



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

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

October 31, 2023

Nicole Adkinson-Calopietro  
Department of Homeland Security  
Federal Emergency Management Agency  
1800 South Bell Street  
Arlington, VA  
20598-3005

Dear Nicole Adkinson-Calopietro,

The National Archives and Records Administration (NARA) has received your report dated October 23, 2023, regarding disaster files that were destroyed before their disposition date was met. In accordance with 36 CFR 1230.14(a), NARA requires additional information in order to process this report:

- A more detailed description of the records and their disposition authority;
- Description of the office maintaining the records;
- A more detailed explanation regarding the exact circumstances surrounding the 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.

Please provide this additional information within 30 calendar days from the date of this letter. Thank you for your attention to this matter. If you have any questions or wish to discuss further, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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

cc: Michelle Thomas, Department Records Officer, Department of Homeland Security