



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Sent Via Email. No Hard Copy to Follow.

May 4, 2018

Ms. Monica McGee
Forest Service National Records Officer
United States Department of Agriculture
Forest Service
201 14th Street, SW
Washington, DC 20024
mmcgee@fs.fed.us

Dear Ms. McGee:

Thank you for notifying the National Archives and Records Administration (NARA) of the removal of U.S. Forest Service, Pacific Northwest Region, financial records from agency custody. In your April 18, 2018 email, you stated that a FS employee, in the Pacific Northwest Region, admitted to stealing Agency financial records and stated that the stolen records are now in the possession of her attorney. Your email also stated that you have advised this employee's supervisor to report the theft of Agency records to the Forest Service Office of General Counsel and to Forest Service Law Enforcement.

In accordance with 36 CFR 1230.16(b), NARA is requesting that you provide us with a response within 30 calendar days that includes exact details of the circumstances surrounding this incident, a complete description of the records with an approximation of volume and dates on these records; a statement of what safeguards or procedures exist or will be put into place to mitigate any future theft of Agency records, and an outline of any actions taken to retrieve or recreate the lost records.

Thank you for your cooperation. If you have any questions, please contact Andréa Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@nara.gov.

Sincerely,

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



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October 16, 2018

Ms. Chandra Allred
Acting Agency Records Officer
United States Department of Agriculture
Forest Service
1400 Independence Avenue, SW
Washington, D.C. 20250
csallred@fs.fed.us

Dear Ms. Allred:

On April 18, 2018, the National Archives and Records Administration (NARA) was notified of the removal of U.S. Forest Service (FS) financial records—specifically, hardcopy timber sale permit files, including the records pertaining to individual permits for the sale of timber, firewood, Christmas trees, and forest products (retention schedule N1-95-10-4, item 203; temporary, 30 year retention)—from the Middle Fork Ranger District of the Willamette National Forest (Region 6), Oregon.

In your final report, dated September 28, 2018, you stated that all records have been recovered and are back in agency custody. This final report satisfies all 36 CFR 1230.14 requirements, including the outlined FS risk mitigation plans, including mandatory records training for all employees, emphasizing penalties for improperly managing records (18 USC 641 and 2071), and implementation of local FS management's policy of random unannounced inspection of records and records audits. As a result, NARA considers this case closed.

Thank you for your cooperation. If you have any concerns, please contact Andréa Noel, Senior Records Analyst, at 301-837-3564 or by email at andrea.noel@nara.gov.

Sincerely,

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