



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

Sent Via Email. No Hard Copy to Follow.

November 17, 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 Philadelphia Federal Records Center (FRC) was lost during shipment after it was requested by a Coast Guard office.

In accordance with 36 CFR 1230.14, we are requesting that the USCG provide NARA with a report including the following 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.

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

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 report from the United States Coast Guard (USCG) regarding a Merchant Seaman's Personnel and Licensing Records file that was determined to be missing after the USCG National Maritime Center requested it from the Philadelphia Federal Records Center (FRC) in August 2022.

The missing record is believed to be a Merchant Mariner License issued by the National Maritime Center in February 2014. We understand that the FRC attempted to locate the file but were unable to do so. 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.

Sincerely,

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

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

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