

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AZ-00-20	
1. FROM (Agency or establishment) U. S. Army		DATE RECEIVED 06-06-2000	
2. MAJOR SUBDIVISION U. S. Total Army Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Program Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER William G. Dudding	5. TELEPHONE (703) 806-3389	DATE 3-1-02	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 8 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,

is not required; is attached; or has been requested.

DATE 31 May 00	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Director, Records Management Division
-------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Special Access Program (SAP) Files</p> <p>Background: In December 1991 the Office of the Chief of Staff created 14 file numbers with numerous descriptions to cover the Special Access Program (SAP). Over time it was discovered that there was much duplication and overlap with these file numbers and that there were existing MARKS numbers that could have been used. Therefore, the proponent is rescinding and consolidating file numbers to cover the Special Access Program. This change will enable the proponent to better manage and maintain the records created by this program. Recordkeeping requirements are outlined in AR 380-381 Special Access Program dated 12 October 1998. Electronic copies created on electronic mail and word processing systems will be deleted after the recordkeeping copy has been produced and is no longer needed for reference, updating, revision or dissemination.</p> <p>SAP RESCINDED FILE NUMBERS:</p> <p>FN: 380-381a Title: Special Access Programs policy files Below is breakout of how records in current description will be covered.</p> <p>Information referring to policy guidance for the SAP, SAP waivers, and memorandums and messages containing similar information will be covered by FN: 380-381b SAP establishment files.</p> <p>Classified regulations and interim changes will be covered by FN: 1jj Reference publications.</p> <p>MOUs and LOAs will be covered by FN: 5-8a Agreements.</p>	N1-AU-92-1	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SAP RESCINDED FILE NUMBERS (CON'T)</p> <p>FN: 380-381c Title: SAP operational files Below is breakout of how records in current description will be covered.</p> <p>Information relating to the operations of ongoing SAPs, to include working papers and related information used on a daily/recurring basis, research documents, operational plans, and proposals will be covered by FN: 380-381b SAP establishment files.</p> <p>Exercises and field trials, after action reports, trip reports, and related paperwork will be covered by FN: 350-1d Training operations.</p> <p>FN: 380-381d Title: SAP contract management files Below is breakout how records in current description will be covered.</p> <p>Information 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, addenda, contract evaluations, IPRs, and related paperwork will be covered by FN: 715k Contract actions.</p> <p>FN: 380-381e Title: SAP financial management files Below is breakout how records in current description will be covered.</p> <p>Information pertaining to the planning, programming, budgeting and Execution (PPBES) of resources supporting SAP will be covered by FN: 1-1e Operating budgets.</p> <p>Financial management reviews of pay entitlements of personnel supporting sensitive Army programs will be covered by FN: 37-104-10f Personal financial records folders.</p> <p>Travel settlements and other related information will be covered by FN: 37-106c Record of travel payments - military.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SAP RESCINDED FILE NUMBERS (CON'T)</p> <p>FN: 380-381f Title: SAP information management Below is a breakout of how records in current description will be covered.</p> <p>Information pertaining to SAP internal and external ADP support, to include Information Mission Area (IMA) and Information Support Plans (IMSPs) will be covered by FN: 25-1e Capability request for IMA resources.</p> <p>ADP procurements will be covered by FN: 715f Procurement action reports.</p> <p>Surveys will be covered by FN: 25-1g Information management surveys.</p> <p>Records Management, distribution and similar information will be covered by FN: 25-1i Records Management Program.</p> <p>FN: 380-381g Title: SAP logistical management files Below is a breakout of how records in current description will be covered.</p> <p>Information 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 will be covered by FN: 380-381b SAP establishment files.</p> <p>FN: 380-381i Title: SAP R & D specifications and drawings files Below is a breakout how records in current description will be covered.</p> <p>Information and drawings relating to preliminary, experimental and/or final specifications and drawings pertaining to SAP research and development projects will be covered by FN: 70-1q RD specifications and drawings.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SAP RESCINDED FILES (CON'T)</p> <p>FN: 380-381j Title: SAP security management files (Revised)</p> <p>Information pertaining to the program security plan such as security procedures guides, indoctrination briefings, knowledgeability rosters, access control rosters, billet rosters, billet structures, and other related documents.</p> <p>Classified document registers will be covered by FN: 380-5aa TOP SECRET material accountability.</p> <p>Requests for clearances, approval of requests for clearances, periodic update submissions will be covered by FN: 380-67a Security clearance information.</p> <p>Polygraph information will be covered by FN: 195-6a Polygraph examinations.</p> <p>Requests for access, foreign travel briefs, and read-off forms will be covered by FN: 380-5a Security briefings and debriefings.</p> <p>Non-disclosure agreements (NDAs) will be covered by FN: 380-5g Classified Information Nondisclosure Agreement (NDA).</p> <p>Urinalysis information, and related paperwork will be covered by FN: 380-67c Personnel security inspections and surveys.</p> <p>Security Classification Guides (SCGs), as well as guidance specifying the information/equipment to be classified, the level and duration of the classification, and staffing actions associated with downgrading will be covered by FN: 380-5k Security classification files.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SAP RESCINDED FILES (CON" T)</p> <p>FN: 380-381k Title: SAP access control files Below is a breakout how records in current description will be covered.</p> <p>Information related to the development, implementation and maintenance of SAP access measures, to include access control rosters, knowledgeability lists, billet structures and the Army Baseline Billet structure will be covered by FN: 380-381j SAP security management files.</p> <p>The final access or billet structure roster which consists of a compilation of all previous rosters will be covered by FN: 380-381p SAP disestablishment files.</p> <p>FN: 380-381l Title: SAP disclosure case files Below is a breakout how records in current description will be covered.</p> <p>Information pertaining to the unauthorized disclosure of any SAP information, to include security violations, missing documents, unattended security containers, and similar actions will be covered by FN: 380-5s Security compromise cases.</p> <p>Information pertaining to any authorized release of SAP information to U.S. or any foreign governments will be covered by FN: 380-5r Security information exchanges.</p> <p>FN: 380-381m Title: SAP intelligence/counterintelligence files Below is a breakout how records in current description will be covered.</p> <p>Information related to transfer of intelligence material and/or information, intelligence/counterintelligence operations, cover actions, and related information will be covered by FN: 381-3c Operational nonmanagement reports.</p> <p>FN: 380-381n Title: SAP OPSEC files Below is a breakout how records in current description will be covered.</p> <p>Information 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 will be covered by FN: 530-1a Operational security.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

6 OF 8

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SAP RESCINDED FILES (CON'T) FN: 380-381o Title: SAP recurring report files</p> <p>Below is a breakout how records in current description will be covered.</p> <p>Information pertaining to periodic and recurring reports, to include reports routinely submitted to HQDA, OSD, Congress and other oversight activities including the historical record of the SAP's legislative language will be covered by FN: 380-381b SAP establishment files.</p>		
1	<p>380-381 b SAP establishment files</p> <p>Information associated with the request for and establishment of Special Access Programs (SAP), to include the request and approval for Prospective Special Access Program (PSAP); denial of PSAP; extension of PSAP; SAP approval: restructuring; and other supporting documentation.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until not longer needed for conducting business, and then retire to RHA. The RHA will retire the record to the Federal Records Center (FRC) when record is 10 years old. Transfer the record to the National Archives when the record is 30 years old pending Army determination that continuing agency retention is not required.</p>	N1-AU-92-1	
2	<p>380-381h SAP oversight</p> <p>Information pertaining to oversight of Army executed SAPs through the Special Access Program Oversight Committee.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. The RHA will retire record to Federal Records Center (FRC) when record is 10 years old. Transfer to the National Archives when record is 30 years old pending Army determination that continuing agency retention is not required.</p>	N1-AU-92-1	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

7 OF 8

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>380-381j SAP security management files</p> <p>Information pertaining to the program security plan such as Security Procedure Guides (SPGs), indoctrination briefings, knowledgeability rosters, access control rosters, billet rosters, billet structures, and other related documents.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. The RHA will retire the record to the Federal Records Center (FRC) when record is 10 years old. Transfer to the National Archives when the record is 30 years old pending Army determination that continuing agency retention is not required.</p>	N1-AU-92-1	
4	<p>380-381p SAP disestablishment files</p> <p>Information pertaining to the requests for, planning of, and final implementation of the disestablishment concept for Special Access Programs to include the disestablishment Security Classification Guide (SCG), SPGs, and final billet roster.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. The RHA will retire the record to the Federal Records Center (FRC) when record is 10 years old. Transfer to the National Archives when the record is 30 years old pending Army determination that continuing agency retention is not required.</p>		
5	<p>380-381q Sensitive support to DoD and non-DoD agencies</p> <p>Information pertaining to the request for and approval of Army sensitive support to DoD and non-DoD agencies.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. The RHA will retire the record to the Federal Records Center (FRC) when record is 10 years old. Transfer the record to the National Archives when the record is 30 years old pending Army determination that continuing agency retention is not required.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

8 OF 8

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
6	<p>380-381r SAP registry</p> <p>Information pertaining to the registry of SAPs (both Army and non-Army) involving Army participation.</p> <p>Disposition: Permanent. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. The RHA will retire the record to the Federal Records Center (FRC) when record is 10 years old. Transfer to the National Archives when the record is 30 years old pending Army determination that continuing agency retention is not required.</p>		