

SEP 29 2015

Ms. Angelique M. Crumbly
Assistant Administrator for the Management Bureau
United States Agency for International Development
1300 Pennsylvania Ave., NW
Suite 6.08-110
Washington, DC 20523

Dear Ms. Crumbly:

The National Archives and Records Administration (NARA), accompanied by staff from the United States Agency for International Development (USAID), Information and Records Division, visited the USAID Haiti Mission the week of July 20, 2015. During this time NARA received information regarding the alienation, and possible destruction, of Federal records of the Haiti Mission.

According to USAID staff at the Haiti Mission, in 2011, the agency began moving toward a Virtual Desktop Infrastructure (VDI), a cloud-based office productivity and storage solution for USAID Missions worldwide. Haiti Mission staff noted that when migrating from stand-alone systems to the new cloud-based infrastructure all documents from stand-alone computers and servers were not captured and/or transferred. For example, Haiti Mission staff noted hundreds of photographs and other documents associated with the *Food For Peace* program may not have migrated to the VDI and remained on the old server. Staff stated they are not physically able to access the old server and therefore the photographs and records are technically no longer available for proper disposition. Records associated with the *Food for Peace* program have been designated as permanent by NARA in disposition authority N1-286-09-8.

NARA also understands since the conversion from the old system to the VDI, the network containing the VDI crashed and was down for several weeks. Haiti Mission staff continued conducting official government business through the use of personal electronic devices to capture, create, and transmit Federal records. Haiti Mission staff cannot confirm all documents created, received, or used on personal devices were successfully transferred back to the VDI when the system was fully restored.

Of further concern is Haiti Mission IT staff reported they were instructed to utilize Google Drive as a records repository if the event the Mission experienced difficulties with the VDI or

bandwidth connections. IT staff stated during a meeting with NARA that they were not provided with any guidance on how to manage the records created and saved on Google Drive.

Because of the issues outlined above, NARA is concerned that Federal records may have been alienated from USAID official recordkeeping systems. Also, based on discussions with NARA staff, it appears that records are not being managed according to Federal laws and established USAID policy. Pursuant to USAID's responsibilities under 44 U.S.C. Chapter 31 and NARA's authorities in 44 U.S.C. Chapter 29, we request that USAID provide NARA with a report on how records at the Haiti Mission have been managed and what steps are being taken to ensure records are being captured and maintained appropriately.

Please provide us with a report as required by 36 C.F.R. § 1230.14 within 30 days from the date of this letter. If you are unable to provide your report within this time, please provide us with an interim report indicating what actions you have taken and when you expect to submit a final report.

We appreciate your response and attention to this matter. For further information and assistance, please contact Darryl Byrd at 301-837-3676 or darryl.byrd@nara.gov.

Sincerely,

PAUL M. WESTER, JR.
Chief Records Officer
for the U.S. Government

cc: Lynn Winston

1301-1b: Subject Files - UnauthDisp - USAID_Haiti Mission

AC Reading File
Shared network folder/2015-07-11 unauthdisp_286

cc: Lynn Winston, USAID FOIA Public Liaison Officer
Division Chief, Information and Records Division
United States Agency for International Development
1300 Pennsylvania Avenue, NW
Suite 2.07-70
Washington, DC 20523

Darryl L. Byrd - email
David Miller, AFB - email
NGC
NCON

Drafted by Darryl L. Byrd/jc 8/11/2015



NATIONAL
ARCHIVES

October 19, 2016

Ms. Lynn P. Winston
Agency Records Officer
Information and Records Division
United States Agency for International Development
1300 Pennsylvania Avenue, NW, Suite 2.07-70
Washington, DC 20523

Dear Ms. Winston:

The National Archives and Records Administration (NARA) has reviewed documents submitted by the United States Agency for International Development (USAID) related to the unauthorized destruction case associated with the Haiti Mission. These documents were submitted by USAID to demonstrate policy and training are in place at the agency to manage electronic records, electronic messaging, and records in a cloud environment.

The documents adequately clarify the information requested and satisfy the NARA reporting requirements in 36 CFR 1230.14. At this time we consider the case closed.

If you have questions, please contact Darryl L. Byrd at 301-837-3676, or darryl.byrd@nara.gov.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government