



February 22, 2017

Ms. Tammy Hudson
Departmental Records Officer
Department of Homeland Security
7th and D Street, SW
Washington, DC 20528

Dear Ms. Hudson:

The National Archives and Records Administration (NARA) is contacting you regarding the potential alienation of Federal email records created or received by Secretary Jeh Johnson, Deputy Secretary Alejandro Mayorkas, Chief of Staff Christian Marrone, and General Counsel Steven Bunnell, dating from December 23, 2013 - January 20, 2017.

Based on the allegations made by Judicial Watch in a Freedom of Information Act (FOIA) lawsuit, *Judicial Watch v. Department of Homeland Security*, Civil Action 1:16-cv-00967 (D. D.C.), and the subsequent representations by the Government to the Court at status conferences on January 5, 2017 and February 17, 2017, NARA is concerned that Federal records may not have been captured in the Department of Homeland Security's official recordkeeping systems.

Pursuant to your Department's responsibilities under 44 U.S.C. Chapter 31 and NARA's authorities in 44 U.S.C. Chapter 29, we request that the Department of Homeland Security investigate this matter and provide NARA with a report on whether and how these records were managed and the current status of these records. This report is required and described in 36 CFR 1230.14 and is due within 30 days of the date of this letter.

If Federal records have been alienated from the Department or removed without authorization, please describe all measures the Department has taken, or expects to take, to retrieve these records. Please also include a description of all safeguards established to prevent the unauthorized removal or destruction of records from happening in the future. Please also provide NARA all guidance and directives disseminated within the Department that address the management of email records, including those records created using personal email accounts.

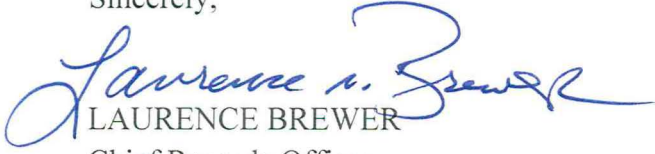
NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

www.archives.gov

If you are unable to provide a report within 30 days, please provide us with an interim report indicating what actions you have taken and when you expect to submit a final report. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink, reading "Laurence N. Brewer". The signature is fluid and cursive, with a large initial "L" and a long, sweeping underline.

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



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

Sent Via Email. No Hard Copy to Follow.

August 12, 2022

Michelle Thomas
Department Records Officer
Department of Homeland Security
301 7th Street SW
Washington, DC 20407

Dear Michelle Thomas,

The National Archives and Records Administration (NARA) has received the Department of Homeland Security (DHS) training for Senior Executive Officials. This training includes the distinction between record, non-record, and personal papers; a description of electronic records management including email and text messages; instructions on what to do if any messages are transmitted using any unofficial accounts; responsibilities for senior leaders; and a description of Capstone. This training is taken annually in conjunction with the mandatory annual department-wide records management training.

With the receipt of this training and the approved records schedule covering email records (GRS 6.1-0563-2018-0001) , we consider this matter to be resolved. Thank you for your assistance in this matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

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

Cc: Eric Hysen, Chief Information Officer and Senior Agency Official for Records Management,
Department of Homeland Security