NATIONAL ARCHIVES

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

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October 26 , 2021

Ms. Luz D. Ortiz
Department of Defense
Office of the Secretary of Defense
4800 Mark Center Drive, Suite 02F09-02
Alexandria, VA 22350-3100
luz.d.ortiz.civ@mail.mil

Dear Ms. Ortiz:

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition of records at the Defense Health Agency's (DHA). A member of the public alleges that records subject to a October 7, 2018 FOIA Request (DHA 19-D, Records of Hammond Communications 2015) were unlawfully destroyed or are in imminent danger of early destruction.

NARA requests that the DHA investigate this matter to determine if all applicable FOIA records were provided at the time of the request and whether responsive records were, or will be, destroyed in accordance with the appropriate records disposition schedules. NARA requests that you provide a response within 30 days in accordance with 36 CFR 1230.16. Your report should include a description of the records; the records schedule disposition citation that covers the files; details regarding the records destruction incident and recovery efforts; and a statement of the safeguards that have been or will be implemented to prevent future unauthorized disposals of such records. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

Laurence N. Brewer

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