

**PRESERVATION DIRECTIVE FOR RECORDS  
RELATED TO ATF OPERATION FAST AND FURIOUS**

This is in reference to the Office of the Inspector General's review of ATF's firearms trafficking investigation known as Operation Fast and Furious. The requirements of this preservation directive are *in addition* to the requirements of Assistant Director Stinnett's request for documents and information.

Pursuant to ATF Order 1340.4, **please identify and preserve any relevant documents and materials within your custody which may be relevant to this matter**. Relevant documents and materials include all records and evidence, **including electronic files and email**, relating in any way to Operation Fast and Furious. This requires a search of relevant documents and materials under your control and/or maintained by the Phoenix Field Division or ATF Headquarters that may include, but are not limited to, the following: Reports, any formal and informal documents (*e.g.*, memoranda, hand written notes), correspondence, telephone log entries, e-mail, word processing documents, internet usage files, systems manuals, and network access information. In addition, please identify and preserve all property (*i.e.*, firearms and ammunition) in ATF custody relating to the firearms trafficking investigation.

Please note that relevant documents and materials may include not only hard-copy documents, but all electronically-stored information ("ESI") created, received, and/or maintained by ATF on computer systems and elsewhere. Sources of information may include hard-copy files, computer hard drives, removable media (*e.g.* CDs, DVDs), laptop computers, PDAs, BlackBerry devices, telephones and pagers. All ESI should be preserved in its originally-created or "native" format. Please keep in mind that this is not an exhaustive list of date types or sources.

**At this time, please –**

- **Identify and preserve all documents and materials which may be relevant to Operation Fast and Furious. The relevant time period would begin October 1, 2009 until the present.**

If you have any documents or materials that fall within this directive, please place the hard copies in a separate file marked "PRESERVATION OF DOCUMENTS FOR OPERATION FAST AND FURIOUS." Retain the file in a place where you can readily locate it upon request. E-mails should be retained in a PRESERVATION folder on Outlook, and Word and other documents in electronic format (*e.g.*, PowerPoint, Excel, Adobe Acrobat) should be identified and moved to a separate PRESERVATION folder in your personal library.

- **Assign a point of contact (POC) from the following in order to coordinate the preservation of relevant documents and materials:**
  - **Phoenix Field Division**
  - **Office of the Director**

- **Office of Field Operations**
- **Office of Enforcement Programs and Services**
- **Office of Public and Governmental Affairs**
- **Office of Strategic Intelligence and Information**
- **Office of Professional Responsibility and Security Operations**
- **Office of Management**
- **Office of Science and Technology**
- **Office of Professional Responsibility and Security Operations**
- **Office of Chief Counsel**
- **Office of Training and Professional Development**

**Please provide the POC's name to Assistant Director Melanie Stinnett by COB on Friday April 1, 2011.**

The POC is to ensure that all persons who may have information or a need to know about this directive are appropriately notified and instructed on their responsibility in a timely fashion. Also, the POC has the responsibility to notify Assistant Director Stinnett if (1) any additional ESI related to this investigation is discovered; (2) personnel involved in this directive are leaving the division, office, directorate or ATF; (3) the division, office or directorate will perform imminent data destruction; (4) the directorate will replace or discard equipment preserving ESI in this matter.

Of particular importance will be ensuring that no ESI is erased through routine destruction. If any ESI relating to Operation Fast and Furious has been purged as a result of routine destruction (*i.e.*, the aging process, separation from employment, etc) please, to the extent possible, find the dates of such purge and the information which would have been subject to destruction.

Please note that the failure to comply with this directive and/or the failure to maintain records, documents and information could negatively impact the Bureau, therefore please err on the side of retaining documents and information. Employees who fail to comply with their duties as outlined above will be subject to disciplinary action up to and including removal. Please note that this directive is in effect until you are notified that the hold has been terminated.

Thank you for your attention to this matter. If you have any questions concerning this directive, please contact Assistant Director Melanie Stinnett.