



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Sent Via Email. No Hard Copy to Follow.

March 26, 2019

Mr. John Ellis
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW (MC 2822T)
Washington, DC 20460

Dear Mr. Ellis:

The National Archives and Records Administration (NARA) has become aware of an alleged unauthorized disposition of U.S. Environmental Protection Agency (EPA) records from two online publications; in Quartz, on March 11, 2019 (see attachment) and the other on Nextgov on March 21, 2019 (see attachment which includes the memo from EPA OIG). The Quartz article stated that:

“Employees at the US Environmental Protection Agency (EPA) destroyed records they knew were being audited, a new memo posted to a government database reveals.

According to the memo written by the agency’s inspector general (IG), the staffers worked for the EPA’s chief financial officer, Donald Trump appointee Holly Greaves. Per her official bio, the mission of Greaves’ team is ‘to ensure the effective management and financial integrity of EPA’s resources and annual budget, which was \$8.8 billion in fiscal year 2018.’ The missing documents include notes and a spreadsheet regarding security controls protecting EPA budget data...”

In accordance with 36 CFR 1230.16(b), NARA is requesting that EPA provide a response within 30 calendar days indicating the specific actions EPA will take to address these allegations and the steps EPA will take to mitigate future losses of EPA records. If EPA determines that an unauthorized disposition has occurred, then EPA must submit a report to NARA as described in 36 CFR 1230.14. Please indicate if the specific records outlined in the allegation can be recreated or duplicated from other sources.

Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style with a large initial 'L' and 'B'.

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

Enclosures (3)



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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June 21, 2019

Mr. John Ellis
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW (MC 2822T)
Washington, DC 20460

Dear Mr. Ellis:

The National Archives and Records Administration (NARA) became aware of an alleged unauthorized disposition of U.S. Environmental Protection Agency (EPA) records from two online publications -- *Quartz*, on March 11, 2019 and *Nextgov*, on March 21, 2019. These articles cited that EPA's Office of Inspector General alleged that some EPA employees had destroyed records that they knew were being audited.

We received your report, dated May 13, 2019, regarding the allegation stated above. This report states that an EPA employee conducted a preliminary informal review of an Information Technology System and during this review used reference materials and discarded the materials once the review was completed.

EPA Directive CIO 2155.4, *Interim Records Management Policy*, deems reference materials as non-records, therefore, the reference materials used in the aforementioned review were non-records, and did not contain any substantive notes or comments, and thus were disposed of when no longer needed for business in accordance with NARA-approved disposition instructions.

Based on the information provided in your May 13, 2019 report, NARA accepts your description of events and conclusions regarding this allegation. NARA considers this case closed.

Thank you for your attention to this matter.

Sincerely,

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