

Exhibit A



AMERICAN CIVIL
LIBERTIES UNION
FOUNDATION



CITIZENS FOR
RESPONSIBILITY &
ETHICS IN WASHINGTON

Florida

American Civil Liberties Union Foundation of Florida
4343 W. Flagler Street, Suite 400, Miami, FL 33134

January 24, 2022

Tae D. Johnson
Acting Director
U.S. Immigration and Customs Enforcement
500 12th Street SW
Washington, DC 20536

David S. Ferriero
Archivist of the United States
700 Pennsylvania Avenue NW
Washington, DC 20408

**Re: Request for Prompt Remedial Action Regarding Ongoing Deletion of
Surveillance Video at ICE Detention Facility**

Dear Mr. Johnson and Mr. Ferriero:

The American Civil Liberties Union of Florida (“ACLU of Florida”) and Citizens for Responsibility and Ethics in Washington (“CREW”) respectfully request that you promptly take action to address the ongoing deletion of surveillance video in violation of the Federal Records Act (“FRA”) at Glades County Detention Center (“Glades”), a county jail in Moore Haven, Florida, that detains immigrants under a contract with U.S. Immigration and Customs Enforcement (“ICE”).

Both ICE and the National Archives and Records Administration (“NARA”) recognize that surveillance video from ICE detention facilities such as Glades are federal records governed by the FRA. And under NARA regulations, destroying federal records subject to retention obligations arising from federal contracts, agency preservation directives, or pending public records requests constitutes an “[u]nlawful . . . destruction” of records, which carries potential criminal penalties for culpable officials.¹ Here, we have obtained evidence that Glades is deleting

¹ 36 C.F.R. § 1230.3(b).

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facility surveillance video every 90 days due to alleged resource limitations, despite an ICE contractual requirement to retain the video for three years, a January 2021 ICE directive instructing all Enforcement and Removal Operations (“ERO”) detention facilities “to retain all video surveillance data . . . until further notice,” and pending public records requests seeking surveillance video from 2020 and 2021. This evidence includes statements by Glades personnel during a December 2021 discussion with the ACLU of Florida and a February 2021 email to ICE officials obtained through a public records request.² ICE apparently has failed to report these deletions to NARA as required by law.

The video being deleted may contain key evidence needed to vindicate the rights of immigrants detained at Glades—a facility with conditions so inhumane that eight members of Congress recently called on the Biden administration to “expeditiously . . . terminate [ICE’s] contract with Glades County and close this facility.”³ As long as Glades continues to detain immigrants on behalf of the federal government at taxpayers’ expense, video documenting the conditions there must be preserved in accordance with federal requirements and, indeed, may be “necessary to protect the legal . . . rights . . . of persons directly affected by” the “activities” of ICE and its contractors.⁴

This episode is also emblematic of ICE’s broader failure to implement federal record retention requirements at the more than 200 detention facilities it oversees nationwide. A recent report by the Department of Homeland Security (“DHS”) Office of Inspector General (“OIG”) confirmed this is an agencywide problem that may “prevent ICE, as well as external oversight organizations, from investigating” cases of “abuse” at ERO detention facilities.⁵ Yet there is no indication ICE has taken immediate action to address the issue, despite its obligations to “safeguard records created, processed, or in the possession of a contractor or a non-Federal entity” and to “ensure that contractors performing Federal government agency functions create and maintain records that document these activities” in compliance with federal law.⁶

Accordingly, we respectfully request that ICE and, as necessary, NARA take the following actions by March 10, 2022: (1) require Glades to preserve all surveillance video data in compliance with federal law and retention requirements; (2) submit a report to NARA fully describing the circumstances surrounding Glades’s deletion of surveillance video, per the requirements set forth in 36 C.F.R. § 1230.14; (3) submit a request for the Attorney General to initiate an enforcement action against Glades to recover any improperly deleted surveillance video and ensure appropriate retention of surveillance video going forward; (4) commence remedial action regarding any breach of Glades’s contractual obligations to ICE, including but not limited to termination of ICE’s intergovernmental service agreement (“IGSA”) with Glades; (5) issue records management guidance to all ICE ERO detention facilities to ensure the

² See Exhibits 1, 2.

³ Letter from Congresswomen Debbie Wasserman Schultz and Seven Members of Congress to Secretary of Homeland Security Alejandro Mayorkas, July 22, 2021, <https://static1.squarespace.com/static/5a33042eb078691c386e7bce/t/60f9b4f9ada0083784a9c028/1626977529997/Glades+County+Detention+Letter+Signed.pdf>

⁴ 44 U.S.C. § 3101.

⁵ DHS OIG, *ICE Needs to Improve its Oversight of Segregation Use in Detention Facilities*, OIG-22-01, at 9, Oct. 13, 2021, <https://www.oig.dhs.gov/sites/default/files/assets/2021-10/OIG-22-01-Oct21.pdf>.

⁶ 36 C.F.R. §§ 1222.32(a), (a)(1).

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facilities' compliance with the FRA, its implementing regulations, and NARA guidance; and (6) issue guidance to all ICE ERO field offices regarding ICE's obligation to report any unauthorized destruction of federal records to NARA pursuant to 36 C.F.R. § 1230.14.

I. Background

A. Glades's Violent and Inhumane Treatment of Detained Immigrants

According to “[a]dvocacy, legal, and medical organizations across the country,” Glades “has exhibited some of the most egregious cases of the systemic inhumanity that plagues the migrant detention system.”⁷ And conditions there have only worsened since the onset of the COVID-19 pandemic, as documented in numerous civil rights complaints filed by immigrant rights organizations with DHS's Office of Civil Rights and Civil Liberties (“CRCL”) and the OIG. For example:

- A February 2021 complaint described testimony from 25 individuals currently or formerly detained at Glades detailing patterns of medical abuse; lack of soap, hygiene products, sanitation, and PPE; transfers between facilities without appropriate quarantine or medical screening; failures to follow court orders to release high-risk individuals; retaliation for peaceful protest and public reporting; use of toxic chemical spray in enclosed spaces; and hospitalizations and death related to COVID-19.⁸ Additional CRCL complaints filed since February indicate these “conditions at Glades have not substantially improved.”⁹
- An August 2021 complaint recounted pervasive abuse and mistreatment of immigrant women detained at Glades, who reported being sprayed with a toxic chemical that poses a risk of infertility and exacerbates the spread of COVID-19, sexual voyeurism by male guards, unannounced entries in violation of Prison Rape Elimination Act abuse prevention policies, sexually abusive behavior by medical staff, and other circumstances “creating a hostile and unsafe environment for women detained” at the facility.¹⁰
- An October 2021 complaint detailed a pattern of racialized violence against Black immigrants detained at Glades, many of whom described being beaten, pepper sprayed, and placed in solitary confinement.¹¹ The complaint noted “none of these cases have been resolved” to date and, “in some cases, efforts to resolve them have resulted in retaliation for those detained.”¹²

⁷ Wasserman Schultz Letter, July 22, 2021.

⁸ Letter from Nine Organizations to OIG and CRCL, Feb. 22, 2021, https://static1.squarespace.com/static/5a33042eb078691c386e7bce/t/6030470b9157b8648f066a43/1613776655453/FFI_CRCL_Glades.pdf.

⁹ Wasserman Schultz Letter, July 22, 2021.

¹⁰ Letter from 23 Organizations to OIG and CRCL, Aug. 26, 2021, https://static1.squarespace.com/static/5a33042eb078691c386e7bce/t/6127a66552e8b52e7b718445/1629988453454/CRCL_Conditions+for+Women+at+Glades_8.26.2021-final.pdf.

¹¹ Letter from 10 Organizations to OIG and CRCL, Oct. 25, 2021, https://aijustice.org/wp-content/uploads/2021/10/crcl-complaint_glades-county-detention-center_10252021_redacted.pdf.

¹² *Id.*

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Citing these ongoing “reports of alleged medical neglect, excessive use of force, and other violations of human dignity,” eight members of Congress recently called on Secretary Mayorkas to terminate ICE’s IGSA with Glades and close the facility.¹³ At present, Glades’s IGSA remains in effect and ICE continues to detain immigrants there.

B. Glades’s Ongoing Deletion of Surveillance Video

In the spring of 2021, Immigrant Action Alliance obtained documents through a public records request—which it later shared with a group of organizations, including the ACLU of Florida—indicating that Glades was deleting surveillance video every 90 days despite federal contractual requirements and directives to retain the video for longer periods.¹⁴

The documents include an email thread that begins with a January 29, 2021 memo from ERO’s Acting Assistant Director for Field Operations to all ERO Field Office Directors and Deputy Field Office Directors, with the subject “Reminder: Detention Facility Data Request.”¹⁵ The memo noted NARA had requested ICE “detention facility video surveillance data” as part of an “ICE retention policy working group.”¹⁶ It continued: “In furtherance of NARA’s request and the working group’s mission, AD Field Operations directs the AORs to notify all ERO detention facilities[] that no later than Tuesday, February 2, 2021, they are to retain all video surveillance data, as described in the December 2, 2020 Detention Facility Data Request broadcast[,] until further notice.”¹⁷

On February 1, 2021, the Deputy Field Office Director for ERO’s Miami Field Office forwarded ERO’s January 29, 2021 preservation directive to several ICE officials, stating: “Please see Tasking below requiring us to notify all ERO detention facilities, that no later than Tuesday, February 2, 2021, they are to retain all video surveillance data in accordance with the National Archives and Records Administration.”¹⁸ The email included excerpts from ICE detention facility contracts mandating facilities’ compliance with federal records management statutes, regulations, and guidelines from NARA, and requiring preservation of all records “related to contract performance . . . for three years.”¹⁹

A contracting officer from ERO’s Miami Field Office forwarded the email thread to two Glades officials, stating “Per the Field Office Director and ICE HQ I’m notifying you of the below directive regarding video retention data as per [NARA]. We need to know as soon as possible if your facility will have any issues in meeting this requirement.”²⁰ Glades Detention Operations Commander Chad Schipansky responded as follows:

¹³ Wasserman Schultz Letter, July 22, 2021.

¹⁴ See Exhibit 1, Exhibit 2.

¹⁵ Exhibit 2.

¹⁶ *Id.*

¹⁷ *Id.*

¹⁸ *Id.*

¹⁹ *Id.*

²⁰ *Id.*

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Just following up with you in reference to our conversation. We currently do not have anything set up that would retain that much information for that long of a period of time. Our capabilities are currently at 90 days retention of video records. In speaking with our IT person that would require an enormous amount of added hard drives at an astronomical cost. Some quick calculations would put the cost estimate at around 500 K.²¹

On November 18, 2021, the ACLU of Florida submitted a public records request to the Glades County Sheriff's Office and a Freedom of Information Act ("FOIA") request to ICE, seeking Glades's surveillance video footage from specified date ranges in 2020 and 2021.²² To date, neither Glades nor ICE have released the requested video footage or otherwise made determinations on these requests.²³

On December 3, 2021, counsel from the ACLU of Florida appeared at Glades for a legal visit and had a discussion with Commander Schipansky in the lobby while awaiting a meeting with certain detained individuals.²⁴ Commander Schipansky stated unequivocally that Glades only maintains surveillance video for 90 days.²⁵ He did not describe any efforts to preserve the video for longer periods in accordance with the contractual requirement to preserve records relating to contract performance for three years, ICE's January 29, 2021 preservation directive, or the ACLU of Florida's pending public records and FOIA requests.²⁶

Despite being aware of this issue since at least February 2021, there is no indication that ERO's Miami Field Office has reported the matter to NARA or otherwise taken action to stop Glades from prematurely deleting surveillance video.²⁷

C. ICE's Broader Failure to Implement Federal Record Retention Requirements at ERO Detention Facilities

The experience at Glades is emblematic of ICE's broader failure to implement federal record retention requirements at the more than 200 detention facilities it oversees nationwide. A recent OIG report found that "ICE did not ensure detention facilities always complied with [f]ederal records retention requirements" and, consequently, dozens of detention case files that the OIG sought to review during its investigation "were destroyed before NARA's minimum retention requirements."²⁸ Since the OIG's findings were based on a mere "statistical sample" of detention case files, they likely reflect only a small fraction of ICE facilities' recordkeeping failures.²⁹

²¹ *Id.*

²² Exhibits 3, 4.

²³ Exhibit 1.

²⁴ *Id.*

²⁵ *Id.*

²⁶ *Id.*

²⁷ For instance, the matter does not appear in NARA's list of "unauthorized disposition" cases for ICE. *See* NARA, Unauthorized Disposition of Federal Records, ICE, <https://www.archives.gov/records-mgmt/resources/unauthorizeddispositionoffederalrecords#Homeland%20Security>.

²⁸ DHS OIG, *ICE Needs to Improve its Oversight of Segregation Use in Detention Facilities*, OIG-22-01, Oct. 13, 2021, <https://www.oig.dhs.gov/sites/default/files/assets/2021-10/OIG-22-01-Oct21.pdf>.

²⁹ *Id.* at 7, 9, 14.

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The OIG stressed that without “clear record retention guidance” from ICE, facilities may continue to “destroy detention files before NARA’s retention period ends” and thus impede internal and external investigations of abuse at ICE facilities.³⁰ ICE concurred with the OIG’s recommendations, but only committed to revising its records management policies and contract requirements “by August 31, 2022.”³¹

II. The Federal Records Act

The FRA requires federal agencies to “make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency’s activities.”³² “To prevent the unlawful destruction or removal of records, the FRA creates a ‘system of administrative enforcement.’”³³ If an agency head becomes aware of “any actual, impending, or threatened unlawful removal, defacing, alteration, corruption, deletion, erasure, or other destruction of records in the custody of the agency,” the agency head “shall notify the Archivist” and “with the assistance of the Archivist shall initiate action through the Attorney General for the recovery” of those records.³⁴ If the agency head “does not initiate an action for such recovery or other redress within a reasonable period of time after being notified of any such unlawful action . . . or is participating in, or believed to be participating in any such unlawful action, the Archivist shall request the Attorney General to initiate such an action, and shall notify the Congress when such a request has been made.”³⁵

Under NARA regulations, “[u]nlawful 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.”³⁶ “The penalties for the unlawful or accidental removal, defacing, alteration, or destruction of Federal records or the attempt to do so, include a fine, imprisonment, or both.”³⁷

NARA regulations also require agencies to ensure appropriate preservation of federal records in the possession of contractors and other non-federal entities.³⁸ “Agency officials responsible for administering contracts must safeguard records created, processed, or in the possession of a contractor or a non-Federal entity by,” among other things, ensuring that (1)

³⁰ *Id.* at 9.

³¹ *Id.* at 12, 17-18.

³² 44 U.S.C. § 3101.

³³ *Am. Oversight v. U.S. Dep’t of Vet. Affs.*, 498 F. Supp. 3d 145, 148 (D.D.C. 2020) (quoting *Armstrong v. Bush*, 924 F.2d 282, 284 (D.C. Cir. 1991)).

³⁴ 44 U.S.C. § 3106(a); *see also* 36 C.F.R. § 1230.14 (detailing agencies’ obligations to report the unlawful destruction of federal records to NARA).

³⁵ *Id.* § 3106(b).

³⁶ 36 C.F.R. § 1230.3(b).

³⁷ *Id.* § 1230.12 (citing 18 U.S.C. §§ 641, 2071).

³⁸ *See* 36 C.F.R. § 1222.32 (“How do agencies manage records created or received by contractors?”).

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“contractors performing Federal government agency functions create and maintain records that document these activities,” and (2) “[a]ll records created for Government use and delivered to, or under the legal control of, the Government [are] . . . managed in accordance with Federal law,” including the FRA and its implementing regulations.³⁹ NARA has issued standardized language designed “to be included as an agency-specific term and condition in Federal contracts for a variety of services and products” in order to provide “clear legal obligations describing how the contract employees must handle Federal records.”⁴⁰

III. Request for Prompt Remedial Action

The above facts indicate ICE is presently in violation of its FRA obligations. As noted, emails show that ICE has been aware since at least February 2021—nearly a year ago—that Glades deletes surveillance video every 90 days and allegedly lacks capacity to store the video for longer periods, and Glades personnel confirmed as much to the ACLU of Florida in December 2021. By deleting the video on this timetable, Glades appears to be violating preservation obligations arising from (1) an ICE contractual requirement to retain records “related to contract performance . . . for three years,” (2) ICE’s January 29, 2021 directive “to retain all video surveillance data . . . until further notice,” and (3) the ACLU of Florida’s pending public records and FOIA requests.

Destroying federal records subject to such preservation directives and record requests plainly constitutes an “[u]nlawful . . . destruction” of records under NARA regulations.⁴¹ Yet there is no indication that ICE has reported the matter to NARA as required by law, or otherwise pursued remedial action against Glades.⁴² Insofar as ICE has failed to take such action, it is in violation of its mandatory duties under the FRA. And, in the face of ICE’s inaction, the FRA requires the Archivist alone to initiate an enforcement action through the Attorney General.⁴³

Beyond the need for corrective action at Glades, this case underscores the need for prompt guidance to *all* ICE detention facilities concerning federal contractors’ duties to safeguard and preserve federal records in accordance with the FRA, its implementing regulations, and NARA guidance.⁴⁴ Although ICE concurred with the OIG’s recent recommendations to fix deficiencies in the agency’s recordkeeping practices, it only committed to revising its records management policies and detention facility contracts by *August 31, 2022*, several months from now. In the interim, a considerable volume of federal records at ICE detention facilities across the country could be irretrievably destroyed in violation of the FRA.

³⁹ *Id.* §§ 1222.32(a)(1), (a)(2); *see also id.* § 1222.32(b) (“All data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to” the FRA and other statutes).

⁴⁰ NARA, Records Management Language for Contracts, <https://www.archives.gov/records-mgmt/policy/records-mgmt-language>.

⁴¹ 36 C.F.R. § 1230.3(b).

⁴² *See* 44 U.S.C. § 3106; 36 C.F.R. § 1230.14.

⁴³ *See Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 956 (D.C. Cir. 2016) (noting that the FRA “‘requires the agency head and Archivist to take enforcement action’ through the Attorney General whenever they became aware of records being unlawfully removed or destroyed,” and the statute’s “mandatory enforcement provisions ‘leave no discretion [for the agency] to determine which cases to pursue’”) (quoting *Armstrong*, 924 F.2d at 295).

⁴⁴ *See* 36 C.F.R. § 1222.32; NARA, Records Management Language for Contracts, <https://www.archives.gov/records-mgmt/policy/records-mgmt-language>.

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Immediate action is necessary to avoid this outcome, even if in the form of interim guidance pending completion of ICE's agreed-upon corrective action. This case further demonstrates the need to notify all ICE ERO field offices of the agency's obligation to report any unauthorized destruction of federal records to NARA.⁴⁵

Accordingly, we respectfully request that ICE and, as necessary, NARA take the following actions by no later than March 10, 2022:

1. Require Glades to preserve all surveillance video data in compliance with federal law and retention requirements;
2. Submit a report to NARA fully describing the circumstances surrounding Glades's deletion of surveillance video, per the requirements set forth in 36 C.F.R. § 1230.14;
3. Request that the Attorney General initiate an enforcement action against Glades to recover any improperly deleted surveillance video and ensure appropriate retention of surveillance video going forward;
4. Commence remedial action regarding any breach of Glades's contractual obligations to ICE, including but not limited to termination of ICE's IGSA with Glades;
5. Issue records management guidance to all ICE ERO detention facilities to ensure the facilities' compliance with the FRA, its implementing regulations, and NARA guidance; and
6. Issue guidance to all ICE ERO field offices regarding ICE's obligation to report any unauthorized destruction of federal records to NARA pursuant to 36 C.F.R. § 1230.14.

We respectfully request a response to this letter by March 10, 2022, confirming whether you have taken these steps. Because of the ongoing risk that Glades will continue to improperly delete surveillance video, we will be forced to pursue legal action and injunctive relief absent timely assurances that adequate preservation measures have been implemented.⁴⁶

Please direct any communications about this matter to Nikhel Sus at nsus@citizensforethics.org.

⁴⁵ See 36 C.F.R. § 1230.14.

⁴⁶ See *CREW v. DHS*, 527 F. Supp. 2d 101, 112 n.15 (D.D.C. 2007) (courts in FRA actions may “temporarily[] order an agency to preserve records until the Archivist is able to ensure that federal records are not destroyed”); *accord Armstrong v. Executive Office of President*, 810 F. Supp. 335, 349 (D.D.C.1993), *aff’d*, 1 F.3d 1274, 1288 n.12 (D.C. Cir. 1993); *Armstrong v. Bush*, 807 F. Supp. 816, 820-23 (D.D.C. 1992); *Green v. NARA*, 992 F. Supp. 811, 816 (E.D. Va. 1998).

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Sincerely,

Nikhel S. Sus
Senior Counsel
Citizens for Responsibility and Ethics in
Washington

Katherine H. Blankenship
Deputy Legal Director
ACLU of Florida

CC: Alejandro Mayorkas
Secretary, Department of Homeland Security

Daniel Tucker
Chief Records Officer, ICE

Laurence Brewer
Chief Records Officer, NARA

Gary Stern
General Counsel, NARA

Joseph Cuffari
Inspector General, Department of Homeland Security

Attachments:

Exhibit 1 – January 19, 2022 Declaration of Katherine H. Blankenship

Exhibit 2 – February 1, 2021 Email Thread with ICE and Glades Officials

Exhibit 3 – November 18, 2021 ACLU of Florida Public Records Request to Glades

Exhibit 4 – November 18, 2021 ACLU of Florida FOIA Request to ICE

Exhibit 1

DECLARATION OF KATHERINE H. BLANKENSHIP

I, Katherine H. Blankenship, declare as follows:

1. I currently serve as the Deputy Legal Director of the American Civil Liberties Union of Florida (“ACLU of Florida”). I joined the ACLU of Florida as a staff attorney in May 2021 and became Deputy Legal Director in January 2022.

2. I submit this declaration in support of the complaint (the “Complaint”) submitted to U.S. Immigration and Customs Enforcement (“ICE”) and the National Archives and Records Administration (“NARA”) by the ACLU of Florida and Citizens for Responsibility and Ethics in Washington regarding the unlawful deletion of surveillance video at Glades County Detention Center (“Glades”).

3. In the spring of 2021, Immigrant Action Alliance obtained documents from Glades through a public records request indicating that the facility was deleting surveillance video every 90 days, despite federal contractual requirements and directives to preserve the video for longer periods. Immigrant Action Alliance later provided the documents to a group of organizations, including the ACLU of Florida. The documents are attached to the Complaint as **Exhibit 2**.

4. On November 18, 2021, the ACLU of Florida submitted a public records request to the Glades County Sheriff’s Office and a Freedom of Information Act (“FOIA”) request to ICE, seeking Glades’s surveillance video footage from specified date ranges in 2020 and 2021. Those requests are attached to the Complaint as **Exhibits 3 and 4**. To date, neither Glades nor ICE have released the requested video footage or otherwise made determinations on these requests.

5. On December 3, 2021, I appeared at Glades for a legal visit with several detained individuals. During my visit, I spoke with Glades Detention Operations Commander Chad Schipansky in the lobby of Glades County Detention Center. Commander Schipansky stated unequivocally that Glades only maintains surveillance video for 90 days. He did not describe any efforts to preserve the video for longer periods in accordance with any contractual requirements, preservation directives from ICE or NARA, or the ACLU of Florida's pending public records and FOIA requests.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on January 19, 2022.

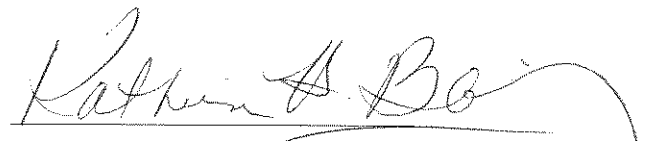

Katherine H. Blankenship

Exhibit 2

From: [Chad Schipansky](#)
To: [Cuellar, Camilo](#); [Duane Pottorff](#)
Cc: [Davidson, Jason A](#); [Liana Castano](#)
Subject: RE: Reminder: Detention Facility Data Request [FOD]
Date: Monday, February 1, 2021 1:13:53 PM
Attachments: [image001.png](#)
[image002.png](#)

Camilo,

Just following up with you in reference to our conversation. We currently do not have anything set up that would retain that much information for that long of a period of time. Our capabilities are currently at 90 days retention of video records. In speaking with our IT person that would require and enormous amount of added hard drives at an astronomical cost. Some quick calculations would put the cost estimate at around 500 K.

If there is anything else I can help you with please contact me.

C. Schipansky
Detention Operations Commander
Glades County Sheriff's Office
P.O Box 39
Moore Haven Florida 33471
Office: (863) 946 -1600 X2206
Cell: (863) 885-4717
Fax: (863) 946- 0845

"In pursuing perfection you attain excellence"

From: Cuellar, Camilo <Camilo.Cuellar@ice.dhs.gov>
Sent: Monday, February 1, 2021 11:36 AM
To: Chad Schipansky <cschipansky@gladessheriff.org>; Duane Pottorff <DPottorff@gladessheriff.org>
Cc: Davidson, Jason A <Jason.A.Davidson@ice.dhs.gov>; Liana Castano <Liana.J.Castano@ice.dhs.gov>
Subject: FW: Reminder: Detention Facility Data Request [FOD]
Importance: High

Good Gentlemen,

Per the Field Office Director and ICE HQ I'm notifying you of the below directive regarding video retention data as per National Archives and Records Administration (NARA). We need to know as soon as possible if your facility will have any issues in meeting this requirement.

Very respectfully,

Camilo Cuellar

Contracting Officer Representative

Miami Field Office

Enforcement and Removal Operations

U.S. Immigration and Customs Enforcement

786-295-7617

From: Castano, Liana J <Liana.J.Castano@ice.dhs.gov>

Sent: Monday, February 1, 2021 11:00 AM

To: Davidson, Jason A <Jason.A.Davidson@ice.dhs.gov>; Cuellar, Camilo <Camilo.Cuellar@ice.dhs.gov>

Cc: Sattler, Kevin R <Kevin.R.Sattler@ice.dhs.gov>; Swartz, Paul J <Paul.J.Swartz@ice.dhs.gov>

Subject: FW: Reminder: Detention Facility Data Request [FOD]

Importance: High

Please see below. Send out the notification to AGS and Glades.

Notify DFOD Martin once completed.

B. Records

All records related to contract performance shall be retained in a retrievable format for three years

From: Martin, Jim <Jim.Martin@ice.dhs.gov>

Sent: Monday, February 1, 2021 10:25 AM

To: Castano, Liana J <Liana.J.Castano@ice.dhs.gov>; Lopez-Vega, Juan A <Juan.A.Lopez-Vega@ice.dhs.gov>; Mikelson, Joel <Joel.Mikelson@ice.dhs.gov>; Smith, Cardell C <Cardell.C.Smith@ice.dhs.gov>; Decker, Thomas B <Thomas.B.Decker@ice.dhs.gov>

Cc: Ripa, Garrett J <Garrett.J.Ripa@ice.dhs.gov>; Meade, Michael W <Michael.W.Meade@ice.dhs.gov>

Subject: FW: Reminder: Detention Facility Data Request [FOD]

All,

Please see Tasking below requiring us to notify all ERO detention facilities, that no later than Tuesday, February 2, 2021, they are to retain **all** video surveillance data in accordance with the National Archives and Records Administration.

If any of your facilities have issues in compliance, please let me know as soon as possible.

Please let me know when notification is made (NLT tomorrow 2/2/2021).

C. Records Management

The Service Provider shall comply with all statutes, regulations, and guidelines from the National Archives and Records Administration. Records and information management functions are required and mandated by the following laws and regulations: Chapters 21, 29, 31, and 33 of Title 44, United States Code; 36 CFR 12; 41 CFR 201 subchapters A and B; OMB Circular A-130; and DOJ Order 271 O.8A, *Removal and Maintenance of Documents*. Criminal penalties for unlawfully destroying, damaging, removing, or improperly handling or releasing federal records are addressed in Chapters 37 and 101 of Title 18, United States Code.

CDF PWS language:

B. Records

All records related to contract performance shall be retained in a retrievable format for three years. Except as otherwise expressly provided in this PWS, the Contractor shall, upon completion or termination of the resulting contract, transmit to the Government any records related to performance of the contract, in a format acceptable to the CO and COR.

The Contractor shall comply with all statutes, regulations, and guidelines from the National Archives and Records Administration. Records and information management functions are required and mandated by the following laws and regulations: Chapters 21, 29, 31, and 33 of Title 44, United States Code; 36 CFR 12; 41 CFR 201 subchapters A and B; OMB Circular A-130; and DOJ Order 2710.8A, *Removal and Maintenance of Documents*. Criminal penalties for unlawfully destroying, damaging, removing, or improperly handling or releasing federal records are addressed in Chapters 37 and 101 of Title 18, United States Code.

Jim Martin

Deputy Field Office Director

Miami Field Office

Enforcement and Removal Operations

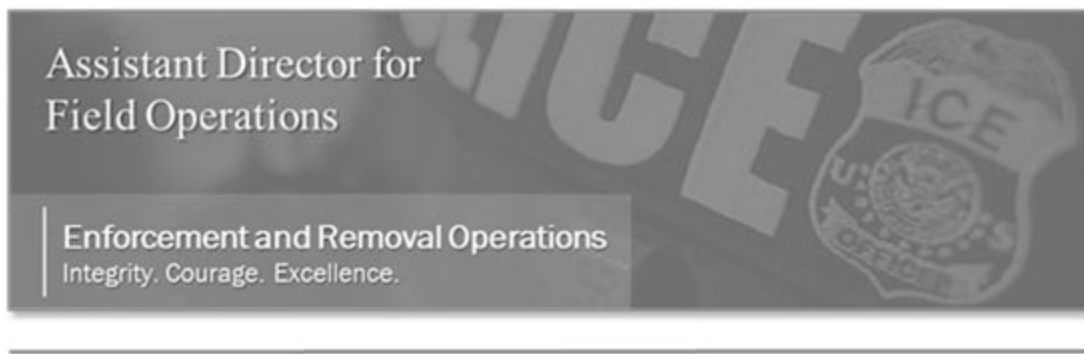
U.S. Immigration and Customs Enforcement

d: 954-236-4900

From: ERO Assistant Directors <EROAssistantDirectors@ice.dhs.gov>

Sent: Friday, January 29, 2021 11:02 AM

Subject: Reminder: Detention Facility Data Request [FOD]



To: Field Office Directors and Deputy Field Office Directors

Subject: Reminder: Detention Facility Data Request

In a broadcast message sent on December 2, 2020 [Detention Facility Data Request](#), AD for Field Operations asked all AORs to provide detention facility video surveillance data in accordance with a request by the National Archives and Records Administration (NARA). The purpose of this request was to provide information to an ICE retention policy working group.

In furtherance of NARA's request and the working group's mission, AD Field Operations directs the AORs to notify all ERO detention facilities, that no later than Tuesday, February 2, 2021, they are to retain **all** video surveillance data, as described in the December 2, 2020 [Detention Facility Data Request](#) broadcast until further notice.

Please contact Deputy Assistant Director Jesse Williams Jess.J.WilliamsII@ice.dhs.gov with any questions.

Robert Guadian

Acting Assistant Director
Field Operations

Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement

This message expires one year from the date it was sent, pursuant to ERO [policy](#).



may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. No portion of this communication should be furnished to the media, either in written or verbal form.

Exhibit 3

November 18, 2021

(via email at dhardin@gladessheriff.org and
cschipansky@gladessheriff.org and U.S. Postal Service)

Sheriff David Hardin
Commander Chad Schipansky
Detention Operations
Glades County Sheriff's Office
P.O. Box 39
Moore Haven, FL 33471

Re: Public Records Request

To Whom it May Concern,

Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, the American Civil Liberties Union of Florida, Inc., (ACLU of FL) hereby requests records concerning the Glades County Detention Center ("Glades"). This request is limited to detainees held at Glades pursuant to the facility's Intergovernmental Services Agreement with U.S. Immigration and Customs Enforcement. Please note that you have an obligation not only to produce but to preserve all requested public records. We welcome the opportunity to answer any questions you might have about this request in order to better facilitate the production of public records.

PUBLIC RECORDS REQUESTED

We request that you produce the following information and copies of the following materials created from January 1, 2021 through the present unless a different date range is specified in the requests below:

- (1) All logs of internal complaints or grievances submitted by detained individuals at Glades.
- (2) All surveillance video footage captured at Glades from the following dates:
 - a. April 9-10, 2020;
 - b. April 28, 2020;
 - c. May 29, 2020;
 - d. June 4, 2020;
 - e. June 11-12, 2020;
 - f. July 30-31, 2021;
 - g. August 1-5, 2021;
 - h. August 11, 2021;
 - i. September 15-17, 2021;
 - j. September 20-22, 2021;
 - k. September 26, 2021;



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Florida

4343 W. Flagler Street
Suite 400
Miami, Florida 33134
www.aclufi.org
(786) 363-1871

Katie Blankenship
Staff Attorney

- l. October 6, 2021;
- m. November 9-12, 2021.

- (3) Confirmation that Glades County Sheriff's Office ("GCSO") is preserving all records, including video footage, pursuant to the directives of the National Archives and Records Administration (NARA), and specifically that "[a]ll records related to contract performance shall be retained in a retrievable format for three years." If GCSO is not adhering to this directive, please provide information as to the length of time you are currently preserving all records, including video footage.
- (4) Any and all correspondence, including emails, notes, circulars, and memoranda, and documents, including hard copy and digital documents, in regard to any internal complaints or grievances submitted by detained individuals at Glades, including but not limited to GCSO's own investigation of such complaints or grievances, as well as findings related thereto. Should any of these records pertain to complaints of misconduct of a GCSO employee or contractor, please provide all records concerning such complaints and investigation of same for any investigations that are completed or have ceased to be active.
- (5) All logbooks, policies, and correspondence, including emails, notes, circulars, and memoranda regarding the use of solitary confinement from September 1, 2021 to present.
- (6) All logbooks, policies, and correspondence, including emails, notes, circulars, and memoranda regarding the use of force or restraints from September 1, 2021 to present.
- (7) All logbooks; records; correspondence, including emails, notes, circulars, and memoranda; and documents, including digital and hard copy documents, regarding any suicide attempts or attempts to self-harm by a detainee from September 1, 2021 to present.
- (8) Policies and procedures manuals for Glades medical care and medical staff and/or contractors, including but not limited to all policies concerning the provision of prescription medication, initial medical screenings, and responses to medical requests.



- (9) All agreements, contracts, and amendments thereto for any and all medical staff, contractors, and personnel hired by or contracting with Glades County Sheriff's Office, Glades County Detention Center, or U.S. Immigration and Customs Enforcement.

INFORMATION ABOUT THE REQUEST

Acknowledgement: *As required by law, please acknowledge that you have received this public records request and provide an estimated timeframe in which you believe that you will be able to provide the requested information. See § 119.07(1)(c), Fla. Stat. ("A custodian of public records and his or her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith.").*



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Florida

Costs: The ACLU of Florida is a non-profit tax-exempt organization dedicated to the protection of civil liberties and constitutional rights of all people. The ACLU serves an important public education function, regularly disseminating information of interest to the public through newsletters, news briefings, right-to-know brochures, and other public education materials. The disclosure of the requested information will "promote public awareness and knowledge of governmental actions in order to ensure that governmental officials and agencies remain accountable to the people." *Forsberg v. Housing Authority of the City of Miami Beach*, 455 So.2d 373, 378 (Fla. 1984). **Therefore, we request that you produce the requested records free of charge.** However, if you are unable to do so, the ACLU will reimburse you for the reasonable costs associated with fulfilling this request, if your office has a policy of requiring the payment of a copying charge for such records. The fees and costs you may charge are governed by Section 119.07(4), Fla. Stat. If you challenge our entitlement to a waiver of fees and anticipate that the total costs associated with fulfilling this request will exceed \$100, please contact me promptly with an estimate of the likely cost before any charges are incurred.

Justify Exemptions: If you are unable or refuse to provide part or all of the requested public information, please explain in writing and with particularity the reasons for not providing the requested public information in its entirety, as required by Section 119.07(1)(f), Fla. Stat. If any exemption that you assert applies to only a portion of the records (as opposed to the entire record), please redact the portion you claim is exempt, provide copies of the remainder of the record or records, and detail your reasons for the modification as required by Section 119.07(1)(d-e), Fla. Stat.

Entire Records: We request that you produce responsive materials in their entirety, including all attachments, appendices, enclosures and/or exhibits. To the extent that a response to this request would require you to provide multiple copies

of identical material, the request is limited so that only one copy of the identical material is requested.

Record Format: If any of the requested records are maintained in a common-format electronic-medium, please provide these records in such native electronic medium and not in paper form. *See* § 119.083(5), Fla. Stat. (“An agency must provide a copy of the record in the medium requested if the agency maintains the record in that medium”). For purposes of this request, common electronic formats include (1) American Standard Code for Information Interchange (“ASCII”), (2) files formatted in one of the Microsoft Office Suite, Corel Suite, OpenOffice Suite, or IBM’s Lotus Suite applications (.doc, .xls, .ppt, .mdb, .wpd, etc.), (3) a text file (.txt), (4) hypertext markup language (.html) or similar web page language, or (5) common media file formats, including mp3, mp4, wma, wav. These common formats are the preferred electronic mediums for production. However, if any of the requested records are only maintained or only can be produced as electronic images, for example a portable document format (.pdf), (n.b., it is possible to print documents into a PDF format either by using Acrobat Professional or a free PDF driver like cutePDF.com), then as an alternative, we request an electronic-image format, preferably PDF. *See* § 119.01(2), Fla. Stat.



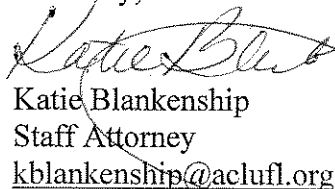
Preservation: Section 119.07(1)(h-i), Fla. Stat., prohibits the destruction of any of the requested records, including any which you may claim are exempt, for a period after the date on which you receive this written request. If we institute a civil action to enforce the Florida Public Records Law with respect to the requested records, you may not dispose of the records except by court order after notice to all affected parties.

Please furnish all responsive records to:

Katie Blankenship
kblankenship@aclufl.org
4343 W. Flagler Street, Suite 400
Miami, FL 33134

If you have any questions regarding the processing of this request, please contact Katie Blankenship at kblankenship@aclufl.org.

Sincerely,



Katie Blankenship
Staff Attorney
kblankenship@aclufl.org

Exhibit 4



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Florida

American Civil Liberties Union Foundation of Florida

4343 W. Flagler Street, Suite 400, Miami, FL 33134

November 18, 2021

(VIA Electronic Mail at ice-foia@dhs.gov and U.S. Postal Service)

U.S. Immigration and Customs Enforcement

Freedom of Information Act Office

500 12th Street, S.W., Stop 5009

Washington, D.C. 20536-5009

**RE: Freedom of Information Act Request Regarding Glades County Detention Center,
Moore Haven, Florida**

Dear ICE FOIA Unit,

This is a request under the Freedom of Information ACT (FOIA), 5 USC § 552 on behalf of the American Civil Liberties Union Foundation of Florida (ACLU of Florida) for information regarding the Glades County Detention Center and the U.S. Immigration and Customs Enforcement's Intergovernmental Services Agreement (IGSA) with Glades County in the operation of the Glades County Detention Center (Glades). We ask that you please direct this request to all appropriate offices and departments within the agency, including but not limited to the Miami Field Office. This request is limited to January 1, 2021 to present unless other date ranges are specified in the requests below.

A. Purpose of Request

The purpose of this request is to obtain information for the public about:

1. The preservation of records at Glades County Detention Center pursuant to the directives of the National Archives and Records Administration (NARA); and
2. The detention conditions and medical and mental health care at Glades.

B. Documents Requested

1. Please confirm that all records, including video footage, at Glades regarding the detention of individuals subject to or falling under the IGSA are currently preserved pursuant to the directives of NARA and specifically that "[a]ll records related to contract performance shall be retained in a retrievable format for three years." If Glades is not adhering to this directive, please provide information as to the length of time records are currently preserved, including video footage.
2. All surveillance video footage captured at Glades on the following dates:
 - a. April 9-10, 2020;

- b. April 28, 2020;
 - c. May 29, 2020;
 - d. June 4, 2020;
 - e. June 11-12, 2020;
 - f. July 30-31, 2021;
 - g. August 1-5, 2021;
 - h. August 11, 2021;
 - i. September 15-17, 2021;
 - j. September 20-22, 2021;
 - k. September 26, 2021;
 - l. October 6, 2021;
 - m. November 9-12, 2021.
- 3. Copies of all logs of internal complaints or grievances submitted by detained individuals at Glades through the 5663 hotline or any other hotline or means of submitting internal complaints or grievances.
 - 4. All agreements, contracts, and amendments thereto for any and all medical staff, contractors, and personnel hired by or contracting with Glades County Sheriff's Office, Glades County Detention Center, or U.S. Immigration and Customs Enforcement to provide medical and mental health care and services to detained individuals at Glades from January 1, 2020 to present.

C. The Requesters

The ACLU of Florida is the Florida affiliate of the national American Civil Liberties Union. Its mission is to advance the cause of civil liberties in Florida, with emphasis on the rights of free speech, free press, free assembly, freedom of religion, due process of law and to take all legitimate action in the furtherance of such purposes without political partisanship.

D. Fee Waiver

The requester is entitled to a waiver of all costs because disclosure of the records sought "is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester." 5 U.S.C. § 552(a)(4)(A)(iii). The records sought here will significantly contribute to public understanding of immigration detention at Glades County Detention Center. Moreover, as a nonprofit, nonpartisan organization, the ACLU of Florida is well situated to disseminate the information gained from this request to the general public and routinely engages in such public education through obtaining information about government activity (including through FOIA requests), analyzing that information, and widely publishing and disseminating that information to the press and to the public in a variety of ways. The records disclosed as a result of this FOIA request will be analyzed, published, and disseminated on the www.aclufl.org website, which reaches a wide, diverse audience and is visited by thousands of visitors each month.

E. Expedited Processing

Expedited processing of this request is necessary both because there is a "compelling need" for the information, 5 U.S.C. § 552(a)(6)(E)(i)(I), and because there is "[a]n urgency to inform the public about an actual or alleged federal government activity" and, as described above, the request is "made by a person primarily engaged in disseminating information." 6 C.F.R. § 5.5.

The public has a pressing interest in obtaining information about the conditions at Glades due to a large number of complaints and publications detailing detrimental and abusive conditions at Glades. *See* 6 C.F.R. § 5.5 ("The existence of numerous articles published on a given subject can be helpful to establishing the requirement that there be an 'urgency to inform' the public on the topic."). Information responsive to this

request will shed light on the questions concerning conditions at Glades, which is a matter of significant public concern.

F. Certification

The Requester certifies that the above information is true and correct to the best of the Requester's knowledge. *See* 6 C.F.R. sec 5.5(d)(3).

If this request is denied in whole or in part, we ask that you justify all redactions by reference to specific FOIA exemptions. Please specify the search that was undertaken to locate records responsive to this request. We expect you to release all segregable portions of otherwise exempt material. We reserve the right to appeal a decision to withhold any information or to deny expedited processing or a waiver of fees.

We look forward to your response to our request for expedited processing within ten (10) business days, as required under 5 U.S.C. § 552(a)(6)(E)(ii)(I). Should our request for expedited processing be denied, we expect to receive your response to this request within twenty (20) business days, as required under 5 U.S.C. § 552(a)(6)(A)(I).

If any records are available in electronic form, please furnish them in electronic form.

Please furnish all responsive records to:

Katie Blankenship
kblankenship@aclufl.org
4343 W. Flagler Street, Suite 400
Miami, FL 33134

If you have any questions regarding the processing of this request, please contact Katie Blankenship at kblankenship@aclufl.org.

Sincerely,

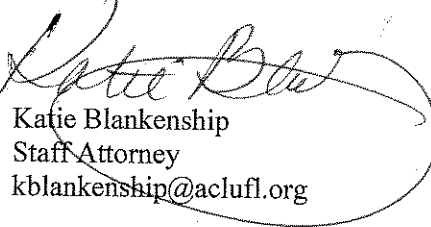

Katie Blankenship
Staff Attorney
kblankenship@aclufl.org

Exhibit B

November 16, 2021

(via email at cschipansky@gladessheriff.org and U.S. Postal Service)

Commander Chad Schipansky
Detention Operations Commander
Glades County Sheriff's Office
P.O Box 39
Moore Haven, Florida 33471

RE: Notice of Investigation and Request to Preserve Evidence



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Florida

4343 W. Flagler Street
Suite 400
Miami, Florida 33134
www.aclufll.org
(786) 363-1871

Katie Blankenship
Staff Attorney

Dear Commander Schipansky:

I write to inform you of an ongoing investigation of complaints regarding medical neglect and failure to provide medication and the unwarranted use of force at Glades County Detention Center ("Glades"). In furtherance of this ongoing investigation, I request that you preserve all correspondence, documents, and records, including but not limited to email and/or all electronically stored information, internal correspondence and memoranda, disciplinary records, and medical records captured from January 1, 2021 to present pertaining to the individuals identified below. In addition, we request you preserve all video footage captured at Glades, including but not limited to on site surveillance cameras and officer body cameras, from January 1, 2021 to present and that such video footage should not be limited only to the individuals listed below.

For any of the below individuals that remain at Glades County Detention Center, I further request that you continue to preserve all correspondence, documents, and things, including but not limited to video footage, email and all electronically stored information, internal correspondence and memoranda, disciplinary records, and medical records of and/or concerning these individuals for the remainder of their detainment at Glades County Detention Center.

This request applies to the following individuals:

- Luis Diaz Almanzar, A# 058 293 120
- Trymayne Butler; A# 216 683 844
- Francis Yolismar Vargas Gomez; A# 201 490 166
- Nealon Hypolite, A# 034 340 162
- Rohan Jordan; A# 046 244 081
- Petrona Lopez; A# 029 393 387
- George Monsour; A# 046 824 667
- Abraham Sano; A# 098 527 368
- Marcus Saunders; A# 087 437 453
- Nasio Terrence; A# 060 123 124
- Michael Wallace, A# 037 333 176

I write to further request that you preserve all correspondence, documents, and records, including but not limited to video footage, email and/or electronically stored information, internal correspondence and memoranda, disciplinary records, and medical records concerning any and all events at Glades County Detention Center from September 15 - September 17, 2021, including but not limited to the events surrounding any use of force or solitary confinement on or about September 16, 2021.

Please advise if you need any further information to preserve the requested information.



Sincerely,

A handwritten signature in black ink, appearing to read "Katie Blankenship". The signature is fluid and cursive, with a large loop at the end.

Katie Blankenship
Staff Attorney
ACLU of Florida
kblankenship@aclufll.org

CC: (via email)

Garrett Ripa, Field Office Director
Joel T. Mikelson, Assistant Field Office Director
Miami Field Office
Immigration and Customs Enforcement
U.S. Department of Homeland Security
865 SW 78th Avenue, Suite 101
Plantation, FL 33324
Garrett.J.Ripa@ice.dhs.gov
Joel.Mikelson@ice.dhs.gov

(via email)
Sheriff David Hardin
Glades County Sheriff's Office
P.O. Box 39
Moore Haven, FL 33471
dhardin@gladessheriff.org

Exhibit C

From: Chad Schipansky <cschipansky@gladessheriff.org>

Sent: Thursday, February 17, 2022 3:32 PM

To: Katie Blankenship <KBlankenship@aclufi.org>; David Hardin <dhardin@gladessheriff.org>; John Gadson <jgadson@gladessheriff.org>; Duane Pottorff <DPottorff@gladessheriff.org>; Sheri Manguiera <sheri.manguiera@armorhealthcare.com>

Subject: RE: Public Records Request

In reviewing your Public Records Request I am submitting the following questions for clarification.

- (1) Multiple jurisdictions are housed here, do you want a specific one or all
- (2) Overbroad, There are numerous cameras throughout the facility. Please specify what areas of the facility, or a specific incident.
- (3) With respect to documents we are in compliance and do hold records for 3 years. Video retention is at 90 days. UOF documents, video captured and retained on those UOF is held indefinitely.
- (5) Clarification on the word "Logbooks." Do you want a copy of the electronic log from the SMU, which I have complied and is 1100 + pages, or is this something different than I am thinking.

Questions 7 and 8, I have attached Glades policies, however have forwarded a request to our medical provider for any additional policies. Our IT department has been instructed to gather all email traffic in reference to your other queries and has completed that task. Using the key words I identified from your request as you can see in the screen shot produced over 29000 hits. Please advise how you would like to proceed as it relates to that tasking. Pending that I will forward you the other items requested as I receive them.

Respectfully,

From: Katie Blankenship <KBlankenship@aclufl.org>
Sent: Wednesday, February 16, 2022 1:39 PM
To: David Hardin <dhardin@gladessheriff.org>; John Gadson <jgadson@gladessheriff.org>; Chad Schipansky <cschipsansky@gladessheriff.org>; Duane Pottorff <DPottorff@gladessheriff.org>
Subject: Public Records Request

Dear all:

I'm writing to follow up on our Public Records Request ("PRR's") of November 18, 2021, attached hereto for reference. We have yet to receive a response to these PRR's, and I write today to request an update as to when we can expect a response and production of responsive documents.

Thank you for your prompt attention to this matter. I look forward to hearing from you.

Best,

Katie Blankenship | Deputy Legal Director

Pronouns: she, her, ella

American Civil Liberties Union of Florida

4343 West Flagler Street, Suite 400, Miami, FL 33134

Office 786.363.1871 | Cell 615.796.9027 | kblankenship@aclufl.org | www.aclufl.org



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Private and Confidential:

The sender intends to communicate the contents of this transmission only to the person to whom it is addressed. This transmission may contain information that is privileged, confidential or otherwise exempt from disclosure under applicable law. If you have received this transmission in error, please notify us immediately and promptly destroy the original transmission. Please notify the sender of this error by replying to e-mail. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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Exhibit D



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

Sent Via Email. No Hard Copy to Follow.

February 17, 2022

Mr. Daniel Tucker
Department of Homeland Security
U.S. Immigration and Customs Enforcement
Office of Asset Management
500 12th St SW
Washington, DC 20536

Dear Mr. Tucker,

The National Archives and Records Administration (NARA) has become aware of an allegation of unauthorized disposition from the American Civil Liberties Union (ACLU) and the Citizens for Responsibility & Ethics in Washington (CREW) of video surveillance records in the Glades County Detention Center (hereafter referred to as “Glades”), a county jail in Moore Haven, Florida, that detains immigrants under a contract with the U.S. Immigration and Customs Enforcement (ICE) agency (attached).

On July 14, 2020, as a result of NARA unauthorized disposition case UD-2020-0009, NARA directed ICE to cease destruction of all video surveillance records pending approval of a records disposition schedule for these records. In January 2021, ICE communicated this direction to all detention facilities. A records disposition schedule was approved for non-evidentiary video surveillance records in September 2021. We are concerned about any non-evidentiary video surveillance records that may have been destroyed during the period between July 2020 and September 2021.

The ACLU/CREW allegation included email documentation of a January 2021 ICE directive instructing all Enforcement and Removal Operations (ERO) detention facilities to “retain all video surveillance data...until further notice” and a response from the Glades facility that states that Glades is deleting surveillance video every 90 days, stating, “our capabilities are currently at 90 days retention of video records.” At that time, Glades was instructed by ICE to keep video surveillance records “until further notice.”

In accordance with 36 CFR 1230.16(b), NARA requests that ICE respond within 30 calendar days to the allegations outlined in the letter NARA received from the ACLU and CREW. As described in 36 CFR 1230.14(a), if ICE determines that records were destroyed without proper disposition authority, the report must include a description of the exact circumstances surrounding the deletion of these records prior to the approval of DAA-0567-2021-0001 on September 23, 2021; a statement of the safeguards established to prevent further loss of documentation; and details of the actions taken to salvage, retrieve, or reconstruct the records.

Additionally, NARA is requesting a review of records management procedures in all ICE detention facilities for documenting the process used to identify and preserve evidentiary video surveillance records as required by the agency-specific records schedule (DAA-0567-2021-0001), approved by NARA September 23, 2021. Please provide NARA with an interim report within 30 days, and as part of this interim report, a targeted timeline for completion of the records management review.

We will keep this case and UD-2020-0009 open until the review is complete and the additional requirements that we requested in our correspondence dated July 13, 2020 are met. These include resolution of the CREW lawsuit that led to the opening of UD-2020-0009 and an implementation plan to ensure that the requirements of the new records retention schedule are incorporated into records management procedures into all facilities.

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.

Sincerely,

A handwritten signature in cursive script, reading "Laurence R. Brewer".

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

Cc. Eric Hysen, Chief Information Officer, Senior Agency Official for Records Management
Michelle Thomas, Department Records Officer, Department of Homeland Security

Enclosures (3)