



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

Sent Via Email. No Hard Copy to Follow.

March 22, 2024

Matthew Gonzales
Agency Records Officer
National Institute of Standards and Technology
100 Bureau Drive
Room B35
Gaithersburg MD, 20899-3221

Dear Matthew Gonzales,

The National Archives and Records Administration (NARA) received the National Institute of Standards and Technology (NIST) report on March 14, 2024, regarding the unauthorized disposition of 23 boxes of hardcopy NIST records.

The report stated that 23 boxes of payroll, labor, and budgetary report records, from Fiscal Year (FY) 2019-2020, scheduled under the General Records Schedule (GRS) 1.1, item 010, were erroneously processed by the Office of Facilities and Property management (OFPM) as a shipment to a shredding location, instead of a NIST records holding area, on December 12, 2023.

NARA acknowledges that all 23 boxes were prematurely shredded and NIST is currently researching agency records to determine if the destroyed records are available electronically and if the reports in the boxes can be reproduced.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this unauthorized disposition case closed. However, if electronic files of the lost records are located, please let us know so we can update this case file. I appreciate your attention to this matter. If you have any questions or wish to discuss further, please contact me at 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 blue ink color.

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

Cc: Cecilia M. Kizer, Department Records Officer