



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

Sent Via Email. No Hard Copy to Follow.

July 6, 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 (NARA) has received your report documenting the accidental disposal of boxes from the 2nd Communications Squadron, Barksdale Air Force Base, Louisiana. These boxes contained information related to neuropsychological evaluations, consultations related to mental health services, social work case records, and specialized mental health results.

- Mental Health Treatment Records (HTR) (Active Duty and Retired); Inclusive dates: 01/01/2006-12/31/2017
- Number of Boxes: 155; Number of Records: 3,616 Airman Mental Health records

NARA understands that the 2 CS/SCXK BRM team took action to recreate the original records. Unfortunately, all attempts at recreation were unsuccessful. However, the 2 CS/SCXK BRM team created a standard operating instruction to indicate how staged records will be marked clearly. The remaining files have been digitized, and all remaining boxes are accounted for and labeled as “frozen” or “permanent.” The 2 CS/SCXK BRM team executed a plan for electronic staging and shipping of the remaining records to a Federal Records Center. Lastly, all members associated with the incident have attended and completed remedial Records Management training on the procedures for staging, tracking, and shipping records.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention on this important matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style with a large initial 'L' and 'B'.

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