

# **Determination of a “Need to Know” by a Public Official**

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## **Name of Instrument**

Determination of a “Need To Know” by a Public Official

## **Scope of Instrument**

This instrument collects:

- Personally identifiable information from the individual submitting request
- Facility information the Public Official is requesting CVI about
- What information or type of information is being requested
- Why is this CVI being requested
- Other information necessary to determine the Public Official’s need to know

## **Example of DHS Forms used within the scope of this instrument**

Attached is DHS Form 9026 that is used to standardize the collection of information within this instrument. DHS Form 9026 identifies most, but not all of the data routinely collected under this instrument.