

Notice

This information is being disclosed under the provisions of a collective bargaining agreement for an official collective bargaining purpose as being relevant to the need which you have expressed. As the receiving union official, you are hereby notified that the records include personal information about an individual(s). While in the custody of the Postal Service, this information has been protected under the Privacy Act. Its use by your organization should

be consistent with the statutory protection. Specifically, the information contained in these records should be discussed or disclosed only when necessary for an official collective bargaining purpose. If it is necessary to discuss or disclose this information, provide all possible protection of personal information by, for example, restricting the dissemination of the information to specific individuals and removing information they do not need to know.

Disclosure Accounting Statement

In compliance with the Privacy Act (5 USC 552 a (c)), this accounting of disclosure must be filed, cross-indexed, or otherwise associated with the record(s) that was disclosed. See additional instructions below.

Name of Employee or Group of Employees About Whom Record(s) Pertain

Summary of Information Disclosed

Stated Purpose

Source (Brief identification of records, etc.)

I have received Part I of this Form and Understand the Conditions as Set Forth Therein:

Date: _____

Signature: _____

Name:

Title:

Local:

Union:

Instructions to Supervisor or Other Disclosing USPS Official

Postal Service regulations, the Privacy Act, and our collective bargaining agreements provide for collective bargaining representatives to be furnished the information they need to determine whether to file or to continue the processing of a grievance.

When a union agent asks for information, a signed statement of authorization to disclose is not required from the employee(s) who is the subject of the record. In addition, it is not necessary to tell the subject employee(s) that the information was released unless the employee(s) specifically asks, in which case you must advise the individual(s) accordingly.

Your job is to:

- (1) Inquire as to the purpose of the request.
- (2) Determine whether routine use authority exists in the system from which the information is disclosed.

- (3) Decide whether the information is relevant to the requested need.
- (4) Seek advice of Manager, Human Resources or other Human Resources personnel, as appropriate, if you are not sure of relevancy.
- (5) Use this form if the information released is about a postal employee(s).
- (6) If the agent refuses to sign this form, date and print the agent's name *underneath* (not on) the signature line.
- (7) Give Part I of this form to the union representative, along with the records that are released.
- (8) File Part II of this form in accordance with preprinted instructions above.

NOTE: Form 6100-A, *OPF Disclosure Accounting Form*, is to be used in lieu of this form for disclosures made from an employee's OPF.