

**DEPARTMENT OF JUSTICE DOCUMENT REMOVAL
CERTIFICATION**

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

PART A: To be completed by employees leaving the Department of Justice: I certify that the documents that I am removing from the Department of Justice have been reviewed and that they do not include any documents the removal of which is prohibited by applicable Department of Justice orders.

Employee' Name (Typed or Printed)

Employee's Signature

Organization

Date

PART B: To be completed by employees relocating within the Bureau of Prisons, o r transferring to another organization within the Department of Justice: I certify that I am removing no documents, program statements, correspondence or other record material upon my relocation to a new duty station. Documents being removed, if any, are itemized below:

Employee's Name (Typed or Printed)

Employee's Signature

Organization

Date

File: **If the employee is relocating within the BOP, file this form on the left side of the OPF and retain for six months.**

If the employee is separating from the BOP, file this form on the left side of the OPF.