FEDERAL HOUSING FINANCE AGENCY

Employee Certification of Non-Removal/Removal of Agency Documents or Data

FHFA Form #044
(8/2012)

NAME (Last, First, MI)	OFFICE	DEPARTURE DATE

EMPLOYEE CERTIFICATION OF NON-REMOVAL OF DOCUMENTS OR DATA

I certify that I am ***not*** removing any agency records or any other documents or data from the Federal Housing Finance Agency.

EMPLOYEE SIGNATURE	**DATE**
SUPERVISOR SIGNATURE	**DATE**

EMPLOYEE CERTIFICATION OF REMOVAL OF NON-RECORDS (PAPER OR ELECTRONIC)

I certify that the non-records (paper or electronic) that I am requesting permission to remove do not contain nonpublic information or program information that, if released, would impair or prejudice the outcome of any proceeding or Government policy deliberations, decisions or actions. Taking these non-records also does not create a gap in the official files. The non-records are not indexes or finding aids necessary to efficiently use the official files. The documents I am removing from FHFA have been reviewed and approved for removal by my supervisor and Office of General Counsel (OGC) *(if my supervisor or the Records Officer determine a review by OGC is required).* **A list of the documents and/or a DVD of the electronic documents I am requesting to remove are/is attached.**

EMPLOYEE SIGNATURE	**DATE**
SUPERVISOR SIGNATURE	**DATE**
GENERAL COUNSEL SIGNATURE	**DATE**

RECORDS AND INFORMATION MANAGEMENT OFFICE

RECORDS OFFICER (OR DESIGNEE)	**DATE**