

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 15-70 N1-060-10-14	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Security and Emergency Planning Staff			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Laura Gilliam	5 TELEPHONE NUMBER 202-514-2094	DATE 11/20/10	ARCHIVIST OF THE UNITED STATES 
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 _____ page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/31/2010	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante 		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Security Program Operating Manual (SPOM)</p> <p>This manual establishes requirements and procedures for the classification, safeguarding, and declassification of classified National Security Information (NSI) within the Department of Justice (DOJ). This manual also sets forth requirements and safeguards necessary for Sensitive Compartmented Information (SCI) and other Special Access Programs (SAPs).</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Justice Management Division, Security and Emergency Planning Staff
Security Program Operating Manual (SPOM)

The provisions of this manual apply to all DOJ employees, contractors, and to persons granted a security clearance or access under the DOJ Litigation Security Program and/or access under a U.S. Court Protective Order. The SPOM is updated only as needed, usually to comply with an Executive Order. The first edition was created in 1997. Changes to the SPOM are reviewed by all DOJ Components.

1 Record Copy

The record copy is signed by the DOJ Security Programs Officer and a copy is furnished to the Information Security Oversight Office (ISOO).

Disposition TEMPORARY. Cut off at the end of the calendar year in which the manual is superseded. Destroy/delete seven (7) years after cutoff.

2 Background Information

Includes drafts, comments, clearance information, and any other supporting documentation.

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