



Ashby Crowder <ashby.crowder@nara.gov>

FW: Records Destruction Guidance (b)(6)

Martinez, Joseph M [redacted]
To: "Ashby Crowder (ashby.crowder@nara.gov)" <ashby.crowder@nara.gov>

Mon, Jul 17, 2017 at 5:24 PM

Ashby,

One of our offices has encountered a box of files (approximately 12 files) that have been contaminated with oil (appears to be machinery oil). USCIS would like to copy the files and then destroy the original records.

Will NARA authorize the reconstruction and destruction of the files?

Thanks

Joe

Joseph M. Martinez

Acting Deputy Division Chief, Records

USCIS Records Officer

IRIS / Records Division
[redacted]

From: Rachel Ban Tonkin [mailto:rachel.bantonkin@nara.gov]

Sent: Wednesday, February 04, 2015 4:39 PM

To: Martinez, Joseph M

Cc: Clark, Carol J

Subject: Fwd: Records Destruction Guidance

Carol and Joe, this came through our general email box.

I will process this as an emergency destruction request (requires a few memos on my part and approval by AOTUS). Normally these kinds of things come through the records officer. I address everything to Joe as the acting RO, and you can inform Mr. Bostwick.

rachel

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

From: **Angela** <angela.dorsey@nara.gov>

Date: Wed, Feb 4, 2015 at 1:11 PM
Subject: Fwd: Records Destruction Guidance
To: Rachel BanTonkin <rachel.bantonkin@nara.gov>

(b)(6)

Rachel,

We received the following inquiry from Paul Bostwick with USCIS (email: [redacted]) an agency to which you are listed as the named appraisal archivist. If you are able to do so, please respond directly to Paul Bostwick or forward to the best person who can respond to his inquiry. Thanks in advance!

Angela

On Monday, February 2, 2015 at 1:30:45 PM UTC-5, Bostwick, Paul C wrote:

Dear Modern Records Program (NWM) Official,

The California Service Center of US Citizenship and Immigration Services (USCIS) recently came into possession of two (2) files in our facility at 24000 Avila Road, Laguna Niguel, CA 92677. These are applications for immigration benefits. Both files arrived at the facility contaminated with organic biological materials (feces and garlic) which precludes normal handling and processing by this agency. The contents of both files were captured electronically and reconstructed from the electronic versions for further handling/processing. The contaminated federal records serve no further purpose other than as historical artifacts.

USCIS would like authority for destruction of the original contaminated files prior to the end of the NARA-approved retention period. We are requesting this guidance per 36 CFR 1229. We expect to incinerate the files in order to minimize any further exposure of our staff and facility to the contaminants. A destruction report by the USCIS individual authorized to sign records schedules as described in 36 CFR 1220.34(b) will be provided to you upon completion.

Please contact me at the telephone number or e-mail below. I look forward to your response.

Regards,

Paul Bostwick

DHS | USCIS | California Service Center | RM | Safety & Security Supervisor

[redacted]

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 Please don't print this e-mail unless you really need to. Think Green



Ashby Crowder <ashby.crowder@nara.gov>

FW: Records Destruction Guidance (b)(6)

Martinez, Joseph M [redacted]
To: Ashby Crowder <ashby.crowder@nara.gov>

Tue, Jul 18, 2017 at 11:19 AM

Ashby,

What kinds of records are these? **These are physical A-Files and will likely have a longer life span if the files are recreated.**

An emergency destruction needs to involve a menace to human health. Is the oil contamination such that this is the case? **The motor oil probably won't cause death, but could cause health concerns. Also, USCIS doesn't intend to be without the records, we would just like to make and maintain a "copy" of the file. The originally submitted paper would be destroyed.**

Can the files be segregated by putting them in sleeves? **If the plastic sleeve is NARA's recommendation, we will follow that recommendation. It is likely through transportation the sleeves will tear and the oil will contact other files.**

If these are records generate by a system, can they be regenerated? **These are physical A-Files.**

Please let me know if you have any questions.

Thanks

Joe

[redacted]

From: Ashby Crowder [mailto:ashby.crowder@nara.gov]**Sent:** Tuesday, July 18, 2017 11:04 AM**To:** Martinez, Joseph M

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[Quoted text hidden]



Ashby Crowder <ashby.crowder@nara.gov>

FW: Records Destruction Guidance (b)(6)

Ashby Crowder <ashby.crowder@nara.gov>

Tue, Jul 18, 2017 at 12:08 PM

To: "Martinez, Joseph M" [REDACTED]

Cc: Pamela Najar-Simpson <pamela.najar-simpson@nara.gov>

Joe,

I am including Pamela Najar-Simpson from Preservation Programs in this correspondence. Pamela provides advice and assistance on records recovery issues. Preservation Programs is also available by phone at (301) 837-0938 and (301) 974-4592.

Pamela, this involves some Alien Files of the United States Citizenship and Immigration Service that have been contaminated with oil. These are permanent records. Below are records officer Joe Martinez's responses to my questions. Can you advise on the proper course of action for records recovery?

Thank you

Ashby

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Ashby Crowder
Records Analyst
National Archives and Records Administration
8601 Adelphi Road, Room 2100
College Park, MD 20740
(301)837-1492

On Tue, Jul 18, 2017 at 11:19 AM, Martinez, Joseph M

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[Quoted text hidden]



Ashby Crowder <ashby.crowder@nara.gov>

FW: Records Destruction Guidance (b)(6)

Ashby Crowder <ashby.crowder@nara.gov>

Tue, Jul 18, 2017 at 11:03 AM

To: "Martinez, Joseph M" [REDACTED]

Joe,

Thanks for your message. I have a few questions. What kinds of records are these?

An emergency destruction needs to involve a menace to human health. Is the oil contamination such that this is the case? Can the files be segregated by putting them in sleeves? If these are records generate by a system, can they be regenerated?

Ashby

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Ashby Crowder

Records Analyst

National Archives and Records Administration

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Ashby Crowder <ashby.crowder@nara.gov>

FW: Records Destruction Guidance (b)(6)

Ashby Crowder <ashby.crowder@nara.gov>

Wed, Jul 19, 2017 at 8:36 AM

To: "Martinez, Joseph M" <[REDACTED]>

Joe,

Thanks for the info. I am in touch with preservation programs. Can USCIS send forward some photos (taken with a cell phone camera would be fine) of the damaged files, making sure to obscure any personally identifiable information?

Thank you

Ashby

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