



INTELLIGENCE

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
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DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Declassification Marking Guidance for DoD Special Access  
Program (SAP) Classified Material

Reference: Assistant to the President for National Security Affairs memorandum,  
Exemption of Files Series from Automatic Declassification,  
March 30, 2005

This memorandum provides interim guidance on marking DoD Special Access Program (SAP) documents, media, hardware, and other program-generated SAP material with declassification information. The attached guidance is based on the File Series Exception (FSE) approved by the President and is effective immediately.

OUSD(I) will issue a DoD instruction within 180 days.

  
James R. Clapper, Jr.

Attachment:  
As stated



## DECLASSIFICATION MARKING GUIDANCE FOR SAP DOCUMENTS, MEDIA, HARDWARE, AND OTHER SAP MATERIAL

A wholesale, immediate re-marking effort for SAP documents, media, hardware, and other program generated material *is not required*. This encompasses SAP records and material in the following status: active or operational; and retired. As these classes of material are used (e.g., as a source of extracted SAP information, transmitted or moved from one location to another, re-introduced into the working environment from retired status, or modified from their existing state), they must be marked in accordance with the guidance below. Newly generated DoD SAP material shall also be marked per this guidance. Program Security Classification Guides shall be modified to integrate this guidance during the guide's periodic review/revision. For all scenarios, custodians will perform a declassification review six months prior to the declassification date.

### MATERIAL CLASSIFIED BY AN ORIGINAL CLASSIFICATION AUTHORITY (OCA)

- For material dated *prior* to 1 January 1982

Classified by: *(identify OCA)*

Reason: 1.4 *(list appropriate subparagraph(s); a-h)*

Declassify on: 25X(\*), 31 Dec 2021

Authority: FSE dtd 30 Mar 2005

- For material dated *after* 31 December 1981

Classified by: *(identify OCA)*

Reason: 1.4 *(list appropriate subparagraph(s); a-h)*

Declassify on: 25X(\*), *(40<sup>th</sup> anniversary of the document)*

Authority: FSE dtd 30 Mar 2005

### MATERIAL CLASSIFIED FROM DERIVED OR EXTRACTED INFORMATION

- For material dated *prior* to 1 January 1982

Derived from: *SCG, [date]; or Multiple Sources*

Declassify on: 25X(\*), 31 Dec 2021

Authority: FSE dtd 30 Mar 2005

- For material dated *after* 31 December 1981

Derived from: *SCG, [date]; or Multiple Sources*

Declassify on: 25X(\*), *(40<sup>th</sup> anniversary of the document)*

Authority: FSE dtd 30 Mar 2005

(\*) Enter number (1 thru 9) that corresponds to the appropriate category. The categories and corresponding numbers are cited in Section 3.3(b) of E.O. 12958, as amended.

## **DECLASSIFICATION MARKING GUIDANCE FOR DISESTABLISHED<sup>(\*)</sup> PROGRAMS**

Program personnel having access to SAP material shall implement mandatory actions as prescribed in the *Program Termination Plan*.

Additionally, *when*:

- **RESIDUAL SAP INFORMATION REMAINS IN A SINGLE DOCUMENT**
  - SAP markings will not be altered and the document shall retain SAP protection requirements.
  - Declassification markings will be modified to conform to the guidance provided for SAP documents (see prior page).
  - When documents have been sealed in boxes or containers, or individual marking is otherwise costly and time consuming, a letter shall be affixed to the box or container that contains the correct marking instructions and declassification instructions. If affixing a letter is inappropriate, it will be retained by the responsible security officer and the custodian will place a copy of the marking instructions in the first file inside the box when feasible.
  
- **SAP INFORMATION COMPLETELY TRANSITIONS TO NON-SAP CLASSIFIED INFORMATION**
  - In most instances, stripping a document of SAP protection/status (de-SAPing) does not change the document's classification level (Confidential; Secret; Top Secret).
  - SAP markings on the document (in the header, footer, and at paragraphs) shall be lined out or marked through to reflect the loss of SAP status.
  - Classified documents which have been judged to no longer contain SAP information will be reviewed for collateral declassification by the later standard of:
    - December 31<sup>st</sup> of the 5<sup>th</sup> year following disestablishment, or
    - December 31<sup>st</sup> of the year in which the records are 25 years old.If this declassification review is not performed, the pertinent records will be declassified automatically.
  
- **DOD PROGRAM INFORMATION WAS SHARED WITH OR TRANSFERRED TO NON-DOD ENTITIES (e.g., DHS, DOE, DNI) AND THE INFORMATION RETAINS NON-DOD SAP STATUS OR SPECIAL COMPARTMENT HANDLING**
  - DoD SAP markings must be lined out to reflect the loss of DoD SAP status, and
  - The material shall be protected and marked per the Security Classification Guides or the jointly approved transition plan.

- As these items are reviewed to determine SAP and classification status, they should also be reviewed for retention. Unless there is intrinsic historical value or military utility, documents should be destroyed and the reduction (in numbers) reported annually per Title 44, U.S.C., and other pertinent statutes, directives and regulations.

(\* ) Disestablished SAP - A DoD program that no longer warrants SAP protections and has been terminated as a SAP by the Deputy Secretary of Defense.