



Andrea Noel <andrea.noel@nara.gov>

Fwd: Urgent: Records Question

1 message

Andrea Noel <noelannelia@yahoo.com>
To: Andrea Noel <andrea.noel@nara.gov>

Thu, Jan 12, 2017 at 1:17 PM

Blessings and light 🙏,

Andrea

Begin forwarded message:

From: Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>
Date: 12 January 2017 at 12:45:42 PM GMT-5
To: Andrea Noel <noelannelia@yahoo.com>
Subject: Fwd: Urgent: Records Question

Good afternoon,

Please close out this case in our database and include the reason in the comment field. No close out letter is required. Thanks.

----- Forwarded message -----

From: "Valerie Terray" <valerie.terray@nara.gov>
Date: Jan 12, 2017 11:00 AM
Subject: Fwd: Urgent: Records Question
To: <evangela.wimbush-jeffrey@nara.gov>
Cc:

Hi Evangela,

I'm sending this along for your information. Thank you.

Regards,
Valerie

Sent from my iPhone

Begin forwarded message:

From: <Jonathan.Jones@faa.gov>
Date: January 12, 2017 at 3:31:51 AM PST
To: <valerie.terray@nara.gov>
Subject: RE: FW: Urgent: Records Question

Good Morning Valerie,

I was just informed by FAA organization that upon further inspection, there was no loss of record material...

information was in fact captured by a redundant system.

No unauthorized disposal occurred.

If you require further information, please advise.

Jonathan

Jonathan E. Jones, CFRM

Records Manager, Federal Aviation Administration

Office of the Deputy Assistant Administrator for Information

and Technology (CIO)

Performance, Policy & Records Management Branch

(202)267-1413

<http://www.faa.gov/about/initiatives/records/>

EMAIL BEST PRACTICES:

OFFICIAL RECORDS: Emails relating to agency business or responsibilities that explain, justify, or document an action or decision you authored or are required to take are official records

1 MAKE an **electronic recordkeeping copy** (searchable/OCR pdf capturing sender/recipient names and transmission dates)

2 SAVE according to your **office file plan** (per series it is filed with)

3 DELETE from your emails within **180 days** (*Except* for Senior Executives ...their emails are permanent records)

4 DO NOT mix **official business** and **personal business** in the same email/email thread

From: Valerie Terray [valerie.terray@nara.gov]

Sent: Thursday, January 05, 2017 12:14 PM

To: Jones, Jonathan (FAA)

Subject: Re: FW: Urgent: Records Question

Jonathan,

Thanks for getting back to me with your answers. After discussing the situation with our newly formed Inspections Team, they would like to go ahead and open an unauthorized disposal case. You will be shortly contacted by my colleague Evangela Wimbush-Jeffrey. She will request the following information from you:

1. A complete description of the records, along with volume and dates, if known.
2. The office of origin.
3. An explanation of the exact circumstances surround the unauthorized action.
4. Details, when appropriate, of the actions taken to salvage, retrieve, or reconstruct the records.
5. A statement of safeguards established to prevent further losses. (In this case, please mention the Bucket Scheduling project, and how this series

will be incorporated in the crosswalk).

Please let me know if you have any further questions about this process.

Regards,

Valerie Terray
Senior Records Analyst, Agency Assistance Team
National Archives and Records Administration
1000 Commodore Drive
San Bruno, CA 94066-2350
(ph) [650-238-3462](tel:650-238-3462)
(cell) [916-225-1576](tel:916-225-1576)
(fax) [650-238-3511](tel:650-238-3511)

On Wed, Jan 4, 2017 at 5:26 AM, <Jonathan.Jones@faa.gov> wrote:

Valerie,

a thousand apologies for late reply...

however, I have been off the grid, burning "use or lose" leave over the holidays.

Reference your below question...

the recorders are used in airport control towers to record verbal exchanges between Air Traffic Controllers and Pilots, and no, not captured elsewhere.

Jonathan E. Jones, CFRM

Records Manager, Federal Aviation Administration

Office of the Deputy Assistant Administrator for Information
and Technology (CIO)

Performance, Policy & Records Management Branch

[\(202\)267-1413](tel:2022671413)

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From: Valerie Terray [mailto:valerie.terray@nara.gov]

Sent: Monday, December 19, 2016 12:06 PM

To: Jones, Jonathan (FAA)

Subject: Re: FW: Urgent: Records Question

Hi Jonathan,

Thank you for contacting me. I have a few questions:

1. Can you tell me more about the purpose of the legal recorder?
2. Is the information captured elsewhere (such as a casefile)?

Regards,

Valerie Terray

Senior Records Analyst, Agency Assistance Team

National Archives and Records Administration

1000 Commodore Drive

San Bruno, CA 94066-2350

(ph) [650-238-3462](tel:650-238-3462)

(cell) [916-225-1576](tel:916-225-1576)

(fax) [650-238-3511](tel:650-238-3511)

On Sun, Dec 18, 2016 at 4:24 PM, <Jonathan.Jones@faa.gov> wrote:

Yes, forgive Barbara, hello Valerie...

remiss by not forwarding question to Valerie.

Happy holidays to all....

await NARA guidance.

Jonathan

From: Barbara Byers [mailto:barbara.byers@nara.gov]

Sent: Friday, December 16, 2016 1:30 PM

To: Valerie Terray

Cc: Darin Cote; Jones, Jonathan (FAA)

Subject: Re: FW: Urgent: Records Question

Valerie,

I'm pushing this question out to you; as it may need to be posed to additional CRO folk for interpretation.

My gut reaction is yes, records were lost through a failure to create them; but I'd want confirmation of my opinion, before launching the formal process.

We still need to meet and hand off, however at this point we're looking at post holidays for timing.

Kind regards, Barbara

On Fri, Dec 16, 2016 at 11:30 AM, <Jonathan.Jones@faa.gov> wrote:

Barbara,

I have a unique situation with regards to information (digital recordings in tower) not being captured.

Please see below email for specific situation and advise if this is a "records" issue of unauthorized destruction or a technical matter.

If recording was never made, wouldn't that by default make it other than a records issue?

Please advise,

Jonathan

Happy Holidays to you and yours....

Jonathan E. Jones, CFRM

Records Manager, Federal Aviation Administration

Office of the Deputy Assistant Administrator for Information
and Technology (CIO)

Performance, Policy & Records Management Branch

[\(202\)267-1413](tel:(202)267-1413)

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From: Lash, Adriana (FAA)
Sent: Friday, December 16, 2016 12:20 PM
To: Jones, Jonathan (FAA)
Cc: Anderson, Paige (FAA)
Subject: Urgent: Records Question

Good Morning, Jonathan,

Just received a question from one of our facilities in the email below regarding a loss of records (the legal voice recorder). As this may have serious legal consequences if not reported, I was hoping that you can answer this question, or point me in the right direction.

Thank you,

Adriana Lash
WSA Records Management Coordinator

Federal Aviation Administration
ATO, Western Service Center
Administrative Services Group, AJV-W53
1601 Lind Avenue SW

Renton, WA 98057-3356

Office: [425-203-4136](tel:425-203-4136)

Fax: [425-203-4134](tel:425-203-4134)

[WSC PAT KSN Site](#)

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From: Anderson, Paige (FAA)

Sent: Friday, December 16, 2016 8:51 AM

To: Lash, Adriana (FAA)

Subject: Records Question

Hi Adriana:

Dan Davis from QCQ (4353) called reference a question. He indicated that there was an issue at Denver control with the legal voice recorder – in a nutshell there was an alarm and there were no recordings for 20 hours. In reading the 1350.15, he referenced Paragraph 11, sub paragraph n, that FAA employees are responsible for reporting this information up. Not sure if this would fall in the category of “accident,” but it was system failure that resulted in the loss of recordings.

Can you research and determine who should be notified and give Dan a call?

Thanks much!

Paige Anderson

Manager, Performance Analysis Team

WSA Service Center

1601 Lind Avenue SW

Renton, WA 98057-3356

Office: [\(425\) 203-4170](tel:425-203-4170)

Cell: [\(425\) 495-0673](tel:425-495-0673)

6:00 a.m. - 2:30 p.m. (M-F)

