



VOLUNTEER / INTERN CONFIDENTIALITY STATEMENT

National Archives and Records Administration

The undersigned, [name of volunteer or intern], is working as a volunteer or intern for the National Archives and Records Administration. [Describe what the volunteer or intern will be doing and what records will be involved.] This project will require the undersigned to view records that are currently restricted from public access. By law, Federal records may be disclosed only in accordance with the Freedom of Information Act 5 U.S.C. § 552 *et seq.*, the Privacy Act 5 U.S.C. § 552a or the Presidential Records Act 44 U.S.C. § 2204 *et al.*, as appropriate. [Name of volunteer or intern] agrees to maintain the confidentiality of any of the information to which s/he may have access during the course of his/her work, whether in electronic or hard-copy format, and to take all reasonable precautions to prevent unauthorized disclosures of these records. [Name of volunteer or intern] understands that if s/he fails to uphold this confidentiality agreement s/he may be terminated and/or subject to further legal action.

Volunteer/Intern Signature

Date

Printed Name