



Office of the Chief
Records Officer for the
U.S. Government

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July 26, 2021

Anthony Gibson
Dept. of Health and Human Services
National Institutes of Health
Office of Management Assessment, Room 601-H
6701 Rockledge Drive (MSC7901)
Bethesda, MD 20892

Dear Mr. Gibson,

The National Archives and Records Administration (NARA) has received the National Institutes of Health (NIH) report documenting the accidental deletion and partial deletion of Executive Secretariat (ES) records from the Directors' Document and Records Management System (DDRMS) (now the Synthesize, Analyze, Adjudicate, and Vet Information (SAAVI) system).

In May 2017, it was discovered that permanent documents were being deleted from the records management application. These records were part of the Official Subject Files of the Director of the National Institutes of Health (DAA-0443-2017-0003-0001). At that time, the ES Files Manager and Records Management (RM) Team Lead began working with the DDRMS/SAAVI system architect on developing a new capacity in DDRMS/SAAVI for the RM team to promote viewable documents to a newly created deletions queue in order to prevent recurrence of this problem. This new feature was rolled out and made available to the RM team in DDRMS/SAAVI in April 2018.

Between 2014 and 2016, nine permanent Federal records were accidentally partially disposed of and 26 permanent Federal records were fully destroyed. The DDRMS/SAAVI system architect stated it was not possible to provide volume information for the permanent records disposed of between 2014 and 2016, due to the passage of time. NIH has attempted to recover or recreate the records electronically, and the table provided in the report describes the 22 remaining permanent Federal records that the ES was unable to recover successfully in their entirety with their dates. As of now, 13 of the 35 documents have been fully recovered, and 9 of the remaining 22 documents have been partially recovered.

NARA understands that due to COVID-19 restrictions, the ability to conduct physical paper searches has been limited. NARA will be keeping this case open until we receive the final report from the NIH documenting the paper records searches to recover the remaining records.

Thank you for your attention to this matter. If you have any questions, please contact me at laurence.brewer@nara.gov or by phone at (301) 837-1539.

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style with a large initial 'L'.

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