



Office of the Chief  
Records Officer for the  
U.S. Government

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September 23, 2020

Mr. David Alspach  
Department of the Interior  
Departmental Records Officer  
MS 7145A  
1849 C Street, NW  
Washington, DC 20240  
david\_alspach@ios.doi.gov

Dear Mr. Alspach,

The National Archives and Records Administration (NARA) received a report from the Fish and Wildlife Service (FWS) regarding the destruction of Permit Application Case files of the International Affairs Program (IA). This report stated that FWS/IA determined that at least one or more pages from up to 44 permit files were prematurely destroyed before their scheduled disposition date.

Due to the agency's efforts, several records were recovered. To mitigate future risks, FWS/IA is providing training for their records management staff and will update its onboarding and exit clearance policies to ensure that records management training is part of the process. Based on the information that was provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA is satisfied with the safeguards established and 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

CC: Marene Baker,  
Chief Records Officer  
U.S. Fish and Wildlife Service  
marene\_baker@fws.gov