



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

***Sent Via Email. No Hard Copy to Follow.***

October 29, 2024

Tommy W. Lee  
Department of the Air Force  
1800 Air Force Pentagon  
Washington, DC 20330-1800

Dear Mr. Lee:

The National Archives and Records Administration (NARA) acknowledges receipt of the Department of the Air Force's report on the loss of one (1) Personnel Information File (PIF) at the 6th Security Forces Squadron/Commander Support Staff (S1), MacDill AFB, FL.

According to the report, the First Sergeant (CCF) accessed the file on a designated drive (O:Drive) and a week later, they attempted to access the file and discovered it had been deleted. We understand that efforts were made to recover the records, but were unsuccessful due to inadequate backup procedures for the drive. We further understand that to prevent future loss of records, access to the drive will be closely monitored and access to PIF folders will be limited to designated personnel only. Personnel granted access to the folders will be required to complete mandatory records user training through the agency's learning management system.

Based on this information, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention to this matter. If you have any questions or wish to discuss this further, please contact the Records Management Oversight and Reporting Program by email at [UnauthorizedDisposition@nara.gov](mailto:UnauthorizedDisposition@nara.gov).

Sincerely,

WILLIAM FISCHER  
Chief Records Officer  
for the U.S. Government (Acting)