

Office of Information Affairs

Records Management Exit Checklist

This checklist is a companion to the [AD-3001](#), *Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement*. Please submit this completed form to your Agency Records Officer (ARO) or the Departmental Records Officer (DRO) with your completed AD-3001.

Section I: Personnel Information

| Requested Information | Response(s) |
|---|-------------|
| Name: | |
| Job Title (current): | |
| Additional Titles / Roles held at USDA: | |
| Email Address(es) Used at USDA (include all): | |
| Capstone Official (Yes/No): | |

Section II: Exit / Departure Checklist

| Statement | Acknowledge |
|---|-------------|
| 1. I have completed an exit interview with my Agency Records Officer (ARO) or the Departmental Records Officer (DRO). | |
| 2. I understand that all electronic records and information includes: OneDrive files; Social Media posts and direct messages; Group Messaging Accounts; and Text Messages. | |
| 3. I understand that electronic records and information have the potential to reside in personal accounts and/or devices, and that I have transferred all Federal records and information located in personal accounts and/or devices to my USDA account. | |
| 4. I have ensured all electronic records and information which resided on government furnished equipment (GFE) such as cell phones and tablets has been captured in USDA systems, such as Outlook. | |
| 5. I have uploaded all electronic records and information which resided on removable storage media, such as a USB memory stick or external hard drive, to a USDA recordkeeping system. | |
| 6. I have provided username(s) and password(s) to all accounts, such as social media accounts, I managed to ensure they can continue to be managed by USDA after my departure. | |
| 7. I understand that all hardcopy records and information includes: Notebooks / Journals; Photographs; Planners / Calendars; and Field Data. | |
| 8. I have ensured that all hardcopy records and information that resided at my telework location has been returned to USDA. | |
| 9. I have ensured all hardcopy records and information checked out to me have or will be returned to the appropriate storage facility. | |



| | |
|--|--|
| 10. I have notified my supervisor of all information requests, such as Freedom of Information Act (FOIA) requests, that I am aware I have responsive records for. I have notified the FOIA office who they can contact concerning the records after my departure. | |
| 11. I have notified my supervisor of all records and information in my care relating to audits or Congressional inquiries that I am aware of. I have provided updated contact information to the appropriate individuals to ensure access to the records after my departure. | |
| 12. I have notified my supervisor of all records and information in my care relating to litigation holds or other preservation holds I am aware of. I have notified my Agency or DA / SO legal staff who they can contact concerning the records after my departure. | |