



June 1, 2017

Mr. Glenn Stoll  
Records Officer/W7312N  
Transportation Security Administration  
701 South 12<sup>th</sup> Street  
Arlington, VA 20598

Dear Mr. Stoll:

Thank you for notifying the National Archives and Records Administration (NARA) about the loss of calibration reports for three Explosives Trace Detection (ETD) machines located at the Chicago O'Hare International Airport (ORD), zone CP8. You identified that the records were accidentally destroyed in May 2017, approximately 17 months prior to their scheduled destruction. You noted that records recovery was not possible because the three machines had been shutdown for decommissioning.

To prevent future unauthorized disposition of calibration reports, ORD reviewed their processes for maintaining and destroying records, specifically calibration reports. All employees for ORD, zone CP8 were briefed on the procedures. A copy of the TSA Records Disposition Schedule has been placed in each ETD calibration log book, airport wide, and periodic reminder communications will be issued to applicable employees. Additionally, each month the Equipment Maintenance Technician (EMT) gathers records for each ETD machine and files them centrally in the terminal maintenance office to avoid premature destruction.

Your report satisfies the reporting requirements in 36 CFR 1230.14, therefore, we consider this case closed. However, this is the second incident reported since November 2016 of premature destruction of calibration reports at ORD. NARA has serious concerns regarding records management and disposition practices at the ORD facility. Future reports of the unauthorized disposition of these records may warrant a formal inspection or other investigative action.

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

[www.archives.gov](http://www.archives.gov)

Thank you for your cooperation and efforts in this matter. If you have any questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or by email at dawn.sherman@nara.gov.

Sincerely,

A handwritten signature in cursive script that reads "Donald Lisen".

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