



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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July 18, 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 report of an unauthorized disposition at Tyndall Air Force Base on June 18, 2019. You state that on January 16, 2019, a munitions flight server, storing temporary munitions control documents, crashed. Through use of an existing tracking document, the 325th Maintenance Squadron identified the lost records, including 20,000 unrecoverable files; and determined that staff had circumvented existing records management policies and practices relating to the storage of the documents. While the server was utilized to store the files, the official records drive is the designated records repository for the official record copies. The agency failed to maintain any munitions records, as required, in the official records drive.

To mitigate similar risks in the future, several safeguards have been implemented, including the appointment and training of new records personnel, placement and maintenance of all official copies of the munition records in the official records drive, monthly audits and validation of the drive, and the use of backups to an off-site server. 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.

Sincerely,

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