



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

Sent Via Email. No Hard Copy to Follow.

August 21, 2024

Sheniqua Harris
Department of Agriculture
Animal and Plant Health Inspection Service
4700 River Rd. Unit 123
Riverdale, MD 20737

Dear Sheniqua Harris:

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition of the files from transfer number PT-463-2024-0051. We understand that the files, sent from your agency's Sherwood Office, were lost in transit to the Lenexa Federal Records Center (FRC) via UPS.

In accordance with 36 CFR 1230.16(b), please provide us with a report within 30 calendar days that includes the following information:

- A complete description of the records with volume and dates 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.

We advise reporting the loss to UPS and inquire into the location and status of the box. I appreciate your attention to this matter. If you have any questions or wish to discuss further, please contact me at william.fischer@nara.gov.

Sincerely,

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