



ARCHIVES
OF THE ARCHDIOCESE OF SEATTLE

RECORDS NON-REMOVAL CERTIFICATION

Departing Employee (Last, First): _____

Parish Location: _____

Title: _____

Supervisor name: _____

Title: _____

I certify that the following are true:

- I am not removing records or documentary materials in any format from the Archdiocese of Seattle, including paper and electronic records, photographs, video recordings, sound recordings, and microform.
- There are no diocesan records in any format stored in my home, automobile, or in any other location. This includes materials on thumb drives, external hard drives, or the hard drives of any non-diocesan computers.
- I have not moved diocesan records to any Cloud storage utilities. Or if I have, the name of the cloud vendor is _____, the user name for this account is _____, and the password is _____.
(Use back to add further information)
- There are no files on my work computer that are locked or password protected. Or if there are, the document(s) are located _____, and the password(s) are: _____.
(Use back to add further information).

Employee signature/date: _____

Supervisor signature/date _____