



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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February 5, 2018

Mr. David Alspach
DOI Office of the Secretary Records Officer
U.S. Department of the Interior, Office of the Chief Information Officer
1849 C Street, NW
Washington, DC 20240
david_alspach@ios.doi.gov

Dear Mr. Alspach:

Thank you for your letter dated February 2, 2018, reporting the potential unauthorized disposition of contract documents—records with a temporary disposition and past due for destruction—from the Acquisition Services Directorate (AQD) within the Interior Business Center (IBC). You indicate that the Department is investigating to determine the status of the records, i.e., whether recalled and stored at a Federal Records Center, already destroyed, or lost. You also indicate that your office will make a full report, compliant with 36 CFR 1230, and send to NARA within 90 days of the date of your letter. We look forward to receiving the report by May 3, 2018.

If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst in NARA's Records Management Oversight & Reporting Division, at (301) 741-5336 or by email to dawn.sherman@nara.gov.

Sincerely,

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

CC:

Michelle M Doutrich, IBC Records Manager

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Keith O'Neill, Associate Director, Acquisition Services Directorate, IBC

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