

## Privacy Act Statements for Rosters

### Organization and Office Rosters

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

Or

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any individual outside the Department of Defense except to (specify the exceptions, e.g., Officers Wives Club, Enlisted Wives Club and/or the 10<sup>th</sup> Mtn Division Social Roster, as appropriate). As to the preceding, excepted individual and organizations, consent to disclosure is expressly given by personnel listed below. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

### Alert Rosters

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information (home address and home telephone numbers) will not be disclosed from this roster to anyone outside the Department of Defense. This alert roster will be kept in a secure place at all times. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

**NOTE:** At Fort Drum, documents containing Privacy Act Data are to be considered FOUO and should be destroyed as outlined below:

Paragraph 4-501, AR 25-55 states: Non-record copies of FOUO materials may be destroyed by tearing (or shredding) each copy into pieces to preclude reconstructing, and placing them in regular trash containers.