



July 17, 2017

Mr. Kenneth S. Taylor  
Associate Chief Information Officer  
Assistant Director of Information Resources Technology Management  
U.S. Fish and Wildlife Service  
5275 Leesburg Pike  
MS: IRTM; 2NO12C  
Falls Church, VA 22041

Dear Mr. Taylor:

Thank you for your letter dated June 30, 2017, reporting a potential loss of political appointee Federal records. You indicate that the U.S. Fish and Wildlife Service (FWS) is conducting an investigation to determine the extent of the loss. In accordance with 36 CFR 1230.16(b), we request that you provide us with a response within 30 calendar days indicating the specific actions that FWS has taken to address the loss of these records. If FWS determines that an unauthorized disposition has occurred, we will require a report as described in 36 CFR 1230.14 indicating if the records can be recreated or duplicated from other sources.

Thank you for your cooperation. If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or [dawn.sherman@nara.gov](mailto:dawn.sherman@nara.gov).

Sincerely,

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

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

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