



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

Sent Via Email. No Hard Copy to Follow.

August 26, 2025

Marene Baker
Chief Records Officer
United States Fish and Wildlife Service
134 Union Blvd
Suite 500
Lakewood, CO 80228

Dear Ms. Baker:

The National Archives and Records Administration (NARA) acknowledges receipt of the Fish and Wildlife Service (FWS) June 17, 2025, notification regarding the potential unauthorized disposition of FWS records.

Based on FWS' preliminary assessment, on June 16, 2025, Chicago Federal Records Center (FRC) notified FWS that one tube, approximately 4 inches by 36 inches, containing Real Property Files, was damaged and lost in transit from Big Muddy National Wildlife Refuge in Boonville, Missouri to the Chicago FRC. NARA understands that FWS is investigating to determine exactly what records have been lost and will submit a full report within 60 days of the date of your letter.

In accordance with 36 CFR 1230.14(a), 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, dates, and applicable disposition authority number 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 sufficient information to support that finding. I appreciate your attention to this matter. If you have any questions or wish to discuss 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 cursive and fluid, with the first name and last name clearly distinguishable.

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

Cc: Clarice Julka, Department Records Officer (Acting)