



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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Sent Via Email. No Hard Copy to Follow.

February 21, 2018

Ms. Monica McGee
Forest Service National Records Officer
United States Department of Agriculture
Forest Service
201 14th Street, SW
Washington, DC 20024
mmcgee@fs.fed.us

Dear Ms. McGee:

Thank you for notifying the National Archives and Records Administration (NARA) of a potential unauthorized disposition of Black Hills National Forest records. In your February 8, 2018 letter, you stated that in FY 2005, the Black Hills National Forest office potentially donated Federal records to Black Hills State University. You also noted that Chandra Allred, Records Manager for the Forest Service Rocky Mountain Region, is investigating this alleged unauthorized disposition.

In accordance with 36 CFR 1230.16(b), NARA is requesting that you provide us with a response within 30 calendar days that includes a complete description of the records (including an approximation of the volume and dates of the records donated); a statement of what safeguards have been put into place (or will be put into place) to prevent any future unauthorized disposition of records; exact details of the circumstances surrounding this potential donation of records; and an outline of the actions taken to retrieve the records.

For your reference, if appropriate, NARA's regulations covering the donation of temporary records eligible for disposal may be found at 36 CFR 1226.26.

Thank you for your cooperation. If you have any questions, please contact Andréa Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@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 distinct 'V'.

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