



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

***Sent Via Email. No Hard Copy to Follow.***

September 27, 2021

Ms. Beatriz Collazo  
Departmental Records Officer  
United States Department of Agriculture  
1400 Independence Ave., S.W.  
Washington, DC 20250-0742

Dear Ms. Collazo,

The National Archives and Records Administration (NARA) received your report on September 14, 2021, regarding the potential loss of records at the United States Department of Agriculture (USDA).

The report stated that in May 2018, the USDA initiated upgrades to approximately 38,000 agency issued mobile devices, and that this upgrade did not support the migration of existing text messages, images and video files on those devices. Subsequently, there may have been a loss of Federal records if end users of those devices were not able to execute guidelines from the USDA Records Management (RM) regulation DR 3080-001 (i.e., forwarding electronic messages to an official USDA repository within 20 days). USDA could not salvage any lost data and cannot confirm whether or not any of the data rose to the definition of a Federal record.

To mitigate any future losses, NARA understands that the USDA will remind staff of their recordkeeping responsibilities prior to initiating any mobile device upgrades. Based on the information provided in your report, the reporting requirements of 36 CFR 1230.14(a) have been met and this matter is now closed. Thank you for your commitment to improving your records management practices.

Sincerely,

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