



January 5, 2017

Ms. Valery Garrett
Records Management Officer
Peace Corps
1111 20th Street NW, Room 3401 M/AS
Washington, D.C. 20526

Dear Ms. Garrett:

The National Archives and Records Administration (NARA) was notified by you on June 3, 2016, that from approximately 1980 until 2008 the Peace Corps was destroying emails without an approved records schedule. In addition, from approximately 2008 to the present, the Peace Corps destroys the emails of employees after 90 days of their departure from the Peace Corps, unless there is a litigation hold.

In accordance with 36 CFR 1230.16(b), NARA is requesting that the Peace Corps 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 that have been lost); a statement of what safeguards have been put into place or will be put into place in order to prevent further loss of records; a further explanation of the exact circumstances surrounding the destruction of the records; and an outline of the actions that the Peace Corps will take to attempt to salvage, retrieve, or reconstruct the 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,

A handwritten signature in cursive script, appearing to read "Laurence Brewer".

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

Enclosure



field
6-6-16
FWS

June 3, 2016

Mr. Laurence Brewer
Chief Records Officer
National Archives and Records Administration
Modern Records Programs
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Brewer:

As the individual authorized to sign records schedules as described in 36 CFR 1220.34(b), I am reporting the unauthorized destruction of records.

As required by 36 CFR 1230.14, I am hereby reporting to you the following:

1. From the inception of the Peace Corps' email system (late 1980s or early 1990s), emails have been destroyed without the benefit of an approved records schedule. From sometime prior to 2008 through the present, emails have been and continue to be routinely destroyed ninety days after a non-Capstone staff member separates from the Peace Corps, unless there is a litigation hold.
2. The office maintaining the records is the Office of the Chief Information Officer (OCIO).
3. The Peace Corps routinely destroys emails ninety days after an employee departs. The lack of server space combined with the constant turnover does not permit a longer retention of those records. Approximately 25% of headquarters staff turns over every year due to the Five-Year Rule (which by law limits appointments to five years for Peace Corps staff members).
4. The Peace Corps has already enacted safeguards for the retention of Capstone officials' emails and has been doing so since I arrived at this agency in 2010. For non-Capstone officials, the Peace Corps has recently certified a Request for Records Disposition Authority (DAA-0490-2016-0009-0001). In that proposed schedule, the Peace Corps is requesting the following disposition: *Temporary. Cut off when employment at Peace Corps terminates. Delete email older than 3 years within 90 days after cutoff. Delete all email 3 years after cutoff.* Our General Counsel has approved the proposed retention

period. The Office of the General Counsel has the ability to request litigation holds and has done so on a number of occasions. The Peace Corps is confident that the proposed retention schedule meets agency business and legal requirements. We hope that once that schedule is approved, the Agency will have the resources, including funds, to enact this revised retention period.

Please let me know if there is any further information that you require, or if you have questions.

Sincerely,



Valery Garrett, PhD
Records Management Officer
vgarrett@peacecorps.gov
(202) 692-1096

Cc: Chuck Hobbie, Peace Corps
Kathy Stoker, Peace Corps
Francisco Reinoso, Peace Corps
William Stoppel, Peace Corps