



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.***

July 23, 2019

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 at Shaw Air Force Base on June 12, 2019. You state that on February 27, 2017, during a staff assistance visit to the deployed 379th Expeditionary Maintenance Group, five boxes of records were identified as missing. The boxes contained temporary motor vehicle operator and accident files; permanent G-series special orders and movement orders; and temporary travel records. Despite recovery efforts, Air Force personnel were unable to locate the records. Please note that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA.

The Air Force has since implemented several safeguards, including the maintenance and accounting of records on an electronic records management drive and training for records custodians. 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