



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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Sent Via Email. No Hard Copy to Follow.

February 14, 2019

Mr. Camilo J. Sandoval
Executive in Charge, Office of Information and Technology
Chief Information Officer
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

Dear Mr. Sandoval:

The National Archives and Records Administration (NARA) has received information, as reported by the *Wall Street Journal* on February 8, 2019 (enclosed), concerning the potential use of personal email accounts to conduct official government business by former Secretary Dr. David Shulkin and other Department of Veterans Affairs (VA) officials.

The Federal Records Act, in 44 U.S.C. 2911(a), prohibits an Executive Agency employee from creating or sending a record using a non-official email account unless the employee copies his or her official email account when the record is first transmitted, or forwards a complete copy of the record to the official email account within 20 days of the record's original transmission. Additionally, [NARA/OMB M-14-16, Guidance on Managing Email](#), requires that email sent using personal accounts pertaining to agency business and meeting the definition of a Federal record must be filed in an agency recordkeeping system.

The Federal Records Act also establishes responsibilities and actions for the VA and NARA under 44 U.S.C. 3106 and NARA's authorities in 44 U.S.C. 2905 regarding allegations of unauthorized disposition of Federal records. In accordance with 36 CFR 1230.16(b), we request that the VA review the extent of former Secretary Shulkin's and other VA employees' use of personal email accounts for official business and whether any such email records were captured in the VA's official recordkeeping systems. Following your review of this matter, please submit the required report as specified by 36 CFR 1230.14 within 30 calendar days of the date of this letter.

We appreciate your attention to this matter. If you have any questions, please contact Scott Jobson, Senior Records Analyst, at (301) 837-2977 or by email at scott.jobson@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive, flowing style.

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

Enclosure:
2019-02-08_WSJ_House Democrats to Probe How Trump's Associates Influenced the VA

cc:
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