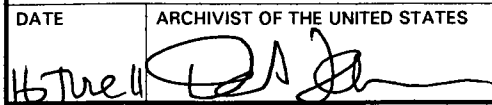
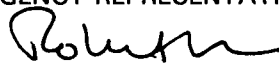


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		DO NOT LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-330-10-5
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED	5/24/2010
2 MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records and Declassification Division, ESD, WHS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Luz D Ortiz	5 TELEPHONE (703) 588-6838	DATE	ARCHIVIST OF THE UNITED STATES
			

**6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested

DATE 5/10/2010	SIGNATURE OF AGENCY REPRESENTATIVE ROBERT STORER 	TITLE Chief, Records and Declassification Division
-------------------	---	---

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON HEADQUARTERS SERVICE PLANNING &amp; EVALUATION DIRECTORATE (P&amp;ED)</p> <p>HOTLINE REFERRAL FILES BACKGROUND The Planning and Evaluation Directorate (P&amp;ED), within the Washington Headquarters Service (WHS), is responsible for strategic planning and management control initiatives for WHS, including Total Quality Management, Lean Six Sigma, Management Control, Continuous Process Improvement, and program/process analysis In addition, P&amp;ED serves as a liaison between the DoD Inspector General's office and WHS/OSD, as well as between GAO and WHS/OSD As such, they receive referrals from the DoD IG regarding fraud, waste, and abuse cases impacting WHS and Raven Rock Mountain Complex The Directorate investigates all referred cases, and writes up a report of findings (signed by Director - WHS) If the case involves other agencies, the Hotline will refer it to the other Agency/component, and coordinate with the referred Agency DoD IG may accept the Report of Findings when first submitted or may return it back to P&amp;ED for questions/follow-up activity Files are kept as case files, and are considered closed once the DoD IG accepts the Report of Findings</p> <p>The files are organized with Final (accepted) Report of Findings, followed by all other material arranged chronologically See attached page for file descriptions</p>		

**SF 115 Submission for scheduling with National Archives and Records Administration (NARA):**

**WASHINGTON HEADQUARTERS SERVICE (WHS) PLANNING & EVALUATION DIRECTORATE (P&ED)**

**HOTLINE REFERRAL FILES**

**ITEM 1:**

**FILE TITLE: Hotline Investigative Files – Routine**

**FILE DESCRIPTION:** Investigation materials, including correspondence, memoranda of telephone conversations/witness interviews, research, and all other materials relating to investigations that have been referred by the Department of Defense. Such investigations pertain to fraud, waste, and review complaints relating to the Washington Headquarters Service (WHS), Raven Rock Mountain Complex, or the Office of the Secretary of Defense (OSD) and its components.

**DISPOSITION:** TEMPORARY. Cut off upon closure of case or when DoD IG accepts final Report of Findings and delete/destroy 2 years after cutoff.

**ITEM 2:**

**FILE TITLE: Hotline Investigative Case Files – Significant Cases**

**FILE DESCRIPTION:** Investigation materials, including correspondence, memoranda of telephone conversations/witness interviews, research, and all other materials relating to investigations that have been referred by the Department of Defense to another Federal Agency for investigation/contribution to case or are deemed significant by the DA&M. Such investigations pertain to fraud, waste, and review complaints relating to the Washington Headquarters Service (WHS), Raven Rock Mountain Complex, or the Office of the Secretary of Defense (OSD) and its components.

**DISPOSITION:** TEMPORARY. Cut off upon closure of case and delete/destroy 10 years after cutoff.