
Fwd: AF Lost Records Reports

Scott Jobson <scott.jobson@nara.gov>

Wed, Jun 12, 2019 at 5:16 PM

To: "Davis, Jametta" <jametta.davis@nara.gov>, Evangela Wimbush-Jeffrey <evangela.wimbush-jeffrey@nara.gov>

Evangela,

From the dates, these appear to be some of the cases AF gave us a heads up about awhile back. Not sure if this will be all since the originally indicated many more cases.

Scott Jobson

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

From: **Trinh, Bao Anh CIV USAF SAF/CN (USA)** <bao.a.trinh.civ@mail.mil>

Date: Wed, Jun 12, 2019 at 5:04 PM

Subject: AF Lost Records Reports

To: scott.jobson@nara.gov <scott.jobson@nara.gov>

Cc: (b) (6) CIV USAF SAF/CN (USA), (b) (6) TSgt USAF SAF/CN (USA), (b) (6) USAF Pentagon SAF/CN Mailbox AF Records <usaf.pentagon.saf-cn.mbx.af-records@mail.mil>

Greetings Mr. Jobson,

Please see the attached six lost records reports, sending on behalf of (b) (6), AF Records Officer.

We also would like to give you a heads up that the two bases below impacted by natural disasters in FY 2019 may have potential loss of records. We will send the reports once we receive more information.

- Elmendorf AFB (earthquake, Nov 2018)

- Offutt AFB (flooding, Mar 2019)

If you have any questions, please contact TSgt (b) (6) cc'd, since (b) (6) will be out until next Tues, 18 June.

V/R

Anh

//SIGNED//

BAO-ANH "Anh" TRINH, GS-15, DAF

Chief, Compliance Division/

Air Force Federal Register/FOIA Public Liaison Officer

(703) 614-8500/695-6608, DSN 225-

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6 attachments

-  **20110420 - Lost Records Report Keesler AFB-AFRO-20190612.pdf**
173K
-  **20110816 - Lost Records Report Robins AFB-AFRO-20190612.pdf**
191K
-  **20150106 - Lost Records Report Travis AFB-AFRO-20190612.pdf**
199K
-  **20130626 - Lost Records Report Charleston AFB-AFRO-20190612.pdf**
173K
-  **20140512 - Lost Records Report Goodfellow AFB-AFRO-20190612.pdf**
180K
-  **20160513 - Lost Records Report Shaw AFB-AFRO-20190612.pdf**
174K



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

12 June 2019

MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Loss of Records Report (January 2010 – Keesler AFB)

1. The purpose of this memo is to report the accidental loss of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records: Table and Rule – 33-44 R 02

i) Description: Permanent Orders, originals or record copies of G-series special orders and movement orders; Volume: 1 record; Inclusive dates: Fiscal Year 2008; Disposition: Retire as permanent

b. Office: 81 Force Support Squadron, AETC, Keesler AFB

c. Circumstances of the incident: On/about 5 January 2010, the office noted the G-Series order for the temporary Mission Support Group Commander from 2-8 Apr 2008 was missing. It seems the previous person in charge of the program had put 2 copies of the next order in the folders instead of the correct order.

d. Safeguards implemented: The records management program was already revamped before noticing this loss.

e. Details of the actions taken to recover records: The office underwent a 100% transition in personnel and revamped the records program. Personnel conducted a thorough search of any units that may have a copy of the missing orders, all efforts failed and no copies could be located. The organization was notified and the BRM annotated the orders log that the G-series order was missing.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6).

(b) (6), GS-13, DAF
Air Force Records Officer



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MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Loss of Records Report (March 2010 – Robins AFB)

1. The purpose of this memo is to report the accidental loss of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records: Table and Rule – 51-03 R 32.01

i) Description: Court-Martial Orders Record Copies Maintained in Annual Blocks by Issuing Activity; Volume: Over 1000 documents; Inclusive dates: All convening orders and promulgating orders for courts-martial conducted at Robins AFB dated prior to 2006; Disposition: **Retire as permanent**

b. Office: HQ Warner Robins Air Logistics Center, AFMC, Robins AFB

c. Circumstances of the incident: During a Unit Compliance Inspection in March of 2010, it was noted that the above records were not accounted for by a Standard For 135, Records Transmittal and Receipt. Records are assumed to be lost or destroyed.

d. Safeguards implemented: All personnel dealing with the records have received refresher training on proper disposition of records. All other personnel in military justice were trained regarding disposition procedures, specifically, that no records will be disposed of without the written acknowledgement of the Records Custodian, and adherence to the Records Disposition Schedule procedures.

e. Details of the actions taken to recover records: Due to the large amount of data (over 50 years of orders), it is not practical to recreate the orders, as the volume would be too great (~1000 or more documents), and each one would entail tracking down the original convening authorities over the last 50 years for signatures. On 10 May 2011, the unit located copies of the 1973-1993 records, and have archived those records. The 1994-2005 records are still missing. The Base Records Manager has annotated that the missing records in question are reflected on the base staging inventory.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6) (b) (6).

(b) (6), GS-13, USAF
Air Force Records Officer



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12 June 2019

MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Destruction of Records Report (June 2012 – Charleston AFB)

1. The purpose of this memo is to report the accidental destruction of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records: Table and Rule – 33-44 R 02

i) Description: Permanent Orders, originals or record copies of G-series special orders and movement orders (MO); Volume: A total of 16 G-Series orders; Inclusive dates: September 2010 – October 2012; Disposition: Retire as Permanent

b. Office: 628th Force Support Squadron, AMC, Joint Base Charleston

c. Circumstances of the incident: The records custodian was tasked by the chief office of the records to archive the files. The custodian misinterpreted the disposition instructions and unintentionally destroyed 16 orders during the summer of 2012.

d. Safeguards implemented: The unit has implemented safe guards to include conducting monthly inventories to ensure this doesn't happen again.

e. Details of the actions taken to recover records: The records custodian initiated immediate action to recover these documents. Of the 61 orders accidentally destroyed, they were able to recover 45. All filing cabinets were examined. They exhausted all avenues to attain copies of the remaining orders, to include contacting the legal office and historians. Many of the members affected have retired, separated or no longer have copies of the records. The organization records professional will keep a lost record letter in place of the missing record.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6).

(b) (6), GS-13, DAF
Air Force Records Officer



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12 June 2019

MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Loss of Records Report (March 2014 – Goodfellow AFB)

1. The purpose of this memo is to report the accidental loss of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records: Table and Rule – 33-44 R 02 and 36-33 R 09

i) Description: Permanent Orders, originals or record copies of G-series special orders and movement orders (MO); Volume: One box; Inclusive dates: January 1983; Disposition: Retire as permanent

ii) Description: Decorations to Individuals (Military and Civilian) Disapproved U.S. Military; Volume: Six boxes; Inclusive dates: Fiscal Years 1991, 1994, 1999-2002; Disposition: Destroy after 35 years

b. Office: 17th Training Wing, AETC, Goodfellow AFB

c. Circumstances of the incident: The items identified in paragraph a. were identified as missing from the records staging area after the annual inventory was conducted on 6 March 2014.

d. Safeguards implemented: Since the records were identified as missing, the commander initiated a more robust records management training program, including Chief of Record in the hands-on training course delivered by the Base Records Manager. The course was lengthened in time and content to include the staging process and roles and responsibilities.

e. Details of the actions taken to recover records: During the investigation, a records inventory was accomplished on three separate occasions. Throughout the investigation and inventories, several items were found after conferring with record owners. A reasonable effort to find, restore or reconstruct these records has occurred. The BRM will annotate the missing records on the base staging inventory.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6).

(b) (6) GS-13, DAF
Air Force Records Officer



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12 June 2019

MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Destruction of Records Report (December 2013 – Travis AFB)

1. The purpose of this memo is to report the accidental destruction of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records:

i) Table and Rule: 10-03 R 02.01; Description: Tactical Evaluations in Area of Responsibility (AOR) During Deployment; Volume: Partial boxes; Inclusive dates: Calendar Year 1982-1984, 1993; Disposition: Retire to staging as permanent

ii) Table and Rule: 13-10 R 02; Description: AFTO 781, Arms Aircrew/Mission Flight Data, AF Form 3520, Aircrew/Mission Flight Data Extract; Volume: 5 boxes; Inclusive dates: Calendar Year 2004 and 2006; Disposition: **Retire as permanent**

iii) Table and Rule: 16-01 R 07; Description: Foreign Military Sales (FMS); Volume: Three boxes; Inclusive dates: Calendar Year 2005-2007; Disposition: Destroy 30 years after the case is closed

iv) Table and Rule: 24-04 R 01; Description: Technical and Procurement Data Records; Volume: One box; Inclusive dates: Fiscal Year 2004; Disposition: Destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner

v) Table and Rule: 24-04 R 03; Description: Control for Movement of Goods or Personnel, Commercial Movement of Goods or Personnel - Nonroutine; Volume: 48 boxes; Inclusive dates: Calendar Year 2004, 2007-2009, 2010; Disposition: Destroy when 10 years old

- vi) Table and Rule: 32-01 R 16; Description: Installation Restoration Program; Volume: 37 boxes; Inclusive dates: Calendar Year 1986-2003 and 2007; Disposition: Destroy 50 years after restoration
- vii) Table and Rule: 32-01 R 17; Description: Hazardous, Toxic Waste and Storage Tank Management; Volume: One box; Inclusive dates: Calendar Year 2007; Disposition: Destroy 50 years from the date of the record
- viii) Table and Rule: 32-07 R 10.01; Description: Asbestos/Lead Project Case File - Approved; Volume: 13 boxes; Inclusive dates: January 2005 – September 2006, January 2007 – September 2008; Disposition: Destroy 30 years after completion of project. Frozen due to Asbestos/lead project case file litigation
- ix) Table and Rule: 33-44 R 02.00; Description: Permanent Orders, originals or record copies of G-series special orders and movement orders (MO); Volume: 6 boxes; Inclusive dates: Fiscal Year 2003-2006 and 2008; Disposition: **Retire as permanent**
- x) Table and Rule: 33-44 R 2.01; Description: Temporary Orders (Originals or Record Copies); Volume: 13 boxes; Inclusive dates: October 1993 – September 2008; Disposition: Destroy after 56 years after the end of the fiscal year of individual's separation
- xi) Table and Rule: 36-33 R 08; Description: Decorations to Individuals (Military And Civilian) Approved Peacetime U.S. Military, U.S. Non-Military and Foreign; Volume: One box; Inclusive dates: October – December 2003; Disposition: Destroy after 25 years
- xii) Table and Rule: 41-12 R 13; Description: Family Advocacy-Met the Criteria for Maltreatment; Volume: 17 boxes; Inclusive dates: Calendar Year 2002-2005; Disposition: Destroy as a family group 25 years after the end of the calendar year in which the case review committee determination was made or treatment ends
- xiii) Table and Rule: 44-02 R 04.02; Description: Ledgers Recording Processing of Each Transfusion Request; Volume: 39 boxes; Inclusive dates: Calendar Year 2006-2009; Disposition: Destroy after 10 years
- xiv) Table and Rule: 64-01 R 02; Description: Contract Case Files Exceeding Simplified Acquisition Threshold; Volume: 3 boxes; Inclusive dates: Fiscal Year 2007-2008; Disposition: Destroy 10 years after final payment

xv) Table and Rule: 64-04 R 26.04; Description: Government-Wide Purchase Card (GPC) Program Administration Individual Account Files; Volume: One box; Inclusive dates: May 2010 – May 2012; Disposition: Destroy 2 years after card is cancelled

xvi) Table and Rule: 65-22 R 01; Description: Individual Pay Records (IPRs); Volume: 10 boxes; Inclusive dates: Calendar Year 1997-2005; Disposition: Destroy 56 years after date of last entry or with personnel folder

xvii) Table and Rule: 65-22 R 03; Description: Individual Attendance and Overtime (including Flexitime Sheets); Volume: 10 boxes; Inclusive dates: Calendar Year 2009-2011; Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner

xviii) Table and Rule: 111-01 R 32.1; Description: Military Justice; Volume: Partial box; Inclusive dates: Calendar Year 1983; Disposition: **Retire as permanent**

xix) Table and Rule: 112-01 R 11; Description: Claims; Volume: Partial boxes; Inclusive dates: Calendar Year 1989, 1990, 1992, 1993; Disposition: Destroy after 25 years

b. Office: 60th Communications Squadron, AMC, Travis AFB

c. Circumstances of the incident: On 4 December 2013, the newly appointed Base Records Manager conducted an initial inventory of the base staging area, where it was determined there were 214 missing boxes of records. The investigation pointed out the staging area relocated in January 2012 and during the move, it was discovered boxes were in various stages of decay and beyond salvaging due to water damage and insect infestation. The work center elected to destroy the records but failed to notify the Command Records managers as well as failed to properly document the destruction of the records with the applicable SF 135.

d. Safeguards implemented: Current records professionals are up to date on training and have a solid plan in-place to ensure this doesn't happen again and follow procedures as outlined in records management publications.

e. Details of the actions taken to recover records: Upon discovering the potential missing records, the records professionals took action to try to find the records and they certify that they made a reasonable effort to find, restore or reconstruct them. The Base Records Manager will annotate the missing records on the staging area inventory.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6) (b) (6).

(b) (6), GS-13, DAF
Air Force Records Officer



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12 June 2019

MEMORANDUM FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF THE CHIEF RECORDS OFFICER (AC)

FROM: HQ AIR FORCE RECORDS OFFICE (SAF/CNZA)
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Accidental Loss of Records Report (February 2016 – Shaw AFB)

1. The purpose of this memo is to report the accidental loss of records to the National Archives and Records Administration (NARA) Office. The following paragraphs provide the details as required by 44 USC 3106 and 36 CFR Part 1230.

a. Description of the records:

i) Table and Rule: 24-03 R 10 Description: Motor Vehicle Operator Files Included Gov Military Vehicle Operator Identification Card; Volume: One box; Inclusive dates: 8 November 2009 – 16 January 2014; Disposition: Destroy 3 years after separation of employees or 3 years after recession of authorization to operate Government-owned vehicle, whichever is sooner

ii) Table and Rule: 24-03 R 13 Description: Motor Vehicle Accident Case Files; Volume: One box; Inclusive dates: 9 September 2011 – 16 January 2014; Disposition: Destroy 6 years after case is closed

iii) Table and Rule: 33-44 R 02; Description: Permanent Orders, originals or record copies of G-series special orders and movement orders (MO); Volume: Two boxes; Inclusive dates: 31 March 2010 – 17 October 2013; Disposition: Retire as permanent

iv) Table and Rule: 65-21 R 16; Description: Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information); Volume: One box; Inclusive dates: 1 June 2010 – 31 December 2013; Disposition: Destroy 10 years after period covered by account

b. Office: 379th Expeditionary Maintenance Group, USAFCENT, Shaw AFB

c. Circumstances of the incident: On 27 February 2016, during a staff assistance visit on the records management program it was identified that five boxes of records had been approved for staging. The records in question would have been forwarded to the staging area as indicated in

the records transmittal and receipt standard form 135. There is no record stating the records have been approved to be kept in the staging area, nor can any of the records be found.

d. Safeguards implemented: All official records were identified and maintained on the official electronic records management drive. Continuity was updated to reflect an accurate accounting of the official records on file and the staff assistance visit checklist was incorporated into the electronic continuity. All records custodians were trained.

e. Details of the actions taken to recover records: After an exhaustive search by the staging manager, functional area managers and records custodians these files could not be located. Upon discovering destruction of records, the unit personnel responsible for the records certify that they made a reasonable effort to find, restore or reconstruct them. The organization records professional will keep a lost record letter in place of the missing record until the disposition date.

2. If you have any questions regarding this report feel free to contact the Air Force Records Officer, (b) (6)

(b) (6), GS-13, DAF
Air Force Records Officer