

**Congress of the United States**  
**House of Representatives**

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

MAJORITY (202) 225-5074  
MINORITY (202) 225-5051

<http://oversight.house.gov>

September 7, 2016

Mr. Justin G. Cooper  
Clinton Foundation  
1271 Avenue of the Americas  
42nd Floor  
New York, NY 10020

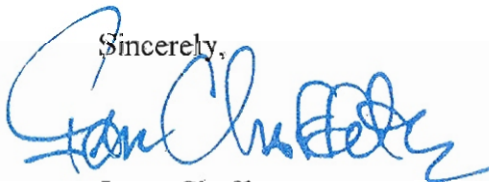
Dear Mr. Cooper:

The Committee on Oversight and Government Reform requests your testimony at a hearing on Tuesday, September 13, 2016, at 10:00 a.m. in room 2154 of the Rayburn House Office Building. If necessary, the Committee will employ compulsory process to ensure your attendance.

The hearing will examine the circumstances that resulted in a failure to preserve federal records that belonged to the Department of State. You should be prepared to answer questions posed by Members.

The enclosed Witness Instruction Sheet provides information for witnesses appearing before the Committee. In particular, please note the procedures for submitting any written testimony at least two business days prior to the hearing. We ask that you please contact the Committee by September 9, 2016, to confirm your attendance. If you have questions, please contact Tristan Leavitt of the Committee staff at (202) 225-5074.

Sincerely,



Jason Chaffetz  
Chairman

Enclosure

cc: The Honorable Elijah E. Cummings, Ranking Minority Member

**Witness Instruction Sheet**  
**Non-governmental Witnesses**

1. Witnesses should provide their testimony, biography, and “Truth in Testimony” disclosure and certification form via e-mail to Sharon Casey, Deputy Chief Clerk, [Sharon.Casey@mail.house.gov](mailto:Sharon.Casey@mail.house.gov), no later than noon two business days prior to the hearing.
  - a. Witnesses must complete the attached “Truth in Testimony” disclosure and certification. Additional pages may be attached to the form if needed. Witnesses must also include a biography, resume or curriculum vitae. This disclosure and biographical information is required by House Rules. (House Rule XI, clause 2(g)(5)).
2. Witnesses should also provide 60 copies of their written testimony, bio and “Truth in Testimony” delivered to 2157 Rayburn House Office Building, no later than 10:00 a.m. two business days prior to the hearing.

Please do not send copies by U.S. Mail, UPS, Federal Express, or other shippers. Such packages are processed through an offsite security facility and will arrive 7-10 days late.

3. Written testimony, biography and “Truth in Testimony” disclosure and certification form will be made publicly available and will be posted on the Committee’s website and U.S. House of Representatives Document Repository. It is therefore recommended that personally identifiable information such as addresses and phone numbers not be included in the biographical information.
4. At the hearing, each witness will be asked to summarize his or her written testimony in five minutes or less in order to maximize the time available for discussion and questions. Written testimony will be entered into the hearing record and may extend to any reasonable length.
5. The Committee does not provide financial reimbursement for witness travel or accommodations. Witnesses with extenuating circumstances; however, may submit a written request for such reimbursements to Robin Butler, Financial Administrator, 2157 Rayburn House Office Building, at least one week prior to the hearing. Reimbursements will not be made without prior approval.
6. Witnesses with disabilities should contact Committee staff to arrange any necessary accommodations.
7. Committee Rules governing this hearing are online at [www.oversight.house.gov](http://www.oversight.house.gov).

For inquiries regarding these rules and procedures, please contact the Committee on Oversight and Government Reform at (202) 225-5074.

**Committee on Oversight and Government Reform**  
**Witness Disclosure Requirement – “Truth in Testimony”**  
**Required by House Rule XI, Clause 2(g)(5)**

Name:

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1. Please list any federal grants or contracts (including subgrants or subcontracts) you have received since October 1, 2012. Include the source and amount of each grant or contract.

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2. Please list any entity you are testifying on behalf of and briefly describe your relationship with these entities.

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3. Please list any federal grants or contracts (including subgrants or subcontracts) received since October 1, 2012, by the entity(ies) you listed above. Include the source and amount of each grant or contract.

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*I certify that the above information is true and correct.*

Signature:

Date:

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