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November 28, 2016

Ms. Mishelle M. Hugues  
Department of Energy  
National Nuclear Security Administration  
Office of the Chief Information Officer  
1000 Independence Avenue, SW  
Washington, DC 20585

Dear Ms. Hugues:

Thank you for notifying the National Archives and Records Administration (NARA) about the accidental destruction by the Naval Nuclear Laboratory (NNL) Security Department at the Bettis Atomic Power Laboratory in West Mifflin, Pennsylvania, of thirty personnel folders containing training records.

As reported, NNL Security Department personnel incorrectly destroyed twenty-five folders before their scheduled disposition date based on improper internal training received prior to November 2013 that directed records be destroyed one year after the employee separates or transfers rather than four years. In addition, five folders were destroyed after the Department of Energy (DOE) placed all records under this schedule under a moratorium on the destruction of health-related records.

We understand that safeguards were established in November 2013, to prevent further loss of these types of records. These include providing the NNL Security Department with the correct records management procedures including the requirement to comply with their Records Inventory and Disposition Schedule (RIDS) and to preserve records under destruction holds. Also, the NNL Records Management staff is currently revising the "All Hands Records Management" and "Records Coordinator" training to foster greater understanding of records retention and disposition requirements and responsibilities.

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While NNL Security Department personnel were unable to salvage, retrieve or reconstruct any hard or electronic copies of the records from on-site office locations and NNL Records Management Staff verified no copies were in storage at the Federal Records Center (FRC), it was determined that NNL Human Resources sent records related to the content destroyed to records storage and that these records have a 75 year retention schedule.

Since this report addresses the requirements in 36 CFR 1230.14, NARA considers this matter resolved and no further action is required by the agency. If you have any questions, please contact Scott Jobson, Senior Records Analyst, at (301) 837-2977 or by email at [scott.jobson@nara.gov](mailto:scott.jobson@nara.gov).

Sincerely,



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