



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

***Sent Via Email. No Hard Copy to Follow.***

May 7, 2024

Marene Baker  
Chief Records Officer  
U.S. Fish and Wildlife Service  
134 Union Blvd  
Suite 500  
Lakewood, CO 80228

Dear Marene Baker,

The National Archives and Records Administration received an allegation of unauthorized disposition of Fish and Wildlife Service (FWS) records pertaining to personnel action.

This complaint was made by a FWS employee who asserted that the Policy and Planning, Information Resources and Technology Management Chief destroyed a record pertaining to personnel action. As described in the attached enclosures, the complainant provided email records where the Chief indicates deleting the record in question.

In accordance with 36 CFR 1230.16(b), NARA is requesting that FWS investigate this allegation and provide a report within 30 calendar days. The report must include details of the circumstances regarding the destruction; a complete description of the record, including any applicable NARA approved records schedule; any actions taken to recover the record, and a statement describing what safeguards will be established to prevent future unauthorized disposition of federal records. Your attention to this matter is greatly appreciated.

Sincerely,

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

Enclosures: 2

Cc: David Asplach

Department Records Officer



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

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June 25, 2024

Marene Baker  
Chief Records Officer  
U.S. Fish and Wildlife Service  
134 Union Blvd  
Suite 500  
Lakewood, CO 80228

Dear Marene Baker,

The National Archives and Records Administration (NARA) received the U.S. Fish and Wildlife Service's (FWS) report regarding the allegation of unauthorized disposition of records pertaining to personnel action.

The report indicates that a full investigation into this allegation revealed that no list was created, maintained or destroyed by the FWS staff associated with this allegation.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this allegation unfounded and this matter is now closed. I appreciate your attention to this important matter. If you have any questions or wish to discuss further, please contact me at [Laurence.Brewer@nara.gov](mailto:Laurence.Brewer@nara.gov).

Sincerely,

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

Cc: Dave Alspach  
Department Records Officer