



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
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***Sent Via Email. No Hard Copy to Follow.***

March 24, 2020

Ms. Patti Stockman  
Agency Records Officer  
National Aeronautics and Space Administration  
Mail Code AO  
300 E Street SW  
Washington DC 20546-0001  
[patti.stockman@nasa.gov](mailto:patti.stockman@nasa.gov)

Dear Ms. Stockman,

The National Archives and Records Administration (NARA) has received an allegation of unauthorized disposition of email records from the National Aeronautics Space Administration (NASA). This allegation is related to FOIA Appeal 19-HQ-A-00026, which alleges that email records from previous NASA employees' email accounts were deleted from NASA's email system 30 days after the employees left the agency. As documented in NASA's Capstone form, GRS 6.1-0255-2017-0001, approved by NARA in October 2017, all NASA recordkeeping emails must be retained for at least seven years.

NARA requests that you investigate this allegation of unauthorized disposition of agency emails and submit a report to NARA within 30 calendar days of the date of this letter. Please ensure your report is compliant with the reporting requirements in 36 CFR 1230.14.

Your attention to this matter is greatly appreciated.

Sincerely,

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