



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

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

February 15, 2023

Agency Records Officer  
Central Intelligence Agency  
Washington.D.C.20505

Dear Agency Records Officer,

The National Archives and Records Administration has received your report documenting the accidental destruction of 600 hard-copy documents pertaining to the Central Intelligence Agency's Inspector General (IG) decisions and activities.

NARA understands that the permanent records destroyed physically still remain readable and retrievable digitally with their metadata in a database. In an attempt to reduce the analog holdings in the IG area and to make the records more readily accessible, the staff scanned the documents, then discarded the originals. Once discovered that the current actions were not appropriate, all scanning was halted until further clarification was provided.

The Information Management Officer (IMO) briefed the IG staff on the procedures for maintaining permanent record series in digital form and about the pending standard for digitization. The IMO also instructed mission partners on the conditions under which scanning is permissible. Permanent records that fall within a specific range of the agency's records schedule will not be digitized and/or destroyed. Educational briefings with the IG staff have been scheduled to identify temporary records and discuss how to properly maintain and dispose of them.

Based on the information provided in your report, NARA considers this matter resolved. We will stand by for further discussions on the proper management and disposition of the digital images of these records once NARA's permanent digitization standards are published. 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 M. Brewer". The signature is written in a cursive style with a blue ink color.

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