

Office of Information Affairs

Employee Departures Quick Guide

All USDA Personnel* are responsible for the records they create, receive and use. You are responsible for the records you create, receive and use.

*USDA Personnel are defined as Employees, Contractors, Students, Volunteers, Interns, Fellows, and Political Appointees.

Every single record created by a USDA employee, contractor, student, volunteer, intern, fellow and political appointee has the potential to serve as data for future management decisions. When we can effectively retrieve and access our records, we can quickly make informed data-driven decisions that allow us to ensure both equity and continuity in the services we provide to all Americans.

Prior to departing an agency, retirement, transferring to a new position, or promotion:

- ✓ Transition Federal records to a new responsible person, usually the Supervisor, Contracting Officer, or designee.
- ✓ Ensure the records are identified and organized.
- ✓ Ensure records in your One Drive are available to your supervisor and team.
- ✓ Ensure someone can access all electronic files (emails, password protected or encrypted files).
- ✓ Ensure that you do not remove, delete or destroy any records.
- ✓ Complete Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement ([Form #AD-3001](#)) in accordance with Departmental Regulation DR 3099-001, Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees.

For any questions, contact the Departmental Records Program:

Departmental Records Officer (DRO) Beatriz Collazo, at Beatriz.Collazo@usda.gov, or USDADepartmentalRecords@usda.gov.