

## Affirmation of Non-Disclosure

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such House or contractor employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

\_\_\_\_\_  
Contractor Personnel Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Company Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Contractor Program Manager: \_\_\_\_\_

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope: Affirmation of Non-Disclosure Forms and mail to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and COMPANY POINT OF CONTACT NAME