

ERA 2.0 Job Aid: Propose a Transfer Request NARA's Annual Move




Purpose

The purpose of this document is to provide step-by-step guidance on how to propose a Transfer Request for NARA's Annual Move in NARA's Electronic Records Archives (ERA) 2.0 System. ERA 2.0 is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities such as scheduling records and transferring permanent records to NARA.

Agency partners have a critical role in helping to safeguard and preserve the records of our government; this job aid helps to enable Agencies to perform these activities in the ERA 2.0 system.

Who Should Use This Job Aid?

This job aid is for any ERA 2.0 user who has an Approving Official profile, including those who are dual assigned as both Transferring Official and Approving Official.

 If your agency's business processes accommodate the use of dual roles, the assigned users will acquire all the permissions inherent in each role assigned.

Step-By-Step Instructions for: Propose a Transfer Request for NARA's Annual Move

ERA 2.0 automatically routes *Transfer Requests* that are in *Submitted for Agency Approval* status from the Transferring Official to the Approving Official. The Approving Official can either: 1) Propose it, which automatically routes to NARA or 2) Return it, which automatically routes to the Transferring Official who created it.

The steps for proposing a *Transfer Request* have been divided into the following sub-tasks:

1. Locate and/or Reassign a *Transfer Request* Requiring Action
2. Review a *Transfer Request*
3. Propose a *Transfer Request*
4. Confirm the Status of a Proposed *Transfer Request*

Step 1: Locating and/or Reassigning a Transfer Request Requiring Action

Most ERA 2.0 transfers are initiated by NARA via NARA's Annual Move process. NARA provides agencies with pre-populated *Transfer Requests* (TRs) for all eligible permanent records stored in FRCs. Agencies must review and validate the NARA pre-populated *Transfer Request* prior to the transfer. The [Agency] Approving Official, working alone or in concert with other agency staff, must perform this review and validation.

Locating and/or Reassigning a Transfer Request Requiring Action

ERA 2.0 displays *Transfer Requests* on the user's Dashboard either on their **My Tasks** tab or **Unassigned Tasks** tab. Where the *Transfer Request* lands depends upon several factors including, but not limited to, the user's role, the number of additional users with that same role, the type of transfer, and the stage in the *Transfer Request* workflow at the time of display.

Transfer Request Number	Type of Legal Transfer	Status	Status Date	Accession Title	Tracking Number
TR-0328-2023-0008	Annual FRC Move	Draft	03/02/2023	Advisory Committee Meeting Minutes	

Figure 1: Approving Official Transfer Request Dashboard - My Tasks Tab

Once the Approving Official locates the *Transfer Requests* that require action, they must decide whether to propose them or to reassign them to someone else for further review. To reassign a *Transfer Request* to a Transferring Official or another Approving Official for any reason, use the **Reassign** function (see guidance below).

To reassign a *Transfer Request* from wherever it displays on the **Approving Official Dashboard**:

1. Access the relevant **Approving Official Dashboard** tab (**My Tasks** tab, **Unassigned Tasks** tab, and, in some instances, **My Team's**

Tasks tab).

2. Locate the *Transfer Request* you want to reassign. Select the vertical ellipsis on the far right of the selected *transfer request* to reveal additional functions.
3. Select **Reassign** from the menu.

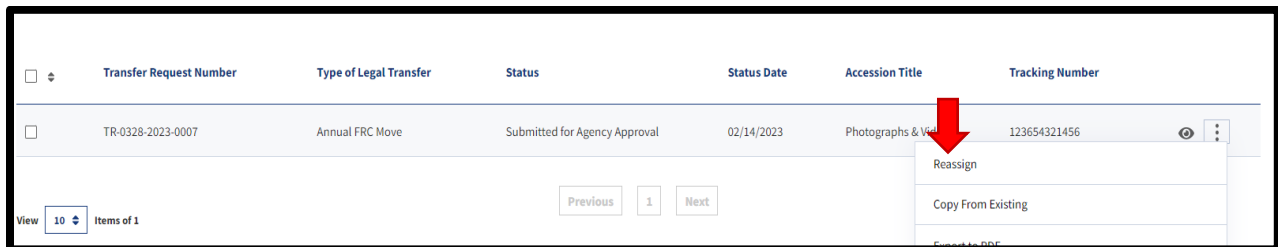


Figure 2: Approving Official's Dashboard w/ Reassign Function Visible

4. Select **your name** (or the name of another Approving/Transferring Official if you are reassigning the *Transfer Request* to someone else) from the *drop-down menu* that appears in the **Review Reassignment** dialog window.
5. Enter comments, as appropriate, in the **Comments** field.
6. Select **Confirm**.

The *Transfer Request* should now appear on the **My Tasks** tab of the user to which it was assigned.

Locating and/or Reviewing Transfer Request Updates from the Notifications Page

The first indicator that a *Transfer Request* has been submitted for agency approval may appear in the *Notifications* header (the bell icon) on your **ERA 2.0 Homepage** toolbar. A red exclamation point overlaying the icon indicates a new action has been taken on a *Transfer Request*.

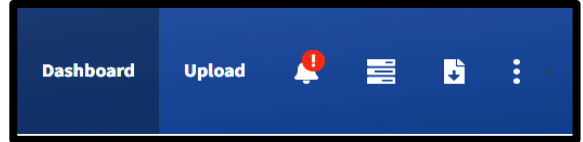


Figure 3 : Notifications Active on Toolbar

To access and review *Notification* details:

1. Select the *Notifications* icon. The *Notifications* page displays.

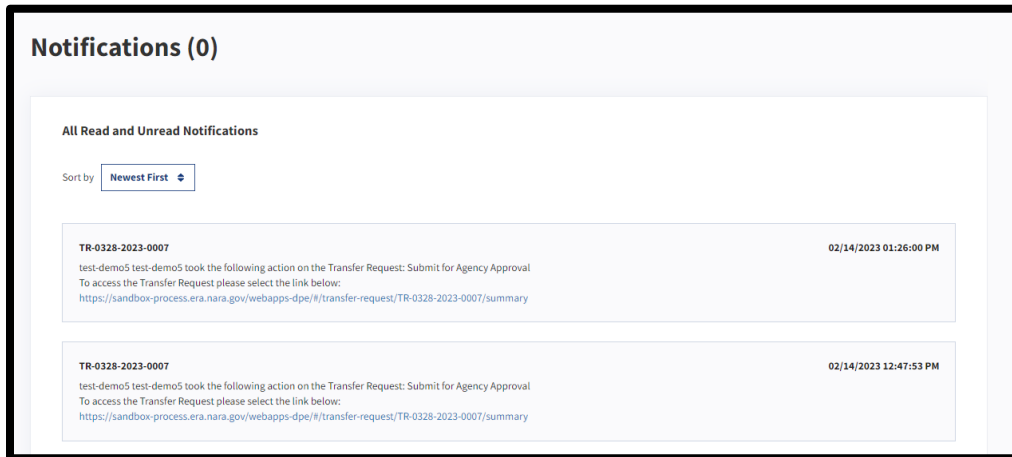


Figure 4: Notifications Page

2. Select the link provided to access the additional details.



Figure 5: Notifications Update

The *Transfer Request* opens in a new window.

3. Take **next steps as appropriate**: depending on the scenario, available actions may include but are not limited to, reassigning (see guidance above), reviewing, or proposing the Transfer Request.

Step 2: Review a Transfer Request

 To view additional information about an item, click the **Eye** icon, which is the **View/Open** symbol in ERA 2.0.

To review a *Transfer Request*:

1. Select the **View/Open (eye)** icon to the right of the *Transfer Request* you would like to review. (Alternatively, you can select an associated link, if available, on the **Notifications** page.) The **Transfer Request Summary** page displays.



The screenshot displays the 'Transfer Request Summary' page for ID: TR-0328-2023-0007. The page is divided into several sections:

- Header:** 'Transfer Request (ID: TR-0328-2023-0007)'
- Summary Table:**

Transfer Request Number	Agency or Establishment	Status
TR-0328-2023-0007	National Capital Planning Commission	Submitted for Agency Approval
- Actions:** 'Expand All', 'Collapse All', and 'Select Action' buttons.
- General Information Section:**
 - Agency or Establishment: National Capital Planning Commission
 - Record Group: 0328 - Records of the National Capital Planning Commission
 - Creating Office: (field is present but empty)

Figure 6: Transfer Request Summary Page

2. Expand or collapse each section by selecting the **plus (+)** or **minus (-) symbol**. Alternatively, you can expand or collapse all sections by selecting the **Expand All** and **Collapse All** buttons that appear below the page header.
3. Scroll the *Transfer Request* to review all sections.
4. Select the **Edit** button to edit any section directly.
5. When reviewing the information in the *Transfer Request*, please ensure that the data in the following fields are **correct**:

- a. Disposition Authority Number
- b. **Creating Office**
- c. Date Span of Records - From
- d. Date Span of Records - To
- e. Access Restrictions Status - **Unrestricted, Restricted-Fully, Restricted-Partly**
- f. Are the records subject to the Privacy Act? **Yes or No**
- g. Whether the records contain Controlled Unclassified Information (CUI).

Note: The records have markings included in the [ISOO Controlled Unclassified Information \(CUI\)](#) registry. A category list can be found [here](#). A list of CUI markings can be found [here](#).

- h. For CUI records, you must add the **Safeguarding and/or Dissemination Authority** office or department.

Note: The **Safeguarding and/or Dissemination Authority** is the *statute* or *CFR citation* listed in the [CUI Registry](#) for a specific category of records.

Safeguarding and/or Dissemination Authority	Basic or Specified	Banner Marking	Sanctions
45 USC 362(d)	Basic	CUI	45 USC 359 45 USC 231f
5 CFR 293.106	Specified	CUI//SP-PERS	

Figure 7: Safeguarding and/or Dissemination Authority for CUI Records

- i. General Records Type(s)
- j. Contact Information

Note: Attachments are not generally required for unclassified records proposed for inclusion in the **Annual Move**. However, if you have finding aids or other types of documentation that will be helpful to researchers, please upload it to ERA in the **Attachments** section.

6. For more information go to the **Transfer Details** section on NARA's [Annual Move webpage](#).

See **Step 3: Propose a Transfer Request** for the steps to provide agency approval and *propose the Transfer Request* to NARA.

Step 3: Propose a Transfer Request

After completing your review, the next step depends on the status of *Transfer Request*. If the *Transfer Request* is in **Draft** status, your next step is to Propose the *Transfer Request*. If the *Transfer Request* is in **Submitted for Agency Approval** status, you can either **Propose** or **Return** it. The **Propose** option routes the *Transfer Request* to NARA. The **Return** option routes the *Transfer Request* back to the person who submitted it.



A user will not be able to propose a *Transfer Request* until they accept NARA's *Terms of Agreement*.

1. Scroll to the *Terms of Agreement* section of the **Transfer Request Summary**.

Figure 8: Transfer Request Summary: Terms of Agreement Section

2. Select the checkbox certifying your agreement with the terms.
3. Scroll to the **Approving Official Review** section of the **Transfer Request Summary**.

Figure 9: Approving Official Review Functions

4. Select **Propose** to approve the *Transfer Request* and propose the records transfer to NARA. A confirmation window displays.

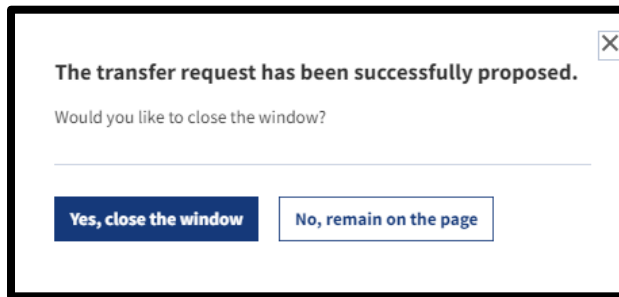


Figure 10: Transfer Request Agency Approval Confirmation Window

5. Select **Yes, close the window** and exit out of the screen. Once the Approving Official selects *Propose*, the *Transfer Request* is sent to NARA.

 Once the *Transfer Request* is in **Proposed** status, it no longer appears on the **Approving Official's Dashboard**. To check the status of a *Transfer Request* that has been proposed to NARA, use the **Search** function.

END.