



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

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

February 5, 2018

Mr. David Alspach  
DOI Office of the Secretary Records Officer  
U.S. Department of the Interior, Office of the Chief Information Officer  
1849 C Street, NW  
Washington, DC 20240  
[david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov)

Dear Mr. Alspach:

Thank you for your letter dated February 2, 2018, reporting the potential unauthorized disposition of contract documents—records with a temporary disposition and past due for destruction—from the Acquisition Services Directorate (AQD) within the Interior Business Center (IBC). You indicate that the Department is investigating to determine the status of the records, i.e., whether recalled and stored at a Federal Records Center, already destroyed, or lost. You also indicate that your office will make a full report, compliant with 36 CFR 1230, and send to NARA within 90 days of the date of your letter. We look forward to receiving the report by May 3, 2018.

If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst in NARA's Records Management Oversight & Reporting Division, at (301) 741-5336 or by email to [dawn.sherman@nara.gov](mailto:dawn.sherman@nara.gov).

Sincerely,

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

CC:

Michelle M Doutrich, IBC Records Manager

[michelle\\_m\\_doutrich@ibc.doi.gov](mailto:michelle_m_doutrich@ibc.doi.gov)

Keith O'Neill, Associate Director, Acquisition Services Directorate, IBC

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Matthew Costello, Associate Director for Enterprise Management (Acting), IBC

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May 2, 2018

Mr. David Alspach  
DOI Office of the Secretary Records Officer  
U.S. Department of the Interior, Office of the Chief Information Officer  
1849 C Street, NW  
Washington, DC 20240  
[david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov)

Dear Mr. Alspach:

Thank you for your final report dated May 1, 2018 regarding the unauthorized disposition of Federal records, contract documents—records with a temporary disposition and past due for destruction--from the Interior Business Center (IBC) Acquisition Services Directorate (AQD).

The report detailing this matter satisfies 36 CFR 1230.14 requirements, including a comprehensive risk mitigation plan addressing: enhanced oversight of transfers; identification of records storage support services to better manage physical control of records; identification of areas in need of process change; conducting regular inventory reviews; potential for scanning retired records; and destruction of files that have met their retention annually. As a result NARA considers this case closed.

Thank you for your cooperation in this matter.

Sincerely,

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

CC:

Michelle M Doutrich, IBC Records Manager  
[michelle\\_m\\_doutrich@ibc.doi.gov](mailto:michelle_m_doutrich@ibc.doi.gov)

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