



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 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 email of an unauthorized disposition at Wright Patterson Air Force Base on June 18, 2019. Your email reported that on May 21, 2019, the Air Force Privacy Office notified the Headquarters Air Force Records Office regarding the loss of a missing outpatient medical record containing PII of a retired active duty member. The Air Force Medical Operations Agency (AFMOA) has since began working on this case and the Medical Treatment Facility (MTF) has performed an exhaustive search of the records, which have yet to be located.

While this matter was reported promptly and the agency's follow-up actions were provided, NARA will withhold its decision to accept the report in accordance with 36 CFR 1230.14 until NARA receives further information on the agency's measures to mitigate similar issues in the future. 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



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

***Sent Via Email. No Hard Copy to Follow.***

September 23, 2022

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) acknowledges receipt of the Air Force's report in response to NARA's request for additional information regarding the unauthorized disposition of a retired service member's health treatment record from the Wright-Patterson Air Force Base Medical Center (UD-2019-0035). The Air Force's efforts to recover the lost record have proven unsuccessful.

To mitigate the risk of the additional loss of records, the agency has implemented electronic tracking systems to manage in-processing records and monthly medical record accountability reviews at the facility. Based on this information, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this matter resolved. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov). Thank you for your attention to this matter.

Sincerely,

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