



July 18, 2016

Ms. Lynn Winston  
Chief Records Officer  
United States Agency for International Development  
1300 Pennsylvania Avenue, NW  
Suite 2.07-70  
Washington, DC 20523

Dear Ms. Winston:

This letter is in response to email the National Archives and Records Administration received from the United States Agency for International Development (USAID) on May 10, 2016, regarding concerns raised by a staff member in the Office of the Inspector General (OIG) to NARA staff regarding the improper storage and possible unauthorized destruction of records at USAID. As a result of these concerns NARA requested USAID look into the matter, conduct a review, and provide a report to NARA addressing each issue raised.

NARA was provided a copy of the report prepared by the USAID OIG, "Records Management Practices" (RMP), which addresses the concerns raised by the staffer. NARA has a number of questions following our review of the report and we request USAID provide additional information for the following items:

1. Provide an inventory, date span, and list of approved disposition authorities by which the approximately 6,000 pounds of records were destroyed in September 2012.
2. Provide the volume, data span, and NARA approved disposition authority by which Strategic Plans, Semi-Annual Reports to Congress, and OIG Audit reports were destroyed.
3. Provide the volume, date span, and NARA approved disposition authority by which records in the Informational Quorum were destroyed. Is the Informational Quorum the same as the Internet Quorum system appraised in job number N1-86-09-9? If these are the same systems it would appear employee travel files dated 2006-2008 were not yet eligible for destruction until the end of 2016; and performance evaluations 2009-2012 were not yet eligible for destruction until 2019. If these are in fact the same system, please provide an explanation for why these records were destroyed before legally eligible for destruction.

4. Provide the NARA approved disposition authority by which records maintained in the following systems are scheduled: TeamMate, OpenText, and the Legal File System.

Please provide NARA with your response within 30 days of the date on this letter. If you are unable to provide your response within the 30-day time period, please provide us with an interim response indicating what actions you have taken and when you plan to submit the final response.

If you have questions regarding this matter, please contact Darryl L. Byrd at 301-837-3676, or by email to [darryl.byrd@nara.gov](mailto:darryl.byrd@nara.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Laurence Brewer".

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



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

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

May 4, 2022

Christopher A. Colbow  
United States Agency for International Development  
1300 Pennsylvania Avenue NW  
Suite 2.07-70  
Washington, DC 20523

Dear Christopher Colbow:

On July 18, 2016, the National Archives and Records Administration (NARA) opened a case in response to an allegation of unauthorized disposition based on a May 4, 2016 memorandum sent from the U.S. Agency for International Development (USAID), Office of Inspector General (OIG), to the Agency Records Officer regarding a report that the OIG “did not properly file, store, and protect records, and kept records beyond the retention requirement in some cases and that 22,000 pounds of records were either disposed without authorization and/or inappropriately destroyed.”

In NARA’s letter to USAID, we requested the following information:

1. Provide an inventory, date span, and list of approved disposition authorities by which the approximately 6,000 pounds of records were destroyed in September 2012.
2. Provide the volume, date span, and NARA approved disposition authority by which strategic plans, semi-annual reports to Congress, and OIG audit reports were destroyed.
3. Provide the volume, date span and NARA approved disposition authority by which records in the Informational Quorum were destroyed. Is the Informational Quorum the same as the Internet Quorum system appraised in job number NI-86-09? If these are the same systems, it would appear employee travel files dated 2006-2008 were not yet eligible for destruction until the end of 2016 and performance evaluations 2009-2012 were not yet eligible for destruction until 2019. If these are in fact the same system, please provide an explanation for why these records were destroyed before legally eligible for destruction?

4. Provide the NARA-approved disposition authority by which records maintained in the following systems are scheduled: TeamMate, OpenText, and Legal File System.

In our follow-up correspondence dated August 29, 2017, we confirmed that we received acceptable responses to the questions in our July 18, 2016 letter. However, at that time we requested that USAID submit to NARA updated records schedules to cover OIG records. We have confirmed that an updated schedule was submitted in NARA's Electronic Records Archives (ERA) system on April 21, 2022.

Based on the information provided and actions taken by USAID, NARA considers this case resolved. Please let me know if you have any questions or concerns. Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in blue ink that reads "Laurence M. Brewer". The signature is written in a cursive style.

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