



March 2, 2017

Mr. Robert Smudde  
General Services Administration  
1800 F Street, NW  
Room 1033B  
Washington, DC 20405

Dear Mr. Smudde:

The National Archives and Records Administration (NARA) was alerted to an allegation of unauthorized disposition of General Service Administration (GSA) records from a news article published by Nextgov on February 21, 2017 (see attachment). The article alleges that there were:

“27 personal email accounts that 18F staff used to send work-related emails without copying government accounts as required by federal records laws. The work-related emails sent from these 27 accounts included information such as ongoing project details, a draft letter to congressional legislators, 18F involvement with upcoming speaking events and conferences, account login information, documents related to official travel, issues with payments to an 18F vendor, and employee separations.”

In accordance with 36 CFR 1 230.16(b), NARA is requesting that GSA provide us with a response within 30 calendar days indicating the specific actions GSA will take to address these allegations and the steps GSA will take to mitigate the loss or unauthorized removal of GSA records. If GSA determines that an unauthorized disposition has occurred, then GSA must submit a report to NARA in accordance with 36 CFR 1230.14 describing these actions to recover, recreate, or duplicate the records from other sources.

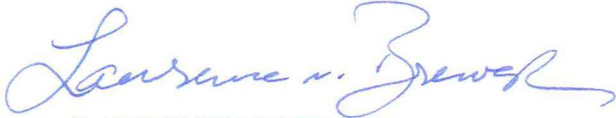
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Thank you for your cooperation. If you have any questions, please contact Andrea Noel, Senior Records Analyst, at (301) 837-3564 or by email at [andrea.noel@nara.gov](mailto:andrea.noel@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence Brewer". The signature is fluid and cursive, with the first name "Laurence" and the last name "Brewer" clearly legible.

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



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May 18, 2017

Ms. Cynthia A. Metzler  
Chief Administrative Services Officer and  
Senior Agency Official for Records Management  
General Services Administration  
1800 F Street, NW  
Room 1033B  
Washington, DC 20405

Dear Ms. Metzler:

We have reviewed your report in response to the allegation of unauthorized disposition of General Services Administration (GSA) records, which indicated that work-related emails from 27 personal email accounts of 18F staff were not copied to government accounts.

The May 8, 2017, letter describes the events and corrective actions, which effectively satisfy all the requirements listed in 36 CFR 1230.14 on reporting to the National Archives and Records Administration (NARA) any unlawful or accidental destruction of Federal records. NARA accepts your description of the events and the corrective actions taken to address the loss of records in this matter. This case is now closed.

Thank you for your cooperation. If you have any questions, please contact Andrea Noel, Senior Records Analyst, at 301-837-3564 or by email at [andrea.noel@nara.gov](mailto:andrea.noel@nara.gov).

Sincerely,

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

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