



NOV 20 2015

Ms. Gail Jameson
Office of the Chief Information Officer
National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314-3428

Dear Ms. Jameson:

The National Credit Union Administration (NCUA) recently informed the National Archives and Records Administration of an alleged unauthorized disposal of Federal records. During a November 10, 2015, meeting at NCUA Headquarters attended by you (Gail Jameson) and Rania Mahmoud, you mentioned that email records were allegedly deleted in the absence of an agency email management recordkeeping practice, such as print-and-file, or a NARA-approved disposition authority. In addition, you stated that NCUA most likely does not consistently maintain email records on backup servers. NARA is required to open a case into all allegations of unauthorized disposal of Federal records, even though you stated you were not certain as to the details or extent of the email deletions.

In accordance with 44 USC 2905(a), NARA requests that NCUA investigate the alleged unauthorized disposal of emails. A report of the investigation into this matter is required within 30 days of the date of this letter as stated in 36 CFR 1230.16(b). If an investigation determines that an unauthorized disposal did occur, as required by 36 CFR 1230.14, a final report must include the following:

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

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COLLEGE PARK, MD 20740-6001

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Thank you for your assistance and cooperation.

If you have any questions, please contact Rania Mahmoud at 301-837-1946 or
Rania.Mahmoud@nara.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laurence Brewer". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

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



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November 17, 2016

Ms. Gail Jameson
Records Manager, Office of the Chief Information Officer
National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314-3428

Dear Ms. Jameson:

We have reviewed the follow-up memorandum from your office concerning the unauthorized destruction of emails. Your October 19, 2016, memorandum describes the events and your corrective actions, which comply with the five points listed in 36 CFR 1230.14 on reporting any unlawful or accidental destruction of Federal records to National Archives and Records Administration (NARA). NARA accepts your description of the events and the corrective actions you have undertaken and will close out our examination of this matter.

Thank you for your cooperation. If you have any questions, please contact Dawn Sherman-Fells at 301.837.2083 or by email at Dawn.Sherman@nara.gov.

Sincerely,

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

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