

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-83-37	
DATE RECEIVED 6/3/83	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date Aug 27, 83	Archivist of the United States <i>[Signature]</i>

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2 MAJOR SUBDIVISION

The Adjutant General's Office

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Cliff Jones

5 TEL EXT

325-6044

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 6 MAY 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Archivist of the Army
	JOHN HENRY HATCHER, Ph.D	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>BACKGROUND: The Army has a requirement to establish a new subfunctional category and file number in order to manage the records being created in response to the Department of Defense Hotline Program, as outlined in DOD Directive 7050.1, 14 May 82 and DA Memo 11-3, 29 Dec 82. Request approval of the disposition standards below:</p> <p>DOD HOTLINE PROGRAM FILES. (SUBFUNCTIONAL CATEGORY 243 - AR 340-18-2) These files relate to the responsibilities and procedures for administering the Department of Defense (DOD) Hotline Program within Department of the Army. These files originate in the Army Hotline Office (AHO), Office of the Chief of Staff Army.</p> <p>243-01 DOD Hotline Case Files.</p> <p>DESCRIPTION: Documents relating to the managing and monitoring of DOD Hotline allegations. Included are--</p> <ul style="list-style-type: none"> a. DAS Form 77, Referral Slip. b. DOD Hotline Progress Report. c. DOD Hotline Completion Report. d. Similar information. <p>DISPOSITION: Destroy 2 years after closing out the case.</p>		

*Agency sent 9-7-83 by DMW.
NIM sent by DMW on #83-36
Mass Data Change sheet Not Needed*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-37

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED;** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Gene Nader</i>	6-6-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	6/6/83
CONCURRENCES	Director, NNM	<i>Garry Ryan</i>	8/12/83

SECTION III - APPRAISER'S COMMENTS

The records covered by this job do not warrant permanent retention since they consist of forms and status reports that relate to the referral and monitoring of progress of investigations of waste, fraud, and mismanagement by an Army office that acts as "middleman" between the Defense Department and the Army offices that actually carry out the investigations of these abuses. This job does not affect the disposition of Army's record copy of investigative case files.