

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <div style="font-size: 1.2em; font-family: cursive;">N1-509-99-6</div>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">6-29-99</div>	
2 MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Asst IG for Admin & Info Mgmt Admin & Logistics Services Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Ray Braemer	5 TELEPHONE (703) 604-9781	DATE <div style="font-size: 1.2em; font-family: cursive;">12-2-99</div>	ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.2em; font-family: cursive;">John W. Paul</div>
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 <u> 1 </u> 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, <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <div style="font-size: 1.2em; font-family: cursive;">6-24-99</div>	SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>	TITLE Assistant Inspector General for Administration & Information Management	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> See Attached </div>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

***840 HOTLINE REFERRAL FILES.** Correspondence, preliminary investigations, and memoranda of telephone conversations pertaining to complaints received by the DoD Hotline

Item

a Not referred Includes anonymous or vague allegations not warranting an investigation

1

(1) Recordkeeping copy (paper) Destroy after 2 year (N1-330-88-4)

2

(2) Electronic copies created on electronic mail and word processing systems Delete after recordkeeping copy has been produced

b Referred Includes matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in OIG investigations

3

(1) Recordkeeping copy (paper) Cut off on closure Retire to WNRC 5 years after closure Destroy 10 years after cutoff (N1-509-93-01)

4

(2) Electronic copies created on electronic mail and word processing systems Delete after recordkeeping copy has been produced