



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

Sent Via Email. No Hard Copy to Follow.

February 3, 2022

Mr. Tommy W. Lee
Department of Defense
Department of the Air Force
1800 Air Force Pentagon
Washington, DC 20330-1800

Dear Mr. Lee,

The National Archives and Records Administration has received your report documenting the loss of eight full staging boxes from 52nd Communications Squadron, Spangdahlem, Germany. We understand that the following records have been lost:

- Industrial Hygiene Survey Reports and Occupational Health Case Files at Bioenvironmental Engineering dated 01 Jan 1983 – 12 Dec 1983, 01 Jan 1984 – 12 Dec 1984, 01 Jan 1990 – 12 Dec 1990. (3 full staging boxes)
- Construction Project Control Files Completed dated 03 Jan 2007 – 12 Jul 2007 (1 full staging box)
- Mental Health Treatment Records (HTR) (Active Duty and Retired) dated 01 Jan 2010 – 31 Dec 2010. (4 full staging boxes)

NARA understands that measures were taken to locate the files, but none were successfully recovered. The safeguards that the Air Force has put into place includes digitizing records to reduce the number of physical records on hand and to minimize the factors that could lead to this issue reoccurring; digitizing the remaining files in this collection for backup, training current and future employees on the process that is required in order to check out files, and ensuring that charge out cards are filled out and fully utilized in the future. Upon initial assignment to Base Records Management, personnel will complete procedural training on the proper actions for staging, tracking, and shipping of records.

Based on the information provided in your report, NARA considers this matter resolved. NARA does request to be notified if the files are located. Thank you for your attention to this matter. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a small "V" for the middle initial.

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