



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

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

March 11, 2024

Lindsey George  
Department of Justice  
Bureau of Prisons  
400 First Street, NW - Room 6009  
Washington DC 20534

Dear Lindsey George,

The National Archives and Records Administration (NARA) has become aware of a Department of Justice, Office of the Inspector General, Management Advisory Memorandum dated February 15, 2024, "Notification of Concerns Regarding Federal Bureau of Prisons' Policies Pertaining to Special Housing Unit Logs Used to Record Mandatory Rounds and the Retention Period for the Original Logs." The report addresses the creation and retention of the Special Housing Unit (SHU) logs used to document rounds by correctional officers. It also points out the inadequacy of such policies and practices to ensure the preservation of original documents when allegations of misconduct are raised. Further, as reported by the OIG, correctional officers falsified the SHU log used to record the mandatory rounds. Additionally, the OIG "identified a lack of consistency in BOP practices across institutions regarding retention of mandatory SHU round logs."

Please review the allegations described in the OIG report and report to NARA as required by 36 CFR 1230.14 on whether any unauthorized disposal, alteration or alienation of BOP records occurred in this case. Your report should include as appropriate:

- A complete description of the records with volume and dates if known;
- The office maintaining the records;
- A statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- When appropriate, details of the actions taken to salvage, retrieve, or reconstruct the records.

Please submit the required report for the records noted in the OIG investigation within 30 calendar days. I appreciate your attention to 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 a stylized "V".

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