



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

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March 15, 2022

Mr. Tommy W. Lee
Department of Defense
Department of the Air Force
1800 Air Force Pentagon
Washington, DC 20330-1800

Dear Mr. Lee,

The National Archives and Records Administration has received your report documenting the destruction of an estimated 15-20 boxes of records from the 48th Logistics Readiness Squadron, Royal Air Force Lakenheath, United States Air Force - Europe. The boxes contained Control for Movement Goods or Personnel, Commercial Movement for Goods or Personnel - Nonroutine records with inclusive dates of January 1, 2011 - December 31, 2016.

NARA understands that attempts were made to recover or duplicate the destroyed files, but all efforts were unsuccessful. The Base Records Manager will provide guidance on shredding, processes, and requirements during the local Records Management (RM) plan review. Records will now be scanned and maintained electronically on the unit's shared drive to prevent future unauthorized destruction. In addition, Unit Records Managers and section leads will complete RM User/Point of Contact training.

Based on the information provided in your report, NARA considers this matter resolved. NARA requests notification if the files can be duplicated or reconstructed. Thank you for your attention to this matter.

Sincerely,

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