



## INSTRUCTIONS

### Item 3 – Items Disclosed from:

**RETENTION:** Permanent

#### Temporary/Left Side of OPF:

DO NOT SPECIFICALLY IDENTIFY THE TEMPORARY RECORD(S) DISCLOSED. Indicate only that disclosure was made of temporary record(s) and the date of the temporary records(s).

#### Permanent/Right Side of OPF:

Give a detailed description of the information being disclosed. For example: "PS-50s dated 6/2/75, 8/14/75, and 5/1/78" or "PS-2817 dated 3/18/81." *DO NOT STATE:* "Three PS-50s and one FEGLI form"; state which PS-50s and which FEGLI form.

#### Note: If appropriate, the following entry can be made:

"Photocopies of all permanent and temporary documents in OPF," or "Visual review of entire OPF."

**Item 5 – Purpose of Disclosure:** Give the basis for making the disclosure and the intended use of the information. Disclosures must be accounted for even when the individual about whom the information is being disclosed has submitted a written request or has given written consent to disclose the information.

**CRIMINAL PENALTIES:** Section 3(i)(1) of the Privacy Act of 1974 provides that "Any officer or employee of an agency who, by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5000."