

### Moving a Safe with a Change in Custodians

- Before moving a safe from one location to another, i.e., a different office location, contact your HSO for specific instructions.
- Your HSO will contact your element's APR to request a change in ownership of the safe and to schedule a date for moving it. The APR, in turn, contacts MA to request a date for the safe to be moved. The APR will notify you when this date is established.
- The HSO or his/her designee is responsible for resetting the combination on the safe to a number of the new custodian's choosing.
- **BEFORE** the transfer/move date of the safe, you and your HSO should:
  1. Examine the safe, remove all contents and either destroy the classified contents or store them in another security container (instructions on this process are listed below under "Forms to be Used"). All OF 89s, *Maintenance Record for Security Containers/VTR Doors*, **must be retained within the safe**.
  2. Destroy both the SF-700, *Security Container Information*, that is inside the safe and the extra copy that should be stored elsewhere (it contains the actual combination to your security container). The old SF-700 should be destroyed as appropriate for the classification level of the SF-700.
  3. Attach a handwritten sign on the front of the safe stating "EMPTY." This is optional, but it is recommended because it clearly indicates that the safe has been cleared out.
  4. Complete and affix HQ F 5632.12, *Container/Equipment Inspection Certificate* (see form listed below), ensuring that the safe is empty and ready to be moved. MA will not move the safe if the form is not attached.
  5. The new custodian completes a new SF-700 with the new combination, new custodian information, and information about all those who will have access to the safe.
  6. After the safe is moved, the HSO annotates his/her Appendix to the HQFMSP to reflect the new custodian/location. If the new custodian or location is a different HQ element, the HSO transferring the safe should contact the HSO gaining the safe to advise him/her of the move. If the move is within the same HQ element, it is also a good practice for the HSO to e-mail the APR apprising him/her of the fact that the safe has been moved and providing the name of the new custodian and the location, so that the APR can update the property records.

## **Forms to be Used when Moving a Safe to a New Custodian**

### **1. HQ Form 5632.12, *Container/Equipment Inspection Certificate*:**

This form is mandatory and should be completed and signed by the owner of the safe **and** the HSO. Before the form is completed, the owner of the safe should check each of its drawers to ensure that no classified matter and/or documents remain. Use a flashlight to check the very back of and underneath each drawer to verify that no documents are “stuck” in between or under the drawers. Any items in the safe at the time of inspection must be removed and, if classified, stored properly in another security container, or destroyed. The HSO should be present to witness the owner’s inspection of the safe and ensure that the inspection is complete (signing the inspection sheet). The form should then be taped to the front of the security container. ***This form can be obtained at the Forrestal and Germantown Copy Centers.***

### **2. Standard Form 700, *Security Container Information*:**

This form should be inside every safe drawer that has a lock. If the safe has multiple locking drawers, the form should be in every drawer containing a lock. The form contains information about the safe, its custodian(s), information on who to contact in case the safe is found open and unattended, and the names of all personnel with access to the safe. The cover sheet (Part 1) of the form and all copies of the combination portion (Parts 2 and 2A) of the form should be destroyed when the safe is emptied. The form should be destroyed consistent with the classification level and category shown on it.

The safe’s new custodian should create a new SF-700 and post it properly within each locking drawer. The combination portion of the SF-700 should be placed in a different security container and at the servicing CAS.

### **3. Optional Form 89, *Maintenance Record for Security Containers/VTR Doors*:**

This form should be in every safe drawer that has a lock. If the safe has multiple locking drawers, the form should be in every drawer containing a lock. The form is usually blank but will be completed when/if the security container requires maintenance of any kind. ***This form should ALWAYS remain inside the security container, whether it is moved or not. This form can be found here: [Optional Form 89, Maintenance Record for Security Containers](#). You can print the form and put it in your security container.***

***At the end of this process, nothing should be left in the security container except the OF 89.***