

**DEPARTING EMPLOYEE CHECKLIST  
TRANSFER OF RECORDS BETWEEN DoD/OSD COMPONENTS**

		YES	NO
1. Have you reviewed Office of the Secretary of Defense, Administrative Instruction 15, guidance on "Transfer of Records"?		<input type="checkbox"/>	<input type="checkbox"/>
2. Work-related files: a. Have you identified the work-related files you have an interest in transferring?		<input type="checkbox"/>	<input type="checkbox"/>
b. Will the files requested relate to the duties of your new position? <i>(If No, go to Blocks 9 and 10.)</i>		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ensured that the unclassified materials you seek to remove do not contain security classified information, information covered by the Privacy Act, or information that is otherwise prohibited by law? a. No classified materials are included. b. No Privacy Act materials are included. c. No information otherwise prohibited from release is included.		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ensured that the material you seek to remove is not legally privileged or under other legal restriction?		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you contacted the Records Officer for the DoD/OSD Component you are transferring to?		<input type="checkbox"/>	<input type="checkbox"/>
6. Insert the volume of records you are removing:  Hardcopy: Cubic feet _____ Other _____  Electronic: CD-ROMs _____ DVDs _____ Bytes _____ Other: _____			
7. Has the requestor identified files to be copied by the IT Help Desk? If Yes, please provide location of files (URL): _____		YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. For the materials you plan to remove, have the following individuals approved for removal, as appropriate:			
a. Supervisor and Division Chief <i>(All)</i> .		Supervisor Signature  Division Chief Signature	
b. Records Manager <i>(All)</i> .		Signature	
c. Security Officer <i>(As recommended by Records Manager)</i> .		Signature	
d. Receiving Component's Record Officer <i>(Required)</i> . (List of DoD Component Record Officers is here: <a href="http://www.archives.gov/records-mgmt/agency/department/defense.html">http://www.archives.gov/records-mgmt/agency/department/defense.html</a> ) (OSD Component Records Managers <i>(CAC required)</i> ): <a href="https://whsportal.osd.mil/sites/ESD/RDD/default.aspx">https://whsportal.osd.mil/sites/ESD/RDD/default.aspx</a> )		Signature	
e. OSD Records Administrator <i>(Senior officials and Presidential appointees only)</i> . Email form to <a href="mailto:whs.mc-alex.esd.mbx.records-and-declassification@mail.mil">whs.mc-alex.esd.mbx.records-and-declassification@mail.mil</a> .		Signature	
9. Print Name <i>(Last, First, Middle Initial)</i> and Signature  _____	10. Division/Branch  _____	11. Date (YYYYMMDD)  _____	

**INSTRUCTIONS FOR COMPLETING DEPARTING EMPLOYEE CHECKLIST –  
TRANSFER OF RECORDS BETWEEN DOD/OSD COMPONENTS**

**Purpose:** The purpose of this form is to ensure the protection of record material and compliance with security regulations when an employee is transferring between two OSD/DoD components.

**Block 1.** Select the appropriate response if you have or have not read the section on Disposition Procedures in AI-15. A copy of the AI-15 can be obtained from your Records Officer or at <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/ai/ai15p.PDF?ver=ercXTaAQnBUQpiR0FQ48HA%3d%3d>

**Block 2.** Work-related files can be hardcopy or electronic (including emails). *Refer to Enclosure 5 of the AI-15 for examples distinguishing work related files and personal files.*

**Block 3.** Indicate that the materials have been reviewed and do not contain: classified materials, information covered by the Privacy Act, or information prohibited from public release. The only materials which may be transferred are UNCLASSIFIED materials *without* content covered under the Privacy Act (PII) or otherwise prohibited from release. *Refer to Enclosure 5, Section 4 of the AI-15.*

**Block 4.** Information restricted from release under the Privacy Act, FOIA, other statutes, or DoD issuances or policy will not be removed from government custody, except as permitted under those statutes and issuances.  
*Refer to Enclosure 5, Section 4 of the AI-15.*

**Block 5.** Select the appropriate response.

**Block 6.** Provide an estimate for the volume of material to be removed. One (1) cubic foot is equivalent to one (1) standard GSA cardboard records retirement carton (15”L by 12”W).

**Block 7.** Select the method of transfer that will be used to transport the material.

**Block 8.** Obtain the signatures of the personnel authorizing the removal of the material

**Block 9.** Sign the form upon completion of all previous sections.

**Block 10.** Annotate the division or branch you currently serve.