



Sent via Email <[REDACTED]>

July 9, 2026

[REDACTED]

RE: Freedom of Information Act Request NGC26-543

Dear Mr. [REDACTED]:

This is in response to your Freedom of Information Act (FOIA) request to the National Archives and Records Administration (NARA), dated June 19, 2026, which we received in our office on the same date, via the foia@nara.gov inbox. We assigned your request the above internal tracking number. In your request, you stated:

I request a copy of any records schedule or records-disposition authority that the National Design Studio has filed with the National Archives since the studio's establishment in August 2025 — a single, discrete, catalogued document, not a broad search. If none has been filed, I request written confirmation of that fact.

The National Archives and Records Administration (NARA) is the repository for documents and materials created in the course of business conducted by agencies of the Executive branch of the United States Federal government. Federal agencies usually transfer their permanent records to NARA no earlier than 15 years from the date of creation, but we receive many well after 30 years from the date of creation. NARA is not a repository for state or municipal records.

Following a search, no records were found to be responsive to your request. Agencies subject to the Federal Records Act submit records schedules for records not covered by the government-wide General Records Schedules. The current GRS are posted on our website at <https://www.archives.gov/records-mgmt/grs.html>.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by email please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001
www.archives.gov

States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number **NGC26-543**.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison for assistance at:

National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750
ngc.foia.liaison@nara.gov

You may also contact the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, which offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is noted below:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770 or toll free 1-877-684-6448

Thank you for contacting the National Archives and Records Administration. Please feel free to contact me directly if you have any questions or further concerns.

Sincerely,

Ashley Bryan
Government Information Specialist
Operational FOIA and Access Division
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland, 20740-6001
301-837-3642