



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

Sent Via Email. No Hard Copy to Follow.

February 21, 2018

Ms. Monica McGee
Forest Service National Records Officer
United States Department of Agriculture
Forest Service
201 14th Street, SW
Washington, DC 20024
mmcgee@fs.fed.us

Dear Ms. McGee:

Thank you for notifying the National Archives and Records Administration (NARA) of a potential unauthorized disposition of Black Hills National Forest records. In your February 8, 2018 letter, you stated that in FY 2005, the Black Hills National Forest office potentially donated Federal records to Black Hills State University. You also noted that Chandra Allred, Records Manager for the Forest Service Rocky Mountain Region, is investigating this alleged unauthorized disposition.

In accordance with 36 CFR 1230.16(b), NARA is requesting that you provide us with a response within 30 calendar days that includes a complete description of the records (including an approximation of the volume and dates of the records donated); a statement of what safeguards have been put into place (or will be put into place) to prevent any future unauthorized disposition of records; exact details of the circumstances surrounding this potential donation of records; and an outline of the actions taken to retrieve the records.

For your reference, if appropriate, NARA's regulations covering the donation of temporary records eligible for disposal may be found at 36 CFR 1226.26.

Thank you for your cooperation. If you have any questions, please contact Andréa Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@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



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February 26, 2018

Ms. Monica McGee
Forest Service National Records Officer
United States Department of Agriculture
Forest Service
201 14th Street, SW
Washington, DC 20024
mmcgee@fs.fed.us

Dear Ms. McGee:

Thank you for notifying the National Archives and Records Administration (NARA) of the potential unauthorized donation of Federal records to Black Hills State University by the Black Hills National Forest regional office. You noted that the potential donation of Forest Service (FS) records occurred in 2005.

In your letter, dated February 20, 2018, you stated that the Black Hills Forest regional office entered into an agreement, in 2005, with Black Hills State University to digitize historic records for preservation with the understanding that the records would remain the property of the United States Forest Service. You also noted that the digitization project is still ongoing and that the Black Hills Forest regional office will soon start processing records that have been digitized for accession to NARA. Additionally, you have indicated that Black Hills State University will be allowed to retain digital copies of the records for use by the public and local Forest Service officials.

Your investigation into the potential unauthorized disposition of FS records concluded that no unauthorized donation of Federal records occurred. Your final report meets the requirements listed in 36 CFR 1230.14. NARA accepts your description of events in this matter. This case is now closed.

Thank you for your cooperation. If you have any questions, please contact Andrea Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@nara.gov.

Sincerely,

Laurence V. Brewer

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