



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

Sent Via Email. No Hard Copy to Follow.

January 30, 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 two record of proceeding (ROP) case files (EOIR case numbers 206-495-065 and 206-495-066) were determined to be lost or missing on June 31, 2023 by the Office of the General Counsel (OGC) for the Executive Office for Immigration Review (EOIR).

We understand that on March 27, 2023, court staff at the Houston Immigration Court were unable to locate two ROPs during preparation for a master court hearing. One ROP was last checked out by a Houston Immigration Court employee, while the other ROP was last checked out by the EOIR Freedom of Information Act (FOIA) Unit. The court staff at the Houston Immigration Court searched the court space and attempted to contact offices and personnel last known to have possession of the files, but were unable to locate the files. Additionally, the FOIA unit had no tracking or shipment information regarding the ROP.

To mitigate the risk of recurrence, we acknowledge that OGC developed a form for court administrators to complete so that reports to NARA can be prepared more efficiently. Additionally, EOIR is in the process of digitizing its paper ROPs, which will reduce the risk of lost or misplaced records when records are shipped between locations.

We understand that the ROPs were fully reconstructed to the best of the knowledge of the Court Administrator for the Houston Immigration Court. 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.

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

cc. Jeanette Plante, Department of Justice, Department Records Officer