

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AU-92-1

DATE RECEIVED

10-17-91

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Army

2. MAJOR SUBDIVISION

Sensitive Records and Information Agency

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

William A. Walker

Major Rod Wade

5. TELEPHONE EXT.

697-1276

DATE

11-4-93

ARCHIVIST OF THE UNITED STATES

Acting
Andy Hushang Petrus

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

17 Dec 91

C. SIGNATURE OF AGENCY REPRESENTATIVE

William A. Walker
WILLIAM A. WALKER

D. TITLE

Archivist of the Army

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See attached sheets (pages 1 through 10)

SRIA will scan all received documents onto optical disk and destroy the hard copy upon verification of the optically scanned records. Permanent records will be transferred to the National Archives on a medium acceptable at the time of transfer and in accordance with 36 CFR Chapter 12 and other NARA issuances.

Copies sent to Agency, NSR, NNS, NNT, NCF, NIA 12/10/93

AS OF 18 JUNE 1993

PROPOSED CHANGE TO:

AR 25-400-2, The Modern Army Recordkeeping System (MARKS)

380

SECURITY

Under "Prescribing Directives," add:

AR 380-381(C), Special Access Programs (SAPs)(U)

QUICK INDEX: (Not for publication)

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* Originals must be kept for a specified time; see file category.

Number

380-381

General SAP correspondence files

Authority:

Description and Disposition:

a. General correspondence relating to Special Access Programs that cannot logically be filed with the detailed records listed below. Destroy IAW AR 380-5 after 3 years or upon program disestablishment, whichever occurs first.

b. Documents related to Special Access Programs that are received for information only, on which no action is required. Destroy IAW 380-5 when no longer needed for current operations.

380-381a

380-381a
SAP policy files

Authority:

Documents referring to policy guidance for the SAP, to include classified regulations and interim changes, SAP waivers, MOUs, LOAs, and memorandums or messages containing similar information.

Disposition:

Sponsoring program/activity:

a. Transfer one record set of general policy guidance issued by TMO or its legitimate successor to archival storage IAW AR 380-381 (C) after 3 years or upon SAP disestablishment, whichever occurs first.

b. Transfer policy guidance unique to each individual SAP to archival storage as in (a) above.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required. Destroy general policy guidance issued by organization other than TMO or its legitimate successor IAW AR 380-5 when obsolete, superseded or no longer needed for current operations.

Other offices: Destroy IAW 380-5 when no longer needed for current operations.

380-381b
SAP establishment files

Authority:

Documents associated with requests for establishment of Special Access Programs, to include the rationale for establishment of the Special Access Program, Access Control and Approval Authorities, draft program security plans, initial manpower requirements, information systems requirements, and proposed funding profiles. Classification information redesignated as non-SAP will continue classification and handling under AR 380-5 procedures.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381c
SAP operational files

Authority:

Documents relating to the operations of ongoing Special Access Programs, to include working papers and related information used on a daily/recurring basis, research documents, operational plans and proposals, exercises and field trials, after action reports, trip reports, foreign travel briefs, and related paperwork. Classified information redesignated as non-SAP will continue classification and handling under AR 380-5 procedures.

Disposition:

Sponsoring program/activity: Transfer IAW 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility:

a. Permanent. Transfer substantive program reports and correspondence to the national Archives when 30 years old pending Army determination that continuing agency retention is not required. Records include but are not limited to operational plans, Congressional inquiries into budget accountability, financial analyses, org. charts, action officer files, and decision making papers.

b. Destroy drafts, preliminary papers, general administrative items, raw data, and routine operational files when no longer needed for current operations.

380-381d

SAP contract management files

Authority:

Documents related to contract management, to include the identification and location of prime contractors and sub-contractors, records of negotiations, contract or grant agreements, statements of work, modifications, addendums, contract evaluations, IPRs, and related paperwork.

Disposition:

Sponsoring program/activity: Transfer IAW 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

(NOTE {Not for publication}: Originals must be kept for 6 years after the FY in which they were created).

380-381e

SAP financial management files

Authority:

Documents pertaining to the planning, programming, budgeting and Execution (PPBES) of resources supporting Special Access Programs, to include financial management reviews of pay and entitlements of personnel supporting sensitive Army programs,

travel settlements, and other related information.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

(NOTE {Not for publication}: Originals must be kept for 10 years after close of the FY in which they were created).

380-381f

SAP information management files

Authority:

Documents pertaining to SAP internal and external ADP support, to include Information Mission Area (IMA), Information Management Support Plans (IMSPs), ADP procurements, communications, surveys, records management, distribution, and similar information. Classified information redesignated as non-SAP will continue classification and handling IAW AR 380-5 procedures.

Disposition:

Destroy IAW AR 380-5 when obsolete, superseded, or no longer needed for current operations.

380-381g

SAP logistical management files

Authority:

Documents related to the logistical support provided to the SAP, and any logistical support provided by the SAP. This includes the policies and procedures concerning supplies, equipment, and facilities.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381h

SAP oversight files

Authority:

a. Documents pertaining to committees formed to oversight SAPs, to include the SAPOC, ASRG, Fix-it, and all related information such as briefings, reports, and meeting minutes.

b. Records of audits, inspections, and investigations pertaining to Special Access Programs. Documentation includes both internal and external audits, inspections, AR 15-6 and other investigations, and similar oversight management methods.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381i

SAP R&D specifications and drawings files

Authority:

Documents and drawings relating to preliminary, experimental and/or final specifications and drawings pertaining to SAP research and development projects.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first.

Office with Armywide responsibility:

a. Permanent. Transfer printed/processed manuals containing copies of specifications and drawings to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

b. Destroy all other drawings and specifications (preliminary, experimental, or final) when no longer needed for current operations.

(NOTE {Not for publication}: Originals must be kept for 6 years after the FY in which they were created).

380-381j

SAP security management files

Authority:

a. Documents relating to daily security management within a SAP, to include classified document registers, requests for clearances, approval of requests for clearances, periodic update submissions, polygraph information, meeting attendance rosters, requests for access, non-disclosure agreements (NDAs), read-off forms, urinalysis information, and related paperwork.

b. SAP Security Procedures Guides (SPGs) and Security

Classification Guides (SCGs), to include all information which addresses the security requirements for automation, information, communications, operations, and physical security, as well as guidance specifying the information/equipment to be classified, the level and duration of the classification, and staffing actions associated with downgrading.

Disposition:

Sponsoring program/activity:

a. Destroy interim SCGs and SPGs 3 years after supersession or final declassification action; transfer the final SCG and SPG to archival storage upon disestablishment.

b. Destroy urinalysis information after 5 years or upon program disestablishment, whichever occurs first.

c. Destroy NDAs 30 years after retirement, resignation, separation, or discharge of the individual.

d. Destroy all other materials when no longer needed for current operations.

Other offices: Destroy IAW 380-5 when no longer needed for current operations.

Office with Armywide responsibility: SCGs and SPGs are permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381k

SAP access control files

Authority:

a. Documents related to the development, implementation and maintenance of Special Access Program access measures, to include access control rosters, knowledgeability lists, billet structures and the Army Baseline Billet structure.

b. The final access or billet structure roster which consists of a compilation (roll up) of all previous rosters.

Disposition:

Sponsoring program/activity:

a. For all but the final roster, destroy IAW AR 380-5 when superseded or obsolete.

b. For the final access or billet structure roster, transfer IAW AR 380-381(C) upon SAP disestablishment.

Office with Armywide responsibility: Final roster is permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381l

SAP disclosure case files

Authority:

a. Documents pertaining to the unauthorized disclosure of

any SAP information, to include security violations, missing documents, unattended security containers, and similar actions.

b. Documents pertaining to any authorized release of SAP information to this or any foreign government.

Disposition:

Destroy IAW AR 380-5 after 7 years.

380-381m

SAP intelligence/counterintelligence files

Authority:

Documents related to transfer of intelligence material and/or information, intelligence/counterintelligence operations, cover actions, and related information.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first. Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381n

SAP OPSEC files

Authority:

Documents pertaining to SAP operations security (OPSEC) matters, to include plans, procedures, production methods, studies, RDT&E activities, SOPs, training, and other related activities in both war and peacetime.

Distribution:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first. Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.

380-381o

SAP recurring reports files

Authority:

Documents pertaining to periodic and recurring reports, to include reports routinely submitted to HQDA, OSD, Congress, and other oversight activities. This also includes the historical

record of the SAP's legislative language.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) after 3 years or upon SAP disestablishment, whichever occurs first. Office with Armywide responsibility:

- a. Permanent. Transfer annual reports to HQDA, OSD, or Congress to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.
 - b. Destroy working papers and interim reports when no longer needed for current operations.
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380-381p
SAP disestablishment files

Authority:

Documents pertaining to the requests for, planning of, and final implementation of the disestablishment of Special Access Programs.

Disposition:

Sponsoring program/activity: Transfer IAW AR 380-381(C) upon SAP disestablishment.

Office with Armywide responsibility: Permanent. Transfer to the National Archives when 30 years old pending Army determination that continuing agency retention is not required.
