



USAID
FROM THE AMERICAN PEOPLE

USAID Records Management Exit Checklist for Senior Officials

USAID employees are required to complete the USAID Records Management Exit Checklist¹, before separation or transfer. Records are the property of the Federal government, and personnel must fill out this checklist to ensure that the records in their custody are properly identified, maintained, and transferred to appropriate personnel before departure.

Please fill out completely and maintain the original within the Bureau/Mission/Independent Office. A completed copy of this form must be provided to the Office of Human Capital Talent Management (HTCM) when exiting the agency.

Name:		Office:	
Job Title:		Phone Number:	
<input type="checkbox"/> Separation	<input type="checkbox"/> Transfer	Agency: _____ B/IO/Mission: _____ Other: _____	Exit Date:

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Have you separated all official paper and electronic records from non-record materials and disposed of and/or removed non-record materials according to the disposition schedules?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Have you identified all paper and electronic records in your custody? (Includes pending/open work and records stored on collaboration tools such as Huddle and Google Drive.)
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Have you transferred all electronic records in your possession to an accessible official recordkeeping system, and/or an Authorizing Official ² so that they are accessible and retrievable?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If you have electronic records on any government-furnished equipment (GFE), have you made them accessible and/or transferred them to an Authorizing Official or official recordkeeping system?
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If you have electronic records on personal electronic devices/systems, have you transferred them to an accessible recordkeeping system or to an Authorizing Official?
6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Have you transmitted any Instant Messages (on GFE or personal device) containing official records to an official record keeping system so that they are retrievable and accessible?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Messages
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMS Messages
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chats
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)
7.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If your records are access restricted, have you removed passwords or provided the password to an Authorizing Official?
8.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Do you have any records in your custody related to the following? If yes, provide a list of the records and location.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Freedom of Information Act (FOIA) request
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Litigation Hold
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audit
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Congressional Inquiry
9.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Before making copies of records and any non-public materials, have you requested and received the appropriate clearance from the Agency Records Officer or his/her delegee?

¹ ONLY to be completed by Senior Officials, as defined in ADS 502, The USAID Records Management Program. All other USAID employees must complete AID Form 502-2, USAID Records Management Exit Checklist for Employees.

² Authorizing Official can be a Senior Official's supervisor, Agency Records Officer, or designee.

DOCUMENT LISTING: List any specific document titles and storage locations as applicable.

DOCUMENT LISTING: List the document titles and storage locations for all record/information materials in your custody which you have been authorized by M/MS/IRD Records Officer/FOIA Liaison to take for your personal possession, including government information and records which exist in various formats (i.e. electronically stored information, paper, books, etc.). **NOTE: Each item that is being taken should be approved prior to listing on this form and subsequently removed from USAID.** Maximum limit: 1000 words.

COMMENTS: For any items requiring additional notes or for any box above that you answered no, you must provide explanation. Maximum limit: 1000 words.

I certify that –

- I have accurately answered these questions to the best of my knowledge and have properly identified and transferred records as required,
- I am not taking any non-public or official record content of the Agency without proper approval, and
- I understand that there are criminal penalties for the unlawful removal or destruction of Federal records (18 U.S.C. § 2071) and the unlawful disclosure of national security information (18 U.S.C. § § 793, 794, and 798), and other information exempt from disclosure under the Freedom of Information Act (5 U.S.C. § 552) and the Privacy Act (5 U.S.C. § 522a) or other information restricted by law.

Senior Official Signature _____

Date _____

I verify that the information above is true to the best of my knowledge.

Records Liaison Officer (RLO) _____

Date _____

I verify that the information above is true to the best of my knowledge.

Authorizing Official Signature _____

Date _____