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ARCHIVES

Carla Simms <carla.simms@nara.gov>

## RE: Records Damaged by mice

1 message

Allred, Chandra S -FS <csallred@fs.fed.us>  
To: Carla Simms <carla.simms@nara.gov>

Mon, Jul 23, 2018 at 11:27 AM

The records are under:

Table 6000-15. File Code - Heading: 6310 - Small Purchases

Electronic Records Retention Schedules			Hardcopy Records Retention Schedules			Superseded Records Retention Schedules (Reference Only)
Sub-Heading (6310)	Description	Retention				
Purchase Orders	<p>Requisitions, purchase order, purchase card transaction documentation, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <ul style="list-style-type: none"> <li>• Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.</li> <li>• Procurement or purchase organization copy (obligation copy), and related papers.</li> <li>• Other copies of records described above used by component elements of a procurement office for administrative purposes.</li> <li>• Tax exemption certificates and related papers</li> </ul> <p><b>Exclusion 1:</b> Retain electronic data submitted to the Federal Procurement Data System (FPDS) under '6300 – Procurement Management - Data Submitted to FPDS'</p> <p><b>Exclusion 2:</b> Retain authorization for procurements via purchase card, over the micro-purchase threshold amount, under '6320 – Contracting - Bids, Proposals, Contracts, and Warrants'.</p> <p><b>Note 1:</b> Follow established procedures to ensure records are protected from theft, loss, and unauthorized access, safeguarding records until they are authorized for disposition. Report any lost procurement files to immediate supervisor and assigned records personnel (36 CFR 1230).</p>	<p>Temporary, 6 years (see note); GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)</p>	Purchase Orders	<p>Requisitions, purchase order, purchase card transaction documentation, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <ul style="list-style-type: none"> <li>• Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.</li> <li>• Procurement or purchase organization copy</li> </ul>	<p>Temporary, 6 years (see note); GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)</p>	<p>GRS 3-3a(1) (b) and 3-3a(2) (6310-3)</p>

Promptly report all suspected security incidents to the FS Computer Incident Response Team and/or a

supervisor or other appropriate management official(s) (FSM 6683.04f).

**Note 2;** May contain records covered by a Privacy Act System of Records, and/or containing PII or information protected by statute (including FOIA exemptions), and/or may contain "essential" (vital) records. Keep in secure location and restrict access.

**Note 3:** Includes records previously retained under:

- 6310 – Small Purchases – Purchase Orders
- 6310 – Small Purchases – Tax Exemption Certificates

**Cut-off:** End of FY in which final payment was received.

**Retention/Disposition:** Temporary, dispose of 6 years after cut-off.

(obligation copy), and related papers.

- Other copies of records described above used by component elements of a procurement office for administrative purposes.

- Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by FY, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

**Note 1:** Close file at the end of fiscal year in which final payment was received and apply retention period.

**Note 2:** Report any lost or stolen procurement files to assigned records personnel. Records personnel will consult with CIO Privacy and Security personnel and the Agency Records Officer to determine if formal notification must be made regarding loss of controlled,

unclassified, sensitive information (CUI) or official records. Loss of official records will be

				reported to the National Archives and Records Administration (NARA) per 36 CFR 1230 – Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records.		
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I did respond back when asked, and it is indeed an emergency destruction. I mis-used my words! The records are still retained electronically.

Chandra



**Chandra S Allred**  
Acting FS National Records Officer

**Forest Service**

**WO - Office of Regulatory and Management Services**

**p: 970-456-5402**  
[csallred@fs.fed.us](mailto:csallred@fs.fed.us)

1400 Independence Ave., SW  
Washington, DC 20250  
[www.fs.fed.us](http://www.fs.fed.us)



**Caring for the land and serving people**

**From:** Carla Simms [mailto:[carla.simms@nara.gov](mailto:carla.simms@nara.gov)]  
**Sent:** Thursday, July 19, 2018 9:57 AM  
**To:** Allred, Chandra S -FS <[csallred@fs.fed.us](mailto:csallred@fs.fed.us)>  
**Subject:** Fwd: Records Damaged by mice

Hi Chandra,

I received the below notice of the destruction of records in the Albuquerque office due to mice. In order to proceed with this, can you please provide the records series name and the records schedule number that these records are scheduled under?

Thank you,

Carla Simms

Appraisal Team 3

Records Appraisal and Agency Assistance (ACRA)

National Archives and Records Administration

(301) 837-1897

----- Forwarded message -----

From: **Andrea Noel** <[andrea.noel@nara.gov](mailto:andrea.noel@nara.gov)>

Date: Thu, Jul 19, 2018 at 9:58 AM

Subject: Fwd: Records Damaged by mice

To: Carla Simms <[carla.simms@nara.gov](mailto:carla.simms@nara.gov)>

Cc: Evangela Wimbush-Jeffrey <[evangela.wimbush-jeffrey@nara.gov](mailto:evangela.wimbush-jeffrey@nara.gov)>

Hey Carla,

I received this information from Forest Service last week, my supervisor went over the case with me and says that this is not an unauthorized disposition, but an emergency destruction and that I should inform you about it. Let me know if you have any questions.

Thanks,

Andrea A. Noel

Senior Records Analyst

Records Management Oversight and Reporting Division

National Archives and Records Administration

Tel: (301) 837-3564

Mb: (b) (6)

----- Forwarded message -----

From: **Allred, Chandra S -FS** <[csallred@fs.fed.us](mailto:csallred@fs.fed.us)>

Date: Thu, Jul 12, 2018 at 9:06 AM

Subject: Records Damaged by mice

To: "unauthorizeddisposition@nara.gov" <[unauthorizeddisposition@nara.gov](mailto:unauthorizeddisposition@nara.gov)>

Good Morning

I was notified by our Washington Office AQM located in Albuquerque they have a mice infestation in the office. Several employees reported damage to small purchase credit card records. They are covered with mice waste and are an immediate danger. The records have been destroyed. The event occurred between June 11 – 22. They estimated to have loss 100 pages of paper records.

With this office being a detached Washington office, they were approved for maintaining records electronically. All of these records had been scanned in prior to being maintained in a filing cabinet. The electronic record of all paper loss still exist. It is housed in our Pinyon (Box) electronic cloud environment which has been approved as our repository.

Thank you

Chandra



**Chandra S Allred**  
**Acting FS National Records Officer**

**Forest Service**

**WO - Office of Regulatory and Management  
Services**

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NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

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

October 18, 2018

Ms. Chandra Allred  
Forest Service  
Acting FS National Records Officer  
WO Office of Regulatory and Management Services  
1400 Independence Ave., SW  
Washington, DC 20250  
[csallred@fs.fed.us](mailto:csallred@fs.fed.us)

Dear Ms. Allred:

This letter is to notify you that, in accordance with 36 CFR, Part 1229.10, the Chief Records Officer for the U.S. Government has approved your request for emergency destruction of approximately .5 cubic feet of Small Purchases – Purchase Orders records located in the acquisition management office in Albuquerque, NM. The records have been contaminated by a rodent infestation occurring between June 11-22, 2018.

According to your notification via email, we understand that approximately .5 cubic feet (or about 100 pages) of destroyed files are scheduled under GRS 1.1, Item 010 (DAA-GRS\_2013-0003-0001) with a temporary disposition. Your notification email also states that the paper versions of these records have already been digitized and are currently being maintained in electronic format within your Pinyon (Box) electronic cloud environment.

In their current state, the paper versions of the records are no longer usable and pose potential health or property hazards and, therefore, are appropriate for immediate destruction.

If you have any questions concerning this matter, please contact your appraiser, Carla Simms, at [carla.simms@nara.gov](mailto:carla.simms@nara.gov) or (301) 837-1897.

Sincerely,

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

cc:

Carla Simms  
NARA Appraisal Archivist for the Forest Service  
[carla.simms@nara.gov](mailto:carla.simms@nara.gov)



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

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

September 8, 2020

Mr. John Ellis  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave NW (MC 2822T)  
Washington, DC 20460

Dear Mr. Ellis:

The National Archives and Records Administration (NARA) received your notification letter, dated June 19, 2020, informing NARA of the inadvertent loss of Microsoft Office 365 email boxes/accounts of certain former Environmental Protection Agency (EPA) users.

NARA understands that an investigation into this issue identified that “the Office 365 mailboxes were lost between 2013 and 2018 due to human error that occurred during the routine deprovisioning of separated users’ network accounts. While most of the mailboxes belonged to former EPA contractors, grantees or volunteers (e.g. students), a smaller number of accounts belonged to former EPA employees. ...EPA has determined that a total of 747 mailboxes were inadvertently deleted. Most deleted mailboxes 512 (or 69%) belonged to non-EPA employees, including contractors, grantees, and volunteers, while 222 (or 30%), belonged to EPA employees. Thirteen accounts (1%) were designated as “other” or “unknown”.”

NARA approved EPA’s Capstone schedule in June 2017, and although EPA did not implement the Capstone approach until March 2019, EPA was still responsible for managing emails and email accounts according to the approved Capstone schedule. The Capstone approach requires agencies to manage all emails and accounts according to the Capstone schedule, based on the individual accounts designation of “Capstone Official” or “Non-Capstone Official”. Therefore, any of the EPA email accounts that were inadvertently deleted after June 2017 is considered an unauthorized disposition of agency records.

Based on the information provided in EPA's report, and in follow-up discussions with NARA staff, EPA has met the reporting requirements of 36 CFR 1230.14(a). NARA is satisfied with your investigation into the matter, and with the safeguards established to prevent further inadvertent loss of EPA email accounts and considers this matter closed.

Sincerely,

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

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