



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

Sent Via Email. No Hard Copy to Follow.

October 16, 2023

Helena Gilbert
Department of Defense
Department of the Navy
1000 Navy Pentagon
Washington, DC 22350

Dear Helena Gilbert,

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition of records. A member of the public has alleged that the Department of Navy, Navy Medicine East has lost records responsive to their July 30, 2018 FOIA request. The request was for all emails created during the period of October 1, 2012 through September 30, 2014 from DSN-36 and Navy Bureau of Medicine (BUMED) containing Privacy and Quarterly in the subject line.

In accordance with 36 CFR 1230.14(a), NARA requests that the Navy respond within 30 calendar days to this allegation. If it is determined that an unauthorized disposition of records has occurred, the response should include the following information:

- A complete description of the records with volume and dates if known;
- The office maintaining the records;
- A statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

If it is determined that there has been no unauthorized disposition, please provide us with sufficient documentation to support that finding. I appreciate your attention to this matter. If you have any questions or wish to discuss further, please contact me at 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 Officer
for the U.S. Government