



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

Sent Via Email. No Hard Copy to Follow.

June 5, 2023

Luz Ortiz
Office of the Secretary of Defense
OSD Records Administrator
Washington Headquarters Services
4800 Mark Center Drive, Suite 02F09-02
Alexandria, VA 22350-3100

Dear Luz Ortiz,

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition of records at Ramstein Air Base, Germany. A staff member at the 86th Medical Group, Medical Support Squadron, Outpatient Records, has reported that several Individual Service Treatment Records (STR) were lost.

In accordance with 36 CFR 1230.14(a), NARA requests that OSD respond within 30 calendar days to this allegation. If it is determined that an unauthorized disposition of records has occurred, the response should include the following information:

- A complete description of the records with volume and dates if known;
- The office maintaining the records;
- A statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records;
- A statement of the safeguards established to prevent further loss of documentation; and
- Details of the actions taken to salvage, retrieve, or reconstruct the records.

If it is determined that there has been no unauthorized disposition, please provide us with sufficient documentation to support that finding. I appreciate your attention to this matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

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



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August 15, 2023

John Smith
Office of the Secretary of Defense
OSD Records Administrator
ATTN: Records and Declassification Division
Washington Headquarters Services
4800 Mark Center Drive, Suite 02F09-02
Alexandria, VA 22350-3100

Dear John Smith,

The National Archives and Records Administration (NARA) acknowledges receipt of the Office of the Secretary of Defense's report regarding the loss of several individual Service Treatment Records (STR) at Ramstein Air Base, Germany.

We understand that the Defense Health Agency (DHA) investigated the matter and concluded that the alleged unauthorized disposition was reported in error and that all individual Service Treatment Records (Outpatient Files) have been accounted for. We further understand that to prevent further incidents of inaccurate reporting and accounting, the DHA will revise its policy, notify key stakeholders of the policy change, and update its Sharepoint site to include unauthorized disposition guidance.

Based on this information, NARA is satisfied with the actions OSD has taken and considers this matter closed. If you have any questions regarding this matter, please contact me at laurence.brewer@nara.gov.

Sincerely,

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