



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.***

September 8, 2020

Ms. Maria Levesque  
Department of Energy  
Departmental Records Officer  
1000 Independence Avenue  
Washington, DC 20585-1290

Dear Ms. Levesque:

The National Archives and Records Administration (NARA) received the Department of Energy's (DOE) report of an unauthorized disposition of temporary OGE-450 form records at its headquarters office in Washington, DC. On June 22, 2020, the Office of Counsel discovered that ½ cubic foot of records were damaged due to a water leak caused by a pipe burst in an administrative file room.

Due to the agency's efforts, several records were recovered. However, another 100-150 forms, for which additional copies do not exist, are unrecoverable. To mitigate future risks, DOE plans to store existing paper records in alternative storage areas, away from water pipes; and manage forms created in the future electronically. Based on the information that you provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA is satisfied with the safeguards established and considers this matter closed. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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