



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

Sent Via Email. No Hard Copy to Follow.

May 17, 2021

Mr. John Ellis
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW (MC 2822T)
Washington, DC 20460

Dear Mr. Ellis:

The National Archives and Records Administration (NARA) received your report dated May 7, 2021, notifying NARA of a potential loss of agency records associated with a small number of agency-issued mobile devices and OneDrive folders for EPA Region 8 employees, and one 16 GB external USB thumb drive belonging to EPA Region 8.

NARA understands that EPA's investigation into this potential loss of agency records is still ongoing and a final report will follow. In your final report please provide a description of the records with volume, dates and associated disposition authority number if known, and a detailed statement of the exact circumstances surrounding the destruction of records including the name of the office maintaining the records. Additionally, include a statement of the safeguards established to prevent further losses and details of any actions taken to salvage, retrieve, or reconstruct the records.

Thank you for your attention to this matter. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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



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February 10, 2022

Mr. John Ellis
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW (MC 2822T)
Washington, DC 20460

Dear Mr. Ellis:

The National Archives and Records Administration (NARA) received your report dated January 14, 2022, regarding the potential loss of Environmental Protection Agency (EPA) records from certain inaccessible EPA-issued mobile devices and file storage systems.

NARA understands that EPA's investigation into this matter revealed that EPA no longer had access to the electronically stored information (ESI) on one EPA Microsoft OneDrive cloud storage system, 21 EPA-issued iPhones, one 16 GB thumb drive, and one external hard drive of former EPA Region 8 employees.

EPA's report indicated that the ESI on the impacted devices largely consisted of duplicate copies of documents or records that were maintained in other databases. Although some of the impacted ESI were located in these other databases, EPA has not been able to locate or otherwise reproduce all impacted ESI. As a result, EPA cannot determine with absolute certainty the content or record status of all of the missing ESI that may have existed within each device.

To mitigate any future losses, NARA acknowledges that EPA has established some automated processes for OneDrive. In addition, on certain agency-issued mobile devices, EPA has revised and updated procedures for the outboarding process, and restricted the use of unauthorized removable media storage devices on all agency workstations.

Based on the information provided, EPA has satisfied all reporting requirements of 36 CFR 1230.14(a) and NARA now considers this matter closed. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style with a large initial 'L'.

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