**AUTHORIZATION TO RETAIN CLASSIFIED MATERIAL**

**Name of Company**

**ATTN:**

**Street Address**

**City, State, Zip**

Reference: Retention of Classified Material for Contract No***. [Insert Contract Number]***

Date: ***[Insert date]***

Dear ***[Insert name],***

Your request of (date) for retention of classified material received or generated under the subject contract is approved. The documents may be retained for a period of ***[Insert number of years]*** years from the date of this letter in accordance with the attached final DD Form 254 (Contract Security Classification Specification) which will be made part of this contract.

At the conclusion of this retention period, the classified material is to be destroyed in accordance with the instructions in the National Industrial Security Program Operating Manual (NISPOM) at <https://www.govinfo.gov/content/pkg/FR-2020-12-21/pdf/2020-27698.pdf>.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***