

**DATE:**

**MEMORANDUM FOR:** Donna S. Miller  
NIST Records Management Officer

**THROUGH:** Division Records Liaison

**FROM:**

**SUBJECT:** Disposal of Privacy Act Papers

**These papers are:** (Give a brief description of papers, including dates)

This is your authority to destroy \_\_\_\_\_ boxes of Privacy Act Papers from

**DIVISION:**                      **BUILDING:**                      **ROOM:**                      **TELEPHONE NUMBER:**

**Approval for Disposal:**

\_\_\_\_\_  
SIGNATURE (Division Chief or a Higher-Level Manager)

\_\_\_\_\_  
DATE

**RECORDS MANAGEMENT USE ONLY**

Approved for Disposal (Signature): \_\_\_\_\_

Date: \_\_\_\_\_