CLEARANCE RECORD

1. TYPE OF ISSUANCE	
2. SUBJECT OF ISSUANCE	

3. PREPARED BY	a. NAME AND ORGANIZATION	b. BUILDING AND ROOM NO.	c. PHONE NO.

4. PURPOSE *(Changes in policy or procedures, instructions or forms canceled, revised or created.)*

5. ORIGINATING OFFICE CLEARANCE	a. TYPED NAME, TITLE, AND ORGANIZATION	b. SIGNATURE	c. DATE SIGNED

6. **CLEARANCE ROUTING**

☐ SEQUENCE CLEARANCE *(One draft in review, complete action and forward in work days.)*

☐ CONCURRENT CLEARANCE *(Copy to each clearance point, complete action and return by .)*

ORGANIZATION	SIGN UNDER APPROPRIATE COLUMN			CLEARANCE DATE
	CONCUR	CONCUR *(Only if recommended changes are included)*	DO NOT CONCUR *(Reasons attached)*	

7. CONCURRENCE HAS BEEN OBTAINED FROM ALL AFFECTED OFFICES ☐ Yes ☐ No

8. IS THIS ISSUANCE RELEASABLE, IN ITS ENTIRETY, TO THE GENERAL PUBLIC AND/OR FOR POSTING ON THE INTERNET? ☐ Yes ☐ No
If "No", either forward a redacted copy to Freedom of Information Staff, or justify security reason for limited access.

Date forwarded:

Justification: