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UNITED STATES DEPARTMENT OF THE INTERIOR

DISCLOSURE ACCOUNTING FORM

PRIVACY ACT RECORDS

THE UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS SYSTEM OF RECORDS MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES, AND DISCIPLINARY ACTION.

1. Disclosures must be made pursuant to the Privacy Act of 1974 (5 USC 552a) and DOI Privacy Act Regulations (43 CFR Part 2).

2. An entry must be made each time any information from the record is viewed by, or furnished to, any person or agency, except when disclosure is made to DOI personnel who have a need to know in the performance of their official duties or when required by the Freedom of Information Act (5 USC 552a(c)(1)).

 This form must remain a permanent part of the record described below in accordance with the applicable records schedule, and must be retained for at least five years after the disclosure is made or the life of the record, whichever is longer (5 USC 552a(c)(2)).

TITLE OF RECORD			DESCRIPTION OF RECORD		
DATE OF DISCLOSURE	OATE OF METHOD OR NATURE PURPOSE AND DESCRIPT SCLOSURE OF DISCLOSURE DISCLOSED		OF ITEM	NAME AND ADDRESS OF INDIVIDUAL OR AGENCY TO WHOM DISCLOSURE IS MADE	EMPLOYEE INITIALS