



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.***

June 21, 2019

Ms. Patricia Capers  
Department of Defense  
Joint Chiefs of Staff  
Joint Staff, DOM, IMD  
Pentagon, Room 2D943  
Washington DC, 20318-0400

Dear Ms. Capers:

The National Archives and Records Administration (NARA) has become aware of an unauthorized disposition of Department of Defense (DOD) Joint Staff (JS) records. NARA learned of this allegation during a meeting with Mr. Richard Bolsen from the J-5 Global Policy & Strategic Planning, National Security Concerns Office, on May 2, 2019. Mr. Bolsen stated that the Information Technology (IT) office did not provide prior notification to his office that they deleted information on their office's shared drive, which contained permanent and temporary records. Mr. Bolsen stated that requests were submitted to IT to recover the records, but IT was unable to do so. Mr. Bolsen said he was able to recover some of the records from other sources, but is unable to recover all of the records.

As required in 36 CFR 1230.14, Federal agencies must promptly report to NARA any unauthorized disposition of agency records. In accordance with 36 CFR 1230.16(b), NARA requests that the DOD Joint Staff respond within 30 calendar days to the allegation. If it is determined that an unauthorized disposition of records has occurred, the response should detail specific actions the DOD Joint Staff will take to address any failure to capture and preserve Federal records, and the steps the DOD Joint Staff will take to mitigate future risk.

Please respond to this memo within 30 days and specifically identify the records series that were affected by the unauthorized disposition and whether any other deleted records can be re-created or duplicated from other sources. In addition, please provide any steps that the agency has taken and/or plans to take to mitigate similar risks in the future. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Thank you for your cooperation.

Sincerely,

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



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October 18, 2019

Ms. Patricia Capers  
Department of Defense  
Joint Chiefs of Staff  
Joint Staff, DOM, IMD  
Pentagon, Room 2D943  
Washington, DC 20943-0400

Dear Ms. Capers:

The National Archives and Records Administration (NARA) received the Joint Staff's response on September 26, 2019, regarding NARA's request for further information about deleted records from its Sharepoint site (UD-2019-0028). According to the details you provided regarding JSRO's investigation of the matter, the deleted records were identified as additional copies of official original records that still exist within the agency's network systems. Based on this information, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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