



Office of the Chief  
Records Officer for the  
U.S. Government

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

November 9, 2020

Andrew B. Smith  
USCIS Records Officer  
Information Identity Management Division  
Information Records and Identity Services  
United States Customs Information Service  
U.S. Department of Homeland Security  
1200 First Street NE, 2nd Floor  
Washington, DC 20529  
andrew.b.smith@uscis.dhs.gov

Dear Mr. Smith,

The National Archives and Records Administration (NARA) received your memorandum dated October 26, 2020, reporting the unauthorized disposition of unclassified Headquarters Policy Subject files, from between 1955-1994. You describe that destruction occurred after digitization of the records. These records were scheduled as permanent under N1-85-01, items 1a and 1b. As digital copies of the destroyed hardcopy files exist, USCIS determined there was no loss of data and the records are fully recoverable. In a follow-up email with NARA you indicated that you have submitted a media neutral notification to make the digitized versions the permanent, recordkeeping copies of the records.

While we understand that no data was lost because the information was digitized, according to the records schedule many of these records were overdue for transfer to NARA. Specifically, item 1a, records dating from 1955 - 1971, were supposed to have been transferred immediately upon the pen and ink change made in October 2001. Had the records been transferred to NARA according to the approved disposition authority, no records loss would have occurred. With this in mind, this case will remain open until NARA receives for action the media neutral notification and a proposed ERA Transfer Request for all eligible records. Please submit documentation of the above to initiate closure of this case.

Thank you for your attention to this matter.

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'.

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



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June 7, 2021

Andrew B. Smith  
USCIS Records Officer  
Information Identity Management Division  
Information Records and Identity Services  
United States Customs Information Service  
U.S. Department of Homeland Security  
1200 First Street NE, 2nd Floor  
Washington, DC 20529

Dear Mr. Smith:

The National Archives and Records Administration (NARA) received the information you provided to us regarding the unauthorized disposition of unclassified Headquarters Policy Subject files that were initially dated between 1955-1994.

In your email dated May 20, 2021, you attached two approved transfer requests for the electronic policy files and an email from the NARA appraisal team notifying you that NARA has completed the action on the media neutral notification for the old INS schedule.

Based on the information you provided, NARA considers this matter resolved.

Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov) or by phone at (301) 837-1539.

Sincerely,

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