



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

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

October 27, 2023

Paulette Murray  
Agency Records Officer  
Environmental Protection Agency  
1200 Pennsylvania Ave., NW  
MC 2822T  
Washington DC, 20460

Dear Paulette Murray,

The National Archives and Records Administration (NARA) has become aware of a potential unauthorized disposition of U.S. Environmental Protection Agency (EPA) records.

On September 20, 2023, the United Parcel Service (UPS) picked up seven boxes of EPA records from the Denver Federal Records Center (FRC) to ship them to an EPA location in Denver, Colorado. However, upon delivery, EPA only received six of the seven boxes.

In accordance with 36 CFR 1230.16(b), please provide 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 safeguards established to prevent further loss of records, and details of any actions taken to salvage, retrieve, or reconstruct the lost records.

NARA acknowledges that this loss was reported to UPS who completed an investigation but could not locate the missing box of 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 V. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'V'.

LAURENCE BREWER

Chief Records Officer

for the U.S. Government



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Records Officer for the  
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January 19, 2024

Paulette Murray  
Agency Records Officer  
Environmental Protection Agency  
1200 Pennsylvania Ave., NW  
MC 2822T  
Washington DC, 20460

Dear Paulette Murray,

The National Archives and Records Administration (NARA) received the U.S. Environmental Protection Agency's (EPA) report dated January 17, 2024, regarding the potential unauthorized disposition of EPA records during a shipment from the Denver Federal Records Center (FRC).

The report indicated that on September 20, 2023, the United Parcel Service (UPS) picked up seven boxes of records, owned by the Superfund Emergency Management Remedial Branch B (8SEM-RBB), related to the Kennecott Superfund Site, dated January 8, 1990 – July 10, 1995 (Request N1-412-06-14) from the Denver FRC to be shipped to the EPA regional office in Denver, Colorado. However, upon delivery, EPA only received six of the seven boxes.

On November 6, 2023, UPS informed the Denver FRC that one box from this shipment, containing approximately one cubic foot of records, was considered lost. However, on Tuesday, January 9, 2024, Samantha Wade, the Director at the Denver FRC, notified EPA that the missing box was returned to the Denver FRC.

NARA acknowledges that this temporary loss of EPA records was due to shipping mismanagement by UPS outside of EPA's control and therefore the EPA will not implement any new safeguards as a result of this incident.

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,

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 "B".

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