



**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 (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).

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