



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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www.archives.gov

Sent Via Email. No Hard Copy to Follow.

February 7, 2019

Ms. Christina Bartlett
Department of the Interior
U.S. Geological Survey
12201 Sunrise Valley Dr., MS159 RM 4B114
Reston, VA 20912
cbartlett@usgs.gov

Dear Ms. Bartlett:

The National Archives and Records Administration (NARA) has become aware through an anonymous source of the potential unauthorized destruction and unlawful removal of federal records at the Patuxent Wildlife Research Center (PWRC). We have received a claim that proper records management practices are not being followed and that at least one employee took records home in an effort to prevent destruction (whether records were eligible for destruction or not is unclear), though the records may have been subsequently returned to the agency.

I am requesting that you investigate this matter through your contacts at PWRC to determine what, if any, records are being destroyed, and if destruction is in compliance with federal records retention regulations, or if federal records have been unlawfully removed from federal agency custody at any time.

If federal records have been unlawfully removed or are being destroyed without proper authorization from NARA, removal and destruction must cease immediately, and as required in 36 CFR 1230.14, promptly report to NARA any unauthorized removal, alteration or destruction of agency records.

In accordance with 36 CFR 1230.16(b), please 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 all destroyed and/or unlawfully removed records); a statement of what safeguards have been put into place (or will be put into place) to prevent any future unauthorized disposition or unlawful removal of agency records; exact details of the circumstances surrounding the any unauthorized destruction or unlawful removal of records; and an outline of any actions taken to retrieve or recreate the records.

Thank you for your cooperation. If you have any questions, please contact Dawn Sherman-Fells, Records Management Oversight and Reporting Program, at 301-837-2083 or by email at dawn.sherman@nara.gov.

Sincerely,

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