



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

Sent Via Email. No Hard Copy to Follow.

June 13, 2023

Cortney Cortez
Department of Justice
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

Dear Cortney Cortez,

The National Archives and Records Administration has become aware of a potential unauthorized disposition of a file from transfer number PT-582-2022-0125. We understand that the file was permanently withdrawn from the Riverside Federal Records Center and was lost in transit via UPS to your agency's Los Angeles Office.

In accordance with 36 CFR 1230.16(b), please provide us with a report within 30 calendar days that includes the following information:

- A complete description of the records with volume and dates if known;
- The office maintaining the 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.

We understand that this loss has already been reported to UPS who is conducting an investigation into the location and status of the box. 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 v. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'v.' between the first and last names.

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

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



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August 3, 2023

Cortney Cortez
Department of Justice
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

Dear Cortney Cortez,

The National Archives and Records Administration has received your agency report of the loss of a file (EOIR case number 205-873-737) from transfer number PT-582-2022-0125 that was permanently withdrawn from the Riverside Federal Records Center and lost in transit via UPS to your agency's Los Angeles Office.

We understand that this record was a record of proceeding (ROP) case file that had a 50-year retention period and contained all documents filed during the course of the open proceeding. We understand that your agency is working to reconstruct the ROP and the loss has been reported to UPS.

The Executive Office of Immigration Review (EOIR) is requesting that the FRC set up a notification to the requestor when a tracking number is issued on a shipment, so the agency knows when a shipment leaves an FRC. The EOIR is also advising EOIR requesters to check ARCIS on a bi-weekly basis for any requests that have been updated by the FRC to include tracking numbers and EOIR requestors will be instructed to promptly contact the FRC if they experience any delays in receiving expected package containing records.

If the file is located, please let us know so we can update our records accordingly. 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 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

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