



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

Sent Via Email. No Hard Copy to Follow.

January 8, 2024

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 records that were requested by the Executive Office for Immigration Review (EOIR) Immigration Court in Las Vegas, Nevada from the Riverside Federal Records Center (FRC).

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,

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

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



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February 2, 2024

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 (NARA) has received your report in response to our letter dated January 8, 2024, requesting additional information regarding a record of proceeding (ROP) case file (EOIR case number 070-115-138) that was lost via shipment between the Riverside Federal Records Center (FRC) and the Las Vegas Immigration Court. On or about December 6, 2023, an Executive Office for Immigration Review (EOIR) staff permanently withdrew the ROP case file from the Riverside Federal Center, which was shipped via UPS to the Las Vegas Immigration Court. The ROP never arrived and has been deemed lost in transfer.

To mitigate the risk of recurrence, EOIR is advising requesters to check ARCIS on a bi-weekly basis for any requests that have been updated by the FRC to include tracking numbers. Requesters have been instructed to promptly contact the FRC if they experience delays in receiving an expected package containing agency records.

We understand that the Las Vegas Immigration Court will initiate the process to reconstruct the ROP and UPS is conducting an investigation into the location and status of the file. I appreciate your attention to this matter. If the file is located, please let us know so we can update the 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 R. 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