

HR Unit	Unit Leader

### Checklist for Returned Goods, Documents and Electronic Information

#### 1. Retiree Information

Name	Affiliation	Title	Retirement date	Unit check date	HR check date
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#### 2. Checklist (\*1)

Category	Type of goods, documents and electronic information	Status: returned and/or deleted (*2), (*3)	Remarks
		Workplace (Unit)	
Goods (*2)	Employee ID card, badge	Employee ID card, badge ✓	Return to HR on last day
	Office supplies, etc.	Stationary returned ✓	
	PC, mobile information device such as laptop or PDA	SPC, key mobile, PHS returned ✓	
	Floppy/ optical disc, recording media such as USB flash drive	None	
	Recording media where software is recorded	None	
	Prototype, semi-finished product	None	
	Other goods that belong to Hitachi, Ltd. (including Hitachi Group companies) ( )	None	
	Copy of above goods, etc. ( )	None	
Documents (*2)	Research report	3 returned ✓	
	Documents related to research & development/ product	None	
	Documents related to design standards, manufacturing process and technology	None	
	Experiment data list	None	
	Design specifications and drawings	1 ✓	
	Management data such as executive management meeting, budget review, business plan, manufacturing/ sales plan, research policy, etc.	None	
	Documents related to sales price, purchasing price, finance and cost	○ returned ✓	
	Documents related to personal information (including customer roster)	None	

	Rules and regulations	None	
	Organizational chart and directory	○○returned ✓	
	PC application manual, etc.		
	Other documents related to trade secrets of Hitachi and Hitachi Group companies (○○○○ )	1 returned ✓	
	Copy of above material (including secondary material) ( )	None	
Electronic Information (*3)	Research report	○○returned ✓	
	Information related to research & development/ product	None	
	Information related to design standards, manufacturing process and technology	None	
	Experiment data list	○○returned ✓	
	Design specifications and drawings	○○ deleted ✓	
	Drawings	None	
	Management data such as executive management meeting, budget review, business plan, manufacturing/ sales plan, research policy, etc.	None	
	Information related to sales price, purchasing price, finance and cost	None	
	Information related to personal information (including customer roster)	○○returned ✓	
	Rules and regulations	None	
	Organizational chart and directory	None	
	PC application manual, etc.	○○ deleted ✓	
	Other information related to trade secrets of Hitachi and Hitachi Group companies ( )	None	
	Copy of above material (including secondary material) ( )	None	

\*1) Prior to retirement procedures at Human Resources Unit, check of returned material should be done at workplace and the checklist submitted to Human Resources Unit. Also, if there is any material stored outside the office, the retiree must return it before the retirement date. As for electronic information saved on PC at home, it must be returned and deleted.

\*2) All tangible objects such as goods and documents must be checked after they are returned. List the name and number of returned tangible objects in the status column.

\*3) All electronic information stored on PC (both at office and at home), shared server and mobile devices must be returned or deleted (information saved on PC at home must be returned and deleted). Write the name of electronic information (document file name, etc.) and the status (“returned”, “deleted”, “returned and deleted”) in the status column.