

**From:** Laurence Brewer <laurence.brewer@nara.gov>  
**Sent time:** 08/23/2017 08:17:19 AM  
**To:** Tina Chase Fomukong <tina.chasefomukong@nara.gov>; Shannon Olsen <shannon.olsen@nara.gov>  
**Cc:** Welch, Sebastian <sebastian.welch@nara.gov>; Noble, Richard <richard.noble@nara.gov>  
**Subject:** Fwd: CORRESPONDENCE - 2017-08-18\_EmerDisp\_DeCA\_Approval letter  
**Attachments:** BACKGROUND\_1.pdf BACKGROUND\_2.pdf

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Tina/Shannon - ready to prep for signature.

----- Forwarded message -----

**From:** **Margaret Hawkins** <[margaret.hawkins@nara.gov](mailto:margaret.hawkins@nara.gov)>  
**Date:** Tue, Aug 22, 2017 at 3:21 PM  
**Subject:** Fwd: CORRESPONDENCE - 2017-08-18\_EmerDisp\_DeCA\_Approval letter  
**To:** Laurence Brewer <[laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov)>  
**Cc:** Sebastian Welch <[sebastian.welch@nara.gov](mailto:sebastian.welch@nara.gov)>, Richard Noble <[richard.noble@nara.gov](mailto:richard.noble@nara.gov)>

For your review.

----- Forwarded message -----

**From:** **Sebastian Welch** <[sebastian.welch@nara.gov](mailto:sebastian.welch@nara.gov)>  
**Date:** Tue, Aug 22, 2017 at 1:36 PM  
**Subject:** Fwd: CORRESPONDENCE - 2017-08-18\_EmerDisp\_DeCA\_Approval letter  
**To:** "Hawkins, Margaret" <[margaret.hawkins@nara.gov](mailto:margaret.hawkins@nara.gov)>

Maggie,

For your review, please find attached a letter notifying DeCA that the Archivist has approved their request for an emergency destruction of records.

Thanks,

Sam

SEBASTIAN (SAM) WELCH  
Supervisor, Appraisal Team 4  
Records Management Services (ACRA)  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740  
[Sebastian.Welch@nara.gov](mailto:Sebastian.Welch@nara.gov)  
301837-1740

"It's a short journey from cradle to grave--don't hasten it by worrying over trivial matters".

----- Forwarded message -----

**From:** **Richard Noble** <[richard.noble@nara.gov](mailto:richard.noble@nara.gov)>  
**Date:** Fri, Aug 18, 2017 at 1:52 PM  
**Subject:** CORRESPONDENCE - 2017-08-18\_EmerDisp\_DeCA\_Approval letter  
**To:** Sebastian Welch <[sebastian.welch@nara.gov](mailto:sebastian.welch@nara.gov)>

ROUTING LIST:

1 - Sam Welch

2 - Maggie Hawkins

3 - Laurence Brewer

4 - Tina Chase Fomukong

Please review this [draft letter](#) providing AC's approval for emergency destruction of records by DeCA.

Thank you. - Rich

Attachments:

BACKGROUND\_1: The Archivist's approval of destruction

BACKGROUND\_2: DeCA's request for destruction



Richard Noble &lt;richard.noble@nara.gov&gt;

**Amendment to Early Disposal Request Sent Mon 7/24/2017 1:39 PM**

1 message

**Chambliss, Carol CIV (US) DeCA HQ LEIMG** <Carol.Chambliss@deca.mil>  
To: "Richard Noble (richard.noble@nara.gov)" <richard.noble@nara.gov>

Mon, Jul 31, 2017 at 3:07 PM

Good Afternoon Mr. Noble,

This e-mail is provided to correct the number of boxes of records requested for early disposal via email on Monday, July 24, 2017, 1:39 PM (attached), from 48 boxes to 54 boxes.

Respectfully,

Carol J. Chambliss  
Records Officer  
Governance and Workforce Management Division  
DeCA Information Technology Directorate  
[carol.chambliss@deca.mil](mailto:carol.chambliss@deca.mil)  
Toll Free 1-800-699-5063 x48841  
COM (804) 734-8000 x48841  
DSN 687-8000 x48841

----- Forwarded message -----

From: "Chambliss, Carol CIV (US) DeCA HQ LEIMG" <Carol.Chambliss@deca.mil>  
To: "'Richard Noble (richard.noble@nara.gov)'" <richard.noble@nara.gov>  
Cc:  
Bcc:  
Date: Mon, 24 Jul 2017 17:39:08 +0000  
Subject: Early Disposal Request  
Good Afternoon Mr. Noble,

In accordance with 36 CFR, Part 1229.10, the Defense Commissary Agency hereby requests approval for the early disposal of 48 boxes of temporary records. The early disposal is requested due to contamination of the records by rodent urine and droppings. A total of 197 boxes were contaminated. The Agency was able to fully recover information for 143 boxes, and a partial recovery for 6 boxes of records. The remaining 48 boxes could not be recovered and has been determined by local inspectors to be a menace to human health.

The list of all contaminated records is attached, and categorized by recoverable, partially recoverable, and non-recoverable records. Additional details for this request are provided below.

LOCATION OF RECORDS: Los Angeles Air Force Base (AFB) Commissary

STATEMENT OF EXACT CIRCUMSTANCES: The records were stored in a records room less than 10,000 square feet. A facility located near the Los Angeles AFB Commissary warehouse was infested with rodents. The infested facility underwent major renovations resulting in the rodents migrating to the Los Angeles AFB Commissary warehouse. The records were contaminated by rodent urine and droppings. A Health and Safety inspection was conducted of the site and it was recommended that the records be destroyed due to the risk the contaminations poses to human health.

SAFEGUARDS ESTABLISHED:

The Los Angeles facility has been renovated to eliminate rodent access points to the warehouse. The Agency has been working with NARA Federal Records Centers (FRCs) to transfer existing paper records from DeCA facilities to NARA FRCs starting October 2017. The Agency is working towards implementing a recordkeeping system that will eliminate all paper records with a projected implementation date of June 2018.

RECORDS IMPACTED:

197 Boxes Contaminated  
143 Boxes Replaced by Digital Copy  
48 Boxes Unrecoverable and requested for early disposal

For further information regarding this incident, contact the undersigned at (804) 734-8000 extension 48841.

Respectfully,

Carol J. Chambliss  
Records Officer  
Governance and Workforce Management Division DeCA Information Technology Directorate [carol.chambliss@deca.mil](mailto:carol.chambliss@deca.mil)  
Toll Free 1-800-699-5063 X48841 COM (804) 734-8000 X48841  
DSN 687-8000 X48841

Respectfully,

Carol J. Chambliss  
Records Officer  
Governance and Workforce Management Division  
DeCA Information Technology Directorate  
[carol.chambliss@deca.mil](mailto:carol.chambliss@deca.mil)  
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## 2 attachments



**LAX Records Breakout by Status\_20170720.xlsx**  
12K



**noname.eml**  
21K



August 10, 2017

From: ACR

Subject: Request to destroy records

To: N through RX, AC

In the attached emails of July 24 and 31, 2017, Defense Commissary Agency (DeCA) requests authorization to destroy 54 boxes of paper records in accordance with 36 CFR 1229.10(a), which provides for emergency destruction of records that are a menace to human health or life or to property. The 54 boxes of records, located at DeCA's Los Angeles Air Force Base commissary, have been contaminated by rodent urine and droppings and pose a threat of disease to humans from hantavirus.

The 54 boxes are among 197 boxes of such contaminated records at this commissary. DeCA was able to use existing digital copies to recover all the records from 143 of the boxes. DeCA's email of July 24 requests emergency destruction of 48 boxes for which no records were recovered. DeCA's email of July 31 adds to the request 6 boxes for which only some records could be recovered.

The records requested for destruction consist of financial transaction records, daily commissary operations records, and time and attendance records. These records are all scheduled as temporary, with most records having a 6-year retention and a small number having a 3-year retention.

Because these are temporary records that do not have a long-term retention, ACRA believes that it is not appropriate for DeCA to expend the resources to recover them. Pamela Najjar-Simpson, National Preservation Program Officer, Preservation Program Division (RX), agreed that DeCA should not be required to recover the records. She indicated that the time and cost to decontaminate the records, including cleaning and rehousing them, did not appear to be justified for temporary records with these relatively short retentions. ACRA also notes that DeCA is to be commended for successfully using digital copies to recover the records in 143 boxes.

As indicated in DeCA's email, the agency has taken several steps to reduce the likelihood of contamination of records in the future. The measures include renovating the Los Angeles facility housing the records, preparing to transfer more paper records to Federal Records Centers, and planning to convert all records to electronic format as early as next year.

ACRA recommends approval of DeCA's request to destroy these contaminated records.



MARGARET HAWKINS  
Director, Records Management Operations  
ACR

Concurrence: Allison M Olson Date: 8-10-2017  
Allison Olson  
Acting Director, Preservation Program Division

Concurrence: Laurence Brewer Date: 8-10-2017  
Laurence Brewer  
Chief Records Officer for the U.S. Government

Approved: David S Ferriero Date: 11 August 2017  
David S. Ferriero  
Archivist of the United States

Title	Record Year	FILE NUMBER	Eligible Destroy Date	VOLUME
GPC	2011	70-6a	2018	3
707	2011	70-6a	2018	33
	2012	70-6a	2019	32
	2013	70-6a	2020	34
	2014	70-6a	2021	31
T&A	2012	70-9b	2019	2
	2013	70-9b	2020	2
	2014	70-9b	2021	2
Tabacco	2011	70-6b	2018	1
	2012	70-6b	2019	1
	2013	70-6b	2020	1
Change Fund	2011	40-5c	2018	1
	2012	40-5c	2019	1
	2013	40-5c	2020	1
Cash Cage Check List	2011	70-6a	2018	3
	2012	70-6a	2019	3
	2013	70-6a	2020	3
	2014	70-6a	2021	3
Cash Cage Night PO	2012	70-6a	2019	7
	2013	70-6a	2020	8
	2014	70-6a	2021	8
	2015	70-6a	2022	7
MEAT RO/INVENTORY	2011	70-6a	2018	2
	2012	70-6a	2019	2
	2013	70-6a	2020	2
	2014	70-6a	2021	2
	2015	70-6a	2021	2
				197