



RELEASE IN FULL

**Memorandum for Secretary of State Hillary Rodham Clinton**

**From:** Bruce Lindsey, Stephanie <sup>SLB</sup>Streett, Terri Garner

**CC:** Huma Abedin

**Date:** May 4, 2012

**RE:** Archivist

The purpose of this memo is to give you a recommendation on the hiring of an archivist to be located in Little Rock at the Clinton Center, who will begin to organize and process your materials. Bruce, Stephanie, and Terri have met and discussed your request, and additionally, Terri has had conversations with the Director of the Kennedy Library to gather his feedback from their experience in processing Mrs. Onassis' materials.

We have discussed two different scenarios for compensation and supervision. In the first scenario, the individual would be a NARA employee. In this instance, the Foundation would make an annual donation to the Clinton Library's Trust Fund to cover the salary and benefit package for this employee. In the second, the individual would be a Foundation employee whose salary and benefits would be covered directly by the Foundation. In either scenario, the employee would have a dotted-line reporting structure to both Stephanie and Terri.

Bruce, Stephanie, and Terri unanimously recommend the second scenario, primarily because the Foundation's hiring procedures are more flexible. This was also the recommendation by Tom Putman, Director of the Kennedy Library.

Stephanie and Terri would work together to find an experienced and trust-worthy individual.

Attached is a job description that is loosely based on a GS-9 Archivist position, which is what we recommend to process your collection. We believe we could find a qualified individual for approximately sixty thousand dollars.

Based on the 1,200 boxes that you currently have in courtesy storage and without full knowledge of the collection, Terri's estimate is that it will take approximately two to two-and-a-half years to process the collection and create a searchable data base. Once this archivist is hired, Terri and Stephanie would develop a more accurate timeline for completion of this project, based upon your direction and guidance of the subject matter.

If you agree with our proposal, we would like to begin this job search immediately. Once we have identified a slate of the most qualified candidates, we would then work with Huma to establish the final selection process.

**Please let us know if you agree with our recommendation to move forward and/or if you have additional questions or concerns.**

☐ **Yes, please proceed with the recommendation outlined above.**

☐ **No, I would like to discuss further.**

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### NATURE AND CONTROLS

The incumbent serves as an archivist at the Clinton Presidential Library and is responsible for planning, performing, and monitoring all archival functions for the Hillary Rodham Clinton Personal Collection in a variety of media, establishing work priorities that are completed in compliance with NARA policies, standards, and procedures. As an archivist, reviews work methods and processes and develops new or refines old methods to improve the accomplishment of work in terms of timeliness and better customer service. As an archivist, incumbent is primarily assigned responsibility for textual/electronic and audio-visual materials. In consultation with the Library Supervisory Archivist, Library Director, and Foundation Executive Director, archivists participate in establishing work priorities, developing and improving work methods, and performance of work in any area when priorities or workload require additional support.

### MAJOR DUTIES

Arrangement: Plans and directs the arrangement of Hillary Rodham Clinton's materials. Determines the arrangement for the materials that are totally disarranged, misfiled, or for which the provenance is unclear. Researches provenances using other presidential records, secondary source materials, and government documents. Identifies collections for which maintaining a consistent internal arrangement is vital. Responsible for devising, implementing, and maintaining location registers for physical control of the holdings within the Library. Such registers facilitate arrangement and retrieval and link to other parts of the database system.

Declassification: Upon completion of appropriate training, independently applies White House, State Department, and other declassification guidelines to the materials and prepares documents for agency classification review referral. Implements administrative procedure for declassification review actions.

Description and Documentary Publications: Assesses researcher and archival needs and determines priorities for developing finding aids for records processed systematically. Follows the procedures outlined in the NARA processing manual and other style guides for withdrawing documents and producing finding aids. Conducts or oversees research necessary for accurate and complete descriptions, and prepares appropriate introductory narratives and other archival finding aids, including the Library's published List of Holdings. Prepares other descriptive tools as necessary, including administrative histories and chronologies. Works with appropriate NARA units in developing formats for electronic finding aids and web pages for use by researchers.

Preservation: Applies preservation techniques and recommends strategies for textual records, electronic records, and audiovisual materials. Identifies preservation needs and researches new approaches to preservation problems. Maintains an awareness of appropriate disaster planning and preparedness issues.

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Administration: Assists with the preparation of the quarterly narrative and statistical report. Develops and maintains electronic database for tracking reference. Responds to internal Library and Clinton Foundation requests for information. Provides input to the supervisory archivist and director on a wide range of issues relating to archival functions.

#### KNOWLEDGE REQUIRED BY THE POSITION

Professional knowledge of archival principles and techniques in order to make critical judgments in the analysis of the collections of records and personal papers covering the life and career of Hillary Rodham Clinton, and the organization and functions of the White House Staff, the Executive Branch, the United States Senate, and the United States Department of State. Includes the thorough knowledge of archival preservation principles and techniques to develop and formulate safe, practical preservation programs for both textual and non-textual material.

Thorough and in-depth knowledge of the life of Secretary Clinton and of related historical and political aspects of her life in order to provide required reference services and appropriate processing of records.

Comprehensive knowledge of the organization, functions, record-keeping systems, and documentation of the White House Executive Office, the Senate, the State Department, and related offices.

Comprehensive knowledge of national security classification policies and practices, and of all executive orders, statutes, and agency guidelines regarding the safeguarding and declassification of security-classified information.

Comprehensive knowledge of NARA-specific general restrictions.

Ability to communicate clearly and accurately, both in writing and orally, to handle reference and managerial responsibilities.

#### SUPERVISORY CONTROLS

The archivists are under the general supervision of the Supervisory Archivist, who monitors the scope and objectives to be accomplished, and provides an overall review and evaluation of services provided and results achieved.

The employees assume much of the initial responsibility for assigning archival processing and reference work, for setting priorities for work processes and special projects, and for adjusting assignments as necessary according to the current work environment. The employees are given wide latitude for the exercise of independent judgment in planning, developing, and accomplishing assignments.

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### GUIDELINES

Guidelines include laws, regulations, policies, procedures, and internal handbooks and directives governing NARA and Presidential Libraries; former President's review guidance; the Freedom of Information Act and its related case law; agency guidelines regarding the declassification of security classified information and privacy and related issues; and archival standards, techniques, and practices represented through archival literature and professional contacts.

Many of the duties performed are precedent setting, and the means and methods of accomplishing objectives are not outlined in any publication or based on previous NARA experience. Employees exercise considerable independent judgment in performing various archival functions. Where no guidelines are available, the employees, in consultation with the supervisory archivist and the director, exercise initiative in identifying and resolving problems.

### COMPLEXITY

Duties involve performing a variety of archival functions for the major holdings of documents and other historical material related to the life of Hillary Rodham Clinton.

The employees, in the course of their archival duties, handle complex archival problems and specified lower-level managerial tasks such as periodic reports and basic program development. The work demands a great deal of flexibility, initiative, retained knowledge, originality, and tact. The employees must defend complex and/or controversial policy recommendations to superiors, both in the Library and the Foundation. The employees must experiment with various systems to ensure that this information will continue to be accessible.

### SCOPE AND EFFECT

Work affects the preservation, proper storage, and eventual complete processing of historical material.

Employees handle unusual reference requests or assignments so that other staff may pursue regular duties without interruption.

The policies and programs developed by the employees provide useful guidelines for the Library and other archival institutions.

### PHYSICAL DEMANDS

Work is primarily sedentary, with some standing, walking and lifting of boxes up to 40 pounds required.

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WORK ENVIRONMENT

Work is performed in an office setting.