



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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July 12, 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 letter of an unauthorized disposition at Fairchild Air Force Base on June 18, 2019. Your letter reported that in October 2011, the loss of 590 temporary aeronautical orders dating back to October 2008 to September 2009, was discovered. Per your letter and a follow-up discussion between NARA and the Air Force's Records Management Team on June 28, 2019, the loss of the unrecoverable records occurred due to staff's misinterpretation of verbal instructions that were given in regards to the records' disposition. The inadvertent loss of the orders has resulted in the development of new records management training on records maintenance practices to prevent the future loss of similar records. Please note that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA.

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