



NATIONAL
ARCHIVES

August 31, 2017

Ms. Mary B. Neumayr
Chief of Staff
Senior Agency Official for Records Management
Executive Office of the President
Council on Environmental Quality
730 Jackson Place, NW
Washington, DC 20506

Dear Ms. Neumayr:

The National Archives and Records Administration (NARA) was notified by the Council on Environmental Quality (CEQ) on August 16, 2017, of the unauthorized destruction of a box of records that were inadvertently disposed of during an office move.

While your letter included details of the circumstances surrounding the unauthorized destruction and safeguards that CEQ initiated in order to prevent another such occurrence, in accordance with 36 CFR 1230.16(b), NARA is requesting that CEQ provide us with a response within 30 calendar days from the date of this letter that includes a complete description of the records (including an approximation of the volume and dates of the records that have been disposed), a description of the office that created and maintained these records, and the applicable disposition authorities and retention periods approved by NARA covering the destroyed records.

We appreciate your assistance in this matter. If you have any questions, please contact Karyn Skevakis at 301-837-3069 or karyn.skevakis@nara.gov.

Sincerely,

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

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

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