



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

Sent Via Email. No Hard Copy to Follow.

June 24, 2019

Mr. Gary McDaniel
Department of the Interior
Bureau of Reclamation
Denver Federal Center
P.O. Box 25007 (84-21210)
Denver, CO 80225-0007

Dear Mr. McDaniel:

The National Archives and Records Administration is in receipt of your agency's self-report of an unauthorized disposition of federal records. We understand that your office held several hundreds of boxes of paper records awaiting transfer processing and during the transfer process, evidence of rodents were detected in some of the boxes. The individual that was given the task of cleaning out the nesting materials disposed of the contents.

While we understand that there was not a record of the contents of these boxes, in accordance with 36 CFR 1230.16(b), NARA requests that you respond to this memo within 30 business days and provide us with the following information:

- the number of boxes affected by this unauthorized destruction;
- a description of the records, including the dates that the records were created, and the disposition authorities covering the records;
- a description of the office that created and maintained the records;
- a statement of the safeguards established to prevent further loss of documentation; and
- all details of the actions taken to salvage, retrieve, or reconstruct the records.

If you have any questions, please contact me at laurence.brewer@nara.gov.

Thank you for your cooperation.

Sincerely,

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

cc: Lynda J. Speck, Department of Interior, Bureau of Reclamation, Records and Information Management Officer



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September 10, 2019

Mr. Gary McDaniel
Department of the Interior
Bureau of Reclamation
Denver Federal Center
P.O. Box 25007 (84-21210)
Denver, CO 80225-0007

Dear Mr. McDaniel:

The National Archives and Records Administration (NARA) is in receipt of email correspondence from the Bureau of Reclamation dated July 17, 2019 and August 7, 2019, in response to NARA's June 25, 2019 letter opening a case of unauthorized disposition. Based on the information contained in the emails, NARA understands the circumstances that during the processing of paper records for transfer, it was discovered that some of the boxes had evidence of rodents nesting. While awaiting information from General Services Administration regarding the cleansing of the records, a staff member who was instructed to remove the nests also threw away the contents of one box. The records in this box were Construction and Design Contracts (Disposition Authority: N1-115-94-8; 75 year retention) and Supplies and Services Contracts (Disposition Authority: N1-115-94-2, GRS 1.1, Item 010; 7 year retention) ranging from 1980 through 2017. The Bureau of Reclamation has implemented safeguards that no cleaning will take place without records or originating staff representation. NARA further understands that since there was no "master file of which records were in what boxes" there will be no way to recreate the 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,

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

cc: Lynda J. Speck, Department of the Interior, Bureau of Reclamation, Records and Information Management Officer