



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Sent Via Email. No Hard Copy to Follow.

August 20, 2018

Ms. Shanna Jones
Records Officer &
Records Management Coordinator
PL/Corporate Policy
Army & Air Force Exchange Service
3911 South Walton Walker Boulevard
Dallas TX 75236-1598
jonesshanna@aafes.com

Dear Ms. Jones:

This letter is to notify you that, in accordance with 36 CFR Part 1229.10, the Archivist of the United States has approved the request from the Army & Air Force Exchange Service (AAFES) for emergency destruction of approximately twenty-two (22) boxes of records damaged by a fire to a building in South Korea in December 2017. You made this request in emails to NARA staff dated July 26, 2018; July 27, 2018; and July 30, 2018.

Your emails indicated that this request covers the following records, all scheduled as temporary:

- Administrative Grievance Files: approximately 3 boxes.
- Communication Administrative Files: approximately 16 boxes.
- Inactive Local National Official Personnel Folders (LN OPFs): approximately 3 boxes.


The first two records series above have a relatively short-term retention, and the third records series (LN OPFs) has a long-term (65-year) retention.

Your emails indicated that these records became moldy due to the water used to suppress the fire. We understand that, because of their moldy condition, the records pose a potential danger to human health and to property. AAFES may now destroy these records immediately.

In addition, we understand that AAFES reconstructed 650 individual files of active LN OPFs that were moldy due to the fire. We would like to commend AAFES for that successful effort.

If you have any questions about this matter, please contact your appraiser, Richard Noble, at richard.noble@nara.gov or 301-837-2019.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L'.

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

cc:
Richard Noble
NARA Appraisal Archivist for AAFES
richard.noble@nara.gov