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December 2, 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 McConnell Air Force Base (AFB) relating to the loss of Table and Rule, Project Case Files by the Engineering Flight, 22d Civil Engineer Squadron. The incident was discovered in January 2019 and included the loss of civil engineering data files that were maintained on disks on the squadron's server. The loss was caused when staff from the 22d Communications Squadron removed the hard drive from its original server and placed it on another server. This resulted in the inadvertent destruction of the disk's data and two other back-up drives on the server.

The Air Force's efforts to recover the hard drive have proved unsuccessful; however, it has determined that much of the important documentation still exists with contracting agents, 22d Contracting Squadron, and the U.S. Army Corps of Engineers. In addition, the agency has implemented the use of virtual back-ups to mitigate similar risks in the future. 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