

Appendix IV

OFFICE OF THE FEDERAL REGISTER SORN - NOTICE OF RESCINDMENT

Agencies are required to publish a notice of rescindment in the *Federal Register* whenever they stop maintaining a previously established system of records. Agencies shall publish all notices of rescindment using the format provided in Appendix IV to this Circular. Agencies shall use the language and section headings provided in the template and replace the language in brackets with the appropriate agency language.

Federal Register Notice: This summarizes the information the agency submits to request a notice be published in the Federal Register as required by NARA Document Drafting Handbook. Information can be found at: <https://www.archives.gov/files/federal-register/write/handbook/ddh.pdf>. Please see page 32 for Federal Register Notice completion instructions.

SORN

The remainder of the Appendix should be followed in accordance with the SORN section below.

SYSTEM NAME AND NUMBER: [The name and number of the system that is being discontinued].

HISTORY: [Citation(s) to the last full *Federal Register* notice that includes all of the required SORN elements, as well as any subsequent notices of revision].