



Volunteer Confidentiality Statement

The undersigned, _____, is working as a volunteer for the National Archives and Records Administration. *[Describe what the volunteer 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 *[insert appropriate law: e.g. Freedom of Information Act 5 U.S.C. § 552 et seq. and the Privacy Act 5 U.S.C. § 552a or the Presidential Records Act 44 U.S.C. § 2204 et al.]*

_____ 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. _____ understands that if s/he fails to uphold this confidentiality agreement s/he may be terminated and/or subject to further legal action.

Volunteer Signature

Date

Printed Name