

RECORDS MANAGEMENT CLEARANCE CHECKLIST FOR DEPARTING EMPLOYEES, SENIOR OFFICIALS, AND CONTRACTORS

Records Management Checkout Procedures	Yes	No	N/A
1. Have you read DAO 205-3 and NAO 205-3, Removal of Records and Other Documents?			
2. Have you separated record material from non-record and personal material?			
Federal Records			
3. Have you inventoried the records in your possession, regardless of media? The inventory should include the records series (if known), description of records, disposition authority, retention date, volume of records, and location of records.			
4. Have you provided your supervisor and RLO with a copy of your inventory?			
5. For those records on file servers, hard drives, email systems have they been reassigned, per supervisor instructions?			
6. Have inactive and unscheduled records been transferred to an assigned records custodian? (if yes, please provide name and contact information)			
7. Have all active records been reassigned to another employee? (if yes, please provide name and contact information)			
8. Have all file searches for which you have been tasked been completed or reassigned, such as those for FOIA, Congressional or litigation-related document requests?			
9. Have you turned over your restricted area combinations, computer and system passwords, access code/passwords for government issued phones and tablets, and filing cabinet keys to your supervisor or the contractor employee's supervisor or COTR, if applicable?			
10. Have you made arrangement to dispose all records in your possession that are eligible for destruction that do not have a litigation hold, audit, or pending investigation?			
Personal Papers/Non-Record Documents			
11. Are you taking any non-record material with you?			
12. Have you reviewed the non-record material to ensure the agency removal policy listed in Section 4.03 of NAO 205-3 is followed?			
13. Have you prepared a list of the non-record material you plan to remove?			
14. Has your supervisor approved the non-records you plan to remove?			