



January 5, 2017

Ms. Valery Garrett  
Records Management Officer  
Peace Corps  
1111 20th Street NW, Room 3401 M/AS  
Washington, D.C. 20526

Dear Ms. Garrett:

The National Archives and Records Administration (NARA) was notified by you on June 3, 2016, that from approximately 1980 until 2008 the Peace Corps was destroying emails without an approved records schedule. In addition, from approximately 2008 to the present, the Peace Corps destroys the emails of employees after 90 days of their departure from the Peace Corps, unless there is a litigation hold.

In accordance with 36 CFR 1230.16(b), NARA is requesting that the Peace Corps provide us with a response within 30 calendar days that includes a complete description of the records (including an approximation of the volume and dates of the records that have been lost); a statement of what safeguards have been put into place or will be put into place in order to prevent further loss of records; a further explanation of the exact circumstances surrounding the destruction of the records; and an outline of the actions that the Peace Corps will take to attempt to salvage, retrieve, or reconstruct the records.

We appreciate your assistance in this matter. If you have any questions, please contact Karyn Skevakis at 301-837-3069 or [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Laurence A. Brewer".

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

Enclosure



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.***

March 15, 2018

Ms. Darryl Byrd  
Agency Records Officer  
Peace Corps  
1111 20th Street, NW  
Washington, D.C. 20526

Dear Ms. Byrd:

I appreciate the documentation provided by the Peace Corps at the February 16, 2018, meeting where we reviewed the details of the Peace Corps' open unauthorized disposition case. The National Archives and Records Administration (NARA) opened a case on January 6, 2017, based on a self-report from the Peace Corps. This self-report included information that the Peace Corps' emails are routinely destroyed without an approved records retention schedule 90 days after an employee departs the Peace Corps.

At this meeting we were able to confirm that the self-report was incorrect and no federal records were deleted, as the Peace Corps was following a "print and file" policy on email records until January 1, 2017. After January 1, 2017, the Peace Corps had intended to delete email accounts 90 days after an employee left the Peace Corps; however, senior agency management directed that a hold be placed on the disposition of all email accounts effective April 17, 2017. Consequently, no email accounts were deleted between January 1 and April 17, 2017.

With this information, NARA considers this case resolved. If you have any questions, please contact Karyn Skevakis, Senior Records Analyst, at 301-837-3069 or by email at [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,

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

**ADMINISTRATIVE DETAILS:**

**File Record Copy:**

1301-1b: Subject Files-Unauthorized Disposition -UD-2017-0011