



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.***

June 19, 2019

Mr. Troy Manigault  
Department of Energy  
Departmental Records Officer  
1000 Independence Ave., SW  
Washington DC 20585-1290

Dear Mr. Manigault:

The National Archives and Records Administration (NARA) has reviewed the report you submitted dated June 18, 2019, describing the accidental destruction of contractor personnel records maintained by the Department of Energy (DOE), Office of Science (SC), Oak Ridge Associated Universities (ORAU) located in Oak Ridge, Tennessee. The records consisted of 9 cubic feet of administrative training records and 2 cubic feet of individual personnel files dating from fiscal years 1994 through 1997 and not scheduled to be destroyed until 75 years after the last training session or separation.

While the exact circumstances of the accidental destruction are not known, SC/ORAU has since moved from decentralized records holding procedures that likely led to this incident to a centralized records holdings operation and has established safeguards to prevent further loss of records, which include implementing information system tools and internal controls as well as conducting inventories and records management training.

As reported, the records have also been partially reconstructed to be sufficiently complete for any limited business use that may arise.

As the reporting requirements of 36 CFR 1230.14(a) have now been fulfilled, NARA now considers this matter closed.

Sincerely,

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