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August 31, 2017

Ms. Mary B. Neumayr  
Chief of Staff  
Senior Agency Official for Records Management  
Executive Office of the President  
Council on Environmental Quality  
730 Jackson Place, NW  
Washington, DC 20506

Dear Ms. Neumayr:

The National Archives and Records Administration (NARA) was notified by the Council on Environmental Quality (CEQ) on August 16, 2017, of the unauthorized destruction of a box of records that were inadvertently disposed of during an office move.

While your letter included details of the circumstances surrounding the unauthorized destruction and safeguards that CEQ initiated in order to prevent another such occurrence, in accordance with 36 CFR 1230.16(b), NARA is requesting that CEQ provide us with a response within 30 calendar days from the date of this letter that includes a complete description of the records (including an approximation of the volume and dates of the records that have been disposed), a description of the office that created and maintained these records, and the applicable disposition authorities and retention periods approved by NARA covering the destroyed 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,

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 16, 2018

Ms. Mary B. Neumayr  
Chief of Staff  
Senior Agency Official for Records Management  
Executive Office of the President  
Council on Environmental Quality  
730 Jackson Place, NW  
Washington, DC 20506

Dear Ms. Neumayr:

The National Archives and Records Administration (NARA) received your letter dated October 5, 2017, that contained a more detailed description of the destroyed records, a description of the office that initially created the records, and the disposition authority of the records. The initial letter that NARA received on August 16, 2017, outlined the details of the circumstances surrounding the unauthorized destruction and safeguards that CEQ initiated in order to prevent another such occurrence.

Based on the information received in these letters, CEQ has met the requirements listed in 36 CFR 1230.14 and this case is now closed. Thank you for your cooperation. If you have any questions, please contact Karyn Skevakis, Senior Records Analyst, at 301-837-3069 or by email at [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,

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

Enclosures (2)  
10-6-2017\_UD-2017-0030\_Email Corresp Attachment.pdf  
8-17-2017\_UD-2017-0030\_Agency Self-Report.pdf

**CC:** Howard Sun, Attorney Advisor, Agency Records Officer  
[howard\\_c\\_sun@ceq.eop.gov](mailto:howard_c_sun@ceq.eop.gov)

Karyn Skevakis

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