

Retention Guidelines

Contractor locations: Apply this guidance when the Cognizant Security Agency (as defined by the National Industrial Security Program (NISP)) guidance is not provided for retention of Special Access Program (SAP) contract information.

Government locations: Apply this guidance when Departmental guidance is not provided for retention of SAP information.

Item	Subject	Maintained by	Disposition/Destruction
Access	SAP master access list	Government Program Office or Program Security Officer	Destroy after five years
Access	Access list	Local SAP area security office (contractor and government)	Destroy when updated list is received
Access	Adverse information reports required by the NISP or other Departmental directives	Local SAP area security office (contractor and government)	Destroy after situation is reported to the proper adjudicative organization and the individual's clearance is re-adjudicated
Access	Approvals received from Access Approval Authority	Local SAP area security office (contractor and government)	Attach to Program Access Request
Access	Briefing statements including pre-briefings, indoctrinations, and debriefings	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated or IAW Departmental directives or instructions
Access	Foreign Travel Reports	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated
Access	Approved Program Access Requests	Local SAP area security office (contractor and government)	Destroy when individual is debriefed
Access	Disapproved Program Access Requests	Local SAP area security office (contractor and government)	Destroy upon receipt of disapproval
Access	Inadvertent Disclosure Statements	Local SAP area security office (contractor and government)	Destroy when SAP area accreditation is withdrawn
Access	Inadvertent Disclosure Statements	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated
Accreditations – SAP Areas	Letters, Memorandums, Fixed Facility Checklists, Open Storage Authorizations	Local SAP area security office (contractor and government)	Destroy when SAP area accreditation is withdrawn

Item	Subject	Maintained by	Disposition/Destruction
Agreements/Understandings	Memorandums of Agreements (MOAs) or Memorandums of Understandings (MOUs) between government agencies or organizations	Local SAP area security office (contractor and government)	Destroy when SAP area accreditation is withdrawn
Agreements/Understandings	Memorandums of Agreements (MOAs) or Memorandums of Understandings (MOUs) between government agencies or organizations	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated
Alarms	Test Records or Reports	Local SAP area security office (contractor and government)	Destroy after one security review cycle
Appointment Letters	Security officer appointments	Local SAP area security office (contractor and government)	Destroy when replaced or superseded
Audit Reports	Top Secret computer audits	Local SAP area security office (contractor and government) Government Program Office Program Security Officer	Destroy after one security review cycle
Contract Security	Contract Security Classification Specifications (DD Form 254)	Local SAP area security office (contractor)	Destroy upon termination of the SAP contract
Contract Security	Contract Security Classification Specifications (DD Form 254)	Government Program Office	Retain Permanently
Courier	Courier Designations	Local SAP area security office (contractor and government)	Destroy after one year
Data Transfers	Approved requests to transfer data to another SAP	Local SAP area security office (contractor and government)	Destroy after action is executed
Data Transfers	Approved requests to transfer data to another SAP	Government Program Office or Program Security Officer	Destroy after five years
Document Control	Receipts	Local SAP area security office (contractor and government)	Destroy after five years

Item	Subject	Maintained by	Disposition/Destruction
Document Control	Master Document Listings	Local SAP area security office (contractor and government)	Destroy when superseded or no longer needed
Document Control	Destruction certificates	Local SAP area security office (contractor and government)	Destroy after five years
Document Control	Top Secret Registers/Control Records	Local SAP area security office (contractor and government)	Destroy five years after register closed
Document Control	Top Secret Access Records	Local SAP area security office (contractor and government)	Destroy two years after corresponding document/item is destroyed
Guard Force	Building checks when required	Local SAP area security office (contractor and government)	Destroy after one year
Guard Force/Emergency Response	Exercise reports of guard response and emergency plans	Local SAP area security office (contractor and government)	Destroy after two consecutive security reviews
Investigations	Investigations involving compromises or suspected compromises	Local SAP area security office (contractor and government)	Destroy when SAP area accreditation is withdrawn
Investigations	Investigations involving compromises or suspected compromises	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated
Lifecycle	SAP termination documents	Government Program Office or Program Security Officer	Retain Permanently
Plans	Emergency Procedures, Security Operating Procedures or Instructions, Tests, Manufacturing	Local SAP area security office (contractor and government)	Contractor: Upon termination of the SAP contract forward to Government Program Office or Program Security Officer Government: Upon termination of work on SAP forward to the Government Program Office or Program Security Officer
Plans	Emergency Procedures, Security Operating Procedures or Instructions, Tests, Manufacturing	Government Program Office or Program Security Officer	Destroy one year after SAP termination
Policy/Guidance	Classification Change Letters or Memorandums	Local SAP area security office (contractor and government)	Destroy after information is included in Security Classification Guide
Policy/Guidance	Classification Change Letters or Memorandums	Government Program Office or Program Security Officer	Retain Permanently

Item	Subject	Maintained by	Disposition/Destruction
Policy/Guidance	Master Security Classification Guides and Program Management Directives	Government Program Office or Program Security Officer	Retain Permanently
Policy/Guidance	Security policy guidance directives or security interpretations	Local SAP area security office (contractor and government)	Destroy when superseded or when SAP area accreditation is withdrawn
Policy/Guidance	Security policy guidance directives or security interpretations	Government Program Office or Program Security Officer	Retain Permanently
Reports	Reports of espionage, sabotage, or subversion	Government Program Office or Program Security Officer	Retain Permanently
Reports	Reports of hostile contact	Government Program Office or Program Security Officer	Retain Permanently
Reports	Reports of shipment tampering	Government Program Office or Program Security Officer	Retain Permanently
Reports	Reports of media information attempts including releases (approved/non-approved)	Government Program Office or Program Security Officer	Destroy five years after SAP is terminated
Reports	Threat Assessments by the government	All accredited SAP areas	Destroy when threat is eliminated or when SAP area accreditation is withdrawn
Security Checks	After duty hours inspections and safe check records	Local SAP area security office (contractor and government)	Destroy at end of each month
Security Checks	Entry and exit check records	Local SAP area security office (contractor and government)	Destroy after each security review cycle
Security Reviews	Annual self-security review report	All accredited SAP areas	Maintain for next review cycle or as directed by the Program Security Officer
Security Reviews	Annual or scheduled security review report	All accredited SAP areas	Destroy after three years
Security Reviews	Annual or scheduled security review reports maintained by the oversight authority	Government Program Office or Program Security Officer	Destroy after five years
Surveys	Technical Security Countermeasures Survey	All accredited SAP areas	Destroy when superseded or when SAP area accreditation is withdrawn
Surveys	EMSEC Survey Reports	All accredited SAP areas	Destroy when superseded or when SAP area accreditation is withdrawn

Item	Subject	Maintained by	Disposition/Destruction
Training Records	All individual SAP training records including training attendance logs	Local SAP area security office (contractor and government)	Destroy when individual is debriefed
Violations	Security Violations	Local SAP area security office (contractor and government)	Destroy after two years or when SAP area accreditation is withdrawn
Visits	Visitor Requests or Certifications	Local SAP area security office (contractor and government)	Destroy after one year
Visits	Visitor Logs	Local SAP area security office (contractor and government)	Destroy after seven years
Waivers	Security Criteria	Local SAP area security office (contractor)	Destroy upon termination of the SAP contract and SAP area accreditation is withdrawn
Waivers	Security Criteria	Local SAP area security office (government)	Destroy when SAP area accreditation is withdrawn
Waivers	Security Criteria	Government Program Office	Destroy five years after SAP is terminated