



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

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

June 1, 2023

Robin White  
U.S. International Development Finance Corporation  
1100 New York Avenue, NW  
Washington, DC, 20527

Dear Robin White,

The National Archives and Records Administration (NARA) has received U.S. International Development Finance Corporation's (DFC) self-report on a possible unauthorized disposition of email records from Capstone officials from 2014-2020. Capstone officials dating back to 2014 were not formally identified and categorized until 2022 by the current Office of Information Technology (OIT) team.

NARA acknowledges the efforts taken by the DFC since August 2021 to improve DFC's records retention capabilities pertaining to Capstone officials. Once the list of Capstone officials was provided, DFC attempted to locate and archive all email records of Capstone officials who have departed the agency since 2014 and preserve them in a data archive. Prior to 2014 and the adoption of the Capstone approach, a print-and-file policy was enforced.

However, there is a concern for the following: individual accounts that did not have Capstone retention applied prior to December 2020, the data of employees that departed before December 2020 still pending retrieval, and the non-use of the legacy data to cross-reference with the potential missing data. This case will remain open until DFC provides the outcome of the process to retrieve the data from the employees that departed prior to December 2020. If more time is needed to complete your investigation, please submit an interim report describing the plan for review and a timeline to complete this review.

Thank you for your assistance in this matter. If you have any questions or wish to discuss this further, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov)

Sincerely,

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

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

cc: Keron White, Vice President and Chief Administrative Officer, SAORM