



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
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***Sent Via Email. No Hard Copy to Follow.***

March 21, 2019

Mr. Bruce Downs  
Deputy Chief Information Officer  
Acting Senior Agency Official for Records Management  
U.S. Department of the Interior  
1849 C Street, NW  
Washington, DC 20240

Dear Mr. Downs:

I have received the attached Congressional inquiry alleging a potential unauthorized disposition of federal records. This inquiry questions whether calendars or calendar entries of the Department of Interior's (DOI) Acting Secretary, David Bernhardt, are being deleted. The inquiry further questions whether DOI is adequately capturing and preserving information documenting the Acting Secretary's meetings in accordance with DOI's approved records schedules.

I am requesting that you investigate this matter to determine if such records are being deleted and whether meeting information is being adequately captured and preserved in accordance with the Department's records schedules. As required by 36 CFR 1230.14, please provide me with a response within 30 calendar days that documents the findings of your investigation. If you determine that an unauthorized disposition of records occurred, please include in your report a description and exact details of the circumstances surrounding the unauthorized disposition. Please also outline any actions taken to retrieve or recreate any loss of records, and provide a statement of the safeguards put into place to prevent any future occurrences of unauthorized disposition.

Upon receipt and review of this report, I would like to schedule a follow up meeting with you and the Department's Records Officer, Mr. David Alspach, to discuss the Department's recordkeeping procedures and practices referenced in the Congressional inquiry.

Sincerely,

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

Enclosure

CC

Mr. David Alspach

U.S. Department of the Interior

Office of the Secretary

david\_alspach@ios.doi.gov