



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

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

June 3, 2025

Teresa S. Fitzgerald  
Agency Records Officer  
Department of Justice  
Federal Bureau of Investigation  
Information Management Division  
170 Marcel Drive  
Winchester, VA 22602

Dear Ms. Fitzgerald:

The National Archives and Records Administration (NARA) has received the Federal Bureau of Investigation's (FBI's) report of the unauthorized destruction of one personnel security and access clearance file. According to the report, the FBI's Information Management Division (IMD) digitized a batch of personnel security and access clearance files in 2018. The digitized records were then uploaded into the FBI's official electronic recordkeeping system, and the hard copy source records were disposed of in accordance with General Records Schedule (GRS) 4.5, item 10. Recently, the FBI became aware that one file did not properly upload into the electronic recordkeeping system. NARA understands that a technical error caused the file to fail serialization, which resulted in partial destruction of the digital file. The records were scheduled for temporary retention under GRS 5.6, item 181.

NARA acknowledges that the FBI endeavored to reconstruct the destroyed paper file by searching internally for other copies of that file's contents, but was not able to recreate it. To safeguard against further loss of records, the FBI reports it has improved its process for digitization and upload of files into its electronic recordkeeping system. Specifically, the FBI implemented a technical solution to automate the import of digitized files. This technical service provides a clear error message when an import fails to upload correctly. Finally, after a digitized file is imported into the electronic recordkeeping system, IMD personnel open and review all attachments to ensure proper upload prior to destruction of the source file. If an error is detected, the process is repeated to ensure successful upload of the digitized version.

Based on this information, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. 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](mailto: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 continuous stroke.

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