



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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January 31, 2019

Ms. Cecilia Wiker
Department of Defense
Defense Logistics Agency
74 Washington Ave N
Battle Creek, MI 49037

Dear Ms. Wiker:

Thank you for your report dated October 10, 2018 reporting the accidental deletion of approximately 5,112 record documents from the Defense Logistics Agency (DLA), Document Automated Content Services-Records Management (DACS-RM) application on March 15, 2018 and the successful recovery of all but one of the records. However, please note that per 36 CFR 1230.14 agencies must report these incidents promptly to the National Archives and Records Administration (NARA).

As you reported, 4,984 of the record documents were Telecommunications and Information Systems Program/Project files maintained by the Information Operations Enterprise Business Systems Management Support Office (MSO), J62E and 128 of the record documents were maintained by the Enterprise Business Standards Office (EBSO), J67B. The MSO records were accidentally deleted when an entire folder was deleted instead of the requested one file and the EBSO records were deleted while moving them as a result of a recent organizational change. All 4,984 of the MSO record documents were recovered and 127 of the 128 EBSO record documents were recovered.

NARA is satisfied with the safeguards established to prevent further loss of records which include the updating of DACS-RM policy and procedures to incorporate newly instituted internal controls and identified best practices.

As the reporting requirements of 36 CFR 1230.14(a) have now been fulfilled, NARA now considers this matter closed. If you have any questions, please contact Scott Jobson, Senior Records Analyst, at (301) 837-2977 or by email at scott.jobson@nara.gov

Sincerely,

LAURENCE BREWER

Chief Records Officer
for the U.S. Government