



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

Sent Via Email. No Hard Copy to Follow.

July 21, 2025

Andrea Heimbrock
Agency Records Officer
Department of Energy
1000 Independence Ave., SW
Washington DC 20585-1290

Dear Ms. Heimbrock:

The National Archives and Records Administration (NARA) acknowledges receipt of the Department of Energy's (DOE) report on the unauthorized disposition of records at the Office of Environmental Management Los Alamos Field Office (EM-LA), Los Alamos, NM.

According to the report, the DOE EM-LA, Records Management Field Official (RMFO) investigated the matter and confirmed that a former contract employee is in possession of six (6) boxes of material containing electronic media including CDs, thumb drives, and zip drives. The former contract employee was permitted to telework and the boxes were authorized for transfer to the employee's home. Prior to transferring the boxes to the employee's home, two records management subject matter experts (SMEs) examined the materials and determined that they were duplicate versions of historical materials from the Los Alamos National Laboratory (LANL). Official recordkeeping copies of LANL historical materials are maintained in electronic format and can be accessed through the LANL Electronic Public Reading Room.

NARA acknowledges that in an effort to retrieve the boxes, the contractor made several attempts to contact the employee but were unsuccessful due to a lack of response from the employee. We understand that the DOE EM-LA RMFO will oversee, approve, and ensure that the destruction of the six boxes are properly documented. Additionally, to prevent future incidents, the contractor will record the matter in its issues management system and implement corrective actions.

Based on this information, the reporting requirements of 36 CFR 1230.14(a) 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 fluid and cursive, with the first name "William" and last name "Fischer" written in a single line.

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