
Section K. Information Retention and Handling

Introduction	This section describes the requirements for retaining information obtained during the course of investigating complaints and of processing appeals to disciplinary actions.
K.1. Records	Copies of any records of any disciplinary action taken with regard to an Auxiliarist shall be retained by the Director for up to three years from the date of the action, in accordance with the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
K.2. Record Removal	As described above, these records shall be removed from an Auxiliarist's service record if no subsequent disciplinary action has been initiated or finalized during the specified period of time. These records shall be placed in a separate permanent file, independent of the Auxiliarist's service record, retained by the Director for the sole purpose of documenting prior disciplinary action should the need arise.
