



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.***

October 9, 2019

Ms. Jennifer Jessup  
Office of the Chief Information Officer  
Department of Commerce  
14th St. and Constitution Ave. NW  
Room 6625  
Washington, DC 20230

Dear Ms. Jessup:

The National Archives and Records Administration (NARA) has become aware of a potential unauthorized disposition of U.S. Department of Commerce records. This allegation is based on an article published by the Washington Post on September 30, 2019 (see attached), which states that Commerce Secretary, Wilbur Ross, used personal email for official business.

The Federal Records Act, at 44 U.S.C. 2911(a), prohibits employees from creating or sending a record using a non-official messaging account unless the employee copies his or her official email account when the record is first transmitted, or forwards a complete copy of the record to the official email account within 20 days of the record's original transmission.

In accordance with 36 CFR 1230.16(b), NARA requests that the Department respond within 30 calendar days to the allegation. If it is determined that an unauthorized disposition of records has occurred, the response should detail specific actions the Department will take to address any failure to capture and preserve Federal records, and the steps the Department will take to mitigate future risk. Please indicate in your response if any records lost can be re-created, forwarded from the personal account in question, or duplicated from other sources.

In the absence of a formally designated Senior Agency Official for Records Management and an Agency Records Officer, we are directing this letter to you. Please feel free to forward and share this letter with anyone in the Department who can be of assistance in this matter.

Thank you for your cooperation.

Sincerely,

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

Attachment

cc. Michael J. Walsh Jr., Chief of Staff, [MWalsh@doc.gov](mailto:MWalsh@doc.gov)

Richard A. Dubik, Director of Administration, Office of Executive Secretariat, [RDubik@doc.gov](mailto:RDubik@doc.gov)

Andre Mendes, Acting Senior Agency Official for Records Management, [AMendes@doc.gov](mailto:AMendes@doc.gov)

Office of the Executive Secretariat, [docexecsec@doc.gov](mailto:docexecsec@doc.gov)

Office of the Chief Information Officer, [dococio@doc.gov](mailto:dococio@doc.gov)