

JUL 31 2015

Mr. Steven M. Gonzales  
Agency Records Officer  
National Geospatial-Intelligence Agency  
7501 Heller Road  
Springfield, Virginia 22150

Dear Mr. Gonzales:

The National Archives and Records Administration (NARA) has completed its review of the *Loss Report on Executive Records (Loss Report)* dated May 16, 2015, by the National Geospatial-Intelligence Agency (NGA).

The *Loss Report* was submitted consistent with the requirements in 36 C.F.R. 1230.14 and provides a thorough examination of the problems facing NGA and the former National Imagery and Mapping Agency (NIMA) in maintaining Executive level records. The *Loss Report* also details steps NGA has undertaken to rectify the situation to include instituting policies and procedures to safeguard the permanent records of the agency.

In the *Loss Report*, NGA identifies several reasons why the records from the Executive level have been lost including a lack of training on records and information management practices within the agency and “a gap in the current RCS (Records Control Schedule) that does not explicitly identify executive records as records that need to be retained.” NARA understands training issues are being addressed as part of NGA’s *Plan of Corrective Action for Hard Copy Materials*, and the progress of this initiative is well documented. NARA would like NGA to 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.

NARA does not feel a gap in agency records schedules is an adequate justification for the loss of permanently valuable records. The Code of Federal Regulations clearly states that all Federal records must be covered by either a NARA-approved agency records schedule or NARA General Records Schedule. Unscheduled records must be treated as permanent until a new schedule is approved (36 C.F.R. 1220.18).

Prior to the establishment of NGA, a number of records schedules were approved by NARA under NIMA. Given the large scope and high-level offices affected by this loss, NARA requests that NGA review holdings in the Washington National Records Center or the agency records center to determine whether Executive level records might have been maintained in other records series in an effort to reconstruct the lost information. Examples of potential records series to review include File Series 206-01, Internal Policy Record Sets; File Series 203-04, Organizational Planning Files; and File Series 201-01, Mission Program and Policy Files. NARA would like assurance that records for the three series noted above, including the permanent records, are being maintained pursuant to their approved authority.

In May 2013, NGA submitted job number DAA-0537-2013-0001, Records of the Executive Level, to NARA for review and approval. Subsequently, NARA has encountered a number of challenges with the schedule, including the addition/removal of several positions at the Executive level. Due to the many changes within the agency and the information detailed in the *Loss Report*, NARA will withdraw this schedule and require NGA submit a new records schedule that includes updated information regarding the Executive level records based on the current situation and the data gathered from the data loss survey.

NARA will keep our inquiry open until NGA has completed the following actions:

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 referenced above related to safeguarding Executive level records;
3. Complete the analysis of the three series listed above to determine whether 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.

We appreciate your reporting this matter to NARA and we look forward to receiving your response. For further information and assistance, please contact Darryl Byrd at 301-837-3676 or [darryl.byrd@nara.gov](mailto:darryl.byrd@nara.gov).

Sincerely,

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

1301-1b: Subject Files - UnauthDisp - NGA - FY15 Executive records  
AC Reading File  
Shared network folder 2015\_07\_29

cc: Darryl L. Byrd

Drafted by Darryl L. Byrd

Folder: <sup>Department</sup>  
DoD / ~~NSA~~ <sup>ATTORNEYS</sup>  
defense

1301b Department of defense / National  
Geospatial -  
Intelligence  
Agency