

Form A5-2. Institutional Policy on Unsolicited UAP Information, Classified Material, and Physical Samples

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Purpose. People with UAP information increasingly approach researchers directly. Some of what they offer may be classified, export-controlled, or physical material of uncertain ownership. This policy protects the institution and its personnel and preserves the value of genuine information.

When to use. An institution that may receive unsolicited UAP information or material from outsiders. **Not for:** Information received under a sponsored-research agreement ([Form A5-1](#)).

Deadlines. Adopt before the first approach; apply the reporting steps the day material arrives.

[INSTITUTION] POLICY ON UNSOLICITED SENSITIVE INFORMATION AND MATERIAL RELATING TO UNIDENTIFIED ANOMALOUS PHENOMENA

1. Scope. This policy applies to all faculty, staff, students, and affiliates who receive, in connection with institutional activities, any document, data, image, recording, software, or physical object relating to unidentified anomalous phenomena (“UAP”) that is offered by a person outside the institution and that (a) bears classification or control markings, (b) the provider states is classified, controlled, or obtained through government or contractor employment, or (c) is a physical sample or artifact.

2. Marked or described classified information. A recipient shall not open, read, copy, forward, photograph, upload, or discuss the content of any item described in section 1(a) or (b). The recipient shall secure it, note the date, time, and manner of receipt and the provider’s identity if known, and notify the [Facility Security Officer / General Counsel] within [24] hours. If the item arrived electronically, the recipient shall not delete it and shall disconnect the device from networks pending instructions. The Facility Security Officer will determine whether reporting is required under 32 C.F.R. part 117 or otherwise.

3. Referral of providers. Personnel shall inform a provider who claims to hold classified UAP information that federal law establishes a protected channel for authorized disclosures to the All-domain Anomaly Resolution Office (50 U.S.C. §3373b) and that the provider should consult counsel. Personnel shall not solicit classified information.

4. Export-controlled information. Items described as export-controlled or derived from defense programs shall be referred to the Export Control Officer before any use and shall not be shared with any foreign person pending a determination.

5. Physical samples and artifacts. A recipient shall not accept a physical sample or artifact without written approval of [the Office of Research]. Approval requires: a written provenance statement from the provider (who found or obtained the item, where, when, and how); the provider’s statement of ownership and of any government claim; photographs and a chain-of-custody record from the moment of receipt; storage in a controlled location; and a material-transfer agreement allocating ownership, analysis rights, publication rights, and return or disposal. Items found on federal land or claimed by any government shall be referred to counsel before acceptance.

6. Publication. No information covered by sections 2 or 4 may be used in publication or teaching until counsel confirms that it is lawfully available.

7. Recordkeeping and confidentiality. The [Office of General Counsel] shall maintain records of all reports under this policy. Reports and the identity of providers shall be kept confidential to the extent permitted by law.

8. Non-retaliation. No person shall be disciplined for reporting under this policy or for engaging in lawful research on UAP.

9. Questions. Contact [names, offices].

Drafting notes

- Section 2 reflects the rule that unauthorized disclosure does not declassify information; possession and further dissemination can create exposure under 18 U.S.C. §793(e) (Issue B4).
- Section 5 anticipates ownership disputes and possible takings claims (Issues E1, E3).
- Media organizations should adapt section 6 to their editorial review process.