



July 17, 2017

Mr. Kenneth S. Taylor  
Associate Chief Information Officer  
Assistant Director of Information Resources Technology Management  
U.S. Fish and Wildlife Service  
5275 Leesburg Pike  
MS: IRTM; 2NO12C  
Falls Church, VA 22041

Dear Mr. Taylor:

Thank you for your letter dated June 30, 2017, reporting a potential loss of political appointee Federal records. You indicate that the U.S. Fish and Wildlife Service (FWS) is conducting an investigation to determine the extent of the loss. In accordance with 36 CFR 1230.16(b), we request that you provide us with a response within 30 calendar days indicating the specific actions that FWS has taken to address the loss of these records. If FWS determines that an unauthorized disposition has occurred, we will require a report as described in 36 CFR 1230.14 indicating if the records can be recreated or duplicated from other sources.

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

Sincerely,

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

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)



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***Sent Via Email. No Hard Copy to Follow.***

January 4, 2018

Mr. Kenneth S. Taylor  
Associate Chief Information Officer  
Assistant Director of Information Resources Technology Management  
U.S. Fish and Wildlife Service  
5275 Leesburg Pike  
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Falls Church, VA 22041  
[kenneth\\_taylor@fws.gov](mailto:kenneth_taylor@fws.gov)

Dear Mr. Taylor:

On December 22, 2017, we received the Fish and Wildlife Service's (FWS) report addressing the potential loss of of political appointee Federal records. In the report FWS confirmed loss of the following records:

- Mr. Daniel Ashe, Director - FWS: calendar, iPhone data, iPad tablet information, and Google drive information;
- Ms. Teresa Christopher, Associate Director - FWS: iPhone and iPad information;
- Ms. Emily Porcari, Special Assistant - FWS: calendar, iPhone, and Google drive information;
- Ms. Betsy Hildebrant, Assistant Director for External Affairs - FWS: iPhone and iPad information.

In response to this loss, FWS established safeguards to prevent future loss. These safeguards include:

1. Reviewing current FWS exit clearance policies and processes to ensure political appointees are aware of compliance procedures.
2. Adapting a step-down records policy for political appointees that will include DOI records and FOIA processes to ensure compliance. This process also includes:
  - a. Completing a FOIA checkout process with the Service FOIA or Records Officer; and
  - b. Finalizing records clearance off-boarding checkout processes with the FWS Records Officer in conjunction with the OCIO staff.
3. Ensuring Service Directorate employees are aware of recent policy changes.
4. Ensuring policy is up-to-date and reviewed annually in accordance with DOI and NARA standards.
5. Changing FWS procedures to suspend the Bison Connect accounts and confirm data collection prior to deletion.

6. Creating a standard operating procedure instructing employees who use iOS devices to retain the backup password if established when backing up the device via iTunes. This will avoid issues when collecting user data once the employee leaves DOI.

In addition to these safeguards, NARA also recommends that DOI establish on-boarding training for all employees, including political appointees, identifying recordkeeping requirements and responsibilities appropriate to their role (NARA Bulletin 2017-01), and addressing the use of DOI devices. Further, DOI should regularly audit staff compliance with records management policies and procedures (36 CFR 1220.34(j)).

The report submitted by FWS detailing this matter satisfies 36 CFR 1230.14 requirements and as a result NARA considers this case closed.

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

Sincerely,



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

CC

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