



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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July 12, 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 letter of an unauthorized disposition at Goodfellow Air Force Base on June 12, 2019. Your letter reported that in March 2014, the 17th Training Wing, AETC, conducted an inventory and discovered the loss of one box of permanent G-series special orders and movement orders; and six boxes of temporary decorations to individuals (military and civilian disapproved U.S. military) records. The missing decorations include records from fiscal years 1991, 1994, and 1999-2002. Please note that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA.

Since the incident, additional records management training for staff has been implemented and recovery efforts have led to the discovery of several of the missing records. A number of records still remain missing and their status is documented in the base staging inventory. Based on the information that you provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA is satisfied with the safeguards established and considers this matter closed. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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