



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

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September 18, 2024

Tonia Austin-Douglas
United States Coast Guard
Attn: Records Manager
US Coast Guard Stop 7710
2703 Martin Luther King Jr. Ave., SE
Washington, D.C. 20593-7710

Dear Ms. Austin-Douglas:

Thank you for notifying the National Archives and Records Administration about the loss of records maintained on the local file server of the U.S. Coast Guard Cutter *Steadfast*. You identified that the records were destroyed because the decommissioning schedule for the vessel was modified, and this complicated normal backup procedures. We understand that the vessel's server did not have connectivity for a full backup to occur when one was attempted. The server was removed before a backup was successfully performed, and the equipment was destroyed. You identified that the records lost were dated from September 3, 2023 to March 18, 2024.

We need some additional information about these records to ensure that the requirements of 36 CFR 1230.16 are fulfilled. First, you reported that the volume of records lost was "118G." Should we understand this to be 118 gigabytes (GB)? Second, please let us know which items on NARA-approved records schedules provide disposition authority for the records. Your report supplied a number of file codes and series titles, but we need the applicable schedule items as well. Third, please indicate which office or organizational component was responsible for maintaining the records.

I appreciate your attention to this matter. If you have any questions or wish to discuss this further, please contact the Records Management Oversight and Reporting Program by email at UnauthorizedDisposition@nara.gov.

Sincerely,

WILLIAM FISCHER
Chief Records Officer
for the U.S. Government (Acting)

cc: Michelle Thomas, Department of Homeland Security, Department Records Officer