



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.***

July 29, 2019

Mr. Tommy W. Lee  
Department of Defense  
United States Air Force  
Headquarters Air Force Records Office (SAF/CNZA)  
1800 Air Force Pentagon  
Washington, DC 20330-1800

Dear Mr. Lee:

The National Archives and Records Administration (NARA) received your report of an unauthorized disposition at Travis Air Force Base on June 17, 2019. You stated that in December 2013, an inventory of the base staging area resulted in the discovery of the destruction of 214 boxes of damaged records. The lost permanent records consist of aircrew and mission flight files, G-series special orders and movement orders, and military justice files. Tactical evaluations, foreign military sales records, decorations, and other project and administrative files are included in the missing temporary documents.

While this matter was reported, please note that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA. The Air Force has provided its follow-up actions, but NARA will withhold its decision to accept the report in accordance with 36 CFR 1230.14 until NARA receives further information. We request that you provide detailed information regarding the plan referenced in Section d: Safeguards Implemented; and specify whether it includes any safeguards that mitigate future water damage and insect infestation risks. These were identified as the initial causes of damage to the records prior to their unauthorized destruction. Please respond to NARA within 30 days of receipt of this memo with the requested information. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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



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September 9, 2019

Mr. Tommy W. Lee  
Department of Defense  
United States Air Force  
Headquarters Air Force Records Office (SAF/CNZA)  
1800 Air Force Pentagon  
Washington, DC 20330-1800

Dear Mr. Lee:

The National Archives and Records Administration (NARA) received the Air Force's response on August 15, 2019, regarding NARA's request for further information about records management safeguards at Travis Air Force Base (UD-2019-0031). Based on the information you provided, AF's implemented safeguards include the movement of the records to a new staging location and building, the practice of annual records inventories and checks on the building's fire suppression system, and the adoption of pest control solutions. NARA is satisfied with the established safeguards and the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this matter closed. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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