN     NN  VVV     VV  EEEEEEE  SSSSSSSSS  11      11111
11111  NN     N      V      EEEEEEE  SSSSSSS  11      11111
  
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SSSSSSSS  Y  Y  SSSSSSSSS  1111111  EEEEEEE  MM     MM  SSSSSSSSS
SS      YY  YY  SS      SS  11      SS      MM     MM  SS      SS
        Y  Y  SS      SS  11      EE      MNNN  MM  SS
SSSSSS  YYY  SSSSSSS  11      EEEEE  MM     MM  SS  SSSSSSS
SSSSSS  Y  SSSSSSS  11      EEEEE  MM     M  MM  SSSSSSS
SS      Y  SS      SS  11      EE      MM     MM  SS      SS
SS      Y  SS      SS  11      EE      MM     MM  SS      SS
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SSSSSS  Y  SSSSSSS  11      EEEEEEE  MM     MM  SSSSSSS
  
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NSAIC	CHILDRESS, JENNIFER
NSMRL	LEWIS, LARRY
NSMBO	WATSON, JAMES
NSRBU	HALL, PAUL
NSREL	LEWIS, ANDREW
NSMLH	HARRIS, NICHOLAS
NSLEB	BRUCE, LARRY
NSAEC	U'GHA, NICHOLAS
NSABU	DONALDSON, CHARLES
NSRDE	FALLON, JOHN
NSUD	JOUGLAS, JOHN
NSADM	MCCARTHY, JOHN
NSSPA	KADLER, JOHN
NSSLK	KELLY, JOHN
NSKS	FELDMAN, JOHN
NSBAU	HUCKLEBY, JOHN
NSDAM	MARLEY, JOHN
NSJFA	ROBERTSON, JOHN
NSDYL	LEWIS, JOHN
NSKAL	STEFAN, JOHN
NSGMD	MAY, JOHN
NSRCD	DAGNALL, JOHN
NSLSD	MILLER, JOHN
NSLJB	BRADY, JOHN
NSPAC	BRADY, JOHN
NSVMO	CANNON, JOHN
NSDMW	WENZEL, JOHN
NSAAG	GILSON, JOHN
NSHS	SCOTT, JOHN
NSDMW	WILSON, JOHN
NSADL	LEVINE, JOHN
NSDAB	ANDERSON, JOHN
NSPAB	BRADY, JOHN
NSJL	LEWIS, JOHN
NSPJD	JOHNSON, JOHN
NSRAB	SCOTT, JOHN
NSHR	ROBERTSON, JOHN
NSIC	CEBIA, JOHN
NSJEH	HICKLEY, JOHN
NSJDB	ROBERTSON, JOHN
NSHAI	LEWIS, JOHN
NSJCA	BRADY, JOHN
NSWB	BRADY, JOHN
NSSEL	LEWIS, JOHN
NSFPO	JOHNSON, JOHN
NSKFB	BRADY, JOHN
JI	LEWIS, JOHN
NSIIC	U'GHA, NICHOLAS
NSSFS	SCOTT, JOHN
NSBFI	LEWIS, JOHN
NSJLC	COLLIER, JOHN
NSJMF	FRANK, JOHN
NSBUD	ANDERSON, JOHN
NSMUG	GILSON, JOHN
NSMAS	SCOTT, JOHN



00AC	COLLEMANBOE
00WH	HEISLERBOZEMAN
00LAME	CALAMENHARRINGTON
00CF	FULLERCHRIS
00SL	INCORNEANDREA
00SS	SNIDERDON
00SA	ASCOSCHER
00WF	FRISVOLDMILL
00BF	FRISVOLDMILL
00LI	JULIEMEREDITH
00FL	LEWISJOHN
00AL	LEVYRICHARD
00DM	MALDYERIC
00101	WILLIAMSONKELLY
00102	WILLIAMSONKELLY
00J1	WILLIAMSONKELLY
00JC	SPENCERLEWIS
00DM	MATCHELLEKROU
001	GRACAPPAUL
002	GRACAPPAUL
003	GRACAPPAUL
004	GRACAPPAUL
00007	IMBELLEDAVID
00003	WABAZENMARK
00101	GIRIGENE
00102	WABAZENMARK
00103	WABAZENMARK
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U.S. Department of Justice

Civil Division

Deputy Assistant Attorney General

Washington, D.C. 20530

October 26, 1993

BY MESSENGER

Alan B. Morrison, Esq.
Michael E. Tankersley, Esq.
Public Citizen Litigation Group
Suite 700
2000 P Street, N.W.
Washington, D.C. 20036

Re: Armstrong v. Executive Office of the President
-- Settlement Discussions (F.R. Evi. 408)

Dear Alan and Michael:

Pursuant to the settlement meeting among the parties held last Monday, October 18, 1993, this constitutes our further settlement proposal. My apologies for being unable to deliver this package earlier in the day today.

A. EOP Agency Component Recordkeeping Guidance. As discussed at our settlement meeting, key agency components of the EOP have proceeded along the lines of a "bottom-up" approach, *i.e.*, drafting recordkeeping guidance that would be approved by the Archivist but would be issued independently of whatever draft guidance is ultimately contemplated for issuance by the Archivist as to the rest of the government. The drafts contemplate ultimate implementation of electronic recordkeeping but may also include, depending on the component, interim guidance for use until such recordkeeping is in place. Pursuant to our discussions, and in fulfillment of paragraph 2 of the Stipulation of the parties filed on September 30, 1993, I have attached at Tab A drafts of e-mail recordkeeping guidance from the following EOP agency components: National Security Council, Office of Administration, Office of Management and Budget, Office of Science and Technology Policy, and the Office of the United States Trade Representative. Included within Tab A are proposals from both the NSC and OSTP on how they propose to separate presidential and federal records.

Please note the following about the drafts. First, in the case of the Office of Administration's draft "Proposed OA Record Management System for Management of Records Created Using

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Electronic Mail," the document includes reference to proposed dates only because completion of discrete items are in some cases dependent on outside contract support and feasibility of technical proposals. Since these limit OA's ability to control any prescribed deadlines, the dates are to be regarded as benchmarks to which the administration is committed.

More generally, as we previously stated, the drafts of recordkeeping guidance being provided to you, including discussions of future recordkeeping systems, have been given to plaintiffs for the purpose of furthering settlement, and are not intended to bind defendants to a position in the litigation on any and all matters contained therein.

B. NSC Presidential/Federal Guidance. Given the focus on the NSC in this litigation, the NSC's proposed breakdown of presidential and federal records may bear explanation.

The NSC's proposal for distinguishing which records will be treated as federal and which will be treated as Presidential is based on principled guidelines and provides intelligible rules capable of practical implementation. It will result in the federal designation of as many records as possible, consistent with proper NSC operations and the policies of the Presidential Records Act.

The proposal will designate a far larger percentage of the NSC's records as federal than the current guidelines do. The following categories of records now treated as Presidential will be treated as federal: Presidential Determinations, Presidential Messages and Proclamations, OMB Referrals, Aircraft Requests, Agreements, Foreign Travel Requests, and Approvals of Significant Military Exercises.

The proposal starts with two basic rules: (1) records originating from or disseminated outside of the White House will be treated as federal, and (2) internal documents most inextricably related to advising and assisting the President -- those to or from the President, the APNSA and the DAPNSA -- will be treated as Presidential.

Intra-staff communications related to Presidential records or NSC policy documents -- interagency meetings of the NSC or its subgroups and Presidential Directives -- will be treated as Presidential Records. Intra-staff records related to all other federal record categories will be treated as federal.

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The proposal will enable the President to control access to the most sensitive NSC records upon a change of administrations. It will also avoid the burdens of processing and the costs and risks of litigation that would occur if such records (which are largely classified and, thus, rarely subject to disclosure under FOIA) were treated as federal for the purposes of the FOIA.

C. User Directories. In furtherance of settlement of the FOIA portion of the lawsuit, you have requested that we provide user directories for the Reagan-era NSC and EOP/OA PROFS backup tapes, showing the names and userids of people with notelog storage areas for the dates November 22, 1986, February 28, 1987, and January 7, 1989 (only the latter for EOP/OA). I can respond as follows:

1. The EOP/OA user directory for the January 7, 1989 tape is attached at Tab B.1.

2. With respect to the NSC backup tapes for 1986 and 1987, it appears that the systems backups necessary to provide this information for the 1986 and 1987 dates were never saved. However, I am informed that defendants already produced to you a list of all users, with userids, authorized to create calendars or documents on the system for those dates. Because this listing may not have included every userid or user capable of sending a note, we here supplement it with a complete listing of all userids for October 19, 1986, and March 16, 1987 (see attached at Tab B.2 and B.3). This will provide you with all the information we have from the tapes themselves on this score.

3. For the NSC January 7, 1989 backup tape, we are presently in a position to provide userids and users authorized to create calendars or view documents (see Tab B.4). We are, however, continuing to consult with staff at WHCA on the matter of getting to you a complete user directory. Unfortunately, key personnel at WHCA are away this week. We intend to get back to you as soon as possible early next week.

D. Other Matters

We have reviewed carefully the materials you provided to us (Michael's letter to Jason Baron dated Oct. 21, 1993), for examples of more acceptable definitions of "record" status. Frankly, we are somewhat confused by the excerpts since the definitions they contain do not appear to differ from the statutory definition, from

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NARA's definition in existing regulations, or from the definition in the draft guidance NARA provided last week. To the extent that your materials contain details that describe the desirable features of an electronic recordkeeping system or contain language that expressly recognizes the transient nature of electronic communications and therefore the need to ensure that federal employees are aware of recordkeeping obligations, we may be able to include similar provisions in the next draft of EOP agency guidance, and would certainly hope to discuss such matters further with you in ongoing settlement discussions. We did not, however, have sufficient time to analyze which provisions might be appropriate for inclusion in today's drafts in light of the specific operations and responsibilities of each EOP component.

I look forward to our next meeting scheduled for tomorrow at 11:00 a.m. We have cleared into the Main Justice building the same individuals present at the first meeting.

Sincerely yours,



Mark I. Levy
Deputy Assistant Attorney General

Enclosures