

**United States Department of Agriculture DOCUMENTARY
MATERIALS REMOVAL/NON-REMOVAL CERTIFICATION AND NON-
DISCLOSURE AGREEMENT**

In accordance with Directive 3099-001, Records Management Policy for Departing Employees, Contractors, Volunteer and Political Appointees

EMPLOYEE NAME:		OFFICE:	
PHONE		PLANNED DEPARTURE DATE:	

1. Documentary Materials that May be Removed: Personal Papers

Examples of personal papers include papers accumulated by an official before joining Government service that are not used subsequently in the transaction of Government business; materials relating solely to an individual's private affairs, such as outside business pursuits, professional affiliations, or private political associations that do not relate to agency business; diaries, journals, personal correspondence, or other personal notes that are not prepared, used for, circulated or communicated in the course of transacting Government business (36 C.F.R., Section 1222.36(a), (b), and (c)).

2. Records that May Not be Removed

- a. Any material regardless of the media (including social media) that meets the definition of a Federal record.
- b. Any information not normally released to the general public, unless prior approval is obtained.

3. Penalties for Unlawful Removal of Records

Criminal penalties are provided for the unlawful removal or destruction of Federal records (18 U.S.C. 641 and 2071) and for the unlawful disclosure of certain information pertaining to national security (18 U.S.C. 793, 794, 798 and 952).

4. The checklist (Appendix B) must be completed by all employees. Senior Officials and Political Appointees refer to Appendix C for additional guidance.

5. Employees, contractors, volunteers, and political appointees must complete the certification below. Employees and political appointees must meet with their immediate supervisor. Contractors must meet with the Contracting Officers Technical Representative (COTR). Volunteers must meet with the unit's Volunteer Coordinator.

Are you removing any nonrecord documents, such as extra copies of agency records, from the Department Of Agriculture?

If yes, go to a. If no, go to b.

- a. ☐ **YES**, I certify that appropriate agencies officials (named below) have reviewed the documents I am removing from the Department of Agriculture and/or associated agencies, and do not include any documents relating to any pending or contemplated civil, criminal, or administrative proceeding or other program information, that if released, would impair or prejudice the outcome of the proceeding or Government policy determinations, decisions, or other actions (Examples: classified documents; record copies; documents, even though judged to be nonrecords, that will create a gap in the files; and indexes and finding aids necessary to use the official files).

I agree to keep confidential all nonpublic materials, and agree to refrain from disclosure of said document contents or existence thereof without prior permission from the appropriate Department of Agriculture Official.

SIGNATURE OF EMPLOYEE OR POLITICAL APPOINTEE

DATE

- b. ☐ **NO**, I certify that I am not removing any documents from the Department of Agriculture or associated agencies.

SIGNATURE OF EMPLOYEE, CONTRACTOR, VOLUNTEER, OR POLITICAL APPOINTEE

Date

6. Approving Officials

NAME OF IMMEDIATE SUPERVISOR, COTR, OR VOLUNTEER COORDINATOR (PRINT OR TYPE):		OFFICE & PHONE:	
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SIGNATURE OF IMMEDIATE SUPERVISOR, COTR, OR VOLUNTEER COORDINATOR

DATE

NAME OF AGENCY, STAFF, OR UNIT RECORDS OFFICER/MANAGER (PRINT OR TYPE):	
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SIGNATURE OF RECORDS OFFICER/MANAGER

DATE