



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

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

August 20, 2020

Mr. David Alspach  
Department of the Interior  
Departmental Records Officer  
MS 7145A  
1849 C Street, NW  
Washington, DC 20240

Dear Mr. Alspach,


Thank you for your letter on August 12, 2020 notifying the National Archives Records Administration (NARA) of the potential lost or damaged records from the United States Fish and Wildlife Service (FWS).

Based on your preliminary assessment, on May 17, 2020, approximately 42 cubic feet of National Wildlife Refuge System (NWRS) records located in Lakewood, Colorado were damaged or lost due to a HVAC pipe break and flood in the building.

We understand that FWS Headquarters Records Management Program staff is investigating to determine exactly what records have been lost and will submit a full report to NARA within 60 calendar days of your 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,

 for

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

CC: Marene Baker, Chief Records Officer  
U.S. Fish and Wildlife Service



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

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November 17, 2020

Mr. David Alspach  
Department of the Interior  
Departmental Records Officer  
MS 7145A  
1849 C Street, NW  
Washington, DC 20240

Dear Mr. Alspach,

The National Archives and Records Administration (NARA) received the final report from Marene Baker, Chief Records Officer for the U.S. Fish and Wildlife (FWS), regarding the loss and damage of FWS records from the National Wildlife Refuge System (NWRS) office located in Lakewood, Colorado.

On August 12, 2020, FWS notified NARA that approximately 42 cubic feet of FWS records were damaged or lost due to a HVAC pipe break and flooding. After investigating the matter further FWS was able to determine that only 4 cubic feet of FWS records sustained damage, and of that volume, 1.5 cubic feet were permanent records under a litigation hold. FWS was able to find copies of all but one report of the damaged permanent records, and all other records of the 42 cubic feet were either temporary or duplicate records.

NARA understands that safeguards have been established to prevent further loss of documentation. Based on the information in your report, you have satisfied the reporting requirements of 36 CFR 1230.14(a) and NARA considers this matter resolved.

Thank you for your cooperation. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@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'.

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

Cc: Marene Baker,  
Chief Records Officer  
U.S. Fish and Wildlife Service