



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

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

June 6, 2023

William Meadows  
Forest Service  
U.S. Department of Agriculture  
4000 Masthead St NE Mailstop 144  
Albuquerque, NM 87109

Dear William Meadows,

The National Archives and Records Administration (NARA) has been informed of a possible unauthorized disposition of Forest Service (FS) records. During the course of the investigation into unauthorized disposition case UD-2022-0063, FS Office of General Counsel (OGC) asserted that they had not received anything off of a departing employee's computer prior to separation because it was not turned into OGC.

NARA requests that FS investigate whether the departing employee related to UD-2022-0063 followed all instructions found in the FS offboarding policy FSM 6230.41a11, Computer and Wireless Devices policy FSM 6414.4 and USDA Departmental Regulation 3099-00.

FS must provide a comprehensive report within 30 days of this letter in accordance with 36 CFR 1230.16. Your report should include FS' investigative results, a complete description of the records described in the allegation, including volume and dates of the records, applicable record schedule/disposition authority number, and specific details describing the alleged unauthorized disposition incident. Additionally, please include in your report any salvage, recovery, or restoration efforts, and safeguards that will be implemented to prevent future unauthorized disposition of agency records.

Thank you for your attention to this matter. If you wish to discuss further, please do not hesitate to 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 large initial 'L'.

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

Cc: Beatriz Collazzo  
Department Records Officer



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Records Officer for the  
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***Sent Via Email. No Hard Copy to Follow.***

August 22, 2023

William Meadows  
Agency Records Officer  
Forest Service  
4000 Masthead St NE Mailstop 144  
Albuquerque, NM 87109

Dear William Meadows,


The National Archives and Records Administration (NARA) received your report dated July 27, 2023, regarding a departing Forest Service (FS) employee's failure to follow proper protocol prior to separation to ensure proper capture of records that may have been present on the computers she used while in her position.

Your report stated that during this employee's tenure her profile was associated with six computers. After her resignation, four of the six computers were recycled. The other two computers had been issued to and utilized by different users under new names and profiles. FS' Litigation and Forensics Services Team now confirms that all the computers assigned to this employee have been analyzed. At this time, the process for locating any further supporting documentation from computer files has been completed through eDiscovery and this matter has been referred to the Office of Inspector General for further investigation.

Additionally, FS has advised supervisory staffs of their responsibilities for offboarding personnel, Records Management (RM) and Human Resources staff are collaborating on updating all internal regulations and procedures related to offboarding, the Department of Agriculture's annual RM training also addresses staff offboarding responsibilities and an annual reminder will be sent to all agency employees regarding securing and retaining federal records and contacting the Washington Office Litigation Hold Coordinator to ensure departing employees are not a party to any litigation holds prior to departure.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention on this important 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,



Margaret Hawkins for

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

Cc: Beatriz Collazo,  
United States Department of Agriculture  
Department Records Officer