

UNCLASSIFIED DOCUMENTS ONLY

DECLARATION STATEMENT FOR THE TURN IN OF SCRAP PAPER TO THE FORT POLK QUALIFIED RECYCLING PROGRAM

I declare that this load of scrap paper being turned in by myself, has been inspected and contains only items that are “**Unclassified**”. This includes but is not limited to all military documents that have an assigned classification other than “**Unclassified**”, information that would violate the Privacy Act, and or any other related documents which might have social security numbers, birthdates and similar data that could be used in identity theft. Personnel files / records or parts thereof are strictly forbidden.

If any of the above listed items are identified at a later time from this load, I will be immediately contacted by the QRP manager and will have to return and pick up the identified items and dispose of them properly in accordance with local policy and procedure established by the installation.

Printed Name/Signature: _____/_____

Unit/Company: _____

Facilities of Responsibility (*please list building numbers*): _____

Position: Recycling Coordinator: (Primary/Alternate)

Supervisor: _____

Work Phone Number: _____

Date: _____