



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

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

November 22, 2021

Ms. Ajeesh Cherian  
Agency Records Officer  
Department of Health & Human Services  
Health Resources and Services Administration  
5600 Fishers Lane, 12W08C  
Rockville MD, 20857-0001  
ACherian@hrsa.gov

Dear Ms. Cherian,

The National Archives and Records Administration (NARA) received your notification about the unauthorized disposition of 54 paper records that were checked out of the Federal Records Center (FRC) between 2009 and 2015 by Health Resources and Services Administration (HRSA) personnel.

Your notification indicated that 54 paper records related to 2003 - 2014 scholarships, managed by the Bureau of Health Workforce (BHW), are missing. These records are covered under NARA approved disposition authority DAA-0512-2014-0004-0056. NARA understands that BHW performed an unsuccessful search for the records, but were able to reconstruct some information for a subset of the missing records.

Additionally, you reported that after 2017, the HRSA Records Management Team implemented an internal centralized process to validate all checked-out records as a safeguard to prohibit future losses of agency records.

Based on this information, HRSA has met the requirements outlined in 36 CFR Part 1230.14(a) and NARA considers this unauthorized disposition case closed. Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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

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