



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

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

January 06, 2020

Mr. Tommy W. Lee  
Department of Defense  
United States Air Force  
Headquarters Air Force Records Office (SAF/CNZA)  
1800 Air Force Pentagon  
Washington, DC 20330-1800

Dear Mr. Lee:

The National Archives and Records Administration (NARA) received your report of an unauthorized disposition of one box of attendance and overtime records at Joint Base Elmendorf-Richardson. The records loss was discovered in August 2019 after an earthquake damage assessment and asbestos abatement work was completed. The two projects prevented base records management personnel from gaining access to the base's records staging area for several months.

The Air Force cannot determine the specific date or cause of the unauthorized disposition of records and has exhausted all efforts to locate the administrative records whose scheduled date of destruction is January 1, 2020. To prevent additional loss of similar records in the future, additional records management training for base personnel has been instituted to ensure improved accountability of the records. Based on the information that you provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA is satisfied with the safeguards established and considers this matter closed. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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