



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

Sent Via Email. No Hard Copy to Follow.

October 3, 2019

Timothy J. Kootz
Department of State
A/GIS/IPS/RA
SA-15, Suite 575
Pomponio Plaza East
1800 N. Kent Street
Arlington, VA 20522-1505

Dear Mr. Kootz,

The National Archives and Records Administration (NARA) has been made aware of an allegation of unauthorized disposition by a member of the public regarding email that was sent by this individual to the Department of State: American Citizen Services, Manila Embassy (hereafter referred to the ACS-Manila). This allegation is that the ACS-Manila deleted emails sent by this member of the public without reading them and with no response. The member of the public included screenshots of the read receipt from the email system that showed his email was deleted without being read (see attached).

In accordance with 36 CFR 1230.16(b), NARA is requesting that the ACS-Manila provide us with a report within 30 calendar days that is responsive to these allegations. If the ACS-Manila determines that an unauthorized disposition has occurred, then the ACS-Manila must submit a report to NARA, as required by 36 CFR 1230.14, that addresses whether specific records can be recovered, recreated, or duplicated from other sources and the steps the ACS-Manila will take to ensure that all email records are labeled appropriately and captured by the ACS-Manila.

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

Enclosed



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

Sent Via Email. No Hard Copy to Follow.

November 22, 2019

Mr. Timothy J. Kootz
Department of State
A/GIS/IPS/RA
SA-15, Suite 575
Pomponio Plaza East
1800 N. Kent Street
Arlington, VA 20522-1505

Dear Mr. Kootz:

The National Archives and Records Administration (NARA) has received your letter in response to our letter dated October 3, 2019, that documented an allegation of unauthorized disposition by a member of the public regarding email that was being deleted without being read by the Department of State: American Citizen Services, Manila Embassy (hereafter referred to as ACS-Manila).

Based on the information in your letter, NARA understands that State is in possession of all email correspondence between this member of the public and the Department of State. We therefore consider this allegation to be unfounded.

Thank you very much for your cooperation. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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