



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

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

April 13, 2021

Ms. Donna Miller  
Agency Records Officer  
Department of Commerce  
National Institute of Standards and Technology  
100 Bureau Drive, Room B35  
Gaithersburg, MD 20899-3221  
donna.miller@nist.gov

Dear Ms. Miller:

The National Archives and Records Administration (NARA) has identified an unauthorized disposition of Department of Commerce (DOC), National Institute of Standards and Technology (NIST) records. During a recent meeting with NARA, DOC's OIG reported the early destruction of NIST emails that are currently destroyed on 90-day cycles. There is a possibility that the early destruction may be due to NIST's application of old and inactive GRS schedule instructions. NIST's emails should be kept until the approval and implementation of a Capstone schedule occurs and the schedule's retention periods are met. Please note that per 36 CFR 1230.14, if records have been destroyed without NARA's proper authorization, destruction must cease and agencies must report these incidents promptly to NARA.

In accordance with 36 CFR 1230.16, NARA requests that NIST investigate this matter and provide a response within 30 days that includes, a description of the records, the records schedule disposition citation that covers the records; details regarding the records destruction incident and recovery efforts; and a statement of the safeguards that will be implemented to prevent future unauthorized disposals of such records.

Thank you for your attention to this matter.

Sincerely,

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

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