



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

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

May 1, 2024

Netterie Lewis  
National Council on Disability  
1331 F Street, SW  
Suite 1050  
Washington, DC 20004

Dear Netterie Lewis,

The National Archives and Records Administration (NARA) has received your message regarding multiple potential unauthorized dispositions at the National Council on Disability (NCD) to include the deletion of permanent records from the agency shared drives, the deletion of legacy information from Sharepoint, and the destruction of paper-based records prior to digitization.

In accordance with 36 CFR 1230.14, we are requesting that NCD provide NARA with a report including the following information:

- 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
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

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](mailto:laurence.brewer@nara.gov).

Sincerely,

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