



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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January 17, 2018

Ms. Monica McGee
Forest Service National Records Officer
United States Department of Agriculture
Forest Service
201 14th Street, SW
Washington, DC 20024
mmcgee@fs.fed.us

Dear Ms. McGee:

Thank you for notifying the National Archives and Records Administration (NARA) of the accidental loss of Fiscal Year (FY) 2016 Forest Service (FS) procurement records. You noted that on March 24, 2017, a Southern Region Forest Service employee inadvertently left a briefcase containing the records at an airport waiting area and that the employee was traveling with the records because of an internal audit request.

We understand that efforts to recover the briefcase and records were unsuccessful. However, you were able to partially reconstruct the records by obtaining copies of purchase receipts from vendors and preparing justifications for each purchase. You stated that packaging slips and original procurement justifications were permanently lost and cannot be recovered.

Finally, you identified the following plan of action to mitigate the possibility of similar incidents in the future:

- The Regional Leadership Team will be directed to advise staffs to scan and electronically store audit records if it is necessary to remove records from a Forest Service office.
- If scanning cannot be done, a copy will be made so it is not necessary to remove original records required for audit.
- A reminder will be sent to all regional employees regarding securing and retaining federal records.

Your response meets the requirements listed in 36 CFR 1230.14 and NARA accepts your description of the events and corrective actions taken to address the loss of records in this matter. This case is now closed.

Thank you for your cooperation. If you have any questions, please contact Andrea Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'v.' before the last name.

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