



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

Sent Via Email. No Hard Copy to Follow.

January 30, 2023

Teresa McDuffie-Frye
Records Management Officer
Agricultural Research Service
United States Department of Agriculture
5601 Sunnyside Ave
Beltsville, MD 20705

Dear Teresa McDuffie-Frye,

The National Archives and Records Administration (NARA) received your report dated January 24, 2023, regarding the loss of credit card transaction records from a separated Agricultural Research Service (ARS) employee.

The report indicated that the former ARS employee was unable to access certain financial systems prior to his departure to properly capture 19 credit card transaction records and that backup copies of these records were stored in his official email account, but are deemed unrecoverable because his account was deactivated upon his departure.

NARA finds that your report does not satisfy the requirements of 36 CFR 1230.14(a) and requests that ARS look into this matter further and provide a report within 30 calendar days. Your subsequent report must include a detailed account of actions taken to recover or re-establish the missing transaction records and a statement describing what safeguards will be established to prevent future unauthorized disposition of federal records.

I appreciate your attention on this important matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L'.

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

Cc: Beatriz Collazo, United States Department of Agriculture, Department Records Officer



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August 22, 2023

Teresa McDuffie-Frye
Records Management Officer
Agricultural Research Service
United States Department of Agriculture
5601 Sunnyside Ave
Beltsville, MD 20705

Dear Teresa McDuffie-Frye,


The National Archives and Records Administration (NARA) received your follow-up report dated August 7, 2023. The report indicates that the Agricultural Research Service (ARS) contacted the former employee to see if there were copies of the documents saved in a different location other than in the former office, and searched email messages of the former employee to check for the missing documents. Additionally, ARS did consider searching the packaging in which the items arrived but learned those materials had been discarded.

Finally, ARS has established a Corrective Action Plan (CAP) for the Purchase Card Oversight Branch, and drafted internal standard operating procedures detailing steps to be taken to ensure that offboarding credit card holders proceeds correctly. Also, to reduce the chance of error in the future, the office will be reducing the current number of credit card holders so that fewer accounts are active.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention on this important 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: Beatriz Collazo, United States Department of Agriculture, Department Records Officer