



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.***

March 6, 2018

Kenneth A. Hendricks, Esq.  
Office of Special Counsel  
1730 M St, NW Suite 231  
Washington, DC 20036  
[khendricks@osc.gov](mailto:khendricks@osc.gov)

Dear Mr. Hendricks:

Thank you for reporting to the National Archives and Records Administration (NARA), in accordance with 36 CFR 1230.14, the potential unauthorized deletion of electronic files maintained in an electronic folder of an official in the Human Capital Office as well as the removal of boxes of unknown content by an employee.

Per 36 CFR 1230.16(b), we request that you update your report within 30 calendar days determining whether or not federal records were affected and if so updates on the exact circumstances of the destruction and/or removal of the records, safeguards established to prevent further loss, and actions taken to salvage, retrieve or reconstruct the records.

If you have any questions, please contact Scott Jobson at 301-837-2977 or [scott.jobson@nara.gov](mailto:scott.jobson@nara.gov).

Sincerely,

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



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August 15, 2018

Ms. Mahala Dar, Esq.  
Clerk of the Office of Special Counsel  
1730 M Street NW, Suite 311  
Washington, DC 20036-4505

Dear Ms. Dar:

The National Archives and Records Administration (NARA) has reviewed the information the Office of Special Counsel (OSC) provided via email on April 6, April 17 and August 9, 2018, in accordance with 36 CFR 1230.14 regarding the potential unauthorized deletion of electronic files maintained in an electronic folder of an official in the Human Capital Office as well as the removal of boxes of unknown content by an employee scheduled to depart the agency.

According to your report, upon learning of the incident, OSC terminated the individual's access to the information technology system and agency facilities and subsequently recovered and restored all of the electronic data deleted by the now-former employee.

While OSC has no evidence of the removal of physical records from agency space, it did determine the electronic files were record material falling under the Human Resources records series.

OSC also stated that they have policies and procedures in place for departing employees regarding their records management obligations and their need to schedule an exit briefing with a records official and that the former employee signed an exit clearance form.

Based on the information received, OSC has met the requirements listed in 36 CFR 1230.14 and this case is now closed. Thank you for your cooperation. If you have any questions, please contact Scott Jobson, Senior Records Analyst, at 301-837-2977 or by email at [scott.jobson@nara.gov](mailto:scott.jobson@nara.gov).

Sincerely,

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