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| United States Agency for International Development Logo. USAID: From the American People. | | | USAID Records Management  Exit Checklist for Senior Officials | |
| USAID employees are required to complete the USAID Records Management Exit Checklist[[1]](#footnote-1), 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: Click here to enter text. | | | | Office: Click here to enter text. |
| Job Title: Click here to enter text. | | | | Phone Number: Click here to enter text. |
| ☐ Separation | ☐ Transfer | Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  B/IO/Mission: \_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Exit Date: Click here to enter text. |

| **1.** | **Yes**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **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**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **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**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **Have you transferred all electronic records in your possession to an accessible official recordkeeping system, and/or an Authorizing Official[[2]](#footnote-2) so that they are accessible and retrievable?** | | |
| **4.** | **Yes**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **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**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **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** | | **No** | | | **N/A** | | **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?** | |
|  | ☐ | ☐ | | ☐ | | | Text Messages | | |
| ☐ | ☐ | | ☐ | | | SMS Messages | | |
| ☐ | ☐ | | ☐ | | | Chats | | |
| ☐ | ☐ | | ☐ | | | Other (Specify) Click here to enter text. | | |
| **7.** | **Yes**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | | **If your records are access restricted, have you removed passwords or provided the password to an Authorizing Official?** |
| **8.** | **Yes** | | **No** | | | **N/A** | **Do you have any records in your custody related to the following? If yes, provide a list of the records and location.** | | |
|  | ☐ | | ☐ | | ☐ | | Freedom of Information Act (FOIA) request | | |
| ☐ | | ☐ | | ☐ | | Litigation Hold | | |
| ☐ | | ☐ | | ☐ | | Audit | | |
| ☐ | | ☐ | | ☐ | | Congressional Inquiry | | |
| **9.** | **Yes**  **☐** | | **No**  **☐** | | | **N/A**  **☐** | | **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?** | |

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| **DOCUMENT LISTING: List any specific document titles and storage locations as applicable.**  Click here to enter text. |

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| **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.**  Click here to enter text. |

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| **COMMENTS: For any items requiring additional notes or for any box above that you answered no, you must provide explanation. Maximum limit: 1000 words.**  Click here to enter text. |

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

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. [↑](#footnote-ref-1)
2. Authorizing Official can be a Senior Official's supervisor, Agency Records Officer, or designee. [↑](#footnote-ref-2)