



NATIONAL  
ARCHIVES

October 19, 2016

Ms. Michelle Jupina  
Department of Justice  
Federal Bureau of Investigation  
Records Management Division  
170 Marcel Drive  
Winchester, VA 22602

Dear Ms. Jupina:

The National Archives and Records Administration (NARA) has become aware of a possible unauthorized disposal of Federal Bureau of Investigation (FBI) records based on an inquiry submitted by Mr. Don Devereux (see enclosure letter dated August 31, 2016). Mr. Devereux's report is based upon the FBI's response to FOIPA Request No.: 1240873-000 (also enclosed). According to the FBI FOIPA request response, the case requested, 88-PX-11069, was partially destroyed in 1993. The approved disposition schedule for these records does not authorize partial destruction, therefore, disposition action was not authorized.

In accordance with 36 CFR 1230.16(b), NARA is requesting that FBI provide us with a response within 30 calendar days identifying the specific actions FBI will take to address these allegations, and the steps FBI will take to mitigate future risk. If FBI determines that an unauthorized destruction has occurred, then FBI must submit a report to NARA as described in 36 CFR 1230.14. Please indicate if the specific records outlined in the allegation can be recreated or duplicated from other sources.

Thank you for your cooperation. If you have any questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or by email at Dawn.Sherman@nara.gov.

Sincerely,

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

Enclosures

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

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COLLEGE PARK, MD 20740-6001

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December 5, 2016

Ms. Michelle Jupina  
Department of Justice  
Federal Bureau of Investigation  
Records Management Division  
170 Marcel Drive  
Winchester, VA 22602

Dear Ms. Jupina:

The National Archives and Records Administration (NARA) reviewed your letter dated 21 November 2016 in response to an allegation of unauthorized disposition of FBI case file 88-PX-11069. Your response cites the authorized destruction under Records Schedule NC1-065-82-04, including subsequent schedule updates prior to 1993. The case sub-file 1A was absent during destruction due to an inaccuracy in case inventory management. In 2014, the sub-file was discovered and identified as responsive to Freedom of Information Act (FOIA) request 1240873-000. The FBI's response to the FOIA, on April 30, 2014, included a redacted copy of the 1A sub file and a reference to partial destruction of the case to explain the main file's absence in the response.

The FBI has taken steps to mitigate future incidents due to improper disposal implementation. The Records Policy and Administration Section has sent guidance to all field offices instructing them to check their destruction logs if they identify a sub-file without a main file and then to coordinate with the Records Disposition Unit (RDU) on how to proceed. Training on this information is also being included in the Records Management Quarterly Updates provided to records liaisons located in the field offices. In addition, the Record/Information Dissemination Section is adding instructions to Standard Operating Procedures, which will ensure coordination with the RDU when encountering any sub file in the absence of a main file to ensure RDU researches the matter.

The FBI has satisfied 36 CFR 1230.14 requirements. NARA accepts your response and risk mitigation strategy. This case is now closed.

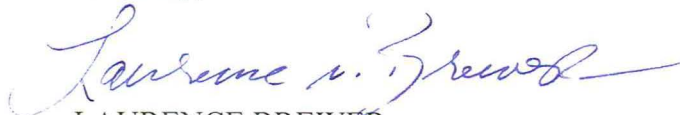
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Thank you for your cooperation. If you have any questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or by email at [Dawn.Sherman@nara.gov](mailto:Dawn.Sherman@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence Brewer". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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