

ERA 2.0 Job Aid: Create a Records Schedule



Purpose

The purpose of this document is to provide step-by-step guidance on how to create a records schedule 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 be able to perform these activities in the ERA 2.0 system.

Who Should Use This Job Aid?

This job aid is intended for federal agency users with the following ERA 2.0 user roles:

- Records Scheduler
- Certifying Official

Step-By-Step Instructions for: Create a Records Schedule

The steps for creating a records schedule in ERA 2.0 have been divided into the following sub-tasks:

1. Create a new form type
2. Complete the General Information Tab
3. Review and Update Contact Information/Add a Primary Contact
4. Create and Edit Items
5. Create and Edit Groups (optional)
6. Upload Attachments (optional)
7. Submit For Certification
8. Review History & Activity Log

Instructions for completing each of the above tasks follows.

Step 1: Create a New Form Type

ERA 2.0 recognizes and facilitates the creation and management of two types of forms: 1) *Records Schedules* and 2) *Transfer Requests*. To create a records schedule, you must select the appropriate form type prior to populating it with your schedule information.

1. Select **Create Records Schedule** from the *Create New Form* drop-down menu located above the **Dashboard** on your **ERA 2.0 Homepage**. The **Create New Records Schedule** dialog window displays.

Figure 1: Create New Records Schedule Dialog Window

2. Select your **Agency or Establishment** from the corresponding menu option.
3. Select your **Record/Scheduling Group** from the corresponding menu option.



The *Record/Scheduling Group* dropdown menu contains a list

of auto-populated record groups or scheduling groups within the selected agency or establishment. A record group is a numeric code used by NARA to uniquely identify an agency. A scheduling group is an alpha code used by NARA only for department-wide schedules in military departments. Scheduling groups include NU (Department of the Navy), AU (Department of the Army), and AFU (Department of the Air Force).

If you do not have access to the correct record/scheduling group, you should contact your ERA 2.0 Account Manager to start the process of having the value(s) added to your profile. If your user profile has more than one agency or record group available, you must select the correct record group **AND** agency. If you select either incorrectly, the records schedule *will not be accepted by NARA* and you must create a new schedule.

4. Select **Continue**. The **Create Records Schedule** page displays.

| Records Schedule Number | Agency or Establishment | Status |
|-------------------------|--------------------------------------|--------|
| DAA-0328-2022-0015 | National Capital Planning Commission | Draft |

Figure 2: Create Records Schedule Page Headers

About the Records Schedule Form in ERA 2.0

You will notice on the *Records Schedule* form that ERA 2.0 auto-generates a records schedule number for you. It also pulls over your agency or establishment information and sets your form to “Draft” status. Also note, the *Records Schedule* form contains sub-sections that are accessible via the following tabs located on navigation menu on the left of your screen:

- **General Information:** Contains contextual information that applies to all items in the records schedule (e.g., Name of agency, subject of records schedule, etc.).
- **Contact Information:** Provides contact information for the points of contact relating to the specific records schedule.
- **Items:** Contains a list of the records schedule items and groups.
- **Attachments:** Provides the option for agencies to attach supporting documentation related to the records schedule.
- **Additional Reviewers:** Provides the option to add additional reviewers to the records schedule.
- **Preview & Submit:** Summarizes all input for the *Records Schedule* form and provides action options (e.g., **Submit for Certification** or **Certify**) based on the user’s role.

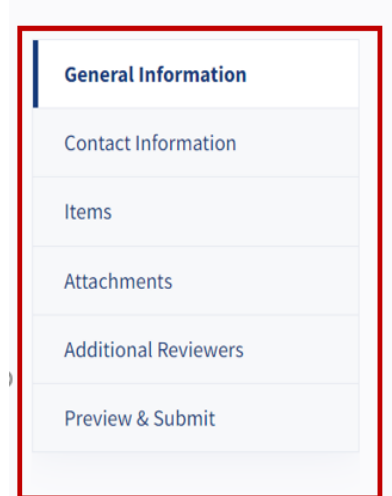




Figure 3: Records Schedule Form Navigation Menu

The above tabs outline the basic structure of the *Records Schedule* form. You will enter and update information on these tabs prior to submitting your records schedule. In-progress work may be saved until you are ready to submit your completed records schedule.

 **Dynamic menus in ERA 2.0:** The main navigation menu on the left changes dynamically based on the options you select. For example, when selecting the **Items** menu option, the **Items** tab displays along with its own navigation menu. Use this menu to complete the details for each of the items to be included in your records schedule.

When selecting the **Create New Group** on the **Items** tab, the **Create_Group** tab displays and only one option, (i.e., **Create Group**) displays in the navigation menu.

To return to the main navigation menu, select the **Records Schedule Items** link in the upper left corner of the page.

 You may select **Save and Exit** at any point to save your in-progress work. You may also select **Reset Form** to reset your form to the last saved version.

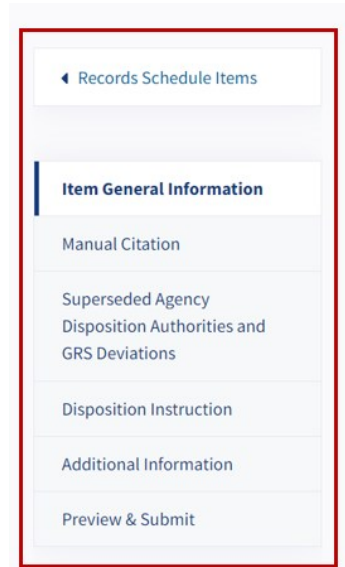


Figure 4: Items Navigation Menu

Step 2: Complete the General Information Tab

As the name of this tab implies, you will enter general information about your records schedule on the **General Information** tab. To complete the **General Information** tab:

1. Identify the **records schedule's scope** by selecting the **appropriate choice** from the *Records Schedule Applies To* drop-down menu. Options for this menu are:

- **Department-wide**
- **Agency-wide**
- **Agency Subdivision.** Enter the **Major Subdivision** and/or **Minor Subdivision** in the available text-entry fields.

Figure 5: General Information Tab - Scope Fields

2. Enter the **records schedule's subject** in the *Schedule Subject* text-entry field.
3. Enter **additional schedule information** in the *Additional Schedule Information* text-entry field.


4. Indicate whether a **classified version of the form exists** by selecting **Yes** or **No** as appropriate in response to the *Is there a classified version of this form?* field.

Figure 6: General Information Tab - Classification Field

 **Agencies cannot submit security classified Schedules in ERA 2.0.** See **Steps 5 through 8** for additional guidance. Otherwise skip to step 9.

If a security classified Schedule is required:

5. Select **Yes** in the *Is there a classified version of this form* field but submit a public use version of the schedule via ERA 2.0.
6. Ensure that the **Schedule Title** conforms to the following template, “**PUBLIC USE VERSION – SCHEDULE SUBJECT.**”
7. Include a **reference to the classified schedule** in the “**Background Section**” of the public use version of the schedule, e.g., “*This schedule represents a public use version of the records schedule classified in accordance with Executive Order 13526.*”
8. Submit the **classified version of the Schedule** outside ERA 2.0.
9. Indicate **the level of Tribal Consultation needed**, if any, by selecting accordingly from the *Tribal Consultation Needed* drop-down menu.



The image shows a screenshot of a web form field titled "Tribal Consultation Needed? *". The field is a dropdown menu with the following options: "Yes and Completed", "- Select -", "No", "Yes", and "Yes and Completed". The "- Select -" option is currently selected and highlighted in blue.

Figure 7: Tribal Consultation Needed Field

10. Select **Next**. The **Contact Information** tab displays.

Step 3: Review and Update Contact Information

ERA 2.0 automatically associates the user who creates the form with the form that is generated. It also assigns the user as the Primary Contact for the records schedule. Review the auto-populated contact information for your user profile. To update the system-generated contact information, follow your agency guidance on updating user profiles in ERA 2.0.

If you are not the primary contact for the records schedule and you would like to add a primary contact, follow the steps below. You have the option of selecting from existing contacts or adding a new contact. To add a new contact, you will need the contact's first and last name, email, and phone number to complete the steps below.

| Contact Information | | Add Contact |
|---------------------------------|--|-------------------|
| Name Mary Smith | Email Mary.Smith@govagency.gov | + Primary Contact |
| Title Records Officer | Phone 555-555-5555 | |

Figure 8: Contact Information Tab

Add a Primary Contact – Selecting an Existing Contact


1. Select **Add Contact**. The *Add Contact* dialog window displays. The **Select Existing Contact** tab displays by default.

| Name | Position Title |
|----------------------------------|-----------------|
| <input type="radio"/> Mary Smith | Records Officer |
| <input type="radio"/> John Doe | |
| <input type="radio"/> John Smith | Records Officer |

2. Select the **button** next to the name of the person you would like to add as a contact. Use the search filter that displays at the top of the window to narrow your results.
3. Reply **Yes to: *Make this person the primary contact?***
4. Enter **comments** in the *Comments* field as appropriate.

Figure 9: Select Existing Contact Menu

5. Select **Add Contact**. The **Contact Information** tabs displays the updated Primary Contact information.
6. Select **Next**. The **Items** tab displays.

 If you do not select the contact as the Primary Contact during the adding process, you must delete the contact and add the person again.

Add a Primary Contact – Adding a New Contact

1. Select **Add Contact**. The *Add Contact* dialog window displays. The **Select Existing Contact** tab displays by default.
2. Select the **Add New Contact** tab. The **Add New Contact** tab displays.

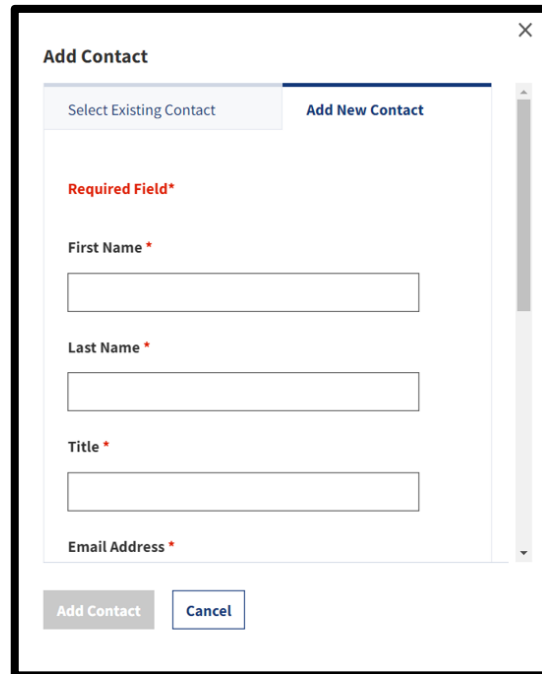
The image shows a screenshot of a software dialog box titled "Add Contact". At the top, there are two tabs: "Select Existing Contact" and "Add New Contact". The "Add New Contact" tab is currently selected. Below the tabs, there is a red label "Required Field*" followed by four text input fields, each with a red asterisk indicating it is required. The fields are labeled "First Name", "Last Name", "Title", and "Email Address". At the bottom of the dialog, there are two buttons: "Add Contact" and "Cancel".

Figure 10: Add New Contact Menu

3. Enter the **contact's information** – i.e., First Name, Last Name, Title, Email Address, and Phone Number in the fields provided.
4. Reply **Yes** to: *Make this person the primary contact?*
5. Select **Add Contact**. The **Contact Information** tabs displays the updated Primary Contact information.
6. Select **Next**. The **Items** tab displays.

Step 4: Create and Edit Items

The **Items** tab allows the creation and management of items and/or groups of items (formerly known as **Overview** in ERA). You may use the **Items** tab to enter data for multiple items or groups. As you land on the page, these options appear:

- **Create New Item** - allows the user to create an item.
- **Create New Group** - allows the user to create a new Group.
Go to Step 5 for instructions on how to create and edit groups.

The screenshot displays the 'Items' tab interface. At the top left, there are two buttons: 'Create New Item' (dark blue) and 'Create New Group' (light blue). Below these is a table with the following headers: 'Title', 'Item #', 'Status', 'Position', and 'Move'. Under the table, there is a 'View' dropdown set to '10' and 'Items of 0'. To the right of the table are 'Previous' and 'Next' buttons. At the bottom of the interface, there are 'Previous' and 'Next' buttons on the left, a 'Reset Form' link, and a 'Save and Exit' button on the right.

Figure 11: Items Tab

Create and Edit Item – Item General Information

1. Select **Create New Item**. The **Item General Information** tab displays.
2. Enter the item's **title and description** in the corresponding fields.
3. Reply **Yes** or **No** to: *Is this item media neutral?* If you select **No**, select the appropriate value from the **Media Limitations** drop-down menu that displays. Options are:
 - **Paper/analog only**
 - **Digital only**
4. Select **Next**. The **Manual Citation** tab displays.



If an item is media neutral, it applies to the records regardless of their media (paper, electronic, etc.). A media-specific item applies to records only in a specified medium. If the item is not media neutral, the user will be prompted to select the specific media that applies to the records.

5. Reply **Yes** or **No** to: *Is this item a Big Bucket?*



If an item covers multiple series of records that relate to the same subject matter, business function, or work process, it may be considered a **Big Bucket** item. These items provide disposition authority for all existing series covered by the item and for any additional series created in the future that conform to the bucket's description.

Create and Edit Item – Manual Citation

Use the **Manual Citation** tab to enter the manual citation or another code or classification used by the agency to identify specific items.

1. Enter an **agency-assigned identifier** to the item (i.e., either a manual citation, code, or classification) in the **Agency Code** text-entry field. Note: This field is limited to 100 characters.
2. Enter the **title of the agency's records disposition manual** in the **Manual Title** field if a manual citation is provided in the prior field.
3. Select **Next**. The **Superseded Agency Disposition Authorities and GRS Deviations** tab displays.

Create and Edit Item – Superseded Agency Disposition Authorities and GRS Deviations

Use this tab to supersede existing disposition authorities and indicate that the newly created item deviates from an existing GRS disposition authority.

1. Reply **Yes** or **No** to: *Does this item supersede existing disposition authorities?* If you select **Yes**, a dialog window displays the containing two tabs as follows:
 - a. **ERA Disposition Authorities:** This tab is used to select and add disposition authorities that were previously approved on a records schedule. *If created in ERA, the disposition authority has a DAA prefix.* To add active items that will be superseded (i.e., replaced), select **Find DAA Item(s)**. A pop-up that is pre-populated with all active items will appear. Select the **checkbox next to the item(s) that will be superseded**. Once selected, select **Add Disposition Item(s)**.

Figure 12: ERA Disposition Authorities Tab

Agencies should refer to the [GRS lookup table](#) for assistance in converting a GRS manual citation (such as GRS 6.2, item 010) to its corresponding DAA disposition authority number.

- b. **Pre-ERA Disposition Authorities** (*Also known as “Legacy Schedules”*): Use this tab to manually enter disposition authorities that pre-date ERA (a disposition authority with a prefix such as N1, NC, NC1, or NN); also referred to as *Legacy Schedules*. For guidance on formatting Pre-ERA Disposition Authorities, review the **Key for SF 115 and Records Schedule Numbering** resource available on [Archives.gov](#).

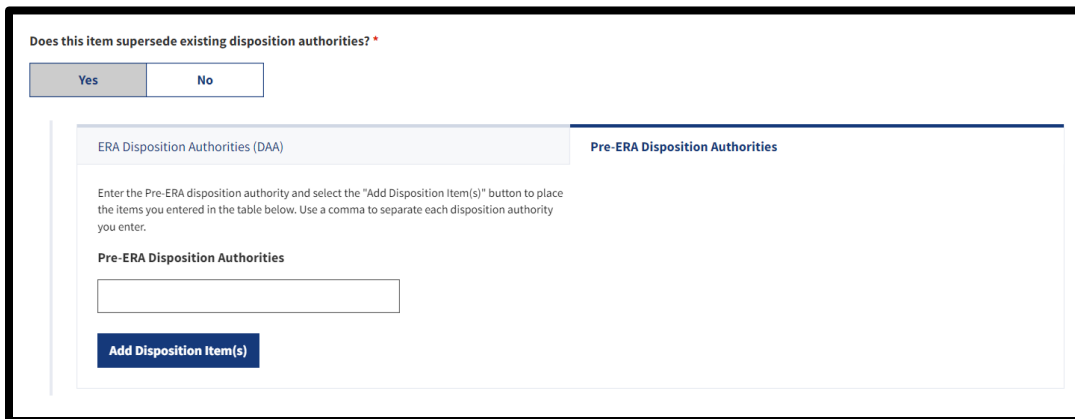


Figure 13: Pre-ERA Disposition Authorities Tab

- c. Once the item(s) are added, you will see the following sub-field:
- i. **Item Superseded In Part?** This sub-field is used to indicate whether an item will be fully superseded or partially superseded. You can select **Yes** or **No**. If you select **Yes**, you will be required to provide an explanation in the available text-entry field. ***This field has a 500 character limit.***



Once the schedule is approved by the Archivist of the

United States, the item that was superseded will become “Inactive.” If all the items in the schedule become Inactive, then the status of the whole records schedule will be updated to **Inactive**.

2. Reply **Yes** or **No** to: *Is this item a deviation from the GRS?*
This field is used to indicate whether the records described by the item are covered by the GRS in whole or part. If you select **Yes**, the **GRS disposition Authority** sub-field displays.

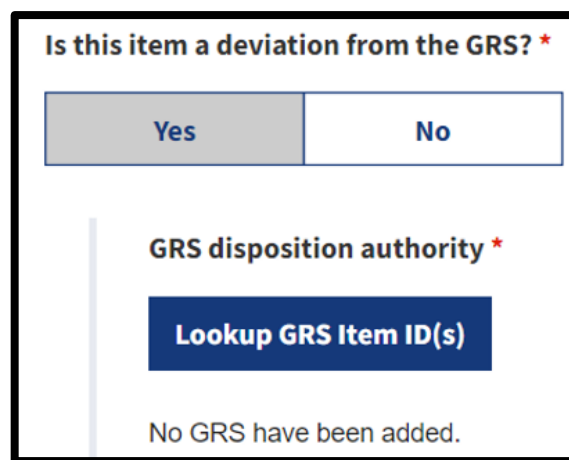


Figure 14: GRS Disposition Authority Fields

3. Follow the prompts to select and add existing GRS disposition authorities that apply to records described in this item. To add an item, select **Lookup GRS Item ID(s)** and select **Add Disposition Item(s)**. The **Justification for GRS Deviation** field displays.

Agencies should refer to the **GRS lookup table** for assistance in converting a GRS manual citation (such as GRS 6.2, item 010) to its corresponding DAA disposition authority number.

4. Enter the **justification** for requesting the use of an agency item rather than the GRS for records covered by the GRS in the **Justification for GRS Deviation**. *The character limit for this field is 500.*
5. Select **Next**. The **Disposition Instruction** tab displays.

Create and Edit Item – Add Disposition Instructions

Use the **Disposition Instruction** tab to enter disposition instructions for the item – i.e., whether it is **Permanent**, **Temporary**, or **Disposition Not Approved**, as well as the retention period for the records.

Disposition Instruction

Required Field*

Final Disposition *

| | | |
|------------------|------------------|---------------------------------|
| Temporary | Permanent | Disposition Not Approved |
|------------------|------------------|---------------------------------|

Figure 15: Disposition Instructions Tab



ERA 2.0 sets an item as **Temporary** by default. If you need to change the disposition, select the appropriate disposition under the *Final Disposition* header. Additional sub-fields display based on your selection. The following instructions provide guidance for completing the relevant sub-fields by disposition type.

Add Temporary Disposition Instructions

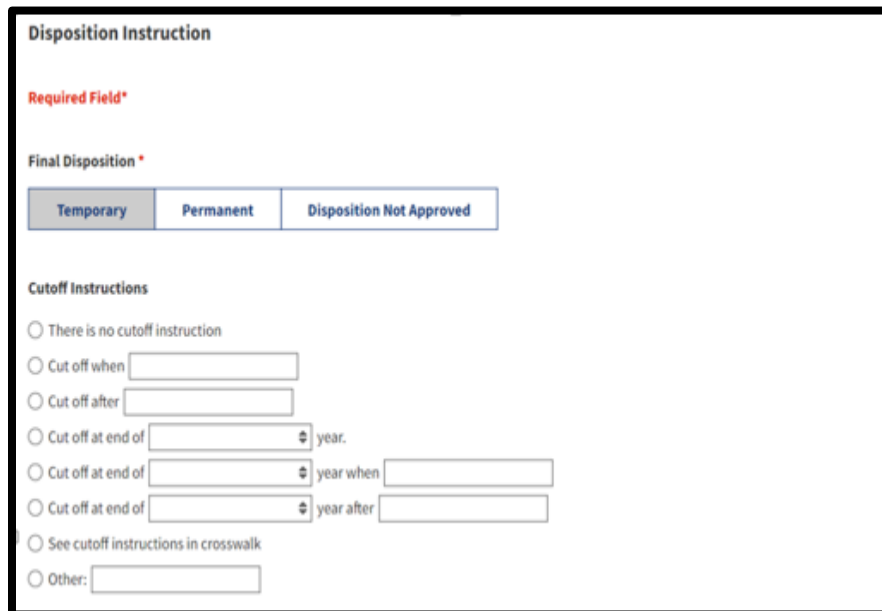
1. Select **Temporary** under the *Final Disposition* header.



The screenshot shows a form section titled "Final Disposition *". Below the title are three buttons: "Temporary", "Permanent", and "Disposition Not Approved". The "Temporary" button is highlighted with a grey background, indicating it is the selected option.

Figure 16: Final Disposition Header – Temporary Disposition Selected

2. Select a **cutoff instruction** from the available options listed under the *Cutoff Instructions* header; some options may require that you enter an additional value and/or select a value from a drop-down menu.



The screenshot shows a form section titled "Disposition Instruction". Below the title is a "Required Field*" label. Underneath is the "Final Disposition *" header with three buttons: "Temporary", "Permanent", and "Disposition Not Approved". The "Temporary" button is selected. Below this is the "Cutoff Instructions" section, which contains several radio button options:

- There is no cutoff instruction
- Cut off when [text input]
- Cut off after [text input]
- Cut off at end of [drop-down] year.
- Cut off at end of [drop-down] year when [text input]
- Cut off at end of [drop-down] year after [text input]
- See cutoff instructions in crosswalk
- Other: [text input]

Figure 17: Temporary Disposition Sub-Menu – Cutoff Instructions

3. Select a **retention period** from the available options listed under the *Retention Period* header; some options may require that you enter an additional value and/or select a value from a drop-down menu.

Retention Period *

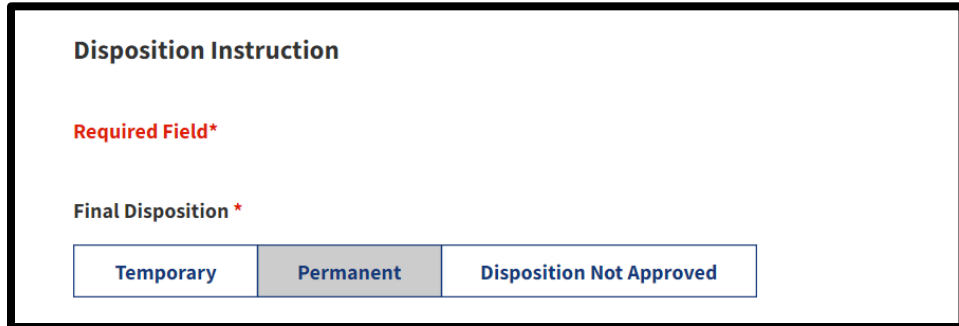
- Destroy immediately after
- Destroy year(s) after
- Destroy year(s) and month(s) after
- Destroy when no longer needed
- Destroy between year(s) and year(s) after
- Destroy no later than year(s) after
- Destroy year(s) after or when occurs, whichever is
- Destroy year(s) after or year(s) after occurs, whichever is
- Other:

Figure 18: Temporary Disposition Sub-Menu - Retention Period Instructions

4. Select **Next**. The **Additional Information** tab displays.

Add Permanent Disposition Instructions

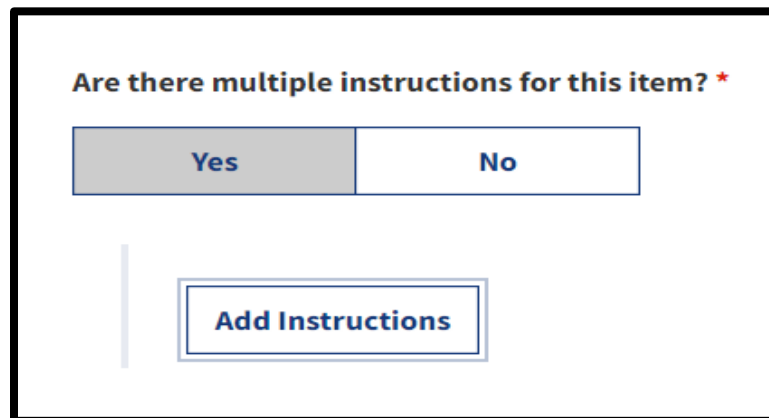
1. Select **Permanent** under the *Final Disposition* header.



The screenshot shows a form titled "Disposition Instruction". Below the title, there is a red label "Required Field*". Underneath, the text "Final Disposition *" is displayed. Below this text is a horizontal menu with three buttons: "Temporary", "Permanent", and "Disposition Not Approved". The "Permanent" button is highlighted with a grey background, indicating it is the selected option.

Figure 19: Final Disposition Header - Permanent Disposition Selected

2. Select a **cutoff instruction** from the available options listed under the *Cutoff Instructions* header; some options may require that you enter an additional value and/or select a value from a drop-down menu.
3. Reply **Yes** or **No** to: *Are there multiple instructions for this item?*
 - a. If you answered **Yes**, the **Add Instructions** menu displays.



The screenshot shows a form with the question "Are there multiple instructions for this item? *". Below the question are two buttons: "Yes" and "No". The "Yes" button is highlighted with a grey background. Below the buttons, there is a vertical line and a button labeled "Add Instructions" which is also highlighted with a grey background.

Figure 20: Multiple Instructions Field - Add Instructions Sub-Field

- i. Select **Add Instructions** and follow the prompts on the sub-menu to identify the **record formats the instructions apply to** and select the specific instructions to apply.

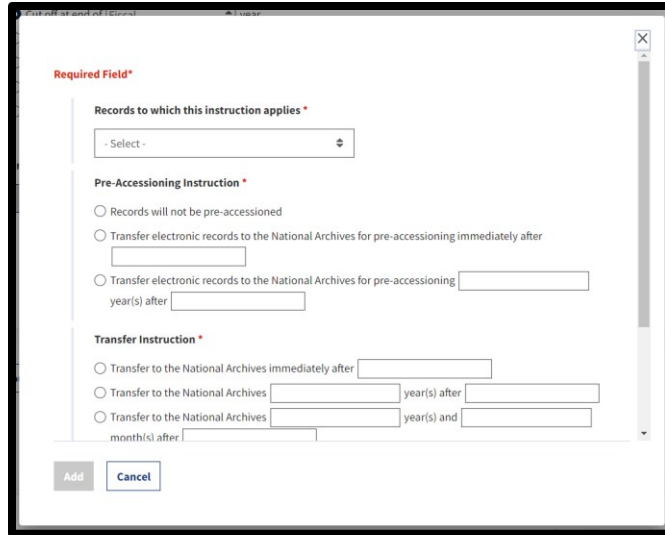


Figure 21: Add (Multiple) Instructions Menu

- ii. Select **Add** to add the instructions to your item.
 - iii. Repeat until each of the relevant instructions pertaining to the item are added. All instructions will display under an expanded **Add Instructions** sub-field.
- b. If you answered **No**, only the instructions menu will display.

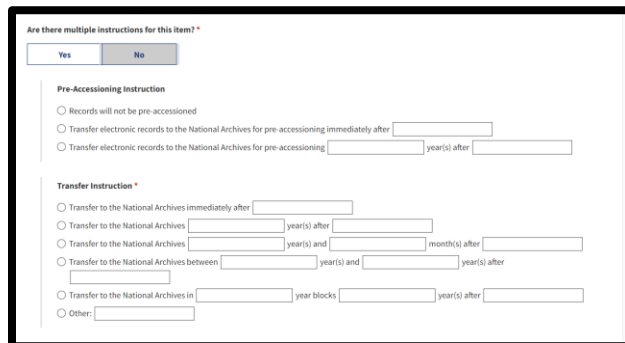
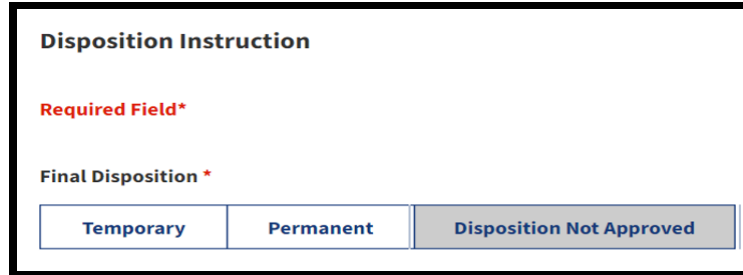


Figure 22: Add Instructions Menu

- i. Select and enter details for the specific
4. Select **Next**. The **Additional Information** tab displays.

Add Disposition Not Approved Instructions

1. Select **Disposition Not Approved** under the **Final Disposition** header.



The screenshot shows a form titled "Disposition Instruction". Below the title, there is a red label "Required Field*". Underneath, the text "Final Disposition *" is followed by a dropdown menu. The dropdown menu has three options: "Temporary", "Permanent", and "Disposition Not Approved". The "Disposition Not Approved" option is highlighted with a grey background, indicating it is the selected choice.

Figure 23: Final Disposition Header - Disposition Not Approved Selected

No additional sub-fields/menus display for this selection.

2. Select **Next**. The **Additional Information** tab displays.

 Use Disposition Not Approved to indicate that records have been identified but remain unscheduled. These records may not be destroyed.

Create and Edit Item – Add Additional Information

Use the **Add Additional Information** tab to enter any additional information that may be relevant and helpful for the specific item. Field options will vary based on your previous input (i.e., whether you chose **Permanent** or **Temporary** in the previous tab).

Add Additional Information – Permanent Dispositions

1. Enter the **legal citation** for the records retention in the *Legal citation related to record retention field* (if applicable).
2. Select the **current format of the records** from the available options in the *Current Records Format* drop-down menu.
3. Enter the **current volume of the records** in the *Current Volume* text-entry field.



Figure 24: Current Records Format Field

4. Select **Add**. The *Current Records Format* and *Current Volume* fields display your entries.
5. Repeat steps 2 to 4 for all the relevant formats.
6. Enter the **approximate first year of records covered by this authority**, if known, in the corresponding field. This field is *optional*.
7. Enter the **end year of records covered by this authority** in the corresponding field. This field is *optional*.

8. Enter the **date span of the initial transfer** in the *From* and *To* text-entry sub-fields. This field is *optional*. However, if you enter data in this field, the system validates on the *Year* sub-fields. You may leave the *Month* and *Day* sub-fields blank, but the *Year* sub-field must have an entry that conforms to the standard year format (e.g., YYYY).

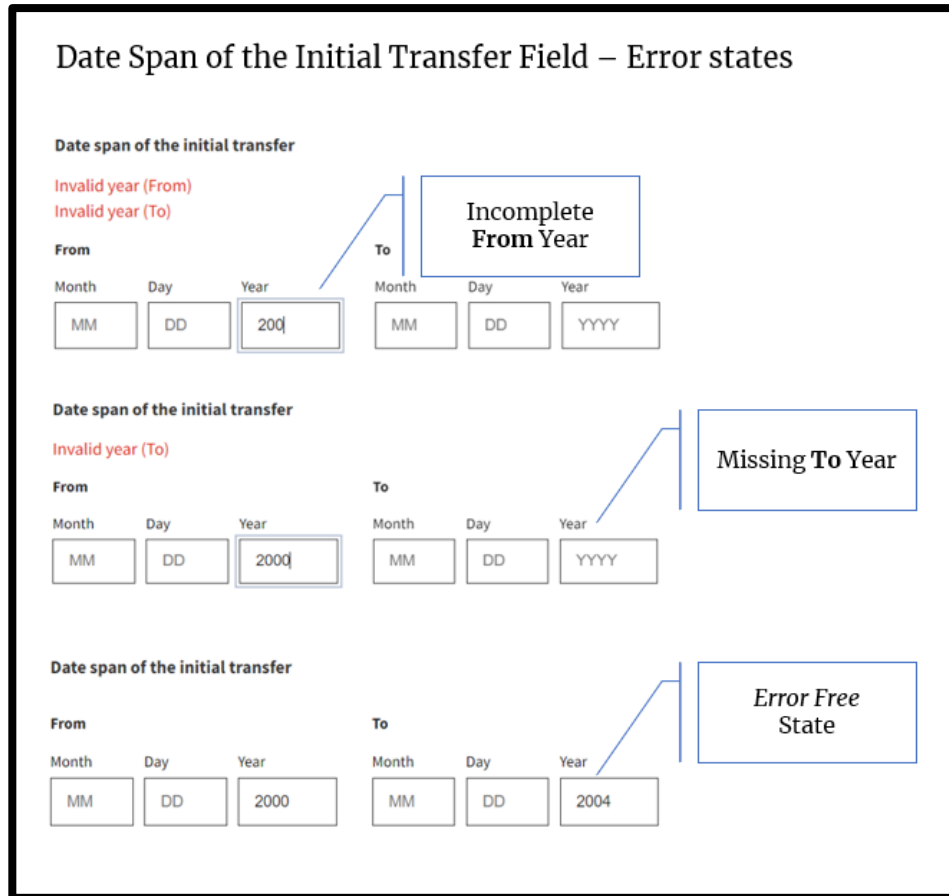



Figure 25: Date Span of the Initial Transfer Field - Error States

9. Enter the **frequency of transfer** in the corresponding field to indicate how often the records will be transferred. This field is optional. *This is generally based on how often records are cut off. If it is a one-time transfer, enter “0.” If records are cut off annually, the frequency is “1.” If they are cut off in 5-year blocks, the frequency is “5.” The frequency is usually going to be “1” unless records are being transferred in blocks, which would be indicated in a cutoff instruction.*
10. Reply **Yes** or **No** to: ***Are any of the records covered by this item subject to a FOIA exemption?*** This field indicates whether records covered in this item are exempt from FOIA requests.
 - a. If you answered **Yes**, the ***FOIA Exemption(s)*** sub-field displays.
 - i. Select all the **FOIA exemptions** that apply to the records at the time of scheduling from the ***FOIA Exemption(s)*** drop-down menu.



The image shows a screenshot of a web form titled "FOIA Exemption(s) *". Below the title is a list of four options, each with an unchecked checkbox:

- FOIA (b)(1) National Security
- FOIA (b)(2) Internal Personnel Rules and Practices
- FOIA (b)(3) Statute
- FOIA (b)(4) Trade Secrets and Commercial or Financial Information

Figure 26: Section of the FOIA Exemption(s) Menu

ii. Enter the **related statute** in reply to: ***What is the related statute for the FOIA B(3) exemption?*** This sub-field will only display if you select **FOIA B(3)**.

b. If you answered **No**, go to step 11.

11. Select **Next**. The **Preview & Submit** tab displays.

Add Additional Information – Temporary Dispositions

1. Enter the **legal citation** for the records retention in the *Legal citation related to record retention field* (if applicable).
2. Reply **Yes** or **No** to: *Are any of the records covered by this item national security classified?*
3. Identify whether GAO approval is required by selecting an available option from the *GAO Approval Required* drop-down menu.
4. Select **Next**. The **Preview & Submit** tab displays.

Add Additional Information –Disposition Not Approved

1. Enter the **legal citation** for the records retention in the *Legal citation related to record retention field* (if applicable).
2. Select **Next**. The **Preview & Submit** tab displays.

Create and Edit Item – Preview & Submit

The **Preview & Submit** tab aggregates all the information you provided for your item across multiple tabs and displays them on one page. You can use this overview to review/check your entries, make edits as appropriate, and/or add the item to the records schedule. You can also start creating another item from this tab.

1. Review the information displayed on the **Preview & Submit** tab. Each tab from the *Items* navigation menu is represented.

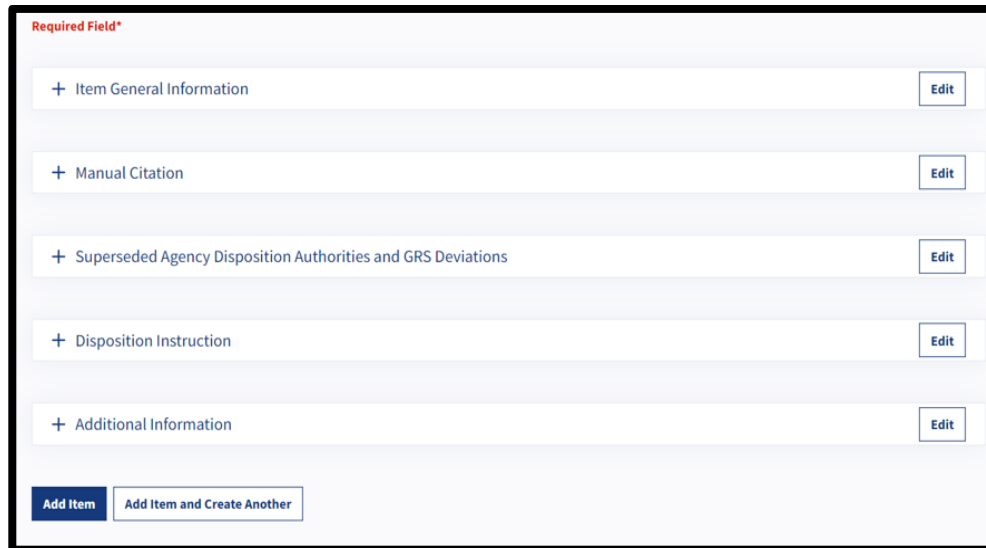


Figure 27: Preview & Submit Tab (Collapsed View)

2. Select the **minus (-)** symbol to collapse any section.
3. Select the **plus (+)** symbol to expand any section.

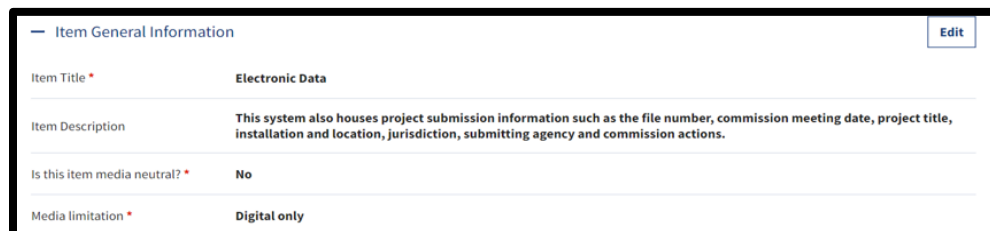


Figure 28: Preview & Submit Tab: Item General Information Section Expanded

4. Select **Edit** located to the right of any section header to access and edit information on the corresponding tab.
 - a. Enter your **edits**.
 - b. Select **Save Changes**. The **Preview & Submit** tab displays.
5. Select **Add Item** to add your item to the records schedule and to return to the **Items** tab displays OR Select **Add Item and Create Another** to access the **Item General Information** tab and add the details for your next item (*if you are adding more than one item to the records schedule*).
6. Verify that the item was successfully added. The following confirmation message should display:

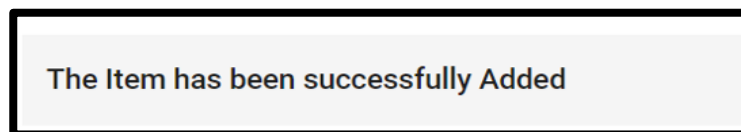



Figure 29: Add Item Confirmation Message

7. Repeat Step 5 until all items have been added to the records schedule.
8. Select **Records Schedule Items** to return to the **Items** tab.

 Once the **General Information** and **Contact Information** tabs are complete and all the associated items are entered on the records schedule, you can submit the records schedule for certification.

Step 5: Create and Edit Groups

You may also use the **Items** tab to create a Group (formerly known as “Overview” in ERA. Groups contain related items that are managed together under a common heading or title. For example, a records schedule filed by an agency may contain the below Group and items:

- **Group Title:** Photographs/ Still Pictures and Moving Imagery
 - **First Item:** Copies and Near Duplicates of Imagery
 - **Second Item:** Noteworthy Imagery

A records schedule may contain more than one item or group.

1. Select **Create New Group** on the **Items** tab. The *Create Group* tab displays.

The screenshot shows a web form titled "Create Group". At the top, there is a "Required Field*" label in red. Below it is the "Group Title*" label followed by a single-line text input field. Underneath is the "Group Description" label followed by a larger text area. At the bottom of the form, there is a question: "Would you like to add Items and/or Groups to this Group?". Below this question are two buttons: "Yes" and "No".


Figure 30: Create Group Tab

2. Enter the **Group Title** and **Group Description** in their corresponding text-entry fields.
3. Reply **Yes** or **No** to: *Would you like to add Items and/or Groups*

to this Group? If **No** is selected, go to **Step 6** of this task. If **Yes** is selected, a selection menu displays.

Figure 31: Select Items and Groups Feature

4. Toggle the **menu radio buttons** to display **Groups and Items** or **Groups Only**.
5. Select the **checkbox** to the left of the items and/or groups you want to add to the Group you are creating.
6. Select **Create Group**. The **Items** tab displays.
7. Verify that the following confirmation displays: **The Group has been successfully created**.
8. Select **Next**. The **Attachments** tab displays.

 If you select **Create Group and Add Another**, you will remain on the **Create Group** tab. The confirmation message will display at the top of the **Create Group** tab. You may enter information for additional groups as necessary following the above steps.

Step 6: Upload Attachments

Use the **Attachments** tab to upload supporting documents related to the records schedule. The system supports uploading documents of any type (e.g., pdf, .docx, .xlsx, .csv, etc.) and you can upload more than one document.

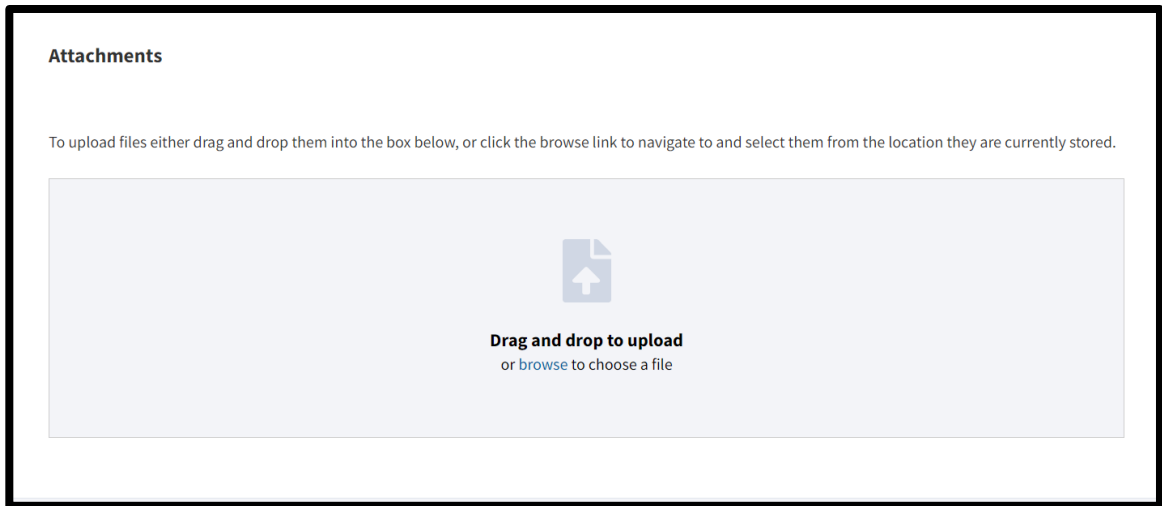



Figure 32: Attachments Feature Dialog Window

1. Follow the instructions on the **Attachments** tab for uploading your documents by either: 1) dragging and dropping them into the dialog window or 2) browsing your system to upload the file from a network location. The **Document Type** drop-down menu displays. Note: ERA 2.0 also attaches the following meta-data to the uploaded document:
 - **File Name**
 - **Uploaded By**
 - **Uploaded Date**
 - **File Size**
 - **Status** (which will be set as “In-Progress”)
2. Select the **document’s type** from the **Document Type** drop-down menu. Options are:
 - **Early legal transfer checklist**
 - **Late legal transfer checklist**
 - **Crosswalk**

- **Approvals**
 - **Sample documents**
 - **Background information**
 - **Box list**
 - **Correspondence**
 - **Other**
3. Enter **comments** into the *Comments* text-entry field as appropriate.
 4. Verify that your document was successfully uploaded by selecting the **Attachments** tab and confirming that the meta-data updates the status of the document to **Complete**.

| |
|--|
| File Name: DAA032820220015 Support Documentation.pdf |
| Uploaded By: Mary Smith |
| Uploaded Date: 08/26/2022 12:54 PM |
| File Size: 721.23 KB |
| Status: In Progress |

Figure 33: Attachments Feature Status Notification

 You will be able to access the attachments on the records schedule throughout the workflow (even after being certified and sent to NARA). Once the records schedule has been certified and sent to NARA, agency users will not be able to add attachments. However, the Appraiser at NARA may upload any additional attachments as appropriate.

Step 7: Submit for Certification

The **Preview & Submit** tab (from the main navigation menu) consolidates all the information you provided for your schedule across multiple tabs and displays them on one page. You can use this overview to review/check your entries and make edits as appropriate. *You can also submit the records schedule for certification from this tab.*

1. Review the information displayed on the **Preview & Submit** tab. You will notice that each tab from the main navigation menu is represented.
2. Select the **minus (-) symbol** to collapse any section.
3. Select the **plus (+) symbol** to expand any section.
4. Select **Edit** located to the right of any section header to access and edit information on the corresponding tab.
 - a. Enter your **edits**.
 - b. Select **Save Changes**. The **Preview & Submit** tab displays.
5. Select **Download All** to the right of the **Attachments** header. *Optional if you'd like to download the attachments.* The **Generate Package for Download** dialog window displays.
 - a. Select **Confirm** to confirm the download or **Cancel** to cancel the action. A confirmation message displayed advises that you will be notified (i.e., through the ERA 2.0 **Notifications** function available on your **Homepage** taskbar) when the processing is complete. Alternatively, you may check the status through the **Task Progress** function, also available on your **Homepage** task bar.
 - b. **Confirm the download is complete prior to**

submitting the records schedule for certification, to avoid triggering an error on your submission.

6. Select **Submit for Certification** to submit the records schedule to the Certifying Official.
7. Verify that the following confirmation displays: **The records schedule has been successfully submitted for certification.**
ERA 2.0

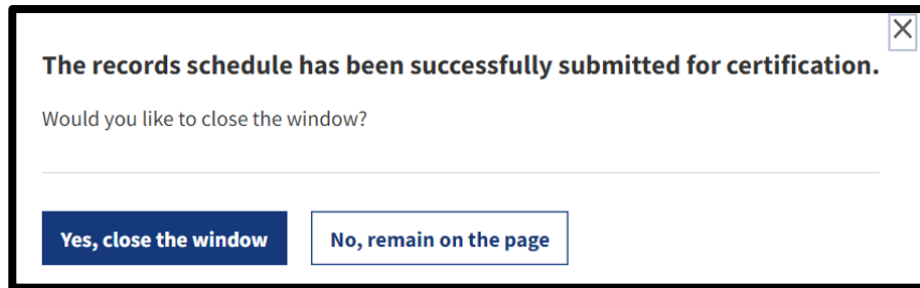



Figure 34: Submission Confirmation Message

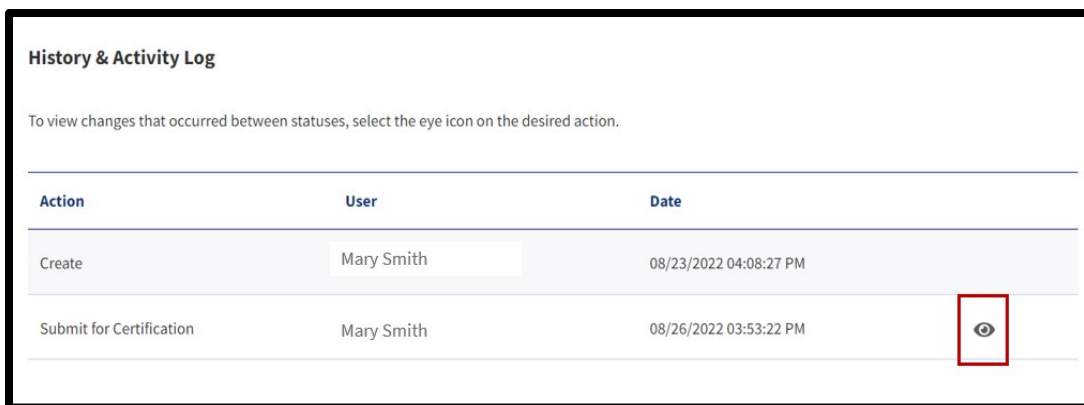
8. Select **Yes, close the window** to close out of the records schedule and go to your *Dashboard*, or select **No**, and remain on page to go to the **Records Schedule Summary** tab. This tab replaces the **Preview & Submit** page after the records schedule is submitted for certification. You can track the status of actions taken on the records schedule by reviewing the **History & Activity Log**. Go to Step 9 for instructions for reviewing the **History & Activity Log**.

 After submitting the records schedule for certification, the form is routed to the Certifying Official(s). The Certifying Official(s) will review the form and edit it as appropriate. The Certifying Official(s) take actions to either certify the form or return it for revision. For additional information, please review the support materials for the [Certify a Records Schedule](#) task available on the [ERA 2.0 Training](#) page.

Step 8: Review the History & Activity Log

The History & Activity log appears in the left navigation of the records schedule form after it has been submitted for certification to the Certifying Official. It provides an overview of each milestone or action taken on a given records schedule.

In addition to reviewing the list of actions, you can access more detailed information regarding the specific milestones by selecting the Open “eye” icon that displays to the right of the milestone’s header.




| Action | User | Date | |
|--------------------------|------------|------------------------|--|
| Create | Mary Smith | 08/23/2022 04:08:27 PM | |
| Submit for Certification | Mary Smith | 08/26/2022 03:53:22 PM |  |

Figure 35: History & Activity Log

1. Select **History & Activity Log** from the navigation menu on the left. The **History & Activity Log** displays.
2. Verify that the **status** of the records schedule is consistent with where you believe it should be within the Scheduling workflow by checking the status listed in the upper-left side of the log.



Figure 36: History & Activity Log Status Field

3. Review the **table entries** to confirm:
 - a. Latest actions taken on records schedule
 - b. Users who have taken the actions
 - c. Date (and time) each action occurred
4. Select **Open** (the **eye icon**) to review the specific details and activities about a milestone, if available.
5. Select **Close** to return to the **History & Activity Log**.

END.