



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

Sent Via Email. No Hard Copy to Follow.

September 23, 2025

Mary Beth Roberts
Agency Records Officer
Department of Interior
Bureau of Indian Affairs
4400 Masthead N.E.
Albuquerque, NM 87109

Dear Ms. Roberts:

The National Archives and Records Administration (NARA) acknowledges receipt of the Bureau of Indian Affairs' (BIA) report regarding the potential unauthorized disposition of personnel records maintained at the Natural Resources, Fort Defiance Agency, Navajo Region located in Fort Defiance, AZ.

According to the report, in January of 2023, you received notification that a former BIA employee possessed documents related to personnel actions that contained personally identifiable information (PII) of another BIA employee. The former employee attempted to use these documents as supporting evidence in a case filed with the Office of Hearings and Appeals, Interior Board of Indian Appeals (IBIA).

The agency's investigation revealed that the former BIA employee was in possession of personal papers and emails, from 2002 to 2003, relating to personnel actions involving a subordinate employee they supervised during their tenure at BIA. Some of the records were obtained from a Freedom of Information Act (FOIA) request, and the emails related to the personnel actions were duplicates retained by the former employee prior to departing from the agency.

BIA's report asserts that the emails were archived within the agency's email system and would either remain in the custody of the Department of Interior (DOI) and BIA or dispositioned in accordance with DOI records schedule, DAA-0048-2013-0001 Item 2.1, which has a temporary disposition of three years.

NARA acknowledges that the records were duplicate copies of personnel records and not the record keeping copy. However, to prevent a potential future loss of records, BIA will establish comprehensive departure protocols and training for all personnel. These departure procedures

will incorporate acknowledgment of standards of conduct and outline consequences for improperly taking federal records without prior authorization.

Based on this information, the reporting requirements of 36 CFR 1230.14 have been met and NARA considers this matter closed. I appreciate your attention to this matter. If you have any questions or wish to discuss this further, please contact the Records Management Oversight and Reporting Program by email at UnauthorizedDisposition@nara.gov.

Sincerely,

A handwritten signature in black ink that reads "William Fischer". The script is cursive and fluid, with the first name "William" and last name "Fischer" clearly distinguishable.

WILLIAM FISCHER
Chief Records Officer
for the U.S. Government (Acting)