



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](mailto: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](mailto:vgarrett@peacecorps.gov)  
(202) 692-1096

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