



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

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

February 1, 2024

Cortney Cortez  
Department of Justice  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2600  
Falls Church, VA 22041

Dear Cortney Cortez,

The National Archives and Records Administration (NARA) has received your report that a record of proceeding (ROP) case files (EOIR case number 035-597-841) was determined to be lost or missing on June 29, 2023 by the Office of the General Counsel (OGC) for the Executive Office for Immigration Review (EOIR).

We understand that on June 26, 2023, the EOIR Freedom of Information Act Unit requested an ROP, which court staff at the Oakdale Immigration Court was unable to locate. After a search of the records the Oakdale Immigration Court began efforts to recreate the ROP, notified the EOIR FOIA Unit of the loss and that they would recreate the ROP, which in turn, notified OGC's privacy team.

To mitigate the risk of recurrence, OGC will ask the Oakdale Immigration Court to consider creating barcodes for any other ROPs without barcodes in their location. Additionally, OGC will ensure that the court staff at the Oakdale Immigration Court are aware that record losses should be reported to OGC directly so that OGC can report a potential breach and begin all required records reporting processes. We also understand that the EOIR is in the process of digitizing paper ROPs to eliminate the need for sending paper records between immigration courts, reducing the number of opportunities of record losses when records are shipped.

We understand that the Court Administrator for the Oakdale Immigration Court has completed the process for reconstruction of the ROP. 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,

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

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