



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

Sent Via Email. No Hard Copy to Follow.

July 15, 2022

Kim Tart
Agency Records Officer
Department of Veteran Affairs
810 Vermont Avenue NW
Enterprise Records Service (005R1B)
Washington, DC 20420

Dear Kim Tart,

The National Archives and Records Administration (NARA) received a report of unauthorized disposition of Department of Veteran Affairs (VA) records placed on the Aleda E. Lutz VA Medical Center SharePoint. This report outlined specific details regarding the loss, alteration, corruption, deletion, or erasure of information from five electronic records: three C3R Monitors documents and two Records Management standard operating procedure documents.

Although this report captures some information to satisfy requirements of 36 CFR 1230.16(b), NARA is requesting that this incident be further investigated to provide a complete description of what information from these records were actually loss, altered or deleted, the dates of the records affected, and a statement regarding safeguards to prevent further losses. Please provide this additional information within 30 calendar days. Your attention to this matter is greatly appreciated. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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

Cc:

Tony Mallett, M.S.

VHA-wide Records Officer

Sandra Dale

Aleda E. Lutz VA Medical Center

Facility Records Officer



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Records Officer for the
U.S. Government

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September 14, 2022

Kim Tart
810 Vermont Avenue NW
Enterprise Records Service (005R1B)
Washington, DC 20420
kim.tart@va.gov

Dear Ms. Tart,

The National Archives and Records Administration (NARA) received a report of unauthorized disposition of Department of Veteran Affairs (VA) records placed on the Aleda E. Lutz VA Medical Center SharePoint site. This report outlined specific details regarding the loss, alteration, corruption, deletion, or erasure of information from five electronic records: three C3R Monitors documents and two Records Management standard operating procedure documents.

Based on the information provided, which includes documentation of new security measures and records management controls, the reporting requirements of 36 CFR 1230.14 have been met. NARA considers this matter resolved. If you have any questions, please contact me at laurence.brewer@nara.gov. Thank you for your attention to this matter.

Sincerely,

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