

Office of Information Affairs

Records Management Onboarding Checklist

| Statement | Acknowledge |
|--|-------------|
| 1. I understand I am required to take the United States Department of Agriculture (USDA) Records Management Training within 60 days of my start date and annually thereafter. | |
| 2. I understand that all content and communications I create in the performance of my duties are Federal records, no matter their location or format. | |
| 3. I understand that non-records are extra copies kept only for reference. Drafts and working papers are considered USDA records, even if a final version exists. | |
| 4. I understand that personal papers are not related to business and must be kept separate from Federal records. Handwritten notes concerning USDA business are not considered to be personal papers. | |
| 5. I understand that if my personal information is mixed with Federal information, the information overall will be considered a Federal record and cannot be removed or destroyed. | |
| 6. I understand that the records I create and receive belong to the USDA and the Federal government and are not my personal property. | |
| 7. I understand that I am responsible for creating and capturing records that document my work, duties, and responsibilities. | |
| 8. I understand I must use only USDA accounts and equipment to complete USDA business. For example, use my usda.gov email address, USDA managed social media accounts, and government furnished devices, including computers, iPads, cell phones, and removable storage devices. | |
| 9. I understand I am required to carbon copy or forward all work-related records and correspondence created or received in personal accounts to my usda.gov email account within 20 days. | |
| 10. I understand I have a responsibility to protect the records created by the USDA, including preventing their loss or unauthorized destruction and protecting information from unauthorized public release. | |
| 11. I understand Federal records can only be destroyed with a retention schedule approved by the Archivist of the United States and must be approved for destruction by the Agency Records Officer (ARO) prior to destruction. | |
| 12. I understand I am required to report actual, impending, or threatened unlawful removal, defacing, alteration, corruption, deletion, erasure, or other destruction of Federal records in my custody to the ARO. | |
| 13. I understand that there are civil and criminal penalties for the unauthorized destruction, deletion, alienation, falsification, and removal of Federal records, and the unauthorized disclosure of National Security Information. The maximum penalty for which is three years in prison (18 U.S.C. § 2071). | |



14. I understand that I may not remove any records from USDA upon my separation without requesting approval from the General Counsel's Office of Information Affairs.

Personnel Name / Signature / Date

X

Supervisor Name / Signature / Date

X

Agency Records Officer Name / Signature/ Date

X