NAO 205-3 Attachment 2B

DEPARTING EMPLOYEES, SENIOR OFFICIALS, AND CONTRACTORS LIST OF NONRECORD MATERIAL

Line/Staff Office/Division:					
Building Address:					
Description of Nonrecord Material	Inclusive Dates	Media (paper, CD, thumb drives, emails, books, etc.)	Volume (number of pages, cubic feet, etc.)	Approved	
				YES	NO
Departing Employee, Senior Off Signature:			Date:		
Supervisor of Departing Employ or Contract Signature:			Date:		