

THE WHITE HOUSE

Washington

October 31, 2016

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: NEIL EGGLESTON
COUNSEL TO THE PRESIDENT

SUBJECT: Disposition of Official Social Media Accounts

This memorandum offers guidance regarding the disposition of the Administration's official social media accounts at the end of the Administration. Below, we detail the disposition plan of the Executive Office of the President (EOP) for its official accounts. Agencies should develop their own disposition plans consistent with this guidance.

Official social media accounts include all accounts created and maintained using federal government resources to communicate about the work of the Administration. Because official accounts have been created and maintained for official purposes and using official resources (including the official time of federal employees), they are the property of the federal government and not of any individual employee. Employees may not, therefore, retain official accounts in a personal capacity at the end of this Administration. Instead, official accounts may either: (1) remain with their current office for use by the next Administration, or (2) be transferred to NARA for historical preservation.

Given these options, EOP plans to distinguish between institutional and individual accounts and to proceed as follows:

- To the extent possible, EOP will keep institutional accounts—those associated with an agency/component (*e.g.*, @WhiteHouse) or with an institutional position (*e.g.*, @POTUS)—at EOP for use by the next Administration.¹
- To the extent possible, EOP will transfer individual accounts—those associated with a particular Administration employee (*e.g.*, @Goldman44)—to NARA to be preserved within each platform.
- EOP will export a copy of all content on its official accounts to NARA's electronic archiving system, consistent with the requirements of the Presidential Records Act and the Federal Records Act.

Agencies need not follow EOP's disposition plan, but should develop their own plans consistent with the guidance in this memorandum and with applicable records requirements.

¹ EOP is providing for two narrow exceptions to this plan. First, EOP will transfer institutional accounts that would be of minimal value to the next Administration—*e.g.*, because the social media platform is no longer widely used—to NARA. Second, for accounts associated with an initiative for which EOP has an agency partner (*e.g.*, *Let's Move*), EOP will transfer the accounts to the relevant agency partner.