



July 25, 2017

Mr. Steven M. Gonzales  
National Geospatial-Intelligence Agency  
7500 GEOINT Drive  
Springfield, VA 22150-7500

Dear Mr. Gonzalez,

On July 31, 2015, the National Archives and Records Administration (NARA) sent the National Geospatial-Intelligence Agency (NGA) a letter that outlined five items that the NGA would be required to address in order for NARA to close the case as outlined in our letter dated July 31, 2015:

1. Confirm that Staff and Information Management Officers are trained to identify unscheduled records to ensure they are preserved until a NARA-approved disposition authority has been obtained;
2. Provide NARA with the updated and approved policies and procedures related to safeguarding Executive level records;
3. Complete the analysis of the three series listed in the initial report to determine if the lost information can be reconstructed;
4. Confirm all permanent records have been preserved for the three series listed; and
5. Submit for approval a new records schedule for Executive level records.

To address these five items, NARA received NGA's Progress Report spreadsheet on March 16, 2017. This Progress Report confirmed that:

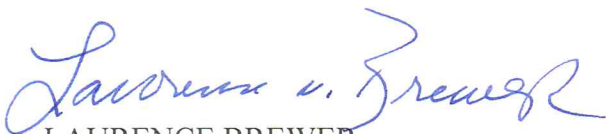
- All agency personnel are mandated to complete a records management training and all Information Management Officers are trained to identify unscheduled records and ensure that the records are preserved until a NARA-approved disposition authority is approved.
- Official file plans and Standard Operating Procedures (SOPs) were either developed or under development. NARA received copies of the finalized SOPs on May 4, 2017 entitled, "Managing Executive Records" for all affected offices.

- All lost information contained in the Executive Records that were identified in the Loss Report (received by NARA and dated June 1, 2015) cannot be reconstructed, as these Executive Records were never identified, retained, or managed as records under any records series.
- Since the Loss Report, the NGA RMP has been working with the NGA Front Office (and other offices within the agency) to create the Office File Plans (OFPs) and Standard Operating Procedures (SOPs), as well as Information Officer (IO) training, to help ensure that all remaining and new Executive Records are appropriately identified as records and preserved until they become inactive and can be transferred to NGA Records Storage for safekeeping until they reach 25 years old and can be accessioned to NARA.
- While the NGA is unable to confirm that all permanent records for file series 201-01, 203-04, and 206-01 have been preserved, a review of current NGA record holdings of inactive records that have been transferred from the NGA offices to storage show that the NGA RMP currently holds 21 boxes of records that fall into one of the three series, broken down as follows: (16 boxes under 201-01; 3 boxes under 203-04, and 2 boxes under 206-01).
- A new schedule for Executive level records has been submitted to NARA for review and approval. As of March 28, 2017, the schedule has been returned to the NGA from NARA for revision.

In light of the information in the Progress Report and the assurance provided to NARA via email from John Tolbert that the NGA would continue to work with the NGA Front Office to ensure that Executive level records that are received or sent are properly managed, NARA has determined that this case is resolved.

Thank you for your cooperation. If you have any questions, please contact Karyn Skevakis, Senior Records Analyst, at 301-837-3069 or by email at [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,



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