

CERTIFICATE OF POSSESSION

Contractor Name:

Contract No.:

1. With the exception(s) listed in Item 2 below, all classified documents, other classified matter, and/or SNM in this facility’s possession have been returned to authorized Department of Energy (DOE) representatives or disposed of in accordance with DOE security requirements.
2. As expressly provided by this contract, the facility will retain the following classified documents and/or other classified matter for the period(s) of time listed below:

Classified Document or Other Matter	Classification		Retention Authorized Until (Date)
	Level	Category	

3. With respect to the classified matter listed in Item 2 above, facility management understands that:
 - a. Each classified item will retain its current classification unless and until officially downgraded or declassified in accordance with DOE classification guidance.
 - b. Access to any classified item will remain limited to individuals who (1) hold an appropriate access authorization and (2) have a valid contract-related need-to-know.
 - c. Unauthorized disclosure of classified information is subject to criminal penalties, as specified in the SF-312, Classified Information Nondisclosure Agreement, signed by facility personnel who have been – or will be – granted access to any classified matter.

4. If any of the classified matter listed in Item 2 above becomes lost, stolen, or otherwise unaccounted for, facility management also agrees to immediately report this fact to DOE and/or to the Federal Bureau of Investigation in accordance with DOE security directives.

Facility Security Officer (typed/printed name)

Signature

Date

Management Official*** (typed/printed name)

Signature

Date

* This form must be submitted when work under any registered agreement is completed, regardless of its nomenclature—i.e., contract, purchase order, Memorandum of Agreement, etc.

** Any additional classified matter retained may be listed on separate numbered sheets that also (1) specify the classification level, category, and retention date for each item and (2) are signed and dated by the same individual(s) who complete this form.

*** A second management official with the authority to legally bind the facility must sign this block if the Facility Security Officer does not have this authority.