



**DEFENSE LOGISTICS AGENCY
DISTRIBUTION OKLAHOMA CITY
3301 F AVENUE
TINKER AIR FORCE BASE, OKLAHOMA
73145-9013**

27 May 2020

**MEMORANDUM FOR INFORMATION GOVERNANCE & COMPLIANCE
ATTN: Cecilia Wiker (Agency Records Officer)**

FROM: DLA DISTRIBUTION OKLAHOMA CITY, OK- KT

SUBJECT: DDOO/KT Damaged Records

1. At our request, Public Health conducted a walk thru inspection of Building 506 On 02 October 2019 and identified a potential health hazard in the form of rat urine and feces in and around where several pallets of older Transportation Files were staged. Public Health recommended individuals in the workplace not touch the affected items and, if possible, have a professional cleaning crew remove the rat droppings to avoid the risk of exposing employees to aerosolized particulate matter composed of feces.
2. As a result of the Public Health assessment, several Transportation Files must be destroyed to prevent exposure to employees. There are five pallets consisting of 187 boxes all under record series 4500.10 (Bills of Lading Files) ranging from 2012 to 2017 These boxes contain FED-EX, UPS, DHL and BAX Commercial Invoices and Bills of Lading. In addition, there is one pallet with approximately 18 boxes that fall under record series 4500.09 (Foreign Military Sales) all of which need to be destroyed due to contamination. It is worth noting that Transportation Office was able to salvage two pallets of files (4500.10) not damaged or contaminated due to proper shrink-wrapping.
3. The Transportation Office has submitted two separate work orders to address the rodent problem. The first work order is for the cleanup of the area and removal of any health risk. A second work order requests a control in place to prevent that the future rodent problems and additional damage to DLA information, or pose a health risk to our employees. In addition to the work orders, the Transportation Office developed an action plan to ensure all records are sent to the Federal Records Center per regulation, and any records that are staged will be stored in our sterile vault to avoid any further damage.
4. In summary, approximately 195 boxes of records must be destroyed. This number includes 18 boxes of FMS records that must also be destroyed due to the health hazard assessed by Public Health with the remaining files that were not affected repacked and sent to the FRC in the next 30 days, in accordance with DLAM 5015.01.

A handwritten signature in black ink that reads "John D. Northrup".

John D. Northrup,
Director
DLA Distribution OKC



Darin Cote <darin.cote@nara.gov>

Response to "Records Infestation - Request for Disposal" email

Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA) <Cecilia.Wiker@dla.mil>
To: Darin Cote <darin.cote@nara.gov>
Cc: Jack Kabrel <jack.kabrel@nara.gov>, Marianne Mason <marianne.mason@nara.gov>

Wed, Jul 15, 2020 at 8:29 AM

Good Morning and sorry for the delay. Correct number is 177.

Thank you,

Cecilia

From: Darin Cote <darin.cote@nara.gov>
Sent: Wednesday, July 15, 2020 8:36 AM
To: Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA) <Cecilia.Wiker@dla.mil>
Cc: Jack Kabrel <jack.kabrel@nara.gov>; Marianne Mason <marianne.mason@nara.gov>
Subject: Re: [Non-DoD Source] Response to "Records Infestation - Request for Disposal" email

Hi Cecilia,

Just checking back to see if you'd been able to clear up the discrepancy on the box count. We're ready to move forward with our determination, but need the correct number of boxes to be disposed of.

Best,

Darin Côté

Electronic Records Policy Analyst

Policy and Program Support Team (ACPP)

Office of the Chief Records Officer for the U.S. Government

National Archives and Records Administration

www.817.551.2003 d (b) (6)

On Mon, Jul 6, 2020 at 12:54 PM Darin Cote <darin.cote@nara.gov> wrote:

Cecilia,

I just noticed that there is a discrepancy between the number of boxes of Bill of Lading files in the emergency destruction request. The MFR listed 187, while the Incident report lists 177. Can you check into this for me?

Best,

Darin Coté

Electronic Records Policy Analyst

Policy and Program Support Team (ACPP)

Office of the Chief Records Officer

National Archives and Records Administration

w 817.551.2003 c (b) (6)

On Thu, Jun 25, 2020 at 3:01 PM Darin Cote <darin.cote@nara.gov> wrote:

Cecilia,

Thanks for your comprehensive response. Our Team will review the additional information and forward our recommendations to NARA senior management.

Best,

Darin Coté

Electronic Records Policy Analyst

Policy and Program Support Team (ACPP)

Office of the Chief Records Officer for the U.S. Government

National Archives and Records Administration

w 817.551.2003 c (b) (6)

[Redacted]

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[Quoted text hidden]



Darin Cote <darin.cote@nara.gov>

Response to "Records Infestation - Request for Disposal" email

3 messages

Darin Cote <darin.cote@nara.gov>

Thu, Jun 18, 2020 at 11:45 AM

To: cecilia.wiker@dla.mil, David Weber <david.weber@nara.gov>, Jack Kabrel <jack.kabrel@nara.gov>, Marianne Mason <marianne.mason@nara.gov>

Ms. Wiker,

I am coordinating the NARA response to your request for an emergency destruction of records damaged by rodents. The Federal Records Emergency Destruction (FRED) Team has reviewed your letter and has a few additional questions.

First, we would like a copy of the statement from Public Health that you refer to in your email. This statement, as well as recommendations provided within, would help us in our determination.

Second, we would like any visual evidence of the damage. Pictures or video illustrating the record damage would be very helpful.

Last, are you aware of any sensitive information on the records in question, such as PII or CUI?

Thank in advance for this additional information. Feel free to contact me should you have any question or concern.

Best,

Darin Coté
Electronic Records Policy Analyst
Policy and Program Support Team (ACPP)
Office of the Chief Records Officer
National Archives and Records Administration
w 817.551.2003 c (b) (6)



Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA) <Cecilia.Wiker@dla.mil>

Thu, Jun 25, 2020 at 11:39 AM

To: Darin Cote <darin.cote@nara.gov>, David Weber <david.weber@nara.gov>, Jack Kabrel <jack.kabrel@nara.gov>, Marianne Mason <marianne.mason@nara.gov>

Cc: "Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA)" <Cecilia.Wiker@dla.mil>, (b) (6) CIV DLA INFO OPERATIONS (USA)" <(b) (6)@dla.mil>, (b) (6) CIV DLA INFO OPERATIONS (USA)" <(b) (6)@dla.mil>

Good Afternoon,

Sorry for the delay, I was waiting for the office response. (b) (6) indicated "There is no PII or Controlled Unclassified Information included in any of these files. All of these files were processed in our local DSS system and some of the non-FMS records would have normally been eligible for destruction at this point but for some reason were staged here and never moved by the previous manager. They were not under a hold to my knowledge. It is worth noting that we have all

our bills scanned locally and then they're uploaded into DACS, so all should have electronic copies for auditing purposes."

Attached is the Public Health inspection memo and I had to put the pictures in a word document as they were too large to end

Thank you,

Cecilia

Cecilia Wiker

Deputy Director, Information Governance and Compliance (J67C)

and Agency Record Officer

Specialist in Information Governance

Defense Logistic Agency

74 Washington Ave

Battle Creek, MI 49037

Commercial 269 961 4846 tel 269 961 4846

DSN 661 4846

From: Darin Cote <darin.cote@nara.gov>

Sent: Thursday, June 18, 2020 12:46 PM

To: Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA) <Cecilia.Wiker@dla.mil>; David Weber <david.weber@nara.gov>; Jack Kabrel <jack.kabrel@nara.gov>; Marianne Mason <marianne.mason@nara.gov>

Subject: [Non DoD Source] Response to "Records Infestation - Request for Disposal" email

Ms. Wiker,

I am coordinating the NARA response to your request for an emergency destruction of records damaged by rodent. The Federal Records Emergency Destruction (FRED) Team has reviewed your letter and has a few additional questions.

First, we would like a copy of the statement from Public Health that you refer to in your email. This statement, as well as recommendation provided within, would help us in our determination.

Second, we would like any visual evidence of the damage. Pictures or video illustrating the record damage would be very helpful.

Last, are you aware of any sensitive information on the records in question, such as PII or CUI?

Thanks in advance for this additional information. Feel free to contact me should you have any questions or concerns.

Best,

Darin Coté

Electronic Record Policy Analyst

Policy and Program Support Team (ACPP)

Office of the Chief Record Officer

National Archives and Records Administration

1717 Jefferson Davis Highway
Alexandria, VA 22304-6140
Tel: 817 551 2003 ext (b) (6)

[Redacted]

[Redacted]

2 attachments

 20191002_Public Health Inspection MFR.pdf
355K

 INCDNT-DIST-OKC-RodentInfest-Pics.docx
5164K

Darin Cote darin.cote@nara.gov

Thu, Jun 25, 2020 at 3:01 PM

To: "Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA)" <Cecilia.Wiker@dla.mil>

Cc: David Weber <david.weber@nara.gov>, Jack Kabrel <jack.kabrel@nara.gov>, Marianne Mason <marianne.mason@nara.gov>, "Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA)" <Cecilia.Wiker@dla.mil>, (b) (6) <(b) (6)@dla.mil>, (b) (6) <(b) (6)@dla.mil>, (b) (6) <(b) (6)@dla.mil>

Cecilia,

Thanks for your comprehensive response. Our Team will review the additional information and forward our recommendations to NARA senior management.

Best,

Darin Coté
Electronic Records Policy Analyst
Policy and Program Support Team (ACPP)
Office of the Chief Records Officer for the U.S. Government
National Archives and Records Administration
w 817.551.2003 c (b) (6)



[Quoted text hidden]



Darin Cote <darin.cote@nara.gov>

Fwd: Records Infestation - Request for disposal

Lisa Haralampus <lisa.haralampus@nara.gov>
To: Darin Cote <darin.cote@nara.gov>

Wed, Jun 17, 2020 at 8:24 AM

Hi Darin,

Please let me know when you get this message. I'm passing it over to you and to FRED for action.

Thanks!

- Lisa

Forwarded message

From: **UnauthorizedDisposition** <unauthorizeddisposition@nara.gov>
Date: Wed, Jun 17, 2020 at 9:21 AM
Subject: Fwd: Records Infestation - Request for disposal
To: Lisa Haralampus <lisa.haralampus@nara.gov>

Good morning,

This was received in the UD mailbox yesterday. It is an Emergency Destruction request. Thanks!

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

From: **'Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA)' via Unauthorized Disposition**
<UnauthorizedDisposition@nara.gov>
Date: Tue, Jun 16, 2020 at 3:32 PM
Subject: Records Infestation - Request for disposal
To: unauthorizeddisposition@nara.gov <unauthorizeddisposition@nara.gov>
Cc: David Weber <david.weber@nara.gov>, Wiker, Cecilia M CIV DLA INFO OPERATIONS (USA)
<Cecilia.Wiker@dla.mil>

Good Afternoon,

Please see the attached report for records that were damaged by a rodent infestation

Thank you,

Cecilia

Cecilia Wiker

Deputy Director, Information Governance and Compliance (J67C)

and Agency Records Officer

Specialist in Information Governance

Defense Logistics Agency

74 Washington Ave

Battle Creek, MI 49037

Commercial: 269-961-4846 < tel:269-961-4846 >

DSN 661 4846

2 attachments

 **INCDNT DIST OKC Infe t Final 20200609 pdf**
155K

 **MFR DDOOKT Damaged Good pdf**
42K



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

July 31, 2020

Cecilia Wiker
Department of Defense
Defense Logistics Agency
74 Washington Ave N
Battle Creek, MI 49037
cecilia.wiker@dla.mil

Dear Ms. Wiker:

This letter is to notify you that, in accordance with 36 CFR, Part 1229.10, the Archivist of the United States has approved your request for emergency destruction of the following temporary records:

- 177 cubic feet of boxes that contain Bills of Lading files, FED-EX, UPS, DHL and BAX Commercial Invoices and Bills of Lading Record ranging from 2012 to 2017 that are scheduled under disposition authority GRS 1.1, Item 010
- 18 cubic feet of boxes of Foreign Military Sales (FMS) transportation case file records that are scheduled under disposition authority N1-361-95-1

You reported the records were damaged at the DLA distribution center in Oklahoma City, OK when they were discovered to have been inundated with rat urine and feces.

If you have any questions concerning this matter, please contact Darin Coté, member of the Federal Records Emergency Destruction team, at darin.cote@nara.gov (telephone 817-357-0748).

Sincerely,

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

cc:
Lisa Haralampus, ACP

Darin Coté, ACPP
Jack Kabrel, ACRC
Anne Mason, ACRS

Unauthorized Destruction of Records Report

Date of Report: June 04, 2020

Agency Information

- Agency Name: Defense Logistics Agency (DLA)
- Agency Records Officer: Cecilia Wiker, J67C, Battle Creek, MI 49037
- Agency Component Records Officer (CRO) or POC: (b) (6) CRO Supervisor
- Office of Primary Responsibility: (Component/Org Code/Data Owner(Supervisor):
 - DLA Distribution Oklahoma City, OK - Supervisor:
 - DLA Distribution Oklahoma City, OK - Records Coordinator: (b) (6)
- Point-of-Contact for Unauthorized Destruction:
 - DLA J67C - Component Records Officer: (b) (6)
 - DLA J67C RIM Supervisor: (b) (6)

Reporting Subject and Supporting Information

Provide a summary of the incident: (i.e., records were accidentally destroyed, missing, removed, altered or defaced):

- Potential health hazard of records due to rodent infestation.

Reporting Authority

- Authority: 44 U.S.C. 3105, 3106, and 36 CFR Part 1230 Unlawful or Accidental Removal, Defacing, Alteration, or Destruction.

Required Reporting Information

1. Complete Description of the records with volume and dates if known:

- 177 boxes that contain Bills of Lading files FED-EX, UPS, DHL and BAX Commercial Invoices and Bills of Lading Record ranging from 2012 to 2017 and are scheduled under disposition authority GRS 1.1, Item 010.
- 18 boxes of Foreign Military Sales (FMS) transportation case file records that are scheduled under disposition authority N1-361-95-1.

2. Office(s) Maintaining the Record(s).

- DLA Distribution Oklahoma City, OK

3. Statement of the exact circumstances surrounding the removal, defacing, alteration, or destruction of records.

DLA Distribution requested Public Health conduct a walk thru inspection of Building 506 on 02 October 2019 which identified a potential health hazard in the form of rat urine and feces in and around where several pallets of older Transportation Files were staged. Public Health recommended individuals in the workplace not touch the affected items and, if possible, have a professional cleaning crew remove the rat droppings to avoid the risk of exposing employees to aerosolized particulate matter composed of feces

As a result of the Public Health assessment, several Transportation Files must be destroyed to prevent exposure to employees. There are five pallets consisting of 177 boxes all under record series 4500.10 (Bills of Lading Files) ranging from 2012 to 2017 These boxes contain FED-EX, UPS, DHL and BAX Commercial Invoices and Bills of Lading.

In addition, there is one pallet with approximately 18 boxes that fall under record series 4500.09 (Foreign Military Sales) all of which need to be destroyed due to contamination.

The Transportation Office was able to salvage two pallets of files (4500.10) not damaged or contaminated due to proper shrink-wrapping.

4. Statement of the safeguards established to prevent further loss of documentation.

The Transportation Office has submitted two separate work orders to address the rodent problem. The first work order is for the cleanup of the area and removal of any health risk. A second work order requests a control in place to prevent that the future rodent problems and additional damage to DLA information, or pose a health risk to our employees.

In addition to the work orders, the Transportation Office developed an action plan to ensure all records are sent to the Federal Records Center per regulation, and any records that are staged will be stored in our sterile vault to avoid any further damage.

5. Provide details of the actions taken to salvage, retrieve, or reconstruct the records, if applicable.

Due to potential health risks the affected records need to be destroyed and are not recoverable.

6. Information obtained for this report was coordinated with:

(b) (6) , CRO
(b) (6) , RC

6. The Agency Records Officer must approve and submit the report to NARA in accordance with 36 CFR 1230.14.(5)(b)

- Agency Records Officer, Cecilia Wiker



DEPARTMENT OF THE AIR FORCE
72D MEDICAL GROUP (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

02 October 2019

MEMORANDUM FOR INFORMATION GOVERNANCE & COMPLIANCE
ATTENTION: CECILIA WALKER

FROM: 72 AMDS/SGPM

SUBJECT: Public Health Inspection of Building 506

1. Public Health conducted a walk thru inspection of Building 506 and identified a potential health hazard in the form of rat urine and feces located in Building 506. The risk exists for employees to be exposed to an inhalation hazard if the desiccated rat feces were disturbed or agitated. Aerosolized rat droppings can spread bacteria and contaminate food and air. Diseases caused by rats can spread rapidly and may generate a health hazardous in exposed individuals.
2. Public Health Flight recommends individuals in the workplace not touch the affected items and, if possible, have a professional cleaning crew, utilizing appropriate personal protective equipment, remove the rat droppings to avoid the risk of exposing individuals to aerosolized particulate matter composed of feces. It is also recommended that the facility place a work order with Civil Engineering to eliminate access points used by rodents and other pests to enter the building.
3. If there are any questions, please contact Public Health at (DSN) 852-6542 or (COMM) 405-582-6542.

TRINETTE FLOWERS-TORRES, Maj, USAF, BSC
Public Health Flight Commander

Attachment:
Pictures of Warehouse in Building 506

Photos were taken of the North wall in Building 506 Transportation Office



