



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

Sent Via Email. No Hard Copy to Follow.

October 31, 2023

Nicole Adkinson-Calopietro
Department of Homeland Security
Federal Emergency Management Agency
1800 South Bell Street
Arlington, VA
20598-3005

Dear Nicole Adkinson-Calopietro,

The National Archives and Records Administration (NARA) has received your report dated October 23, 2023, regarding disaster files that were destroyed before their disposition date was met. In accordance with 36 CFR 1230.14(a), NARA requires additional information in order to process this report:

- A more detailed description of the records and their disposition authority;
- Description of the office maintaining the records;
- A more detailed explanation regarding the exact circumstances surrounding the destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

Please provide this additional information within 30 calendar days from the date of this letter. Thank you for your attention to this matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

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

cc: Michelle Thomas, Department Records Officer, Department of Homeland Security



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December 18, 2023

Nicole Adkinson-Calopietro
Department of Homeland Security
Federal Emergency Management Agency
1800 South Bell Street
Arlington, VA 20598-3005

Dear Nicole Adkinson-Calopietro,

The National Archives and Records Administration (NARA) has received your report in response to our request for more information regarding disaster files that were destroyed before their disposition date was met.

The records in question that were destroyed were three disaster project files for the Hazard Grants Program for FEMA Region 6 and were covered under N1-311-07-7, Item 1. We understand that these records were destroyed due to an error in calculation of their disposition date. The closure dates provided by a branch data management analyst in July 2022 were not the close dates of the entire disaster, but were instead the Hazard Management Grant Program (HMGP) reconciliation dates, which at times differs from the Federal State Agreement (FSA) close dates. The records custodian at that time did not verify the accuracy of the information and miscalculated the disposition date, which resulted in the records being destroyed approximately three years earlier. Portions of these records were able to be reconstructed.

In order to prevent recurrence of this issue, a two-factor verification process has been initiated to ensure that the records are disposed of according to the Federal State Agreement date or the actual close date of the disaster. A supervisor will review the records listed for disposal and confirm that the dates are correct. The records liaison officer will confirm with headquarters that the FSA date for those disasters have been established and that there are no outstanding legal or FOIA holds on the records. Once the form is signed the custodian will be authorized to dispose of the records.

Based on the information received, we consider this matter resolved. Thank you for your attention to this 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, flowing style.

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

cc: Michelle Thomas, Department Records Officer, Department of Homeland Security