



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

***Sent Via Email. No Hard Copy to Follow.***

August 31, 2023

Deborah Armentrout  
Agency Records Officer  
National Archives Records Administration  
8601 Adelphi Rd  
College Park MD, 20740-6001

Dear Deborah Armentrout,

The National Archives and Records Administration (NARA) received NARA's Office of Corporate Records Management's (CM) report, dated August 24, 2023, regarding the unauthorized disposition of agency records.

This report asserts that CM has identified two years of missing Appraisal Job Control Registers from fiscal years 1981 and 1982 that are scheduled as permanent by N1-064-87-001/1307 disposition authority. These records were handwritten registers tracking information about appraisal dossiers that were created upon receipt of SF-115 Records Dispositions Requests. The circumstances regarding the loss of records are unknown.

NARA acknowledges that CM was able to recreate the records from alternative data sources and have included them for accessioning with related appraisal dossiers. Additionally, the risk of inadvertent destruction of tracking information associated with appraisal dossiers has decreased since NARA ceased creating these handwritten registers in FY 1989 and subsequently migrated these record types to the Electronic Records Archive (ERA).

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met. This matter is now closed. I appreciate your attention to this important matter. If you have any questions or wish to discuss further, please contact me at [Laurence.Brewer@nara.gov](mailto:Laurence.Brewer@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L' and a small 'v.' before the last name.

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