



Office of the Chief
Operating Officer

January 14, 2025

Eric "Kyle" Douglas
Department of Homeland Security
United States Citizenship and Immigration Services
Identity & Information Management Division
5900 Capital Gateway Drive RM 1S130-12
Camp Springs, MD 20588-0009

Dear Mr. Douglas:

The National Archives and Records Administration (NARA) has been made aware of the potential loss of some permanent United States Citizenship and Information Services (USCIS) records. According to information reported, when a member of the public filed a Freedom of Information Act (FOIA) request for some USCIS Headquarters Subject Files, the person was informed that the hard-drive pertaining to the requested files was damaged. The files on the damaged hard-drive were inaccessible for retrieval, and no other copies or other forms of the files were located.

In accordance with 36 CFR 1230.16(b), NARA requests that USCIS investigate this matter and provide NARA with the required report documenting any unauthorized disposition of these records. Please ensure the final report includes a complete description of the records affected, a statement of the exact circumstances surrounding the loss of records, a statement of the safeguards established to prevent further loss of documentation, and details of all agency actions taken to salvage, retrieve, or reconstruct the records.

Thank you for your attention to this important matter. If you have any questions or wish to discuss 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)