



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

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

September 10, 2024

Mallory Rogoff  
Department of State  
1800 N. Kent Street  
SA-15 Suite 575  
Arlington, VA. 22209

Dear Ms. Rogoff,

The National Archives and Records Administration (NARA) has become aware of a potential unauthorized disposition of records pertaining to a Freedom of Information Act (FOIA) request, F-2011-03370/F-2021-06198, by a private citizen. It is alleged that Supplemental Worksheets for U.S. passports prior to 2013 were disposed of while this request was pending, and the 2019 version could not be located.

The Department of State's (State) FOIA response dated July 31, 2024, asserts "As for the older Supplemental Worksheets used prior to 2013, the worksheets are obsolete and no longer available... The 2019 versions could not be located." In accordance with 36 CFR 1230.16(b), NARA is requesting that State investigate this allegation and provide a report within 30 calendar days. The report must include the following information:

- Clarifying why older Supplement Worksheets used prior to 2013 are no longer available.
- An explanation as to why the 2019 version "could not be located."
- Details of the circumstances surrounding the records in question.
  - Were these records disposed of while the FOIA request was pending?
    - 36 CFR 1230.3 states, "Unlawful or accidental destruction (also called unauthorized destruction) means disposal of an unscheduled or permanent record; disposal prior to the end of the NARA-approved retention period of a temporary record (other than court-ordered disposal under § 1226.14(d) of this subchapter); and disposal of a record subject to a FOIA request, litigation hold, or any other hold requirement to retain the records."
- A complete description of the records, including any associated NARA approved records schedule(s) and disposition authority number(s).

- Any actions taken to recover or reconstruct the records.
- A statement describing what safeguards will be established to prevent future unauthorized disposition of federal records.

Your attention to this matter is greatly appreciated. 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](mailto:UnauthorizedDisposition@nara.gov).

Sincerely,

A handwritten signature in black ink that reads "William Fischer". The signature is written in a cursive, slightly slanted style.

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

Enclosures (4)