



DEPARTMENT OF STATE

Washington, D.C. 20520

MEMORANDUM

TO: M - Mr. Lawrence S. Eagleburger

FROM: A - Mr. John M. Thomas

SUBJECT: Disposition of Secretary Kissinger's Records

This is to follow-up our recent discussions concerning the disposition of certain records collected by Secretary Kissinger at the Department of State. I am outlining for you below the procedures which the Foreign Affairs Document and Reference Center (FADRC) will use for storing and granting access to these records. These procedures are in full accord with the Federal Records Act of 1950, 44 U.S.C. 3101-3107; the Federal Property Management Regulations (FPMR) based thereon; and our own FAM issuances. For your reference I am attaching a copy of the 5 FAM 400 which deals with Records Management. Many former officials of the Department, including Secretaries Rusk and Rogers, have operated under FADRC's system and I anticipate it will be satisfactory to Mr. Kissinger also. For the sake of clarity, I have compiled a brief outline of procedures which is followed by a more detailed narrative.

I. Inventory Process

- (a) Screening of Secretary's records within his office by officials of FADRC and S/S:
- (1) Segregation of personal documents which belong to the Secretary from official documents belonging to the government;
 - (2) Disposal of extra copies of documents.

(b) Formulation of detailed inventory and index of records:

- (1) Breakdown into categories by nature of record;
- (2) Preparation of a detailed description of the records on Standard Form DS-693.

II. Storage of Records

- (a) Boxes of inventoried records brought to FADRC;
- (b) Material transferred to safe file cabinets which will then be locked and cabinets placed in a vault in Room 1239 (FADRC);
- (c) Combinations to cabinets and vault under direct control of Director, FADRC.

---III. Access Control Procedures

- (a) Access control list prepared by S/S and given to Director, FADRC naming those officials of the Department to whom access will be given;
- (b) Access by such officials through Director, FADRC only.

IV. Release of Records to Former Officials

- (a) Original and classified documents may not be removed;
- (b) Request for screening for declassification;
- (c) Archives or Presidential library.

I. Inventory Process

Before the Secretary's records are sent to FADRC for storage, they should first be screened by officers of both FADRC and S/S. The purposes of this screening

process are several: (1) to segregate the Secretary's personal papers from the Department's official records; and (2) to dispose of extra copies of original documents, classified or unclassified.

Departmental regulations allow senior officials to remove personal papers and keep them in their own custody (5 FAM 432). Personal papers are those of a strictly personal character pertaining to an individual's private life and not to official business. Such papers would be those written or approved by the official but which are not related to foreign policy or official business. At the time of their origin or receipt, they should have been clearly designated as personal and, if maintained in the office, must be separated from official records. If they were not so designated and maintained, they must be removed from the Department only with the concurrence of the Director of FADRC. In addition, the officers of FADRC and S/S may request that those portions of primarily "personal" papers which contain official information and deal with Departmental functions be extracted and placed in the official record (5 FAM 417.1).

Also during the screening process, FADRC and S/S officials will remove extra copies of both classified and unclassified materials. In recent years, the Department's policy has been strongly against maintaining any copies other than official record copies because of security risks and excessive accumulation of paper. Storage space is severely limited in FADRC and this situation necessitates the destruction of all extra copies provided that the integrity of the subject file is not destroyed and the record copy is readily accessible.

At the same time officials are screening the documents, they will organize and inventory the records into a detailed index of the system. The records will be categorized according to the nature of the document

and the categories of the records will be listed with box and lot file numbers on a Standard Form DS693 (attached). This form will be completed before the records are taken to FADRC.

II. and III. Storage and Records Access Procedures

Once deposited with FADRC in Room 1239 of the main Department of State building, the documents will be stored within locked file cabinets inside the vault.

Access control procedures will be strictly enforced. An "Access Control List" will be prepared by S/S including the few names of Departmental officers to whom access will be given. Individuals who are not included on this initial authorized access list and who desire access will be directed to the Executive Secretary who will decide whether or not to permit access based upon the recommendations of FADRC and the Deputy Under Secretary for Management. The Director of FADRC, who as the Department's Records Officer is in charge of enforcing access controls, will be the only individual in FADRC to know the combinations to the file cabinets.

When senior officials leave the Department of State, they are allowed liberal access within the Department to the records which they originated, reviewed, signed, or received while in public office (5 FAM 946). They are available during regular Departmental office hours: Monday through Friday, 9 a.m. to 5 p.m. Since Mr. Kissinger will not be able to remove official documents from the Department of State building, when he comes to the Department he will be assigned a research cubicle in Room 1239 and a research assistant from the Retrieval Branch to take care of his requirements. If he is to be accompanied by a research assistant of his own, that individual must be approved for access

by PA/HO and have a current Top Secret clearance certified by the Office of Security. Such personal assistants must be understood to be working for the Secretary exclusively and not gathering material for publications of their own. In the past we have asked that notes made by research assistants be returned to the Department after completion of their tenure with the former official; we would prefer to hold to that procedure. If the Secretary can give sufficient notice, the FADRC researcher can have the designated records available for him when he arrives.

IV. Release of Documents to Former Officials

According to the Department's policy and precedent, original documents and classified material may not be removed from the main Department of State building. However, the Secretary may request that certain documents be screened for declassification and possible removal from the building either before or after they are deposited in FADRC. Often, if the information in the document is no longer sensitive, declassification is approved by S/S upon the recommendations of the Directors of FADRC and PA/HO. If the Secretary wishes to eventually deposit records of historical importance in the National Archives or the Ford or Nixon libraries, officials from FADRC and PA/HO can offer detailed technical assistance.

Under our present procedures, office records of former Secretaries of State are considered to be an adjunct to the official Central Foreign Policy Files of the Department. Access to researchers or historians is not granted until the Department historians complete their compilation of the Foreign Relations of the United States for that time period. PA/HO is currently publishing 27 years behind with 1949 being considered the "open" period. The records are, of course, subject to being requested under the Freedom of Information Act at any time.

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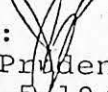
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
FADRC and the Bureau of Administration will make every attempt to accommodate the Secretary and will initiate the screening and inventory process whenever he so indicates.

Attachments:
As stated

cc: L -Mr. Leigh
T -Mr. Maw

Drafted by: 
O/FADRC:JSPruden:vfh
Ext. 20394 5/19/76

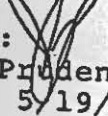
Clearance:
A/O - Mr. Hunt _____

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Authority 

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