



**\*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