Peace Corps

Copies of Records Removal/Non-Removal Certification

EMPLOYEE NAME:		PHONE NUMBER:	
OFFICE:		PLANNED DEPARTURE DATE:	

- *All CAPSTONE Officials **must** complete this form whether or not requesting removal of copies of records or information from the Peace Corps.*
- *NON-CAPSTONE staff members must complete this form **only** if requesting removal of copies of records from the Peace Corps.*

1. Examples of Materials that May be Removed

   Personal 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., 1222.36(a), (b), and (c)) and copies of records, such as documents drafted, reviewed, or otherwise acted upon (36 C.F.R., 1222.18(a), (c), (d), 36 C.F.R. 1222.24 (a)(1-7) and (b), and Peace Corps, Manual Section 892).

2. Records that May Not be Removed

   a. Any material that meets the definition of a Federal record regardless of the media (including social media).

   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. Are you removing any non-record documents, such as extra copies of agency records, from the Peace Corps?
   If yes, go to a. If no, go to b.

   a. ☐ YES, I certify that I have prepared an inventory of copies of records proposed for removal and the appropriate agency official has reviewed the documents. Furthermore, the removal of these documents does not:
      1) Diminish the official records of the Agency;
      2) Violate confidentiality required by national security, privacy, or other interests protected by law; or
      3) Exceed normal administrative economies.

   I agree to keep confidential all nonpublic materials, and agree to refrain from disclosure of said document contents or existence thereof without prior release through the FOIA process.

   SIGNATURE OF CAPSTONE OFFICIAL OR NON-CAPSTONE STAFF MEMBER — DATE

   b. ☐ NO, I certify that I am not removing any copies of records from the Peace Corps.

   SIGNATURE OF CAPSTONE OFFICIAL — DATE

5. Approving Officials

NAME OF OFFICE DIRECTOR {FOR NON-CAPSTONE STAFF MEMBER ONLY} (PRINT OR TYPE):		OFFICE & PHONE:	

SIGNATURE OF OFFICE DIRECTOR — DATE

NAME OF RECORDS OFFICER OR OGC DESIGNEE {FOR CAPSTONE OFFICIALS} (PRINT OR TYPE):	

SIGNATURE OF RECORDS OFFICER OR OGC DESIGNEE — DATE