



November 22, 2016

Mr. Glenn Stoll  
Records Officer/W7312N  
Transportation Security Administration  
701 South 12<sup>th</sup> Street  
Arlington, VA 20598

Dear Mr. Stoll:

Thank you for notifying the National Archives and Records Administration about the loss of calibration reports for seven Explosives Trace Detection (ETD) machines occurring at the Chicago O'Hare International Airport (ORD). You identified that the records were accidentally destroyed in September/October 2016, approximately one year prior to their scheduled destruction. Upon discovery of the unauthorized disposition of the reports, efforts were made to recover the records. Recovery of the records was successful for two machines, but unsuccessful for the other five machines.

To prevent future unauthorized disposition of calibration reports, ORD reviewed their processes and determined that a scheduling change for emptying the shredding bins was needed. Subsequently, emptying the shredding bins was moved to the middle of the month, allowing better checks and balances, and mitigating risk of accidental destruction. Additionally, a printed copy of the TSA Records Schedule was placed in each ETD Calibration Logbook airport-wide, and periodic reminders will be issued to applicable employees.

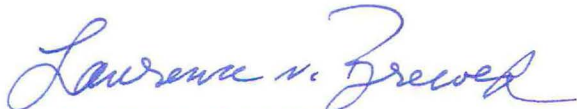
NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

[www.archives.gov](http://www.archives.gov)

Your report satisfies the reporting requirements in 36 CFR 1230.14, therefore, we consider this case closed. Thank you for your cooperation and efforts in this matter. If you have any questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or by email at dawn.sherman@nara.gov.

Sincerely,



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