



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
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[www.archives.gov](http://www.archives.gov)

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

August 2, 2019

Deborah Draxler  
Director (Acting)  
Policy, Architecture and Governance  
Information Sharing and Services Office (IS2O)  
Office of the Chief Information Officer (OCIO)  
Department of Homeland Security  
7th and D Street SW  
Washington DC 20528

The National Archives and Records Administration (NARA) received your letter dated July 16, 2019 reporting the unauthorized disposition of three boxes of hardcopy records from the Office of Immigration Statistics (OIS). The three boxes contained the “G-23 Report of Field Operations” dated from 1941 through 1996. These records were scanned by the Office of Unity of Effort (OUE) and were returned to OIS custody in September of 2017, at which time they were placed in a conference room. In November of 2017, it was determined that the boxes were no longer in the conference room and the records were disposed of by an employee. The loss of these records was reported to the Department of Homeland Security Agency Records Officer in January 2018.

NARA understands that OIS performed the following remediation steps:

1. Briefed and provided instructions on federal records management to the OIS employee who removed the records. This included information regarding their records management responsibilities, the value of federal records, and how to ensure that there is no recurrence of this situation.
2. Records Management provided employees with briefings and training sessions.
3. Conducted a compliance audit with the online learning management system to employees who have not completed their required records management training, and submitted these results to the respective employees’ supervisors for remediation.
4. Updated the Standard Operating Procedure for Records Management within the office on the proper handling procedures for the care and custody of hardcopy records.

Based on the information that you provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. Thank you for your cooperation.

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' and a distinct 'V'.

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