



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

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September 27, 2021

Ms. Mishelle Hugues
Agency Records Officer
Department of Energy
National Nuclear Security Administration
1000 Independence Avenue, S.W.
Washington, DC 20585

Dear Ms. Hugues,

The National Archives and Records Administration has received your report documenting the loss of 950 records from a Digital Archive collection of IBM FileNet at the Sandia National Laboratory (SNL). We understand that during the first week of January 2021, one of the administrators supporting SNL's FileNet implementation attempted to delete files that were in an incorrect location and 1.5 million files were inadvertently deleted. SNL has successfully recovered all other files. The reason these 950 files were unable to be recovered was that three drives were unsuccessfully backed up due to an oversight when they were created and assigned and these records were unable to be reconstituted from the file owners and backed up drives.

The safeguards that NNSA put into place include:

- Scheduling future deletion activities to ensure necessary validation.
- Pursuing automation tools and collaborating with Information Technology to minimize human involvement in the destruction of electronic records by placing deleted items at the system administration level in a temporary recycle bin location for 60-days prior to permanent deletion to ensure validation.
- Verifying all drives are backed up and reviewed and witnessed the backup process.

Based on the information provided in your report, NARA considers this matter resolved. NARA does request that if the files are located in the future, the NNSA notifies us to update this case file.

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

Sincerely,

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

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