

**DEPARTING EMPLOYEE CHECKLIST
REMOVAL OF PERSONAL FILES AND NON-RECORD MATERIALS FROM GOVERNMENT CUSTODY**

		YES	NO
1. Have you reviewed Office of the Secretary of Defense, Administrative Instruction 15, guidance on "Disposition of Personal Papers and Non-record Materials"			
2. Have you placed all Federal records and working papers (including Electronic files, Email and Hardcopy versions) in their appropriate locations and provided the locations to your supervisor, Branch Chief, or Division Chief?			
3. Do you plan to remove any personal files from government custody? <i>(If No, proceed to question 10.)</i>			
4. Have you identified and separated personal files (as defined in AI 15) for removal? If strictly electronic, insert URL of file location.			
a. Hard copy?			
b. Electronic? <i>(Insert URL)</i>			
5. Have you provided a list of the materials that you are requesting to remove from your office for approval by the Component Records Manager? <i>(If Yes, attach inventory.)</i>			
6. Have you ensured that the unclassified materials you seek to remove do not contain security classified information, information covered by the Privacy Act, or information that is otherwise prohibited by law?			
a. No classified materials are included.			
b. No Privacy Act materials are included.			
c. No information otherwise prohibited from release is included.			
7. Have you contacted your IT Help Desk to inform them of your departure/move?			
8. Insert the volume of records you are removing: Hardcopy: Cubic feet _____ Other _____ Electronic: CD-ROMs _____ DVDs _____ Bytes _____ Other _____			
9. For the non-record materials you plan to remove, have the following individuals approved for removal, as appropriate:			
a. Supervisor and Division Chief <i>(Signature)</i>		<i>(Signature)</i>	
b. Component Records Management Officer (CRMO) <i>(Signature)</i> (1) CRMO must indicate if legal counsel review is required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>(Signature)</i>	
c. Security Officer <i>(Signature)</i>		<i>(Signature)</i>	
d. Legal Counsel <i>(Signature)</i>		<i>(Signature)</i>	
e. OSD Records Administrator <i>(Signature)</i> ; <i>officials and Presidential appointees only.</i>		<i>(Signature)</i>	
f. DoD General Counsel <i>(Political appointees).</i>		<i>(Signature)</i>	
g. IT Help Desk <i>(Required if removing records).</i>		<i>(Signature)</i>	
10. PRINT NAME <i>(Last, First, Middle Initial)</i> AND SIGNATURE	11. DIVISION/BRANCH	12. DATE <i>(YYYYMMDD)</i>	13. CRMO NAME <i>(Last, First, Middle Initial)</i> AND SIGNATURE

**INSTRUCTIONS FOR COMPLETING DEPARTING EMPLOYEE CHECKLIST –
REMOVAL OF PERSONAL FILES FROM GOVERNMENT CUSTODY**

Purpose: The purpose of this form is to ensure protection of record material and compliance with OSD Records and information management program and OSD security regulations when requesting to remove personal files from government custody.

Block 1. Select the appropriate response if you have or have not read the AI-15 *Disposition of Personal Files and Non-Record Materials*. A copy of the AI-15 can be obtained from your Records Officer or at <http://www.dtic.mil/whs/directives/corres/pdf/a015p.pdf>

Block 2. Indicate whether or not you have reviewed your Federal records and working papers and provided locations. These files must be accessible by office stakeholders for transition and business continuity purposes.

Block 3. Indicate whether or not you intend to remove personal files from government custody upon your departure. Personal files can be any information or documentary materials that are unrelated to the conduct of agency business and concern only to an individual's personal affairs (e.g., files relating to political activities, personal and family matters, or social or civic activities) or indirectly related to agency business but outside the scope of the definition of federal records (i.e., not used to conduct government business.) Personal files are excluded from the definition of federal records and are not owned by the government. *Refer to the Disposition of Personal Files and Non-Record Materials section of AI-15 for examples of personal files.*

Block 4. If requesting to remove personal papers, select the appropriate format for the type of personal files that exist. If they are in electronic format insert the URL to the shared drive location.

Block 5. Select the appropriate response. If YES attach an inventory of the material to be removed.

Block 6. Indicate that the materials have been reviewed and do not contain: classified materials, information covered by the Privacy Act, or information prohibited from public release. The only materials which may be transferred are UNCLASSIFIED materials *without* content covered under the Privacy Act (PII) or otherwise prohibited from release. *Refer to Enclosure 5, Section 4 of the AI-15*

Block 7. Select the appropriate response.

Block 8. Provide an estimate for the volume of material to be removed. (1 cubic foot is equivalent to 1 standard GSA records retirement carton [15"L by 12"W])

Block 9. Obtain the signatures of the personnel authorizing the removal of the material.

Block 10-13. Sign the form after completion of all previous sections and forward to the CRMO for Signature.