



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.***

March 3, 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 the unauthorized disposition of records at Malmstrom Air Force Base (AFB). On January 28, 2020, the Air Force discovered the theft of an unknown number of paper AF IMT 1297 forms (temporary issue receipts). The records, which contain PII (i.e. names, DOD ID numbers, phone numbers), were stolen when a fired employee was allowed to return to his work area to recover his personal belongings. The employee removed the records from his desk and also deleted several files from a share drive.

Attempts to contact the separated employee and recover the missing forms have proven unsuccessful. Since the incident, the work center supervisor has created a Standard Operating Procedures guide and plans to provide training on the facility's new guide and procedures for the proper filing and storage of paper records.

In accordance with 36 CFR 1230.16, NARA requests that your agency provide NARA with a response within 30 days that provides a status of the investigation, a description of the AF IMT 1297 records and any missing shared drive files that the agency has also determined are records. If additional records were lost, please provide details about the specific recovery efforts for the electronic files. Also, please include a statement of the overall security safeguards that have been or will be implemented to prevent future unauthorized disposals of such records during the exit process for terminated employees. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto: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 large initial 'L' and a distinct 'V'.

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



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.***

April 10, 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 the Air Force's response regarding NARA's request for further information about records management safeguards at Malmstrom Air Force Base (UD-2020-0030). The Air Force has instituted additional procedures, guides, and training for personnel to prevent the removal of records from its facility by existing personnel and terminated employees. 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