



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.***

December 2, 2019

Ms. Luz D. Ortiz  
OSD Records Administrator  
Department of Defense  
Office of the Secretary of Defense  
4800 Mark Center Drive , Suite 02F09-02  
Alexandria, VA 22350-3100

Dear Ms. Ortiz:

The National Archives and Records Administration (NARA) received your report of an unauthorized disposition of hard copy records related to the Anti-Deficiency Act (ADA) by the Office of the Under Secretary of Defense for Comptroller USD(C). Your letter reported that the unscheduled records were scanned prior to their destruction, resulting in the current maintenance of the record content in electronic format only. To prevent a similar loss of records in the future, OUSD(C) has implemented several safeguards that include coordination with OSD to ensure that agency records are scheduled, disposition instructions are adhered to, and NARA digitization standards are met. The office and OSD will also work together to ensure that permanent electronic records are ingested into the OSD Electronic Archives.

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](mailto:laurence.brewer@nara.gov).

Sincerely,

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