



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

Sent Via Email. No Hard Copy to Follow.

January 8, 2024

Carol J. Chambliss
Records Officer
Defense Commissary Agency
1300 Eisenhower Avenue
Fort Gregg-Adams, Virginia 23801-1800

Dear Carol Chambliss,

The National Archives and Records Administration (NARA) acknowledges receipt of your email notifying us of a potential unauthorized disposition of social media records at the Defense Commissary Agency.

In accordance with 36 CFR 1230.14(a), NARA requests that DCA respond within 30 calendar days to this allegation. If it is determined that an unauthorized disposition of records has Occurred, your report should include the following information:

- A complete description of the records with volume and dates if known;
- The office maintaining the records;
- A statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

If it is determined that there has been no unauthorized disposition, please provide us with sufficient documentation to support that finding. I appreciate your attention to this matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

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