



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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February 11, 2020

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 reports of four unauthorized dispositions of medical and dental records at Patrick Air Force Base (AFB). On October 23, 2019, the 45th Medical Group discovered that two medical records and one dental record were missing from the Medical Treatment Facility (MTF); and again, on January 23, 2020, another patient's dental records were also identified as lost. For each incident, Air Force personnel were unable to locate the records following thorough search efforts. Investigations are pending for all matters.

In accordance with 36 CFR 1230.16, NARA requests that your agency provide NARA with a response within 30 days that provides a status on the investigations and whether any additional missing patient records have been discovered at the MTF. If other records have been discovered, please provide a description(s) of those records and details regarding the incident(s). Also, please include a statement of the overall safeguards that have been or will be implemented to prevent future unauthorized disposals of such records at the MTF. If you have any questions, please contact me at 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

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January 14, 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 two medical records and two dental records from the Medical Treatment Facility (MTF) at Patrick Air Force Base (AFB) (UD-2020-0026). The Air Force's search efforts led to the recovery of both medical records and one dental record that were misfiled. One dental record remains missing.

The Air Force has provided personnel in the Medical Records Department with training on in-processing filing procedures. To mitigate the future risk of loss, the Air Force has automated electronic file transfers and monitoring for in-processing records procedures and has provided education to service members regarding DOD's policy on records requirements and the hand-carrying of health records. Based on this information, 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