

PROCEDURES TO FOLLOW WHEN LEAVING EMPLOYMENT AT DFAIT

Regardless of the circumstances under which you leave your employment, it is important to understand and maintain your security obligations. Upon your departure from the Department, you are responsible for clearing your filing cabinets and other storage facilities and ensuring that no records, computer diskettes, or other materials are improperly removed or destroyed.

Documents must be disposed of in accordance with the National Archives Policy and the Departmental security requirements.

You must also:

- Return to your supervisor all documents containing classified and protected information, as well as any government assets and information acquired during your period of service.
- Return your ID card to the Identification Section in Room BG-180
- Complete form TBS-SCT330-25: Administrative Cancellation of RS/Security Clearance Form.
- Return your office keys to the Divisional Administrative Assistant or the person responsible for keys in your Section.