



USAID
FROM THE AMERICAN PEOPLE

USAID Records Management Exit Checklist for Employees

USAID employees are required to complete the USAID Records Management Exit Checklist¹, 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:		Office:	
Job Title:		Phone Number:	
<input type="checkbox"/> Separation	<input type="checkbox"/> Transfer	Agency: _____ B/IO/Mission: _____ Other: _____	Exit Date:

Records to Review

Electronic Records				Paper Records											
Electronic records including email must be transferred from hard drives, portable electronic storage devices, etc. to an accessible recordkeeping system.				Paper records of completed, ongoing, and pending activities must be transferred to your supervisor and/or successor.											
				Yes	No	N/A					Yes	No	N/A		
1.	Have you separated all official electronic records from non-record materials and disposed of and/or removed non-record materials according to the disposition schedules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				8.	Have you separated all official paper records from non-record materials and disposed of and/or removed non-record materials according to the disposition schedules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Have you identified all electronic records in your custody? (Includes pending/open work and records stored on collaboration tools such as Huddle and Google Drive.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				9.	Have you identified all paper records in your custody, including pending or open work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Have you transferred all electronic records in your possession to an accessible recordkeeping system and/or your supervisor and/or successor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				10.	Do you have any records in your custody related to the following? If yes, provide list of the records and location in comments.						
4.	If you have electronic documents on government-furnished equipment (GFE), have you made them accessible or transferred them to your supervisor and/or successor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				10.	Freedom of Information Act (FOIA) request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	If you have electronic documents on personal electronic devices, have you transferred them to an accessible recordkeeping system or to your supervisor and/or successor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Have you transmitted all official records created or received on any personal messaging platforms so that they are retrievable and accessible?								Litigation Hold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Congressional Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Text messaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
	Chat/instant messaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
7.	If your records are access restricted, have you removed passwords or provided the password to your supervisor and/or successor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

¹This form is to be completed by USAID employees, **except** Senior Officials. Senior Officials, as defined in ADS 502.3.7.1 Exit Policy for Senior Officials, must complete AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials. AID 502-2 (12/2020)

DOCUMENT LISTING: List the document titles and storage locations for all official records in your custody (e.g. ASSIST, Huddle, Google Drive, file cabinet locations, etc.). Maximum limit: 1000 words.

COMMENTS: For any items requiring additional notes or for any box above that you answered no, you must provide explanation. Maximum limit: 1000 words.

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.

Employee Signature _____

Date _____

I verify that that the information above is true to the best of my knowledge.

Records Liaison Officer (RLO) _____

Date _____

I verify that that the information above is true to the best of my knowledge.

Supervisor's Signature _____

Date _____