



Karyn Skevakis <karyn.skevakis@nara.gov>

CORRESPONDENCE: 2021-02-25_UD-2021-0009_USAGM_OpenLetter_1301-1b

4 messages

Karyn Skevakis <karyn.skevakis@nara.gov>

Thu, Feb 25, 2021 at 4:04 PM

To: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

- 1-Evangela Wimbush-Jeffrey
- 2-Laurence Brewer
- 3-Tina Chase Fomukung
- 4-Karyn Skevakis

Please see attached letter to open an unauthorized disposition case for the US Agency for Global Media based on information that was discovered in the course of an OIG investigation. I have attached the agency letter notifying NARA of the UD to this email.

[2021-02-25_UD-2021-0009_USAGM_OpenLetter_1301-1b](#)

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobile (b) (6)

 2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf
472K**Evangela Wimbush-Jeffrey** <evangela.wimbush-jeffrey@nara.gov>

Fri, Feb 26, 2021 at 7:34 AM

To: Donald Rosen <donald.rosen@nara.gov>

Cc: Karyn Skevakis <karyn.skevakis@nara.gov>

Good morning,

Here is correspondence to open a case of UD for USAGM. This is a self report. Please let me know if you have any questions or concerns. Thanks.

Evangela C. Wimbush-Jeffrey | Records Management Oversight & Reporting
National Archives and Records Administration | Office of the Chief Records Officer
(301) 837-0730 (Office) (b) (6) (Cell) | evangela.wimbush-jeffrey@nara.gov

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 2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf
472K**Donald Rosen** <donald.rosen@nara.gov>

Fri, Feb 26, 2021 at 11:14 AM

To: "Brewer, Laurence" <laurence.brewer@nara.gov>

Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>, Karyn Skevakis <karyn.skevakis@nara.gov>

NARA-NGC21-710-00858

Hi Laurence -

Attached is a draft open letter for a case at USAGM. Please review the letter and attached report from the agency (letter and memo). Please note that we received via the UD box, but the letter was also addressed to the Archivist. Let us know if we should share this with our OIG or NGC.

Thanks,

Don

Donald Rosen
Director, Records Management Oversight and Reporting
Office of the Chief Records Officer
301-837-3426

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 **2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf**
472K

Laurence Brewer <laurence.brewer@nara.gov>

Fri, Feb 26, 2021 at 11:22 AM

To: Donald Rosen <donaId.rosen@nara.gov>, Tina Chase Fomukong <tina.chasefomukong@nara.gov>

Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>, Karyn Skevakis <karyn.skevakis@nara.gov>

thanks, signed!

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--

Laurence Brewer, CRM

Chief Records Officer for the U.S. Government
National Archives and Records Administration

Laurence.Brewer@nara.gov

Office: (301) 837-1539

Cel: (b) (6)

Blog: [Records Express](#)



**Karyn Skevakis** <karyn.skevakis@nara.gov>

Confirm email address

3 messages

Karyn Skevakis <karyn.skevakis@nara.gov>

Mon, Mar 1, 2021 at 9:13 AM

To: Andrea Shahmohammadi <andrea.shahmohammadi@nara.gov>

Hi Andrea,

Hope all is well with you. I am getting ready to send out a UD case letter for USAGM and the email address I have for the agency records officer (its on the AC spreadsheet) (b) (6)

Is that accurate?

Thanks so much,
Karyn

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobil (b) (6)

Andrea Shahmohammadi <andrea.shahmohammadi@nara.gov>

Mon, Mar 1, 2021 at 9:50 AM

To: Karyn Skevakis <karyn.skevakis@nara.gov>

Good morning Karyn,

The email address for the RO, Stephone McGinley, has changed, it is (b) (6)

I just noticed that this email address has not been updated on our external website and will notify the appropriate AC staff to update all this.

Best,
Andrea

[Quoted text hidden]

—
Andrea Shahmohammadi, Senior Records Analyst
National Archives and Records Administration
Records Management Services (ACR)
8601 Adelphi Road, Rm 2100
College Park, MD 20740-6001
andrea.shahmohammadi@nara.gov
301.837.3689

Karyn Skevakis <karyn.skevakis@nara.gov>

Mon, Mar 1, 2021 at 10:02 AM

To: Andrea Shahmohammadi <andrea.shahmohammadi@nara.gov>

Thanks so much. Glad I wanted to confirm.

Karyn
Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069

NARA-NGC21-710-00860

8/23/2021

National Archives & Records Administration Mail - Confirm email address

Mobile (b) (6)

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Karyn Skevakis <karyn.skevakis@nara.gov>

Signed USAGM Open Letter

1 message

Tina Chase Fomukong <tina.chasefomukong@nara.gov>

Mon, Mar 1, 2021 at 6:30 AM

To: Karyn Skevakis <karyn.skevakis@nara.gov>, Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Good morning Karyn and Evangela,
Here is the signed USAGM open letter.

Tina

Tina m. Chase Fomukong

Management & Program Analyst

Office of the Chief Records Officer

National Archives & Records Administration

tina.chasefomukong@nara.gov

301-837-1907



2021-03-01_UD-2021-0009_USAGM_OpenLetter_1301-1b.pdf

89K

**Karyn Skevakis** <karyn.skevakis@nara.gov>

Clarification Question

2 messages

Karyn Skevakis <karyn.skevakis@nara.gov>
To: Mark Sgambettera <mark.sgambettera@nara.gov>

Thu, Apr 1, 2021 at 3:18 PM

Good afternoon Tim,

I have a really odd question for you and I hope you don't mind helping me out understanding this. How is the USAGM related to the State Department? Background on this is that I have a USAGM UD case that I opened last month and when I received the response, it was indicated that the employee in question resigned from the "State Department" not USAGM. In the response it is further stated that they don't have access to her personal device, but I know that there are former high ranking state department employees who granted personal device access after leaving so that the agency could capture records so I am trying to understand if the USAGM would have their own policies or if the State Department policy would trump USAGM.

Does that make sense? If you need to, give me a call to discuss.

Thanks so much,
Karyn

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobile (b) (6)

Karyn Skevakis <karyn.skevakis@nara.gov>
To: Mark Sgambettera <mark.sgambettera@nara.gov>

Tue, Apr 6, 2021 at 3:11 PM

Hi Mark,

I figured it all out so I am good.

Thanks!
Karyn

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobile (b) (6)

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NATIONAL
ARCHIVES

Karyn Skevakis <karyn.skevakis@nara.gov>

CORRESPONDENCE: 2021-04-06_UD-2021-0009_USAGM_Close Letter_1301-1b

6 messages

Karyn Skevakis <karyn.skevakis@nara.gov>

Wed, Apr 7, 2021 at 10:53 AM

To: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

- 1-Evangela Wimbush-Jeffrey
- 2-Laurence Brewer
- 3-Tina Chase Fomukung
- 4-Karyn Skevakis

Please see attached letter to close the unauthorized disposition case for the US Agency for Global Media. I have attached the agency report and the enclosures they sent as part of their report.

[2021-04-06_UD-2021-0009_USAGM_Close Letter_1301-1b](#)**Karyn Skevakis**

Records Management Oversight and Reporting

College Park, MD 20740

Office - (301) 837-3069

Mobile (b) (6)

4 attachments**2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 2 RM Policy.pdf**

91K

**2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 3 Policy Reminder.pdf**

165K

**2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf**

472K

**2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 1.pdf**

472K

Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Wed, Apr 7, 2021 at 11:43 AM

To: Donald Rosen <donald.rosen@nara.gov>

Cc: Karyn Skevakis <karyn.skevakis@nara.gov>

Good morning,

Here is correspondence to close a USAGM case where employees were instructed to use Signal to communicate and the settings on this application was set to have messages disappear after one week. Please let me know if you have any questions. Thanks!

Evangela C. Wimbush-Jeffrey | Records Management Oversight & Reporting
National Archives and Records Administration | Office of the Chief Records Officer
(301) 837-0730 (Office (b) (6) (Cell)) | evangela.wimbush-jeffrey@nara.gov

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NARA-NGC21-710-00864

4 attachments

-  **2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 2 RM Policy.pdf**
91K
-  **2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 3 Policy Reminder.pdf**
165K
-  **2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf**
472K
-  **2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 1.pdf**
472K

Karyn Skevakis <karyn.skevakis@nara.gov>
To: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>
Cc: Donald Rosen <donald.rosen@nara.gov>


Wed, Apr 7, 2021 at 2:37 PM

My apologies Evangela and Don, I attached the same file twice. Here is the agency report supporting closure of the case.

Karyn

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobile - (301) 741-3985

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-
-  **2021-03-31_UD-2021-0021_USAGM_Agency Report.pdf**
194K

Donald Rosen <donald.rosen@nara.gov>
To: Karyn Skevakis <karyn.skevakis@nara.gov>
Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Thu, Apr 8, 2021 at 8:56 AM

Thanks Karyn!

Donald Rosen
Director, Records Management Oversight and Reporting
Office of the Chief Records Officer
301-837-3426

[Quoted text hidden]

Donald Rosen <donald.rosen@nara.gov>
To: "Brewer, Laurence" <laurence.brewer@nara.gov>
Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>, Karyn Skevakis <karyn.skevakis@nara.gov>

Thu, Apr 8, 2021 at 8:59 AM

Hi Laurence -

Attached is a draft close letter for a case at USGAM. Please review the attached report from the agency and the draft letter. Let us know if you would like to discuss or share with NGC.

Thanks,

Don

Donald Rosen
Director, Records Management Oversight and Reporting
Office of the Chief Records Officer
301-837-3426

[Quoted text hidden]

4 attachments

-  **2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 2 RM Policy.pdf**
91K
-  **2021-03-31_UD-2021-0021_USAGM_Agency Report Email Attachment 3 Policy Reminder.pdf**
165K
-  **2021-02-25_UD-2021-0021_USAGM_Agency Self Report.pdf**
472K
-  **2021-03-31_UD-2021-0021_USAGM_Agency Report.pdf**
194K

Laurence Brewer <laurence.brewer@nara.gov>

Thu, Apr 8, 2021 at 11:12 AM

To: Donald Rosen <dona1d.rosen@nara.gov>, Tina Chase Fomukong <tina.chasefomukong@nara.gov>

Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>, Karyn Skevakis <karyn.skevakis@nara.gov>

Thanks, signed.

[Quoted text hidden]

--

Laurence Brewer, CRM

Chief Records Officer for the U.S. Government

National Archives and Records Administration

Laurence.Brewer@nara.gov

Office: (301) 837-1539

Cel: (b) (6)

Blog: [Records Express](#)



**Karyn Skevakis** <karyn.skevakis@nara.gov>

Signed USAGM Closed Letter

2 messages

Tina Chase Fomukong <tina.chasefomukong@nara.gov>

Thu, Apr 8, 2021 at 11:24 AM

To: Karyn Skevakis <karyn.skevakis@nara.gov>, Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Hi Karyn and Evangela,
Here is the signed USAGM Closed Letter.

Tina
Tina m. Chase Fomukong
Management & Program Analyst
Office of the Chief Records Officer
National Archives & Records Administration
tina.chasefomukong@nara.gov
301-837-1907

 2021-04-08_UD-2021-0009_USAGM_Close Letter_1301-1b.pdf
89K

Karyn Skevakis <karyn.skevakis@nara.gov>

Thu, Apr 8, 2021 at 3:30 PM

To: Tina Chase Fomukong <tina.chasefomukong@nara.gov>

Cc: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Thanks Tina.

Karyn Skevakis
Records Management Oversight and Reporting
College Park, MD 20740
Office - (301) 837-3069
Mobile (b) (6)

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

Sent Via Email. No Hard Copy to Follow.

March 1, 2021

Stephen McGinley
Agency Records Officer
U.S. Agency for Global Media
300 Independence AVE SW
Washington, D.C. 20237

Dear Mr. McGinley,

The National Archives and Records Administration (NARA) received a letter from the U.S. Agency for Global Media (USAGM) acting Chief Executive Officer, Kelu Chao, on February 25, 2021 notifying NARA of an allegation of unauthorized disposition. Per the letter, during the course of an Office of Inspector General (OIG) investigation into allegations of whistleblower retaliation, the OIG found evidence that a former senior official requested that employees communicate using Signal, a mobile messaging application, installed on personal devices. The OIG was informed by USAGM employees that communication on Signal regarded substantive agency matters. Additionally, the settings on the application were adjusted so messages that were sent and received would disappear after one week.

In accordance with 36 CFR 1230.16(b), you must submit a response to NARA within 30 business days and provide us with a report documenting the loss of these records. This report must include a description of the records, documentation of the office maintaining the records, a statement of the exact circumstances surrounding the removal and destruction of these records, established safeguards established to prevent further loss of records, and documentation of any actions taken to reconstruct or retrieve these records.

Thank you for your attention to this matter. If you have any questions, 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. Jeffrey McDermott, Assistant Inspector General, OIG, Department of State
Kelu Chao, Acting Chief Executive Officer, U.S. Agency for Global Media



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

Sent Via Email. No Hard Copy to Follow.

April 8, 2021

Stephen McGinley
Agency Records Officer
U.S. Agency for Global Media
300 Independence AVE SW
Washington, D.C. 20237

Dear Mr. McGinley,

The National Archives and Records Administration (NARA) received your report in response to our letter dated March 1, 2021, that opened an allegation of unauthorized disposition based on evidence that a former senior official requested that employees communicate using the mobile messaging application, Signal, on personal devices and that the settings on this application were adjusted so messages would disappear after one week. This evidence was discovered during a recent Office of Inspector General (OIG) whistleblower retaliation investigation.

In your report, you detailed the efforts taken by USAGM in order to recover as many of these texts as possible by meeting with employees and having them save all the messages they had and move them to USAGM systems in order to preserve them. Additionally, the report discussed mandatory training that USAGM rolled out for all employees and a communication to all employees to remind them of the policies and procedures, in particular the prohibition against using unauthorized accounts and applications.

Based on the information that USAGM provided in their report, NARA considers this allegation resolved. Thank you for your attention to this matter. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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

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

cc. Jeffrey McDermott, Assistant Inspector General, OIG, Department of State
Kalu Chao, Acting Chief Executive Officer, U.S. Agency for Global Media



Karyn Skevakis (b) (6)

USAGM Notice to NARA RE Potential Destruction of Federal Records

1 message

(b) (6)

Thu, Feb 25, 2021 at 1:32 PM

To: "UnauthorizedDisposition@nara.gov" <UnauthorizedDisposition@nara.gov>

Cc: CEO Office (b) (6)

Hello,

Attached please find a letter addressed to National Archivist Ferriero from Kelu Chao, Acting CEO of the U.S. Agency for Global Media (USAGM).

This letter pertains to a U.S. Department of State, Office of the Inspector General (OIG) referral regarding the potential destruction of federal communications by a former USAGM official.

USAGM is obligated under federal law to notify NARA of threatened or actual record destruction. Accordingly, with this letter, USAGM is notifying NARA of the potential record destruction by a former agency official. The OIG referral letter is included for further details.

Thank you,

(b) (6)

Office of the CEO

per: (b) (6)
m (b) (6)

(b) (6)



U.S. Agency for Global Media

330 Independence Ave. SW | Washington, DC 20237

<http://usagm.gov>



NARA Potential Destruction of Federal Communication Ltr 20200225.pdf

472K



U.S. AGENCY FOR
GLOBAL MEDIA

330 Independence Avenue SW | Washington, DC 20237 | usagm.gov

February 26, 2021

Mr. David S. Ferriero
National Archivist
The National Archives and Record Administration
College Park, MD 20740-6001

VIA ELECTRONIC MAIL

Re: 44 U.S.C. § 3106 Notification of Potential Destruction of Federal Records

Dear Mr. Ferriero:

On January 27, 2021, the United States Agency for Global Media (“USAGM”) was notified by the Office of Inspector General at the U.S. Department of State (“OIG”) that a former USAGM employee may have unlawfully destroyed federal records. Specifically, the former senior official did not properly preserve records of USAGM-related communications that she made on her personal devices. I have enclosed the OIG memorandum notifying USAGM about this issue which provides further details on the potential record destruction. USAGM will keep the OIG informed about the agency’s communications with NARA on this matter.

Please do not hesitate to contact me with further questions or action items.

Sincerely,

(b) (6)

Kelu Chao
Acting Chief Executive Officer

Enclosure





Office of Inspector General
United States Department of State

UNCLASSIFIED

January 27, 2021

MEMORANDUM

TO: Kelu Chao, Acting Chief Executive Officer, USAGM

FROM: (b) (6) Assistant Inspector General, OIG (b) (6)

SUBJECT: Potential Destruction of Federal Records

During the course of an investigation into allegations of whistleblower retaliation, the Office of Inspector General (OIG) found evidence of a potential destruction of federal records. Federal agencies have a statutory responsibility to notify the National Archives and Records Administration (NARA) of any actual, impending, or threatened unlawful removal, deletion, or destruction of agency records.¹

OIG found evidence that a former U.S. Agency for Global Media (USAGM) senior official, Mora Namdarkhan, requested that USAGM employees communicate with her using Signal, a mobile messaging application, that she had installed on her personal devices. USAGM employees told OIG that Ms. Namdarkhan communicated with them on Signal regarding substantive agency matters, including the suspension of the security clearances of six USAGM employees. However, Ms. Namdarkhan did not properly preserve such records in a USAGM recordkeeping system as required by law.² Rather, she adjusted the settings on the application so that the messages that she sent and received would disappear after one week. Thus, these messages were not retained into USAGM's recordkeeping systems.

The result of Ms. Namdarkhan's use of Signal to evade federal recordkeeping requirements is the potential loss of numerous federal records documenting key decisions by USAGM. This unlawful deletion or destruction of federal records requires agency notification to NARA under federal law.

Please keep OIG informed of any actions that USAGM takes in this matter, as these records are critical to ongoing OIG investigations. Feel free to contact me at (b) (6) with any questions.

¹ 44 U.S.C. § 3106; 36 C.F.R. § 1230.14.

² 44 U.S.C. § 3101.