DEPARTING EMPLOYEES, SENIOR OFFICIALS, AND CONTRACTORS LIST OF NONRECORD MATERIAL

Departing Employee Name: _____

Line/Staff Office/Division: _____

Building Address: _____

Description of Nonrecord Material	**Inclusive Dates**	**Media** (paper, CD, thumb drives, emails, books, etc.)	**Volume** (number of pages, cubic feet, etc.)	**Approved**	
				YES	**NO**

Departing Employee, Senior Official or Contractor
Signature: _____ Date: _____

Supervisor of Departing Employee, RLO, Senior Official
or Contract Signature: _____ Date: _____