



Removal of Records by Departing Officials

What is a record?

Records includes all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. (44 U.S.C. 3301)

Types of documents that can be removed without approval:

- Personal papers - documents not owned by the Federal Government
- Personal diaries, journals or other personal notes that were not prepared or used for or communicated in the course of transacting government business (includes planners used solely for personal memory jogging purposes)
- Personal contacts from Outlook
- A copy of documents, which are not classified or confidential in nature and are available to the public via the Treasury websites
- A copy of public publications or documents (e.g. the Treasury Strategic Plan)

Types of federal records that require approval for removal of copies (includes electronic records):

Requests shall be only for copies of records that are reasonably related to the requester's official responsibilities while an employee at Treasury

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- Papers (letters, memos, completed forms, reports, maps, etc.)
- Electronic (databases, e-mail, spreadsheets, geographic information systems, etc.)
- Audio recordings, photographic prints and negatives, video recordings & motion picture films
- Documents posted to certain internal websites
- Copies of calendars
- Copies or originals of briefing books for senior officials
- Working papers developed during tenure with the Department
- Copies of e-mails that pertain to the business of the Department

Types of federal records that can never be removed (includes electronic records):

- Classified material
- Any original version of a federal record
- Information subject to Privacy Act (5 U.S.C. 552a) – this includes any record about an individual not in the public domain
- Information that would not normally be disclosed to the public, such as records subject to certain FOIA exemptions
- Copies of memoranda or other communications to principals at the White House that may raise claims of Executive privilege
- Copies of the Department of Treasury Weekly Reports

How do I request records for removal?

- Complete TD F 80.05-6, Request for Access to or Removal of Documentary Materials or submit the request in writing to the Deputy Secretary
- Assemble requested records (if electronic), records must be printed to paper for review

Contact:

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