



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

Sent Via Email. No Hard Copy to Follow.

May 7, 2024

Marene Baker
Chief Records Officer
U.S. Fish and Wildlife Service
134 Union Blvd
Suite 500
Lakewood, CO 80228

Dear Marene Baker,

The National Archives and Records Administration received an allegation of unauthorized disposition of Fish and Wildlife Service (FWS) records pertaining to personnel action.

This complaint was made by a FWS employee who asserted that the Policy and Planning, Information Resources and Technology Management Chief destroyed a record pertaining to personnel action. As described in the attached enclosures, the complainant provided email records where the Chief indicates deleting the record in question.

In accordance with 36 CFR 1230.16(b), NARA is requesting that FWS investigate this allegation and provide a report within 30 calendar days. The report must include details of the circumstances regarding the destruction; a complete description of the record, including any applicable NARA approved records schedule; any actions taken to recover the record, and a statement describing what safeguards will be established to prevent future unauthorized disposition of federal records. Your attention to this matter is greatly appreciated.

Sincerely,

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

Enclosures: 2

Cc: David Asplach

Department Records Officer