



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

Sent Via Email. No Hard Copy to Follow.

July 15, 2022

Teresa S. Fitzgerald
Department of Justice
Federal Bureau of Investigation
Information Management Division
170 Marcel Drive
Winchester, VA 22602

Dear Teresa Fitzgerald,

The National Archives and Records Administration (NARA) received your report of the accidental destruction of electronic records that were inadvertently deleted by an analyst attempting to clean-up a personal network drive.

On January 6, 2022, an Information Management Division (IMD) Record/Information Dissemination Section (RIDS) analyst was cleaning up a personal network drive by deleting non-record material. Unfortunately, the analyst unintentionally deleted 307 administrative records from within the Freedom of Information/Privacy Act (FOIPA) Document Processing System (FDPS), which were not able to be restored from backup copy or from other sources. These records fall into three categories: (i) correspondence to include incoming and outgoing letters to requesters and other government agencies; (ii) internal processing documents, such as search slips and FOPS pre-release scan results; and (iii) other routine administrative documents such as copies of envelopes and returned mail. No FBI investigative records were affected. We understand that several unsuccessful attempts were initiated to reconstruct the destroyed files including attempting to utilize backup files of the FDPS, contacting all FDPS users to search for electronic copies, and physical searches for duplicates in hard copy litigation case files.

To mitigate future risk of this issue recurring, the FBI implemented additional resiliency in FDPS's backup capabilities to safeguard against any potential future deletions. Specifically, the backup retention policy was increased from 30 to 80 days and Standard Operating Procedures were modified to ensure that when system administrators suspend scheduled backups, they

also suspend the corresponding deletion of old backup data. Personnel were trained on the new SOPs. Hardware was also re-purposed to implement a “shadow copy” of all new case attachments uploaded to the FDPS file repository server.

Your report meets all the requirements outlined in 36 CFR 1230.14(a). I appreciate your attention to this important matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

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

cc: Jeanette Plante, Department of Justice, Department Records Officer