



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

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

November 9, 2022

Tonia Austin-Douglas  
Department of Homeland Security  
United States Coast Guard  
Attn: Records Manager  
US Coast Guard Stop 7710  
2703 Martin Luther King Jr. Ave., SE  
Washington, DC 20593-7710

Dear Tonia Austin-Douglas,

The National Archives and Records Administration (NARA) has received information that a Merchant Seaman's Personnel and Licensing Records file that was requested from the Lee's Summit Federal Records Center (FRC) was lost during shipment after it was requested by a Coast Guard office.

In accordance with 36 CFR 1230.14, NARA is requesting that USCG provide us with a report including the following required information:

- A complete description of the records with volume and dates if known;
- The office maintaining the records;
- A statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

I appreciate your attention to this matter. If you have any questions or wish to discuss further, 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'.

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

cc. Michelle Thomas, Department Records Officer, Department of Homeland Security



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January 5, 2023

Tonia Austin-Douglas  
Department of Homeland Security  
United States Coast Guard  
Attn: Records Manager  
US Coast Guard Stop 7710  
2703 Martin Luther King Jr. Ave., SE  
Washington, DC 20593-7710

Dear Tonia Austin-Douglas,

The National Archives and Records Administration (NARA) has received the United States Coast Guard (USCG) report regarding a missing Merchant Seaman's Personnel and Licensing Records file that was lost in transit to the National Maritime Center from the Lee's Summit Federal Records Center (FRC) in September 2022.

We understand that the USCG believes that the missing record is a 1977 Merchant Mariner License issued by the USCG Regional Exam Center. A claim was filed with United Parcel Service (UPS); however, the file is considered lost. The USCG National Maritime Center has updated their manual lost file reporting procedures to ensure that files lost during shipment are reported to the FRC within 5 days of unsuccessful receipt of shipments, complete the CG-5212 form within 5-7 days of receiving notification that records are missing in transit, and notify the USCG Agency Records Officer within 30 days of original notification or loss.

Based on the information we received in your report, we consider this matter to be resolved. I appreciate your attention to this matter. If the file is located, please let us know so we can update the case file. If you have any questions or wish to discuss further, please contact me at [laurence.brewer@nara.gov](mailto: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.' before the last name.

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

cc. Michelle Thomas, Department Records Officer, Department of Homeland Security