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September 26, 2017

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

Dear Ms. McGee:

The National Archives and Records Administration (NARA) reviewed your letter dated July 30, 2017, reporting the unauthorized disposition of digital agency topographic map records, specifically 10,385 Softcopy/TIFF files from 2003 to 2007 and PDF and TIFF vintages between 2010 to 2013. These map products were maintained by the Geospatial Services Technology Center (GSTC), now known as the Geospatial Technology Application Center (GTAC).

In your letter you provide an inventory of the lost records and cited some efforts to recover GTAC's topographic maps, both the Softcopy/TIFF files from 2003 to 2007 and the PDF and TIFF vintages between 2010 to 2013. You also indicate that GTAC archival processes were changed in 2014, and these changes should protect against the possibility of further record losses.

After conversations you had with Andrea Noel, Senior Records Analyst, regarding the lost records, you identified that hardcopy records of topographic maps exist. NARA would like further investigation into the potential hardcopies to verify that these maps are not copies of the lost records.

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Therefore, an unauthorized disposition case is now open to ensure that all efforts to salvage the topographic files have been explored. If you have any questions, please contact Andrea 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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December 11, 2017

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:

The National Archives and Records Administration (NARA) reviewed your letter dated October 19, 2017, in response to NARA's September 26, 2017 letter, requesting further action by the Forest Service (FS) regarding the loss of digital topographic maps from 2003 to 2007 and 2010 to 2013.

In response to NARA's request, FS indicated that they recovered maps from 2008. Additionally, upon review of the topographic maps index of 10,726 maps, which includes the date each map was last updated, FS realized that only 20 percent of the maps were modified during 2007-2013. Therefore, only 20 percent of the maps are permanently lost. Your letter also notes that the new archival process that began in 2014 should protect against any future loss of electronic records.

The steps taken by FS meet the requirements listed in 36 CFR 1230.14. NARA accepts your description of the events and the corrective actions taken to address the loss of records in this matter. This case is now closed.

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