



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Sent Via Email. No Hard Copy to Follow.

March 24, 2020

Ms. Patti Stockman
Agency Records Officer
National Aeronautics and Space Administration
Mail Code AO
300 E Street SW
Washington DC 20546-0001
patti.stockman@nasa.gov

Dear Ms. Stockman,

The National Archives and Records Administration (NARA) has received an allegation of unauthorized disposition of email records from the National Aeronautics Space Administration (NASA). This allegation is related to FOIA Appeal 19-HQ-A-00026, which alleges that email records from previous NASA employees' email accounts were deleted from NASA's email system 30 days after the employees left the agency. As documented in NASA's Capstone form, GRS 6.1-0255-2017-0001, approved by NARA in October 2017, all NASA recordkeeping emails must be retained for at least seven years.

NARA requests that you investigate this allegation of unauthorized disposition of agency emails and submit a report to NARA within 30 calendar days of the date of this letter. Please ensure your report is compliant with the reporting requirements in 36 CFR 1230.14.

Your attention to this matter is greatly appreciated.

Sincerely,

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



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October 5, 2020

Ms. Patti Stockman
Agency Records Officer
National Aeronautics and Space Administration
Mail Code AO
300 E Street SW
Washington DC 20546-0001

Dear Ms. Stockman,

The National Archives and Records Administration (NARA) received your report dated May 14, 2020 regarding the investigation into the allegation of unauthorized disposition of email records from the National Aeronautics and Space Administration (NASA).

Your report stated that, "On October 10, 2017, NARA approved NASA's Capstone schedules that superseded NRRS 1/22A.1 for senior managers' email only and provides for 7-year retention of all other employees' email records. The Agency integrated that retention policy into its migration to the Microsoft Office 365 platform that began in October 2018 and was completed in 2019." You also confirm that the six political appointee email accounts identified in the FOIA Appeal 19-HQ-A-00026 were improperly deleted and unrecoverable. NASA's adoption of the Capstone approach in 2017 required that all non-Capstone employee email accounts should have been maintained for seven years.

NARA understands that the 2018-2019 implementation of Microsoft Office 365 now ensures the proper retention of all NASA email accounts, which should mitigate any recurrence of improper or unauthorized deletion of record emails. Based on the information provided in your report, the reporting requirements of 36 CFR 1230.14(a) have been met and this matter is now closed. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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