



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

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

April 30, 2024

Marene Baker  
Chief Records Officer  
U.S. Fish and Wildlife Service  
134 Union Blvd  
Suite 500  
Lakewood, CO 80228

Dear Marene Baker,

The National Archives and Records Administration received the U.S. Fish and Wildlife Service's (FWS) notification of unauthorized disposition of agency records, dated April 18, 2024. This notification indicates that initial assessments reveal approximately 8 cubic feet of Map Appeal Easement hardcopy files were destroyed and it is presumed that these files are covered by DAA-GRS-2017-0003-0002, GRS 5.2 item 20.

NARA acknowledges that FWS is still investigating this matter and will send a final report in accordance with 36 CFR 1230 within 60 days of the date of the notification. Please ensure the report includes details of the circumstances surrounding the destruction; a complete description of the records, including applicable dates and NARA approved records schedule that cover the records prior to digitization efforts; any actions taken to recover or recreate the records, and a statement describing what safeguards will be established to prevent future loss of agency records.

I appreciate your attention to this important matter. If you have any questions or wish to discuss further, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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

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

Cc: David Asplach  
Department Records Officer



Office of the Chief  
Records Officer for the  
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***Sent Via Email. No Hard Copy to Follow.***

July 9, 2024

Marene Baker  
Chief Records Officer  
U.S. Fish and Wildlife Service  
134 Union Blvd  
Suite 500  
Lakewood, CO 80228

Dear Marene Baker,

The National Archives and Records Administration (NARA) received the U.S. Fish and Wildlife Service's (FWS) final report, dated June 13, 2024, regarding FWS' notification of unauthorized disposition of agency records, dated April 18, 2024.

This report asserts that while approximately 8 cubic feet of Map Appeal Easement hardcopy files were destroyed without proper approval and not in accordance with the agency's process for legal destruction of records, no records were lost.

NARA acknowledges that although the records were created and maintained in the Director's office as part of the N1-022-005/144 PROJ-800b National Wetland case files records schedule, upon digitization, these records transitioned to DAA-GRS-2017-0003-00002, GRS 5.2 Item 20 Intermediary Records, which allows these records to be destroyed after digitization. The report indicates that each Wetland Easement appeal case file was digitized and resides in FWS' Service Data Tracking System (DTS), a shared SharePoint site, and a staff member's OneDrive, confirming there was no loss of agency records, and reconciliation was performed to ensure that the scanned versions of the records was an exact replica of their source records and incorporated a full/complete set of the original source records.

The report concludes with a reassurance that, while no records were lost, FWS is proactively taking steps to prevent future unauthorized destruction of records. This includes staff education

and the development of standard operating procedures to ensure the agency's process for legal destruction is consistently applied to source records that are digitized.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention on this important matter. If you have any questions or wish to discuss further, 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 clear, legible font.

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

Cc: David Asplach  
Department Records Officer