

Request for Records Disposition Authority

Records Schedule Number **DAA-0446-2018-0001**
Schedule Status **Approved**

Agency or Establishment **Defense Security Service**
Record Group / Scheduling Group **Records of the Defense Security Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **DoD Hotline Referral Files**
Internal agency concurrences will be provided **No**

Background Information **This schedule rescinds N1-446-92-1 DoD Hotline Referral Files.**

IAW DoDI 7050.01, "DoD Hotline Program," dated October 17, 2017, DoD IG directed DoD Components ensure completed hotline case files are maintained a minimum of 10 years after the case is closed.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2018-0001

Sequence Number	
1	DoD Hotline Referral Files Disposition Authority Number: DAA-0446-2018-0001-0001

Records Schedule Items

Sequence Number						
1	DoD Hotline Referral Files					
	Disposition Authority Number	DAA-0446-2018-0001-0001				
	DoD Hotline Referral files contain DSS materials addressing allegations/issues of fraud, waste, and/or abuse falling under DSS purview that were reported to the DoD Hotline.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	No				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>2-15</td> <td>DSS Manual 00-04 Records Disposition</td> </tr> </table>		Manual Citation	Manual Title	2-15	DSS Manual 00-04 Records Disposition
Manual Citation	Manual Title					
2-15	DSS Manual 00-04 Records Disposition					
	GRS or Superseded Authority Citation	N1-446-92 / 1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff when case is closed.				
	Retention Period	Destroy 10 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/31/2018	Certify	Ron White	Records Manager	DOD - OSD
05/03/2018	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/08/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist