# DISCLOSURE ACCOUNTING FORM

RECORD OF DISCLOSURE

**UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS RECORD COULD SUBJECT THE DISCLOSURE TO CRIMINAL PENALTIES**

1. This is to remain a permanent part of the record described below.
2. An entry must be made each time the record or any information from the record is viewed by, or furnished to any person or agency, except:
   a. Disclosure to personnel having a need to know in the performance of their official duties.
   b. Disclosure of items listed in the routine uses.

TITLE & DESCRIPTION OF RECORD

| DATE OF DISCLOSURE | METHOD OF DISCLOSURE | PURPOSE OF AUTHORITY | NAME & ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSED, WITH SIGNATURE IF MADE IN PERSON |
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