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November 14, 2019

Mr. Tommy W. Lee
Department of Defense
United States Air Force
Headquarters Air Force Records Office (SAF/CNZA)
1800 Air Force Pentagon
Washington, DC 20330-1800

Dear Mr. Lee:

On September 25, 2019, the National Archives and Records Administration (NARA) received the Air Force's (AF) final report relating to NARA's request for information regarding the unauthorized disposition of 16 G-series special orders and movement orders at Charleston Air Force Base. AF discovered the accidental destruction of the records during the summer of 2012 and reported the incident to NARA on June 12, 2019.

Since June 2019, AF has met with NARA and provided information that revises details of the initial report. Based on this information, AF has recovered some of its orders and has determined that currently 12 G-series orders with inclusive dates of June 2010 - September 2011 have been lost and cannot be re-constructed from other sources. In accordance with NARA regulations, Charleston AFB has implemented a number of safeguards including conducting monthly records inventories and various records management trainings for staff to mitigate the risks of future miscommunication and/or misinterpretation of the records' disposition instructions. NARA is satisfied with the established safeguards and has determined that the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this matter closed, but please note that per 36 CFR 1230.14, agencies must report these incidents promptly to NARA. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

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