



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.***

November 14, 2019

Ms. Luz Ortiz  
OSD Records Administrator  
Department of Defense  
Office of the Secretary of Defense  
4800 Mark Center Drive , Suite 02F09-02  
Alexandria, VA 22350-3100

Dear Ms. Ortiz:

The National Archives and Records Administration (NARA) received your letter of an unauthorized disposition at the Office of the Secretary of Defense (OSD). According to the information that has been provided, the missing records, which are covered by NARA schedule authority, NCI-330-81-1, file number 703-04, item 5, document specific approvals and denials of requests relating to DOD's cooperation with the production of television, theatrical, and motion picture films by civilian producers.

OSD's search efforts have resulted in the recovery of a few boxes of records along with documentation of a possible donation and transfer of records to Georgetown University's Booth Family Center. OSD's records recovery plan is still ongoing as the office will coordinate additional searches for any remaining lost records and determine which records, if any, are in the custody of Georgetown University.

Please note, that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA and we request that OSD investigate this matter further in order to provide additional details in accordance with 36 CFR 1230.16. NARA requests a response within 30 days, including details about the cause(s) of the records loss; a status update on OSD's ongoing recovery efforts; and a statement of the safeguards that have been or will be implemented to prevent future unauthorized disposals of such records. OSD should also provide any evidence relating to the discovery of the existence of any of the records at Georgetown University. Per 36 CFR 1226.26, agencies may only donate temporary Federal records with NARA's written approval.

If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov) or by phone at (301) 837-1539.

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