



**THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

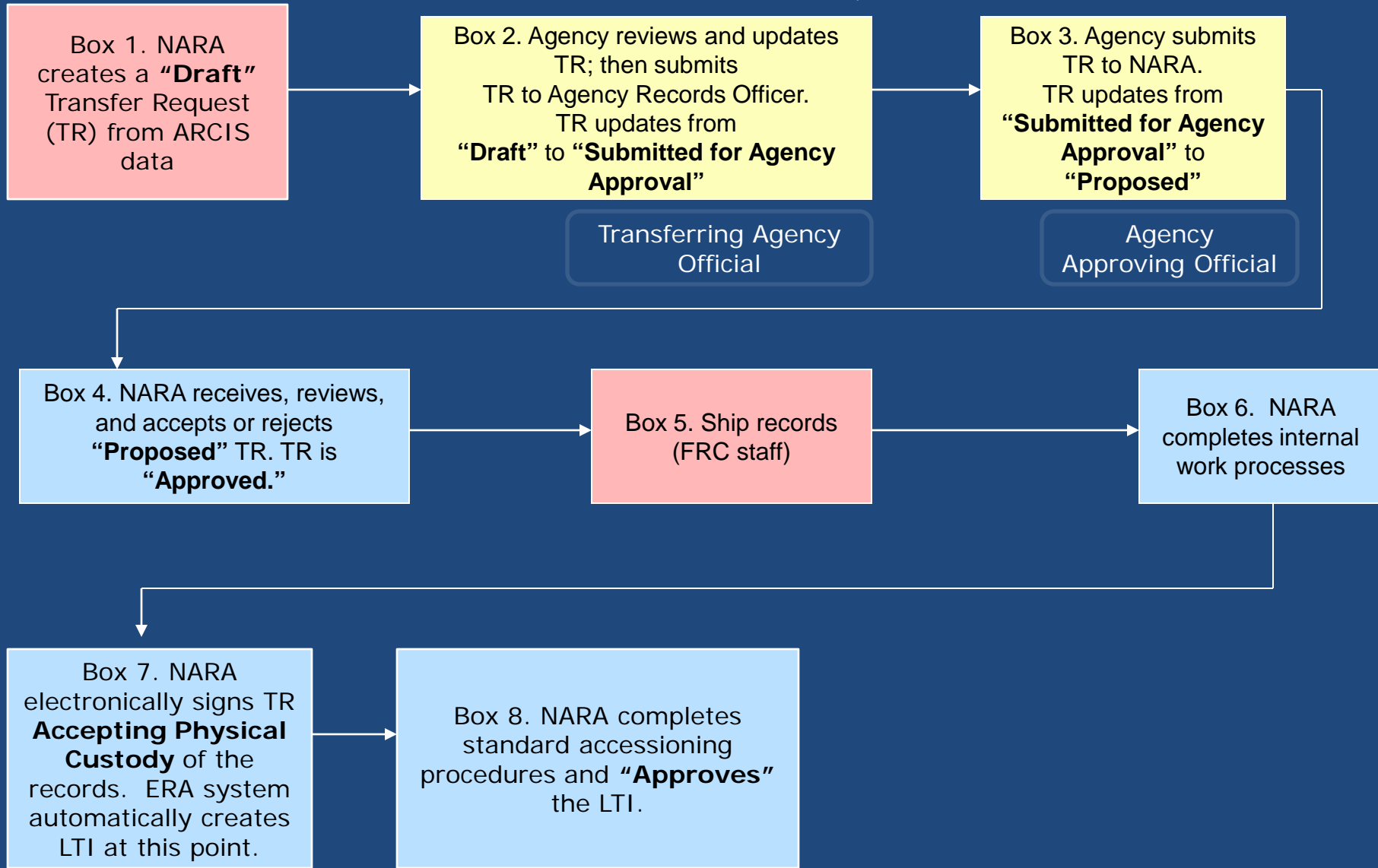
Using ERA  
for  
FRC Annual Move  
September 29, 2011  
Webinar



# FRC Transfer in ERA

- Draft Transfer Requests (TRs) for eligible FRC Transfers
- Created by NARA from data derived from ARCIS
- Agency responsible for reviewing and proposing TRs
- Corrected information must be provided to FRCs and in ERA

# FRC TRANSFER IN ERA – SEQUENCE VIEW



Red = actions taken by FRC staff

Blue = actions taken by archival accessioning staff

Yellow = actions taken by agencies

**Note: One TR created for each FRC transfer**



# Search for Annual Move TRs

- Log in as Transferring Agency Official
- Search: Advanced Search
- Business Object: Transfer Request
- Keyword: 2012 Annual Move
- Status: Draft
- Record Group Number: ####

# Search for TRs in Draft Status

Welcome Lynn Stewart. Home | View Profile | Help | FAQ | About | Log Out

ERA Search Create

## Search

Search Home >

Search Advanced Search

Search for: Transfer Request (TR) Keyword(s) 2012 Annual Move Results per page 10

Transfer Request ID:  Status: 

- Draft
- Submitted For Agency Approval
- Proposed
- Ready for Approval
- Approved
- Ready for No More Shipments
- No More Shipments
- Ready for Physical Custody Decision
- Physical Custody Accepted
- Physical Custody Rejected

Disposition Authority Number:  Legacy Transfer Request Indicator: -- Select one --

Agency or  -- Select one --

Record Group Number: 0038  Transaction Number:

Type:  Destination Physical Location:  Destination Custodial Unit:

Created By:

Date Type: Creation Date  From:  To:

Search Reset

Done

# Transfer Request General Information Tab

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ERA  
Electronic Records Archives

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

\* = Required field

General Information Transfer Details Contact Information Signatory Information Related Assets Attachments

**General Information**

\* Disposition Authority Number: DAL-0038-2010-0020-0001 \* Electronic Legacy Data: No

\* Agency or Establishment: Department of the Navy

\* Record Group: 0038 - Records of the Office of the Chief of Naval Operations

Major Subdivision:

Minor Subdivision:

**Manual Citation**

Manual Citation	Manual Title

**General Information Tab:  
General Information Section:**

Review the populated fields. You may enter data about the **Major Subdivision** and **Minor Subdivision** if the correct information is known.

# Transfer Request General Information Tab

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Transfer Request TR-0038-2011-0065 Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

\* Transfer Group Description: Incoming Correspondence Edit Spell check

LTI: \* Security Scan: No

Legacy Disposition Authority Number: N1-038-96-003/3

\* Type of Legal Transfer: Annual FRC Move

**Transaction Type**

Add Delete

	Transaction Number Type	Transaction Number
<input type="checkbox"/>	* Records Center Transfer Number	* W038-93-0006

**Disposition Authority**

**Type of Legal Transfer:** *Annual FRC Move* must be selected.

**Transaction Type:** *Records Center Transfer Number* (also known as the FRC accession number) is populated in the **Transaction Number Type** and **Transaction Number** fields

# Transfer Request General Information Tab

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Save View PDF Cancel Delete

**Disposition Authority**

Records Schedule Item Title: Incoming Correspondence

**Inclusive Dates**

\* From: 1/1/1991

\* To: 12/31/1991

**Access Restriction**

\* Access Restriction Status: Restricted - Fully

\* Specific Access Restriction: FOIA (b)(1) National Security

\* Security Classification: Secret

Special Marking: Statutory Citation:

Access Restriction Note:

**Records Schedule Item Title** is from the Records Schedule.

Review dates for accuracy.

**Access Restriction:** Review this section *very carefully*. The data in these fields is derived from ARCIS, but may be incomplete or require updating.

- To edit a field, click on the ellipsis and arrow buttons to select the correct access information. It is essential that this information is accurate.

- You may add an **Access Restriction Note**. If you select *Other*, you are required to type a note.

# Transfer Request General Information Tab Privacy Act Notice (Yes)

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Save View PDF Cancel -- Select Next Action -- Go Delete

Access Restriction Note: Edit Spell check

Privacy Act Notice Number: yes Agency System Number: AAC-12345  
Federal Register Volume: Vol. 492, No. 4 Federal Register Page Number: 123456

**Use Restriction**

\* Use Restriction: Undetermined  
Specific Use Restriction: Edit Spell check

\* Use Restriction Note: Edit Spell check

For the **Privacy Act Notice Number** field, if Yes is selected, the **Agency System Number**, **Federal Register Volume** and **Federal Register Page Number** fields are required.

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# Transfer Request General Information Tab Use Restriction

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Save View PDF Cancel -- Select Next Action -- Go Delete

Access Restriction Note: Edit Spell check

Privacy Act Notice Number: No Agency System Number: Federal Register Volume: Federal Register Page Number:

**Use Restriction**

\* Use Restriction: Undetermined Specific Use Restriction: Edit Spell check

\* Use Restriction Note: Undetermined is the default value for TRs generated by NARA for agency review and approval for the **annual move**. Please select a more appropriate use restriction where applicable. Edit Spell check

**Use Restriction:** Review this section **very** carefully. There is no data in ARCIS regarding use restrictions. The **default for the field will be *Undetermined*** and there will be a default Use Restriction Note message. If you select anything other than *Unrestricted*, the **Use Restriction Note** field is required.

# Transfer Request General Information Tab

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Save View PDF Cancel -- Select Next Action -- Go Delete

\* Use Restriction: Undetermined  
Specific Use Restriction: [Text Area] ...

\* Use Restriction: [Text Area] ...

**Records Type:** Review for accuracy and make the necessary edits. To edit a field, click on the *ellipsis* and *arrow buttons* to select the correct **General Records Type**. Only one selection will be derived from ARCIS data, but if additional records types are known, they should be added.

**Records Type**

\* General Records Type: Textual Records [Text Area] ...

Save View PDF Cancel -- Select Next Action -- Go Delete

# Transfer Request Transfer Details Tab

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Transfer Request TR-0038-2011-0065 Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

\* = Required field

General Information **Transfer Details** Contact Information Signatory Information Related Assets Attachments

**Transfer Details**

Transfer Group Description: INCOMING CORRES View

Cutoff: \* Transfer Group Disposition Date: 1/1/2012

**Current Physical Location of Records**

Agency Location: No

Location: Washington National Records Center (Suitland, MD)

Current Custodial Unit: NWMW - Washington National Records Center (Suitland, MD)

**Destination Physical Location of Records**

Location: National Archives at College Park - Archives II (College Park, MD)

## Transfer Details Tab:

**Transfer Details Section:** Includes the **Transfer Group Description** from the **General Information** Tab. The **Disposition Date** will usually be January 1<sup>st</sup> of the year for which the records are eligible for transfer, e.g. 1/1/2012.

**Current Physical Location of Records:** The agency location should always be *No*.

**Destination Physical Location of Records:** Do not change this information. NARA will edit this data if needed.

# Transfer Request Transfer Details Tab

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Save View PDF Cancel -- Select Next Action -- Go Delete

**\* Transfer Method**

**Electronic Means**

Electronic Records Transferred by Electronic Means

**Physical Means**

Electronic Records on Physical Media  Physical Transfer of Non-Electronic Records

**\* Physical Media Types - Non-Electronic Records**

Add Delete

	Quantity	Transfer Media Type	Container Description
<input type="checkbox"/>	1	Microfiche	Quantity is number of containers

List of Containers

Add Delete

**Transfer Method will always be Physical Means.**

**Container Description is entered by NARA.**

# Transfer Request Transfer Details Tab

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**ERA**  
Electronic Research Archives

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Transfer Request **TR-0038-2011-0065** Status **Draft**

**List of Containers**  
Section: ERA will calculate the volume from the number and type of containers.

**List of Containers**

	Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
<input type="checkbox"/>	* 1	FRC-S FRC Carton, Standard		15.0	10.125	12.25

Details of the List of Containers

Total Number of Containers:	1	Total Container Volume (cubic feet):	1.077	Container Numbers:	<input type="text" value="1"/>
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# Contact Information Tab

Search Create  
Search Home > Search Results >  
Transfer Request TR-0038-2011-0065 Status Draft

Save View PDF Cancel -- Select Next Action -- Delete

General Information Transfer Details **Contact Information** Signatory Information Related Assets Attachments

**Transferring Agency Official**

First Name:	Jane	Last Name:	Smith
Title:	Records Liasion	Phone:	123-456-7890
Email:	jane.smith@navy.mil	Agency:	Department of the Navy

**Agency Approving Official**

First Name:		Last Name:	
Title:		Phone:	
Email:		Agency:	

**NARA Contact**

First Name:		Last Name:	
Title:		Phone:	

Done

**Transferring Agency Official:** These fields populate from the *User Profile* except for the **Agency** field, which is derived from ARCIS. Please update your *User Profile* if needed.

**Agency Approving Official:** These will fields populate from the *User Profile* after the **Agency Approving Official** submits the TR to NARA.

**NARA Contact:** Leave these fields blank. These will be completed NARA staff if needed.

# Contact Information Tab

## Other Contacts (Agency/NARA)

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Save View PDF Cancel -- Select Next Action -- Delete

**NARA Contact**

First Name: [ ] Last Name: [ ]  
Title: [ ] Phone: [ ]  
Email: [ ] Agency: [ ]

**Other Contacts (Agency/NARA)**

Add Delete

	First Name	Last Name	Title	Phone	Email	Agency
<input type="checkbox"/>	2012	Annual Move	ERA - System Gener	877-372-9594	ERAHelp@nara.gov	Natio

**Other Contacts:** The first of the **Other Contacts** fields will pre-populate with information about the specific Annual Move and the ERA Help Desk. Please do not alter this information. You may add any additional contacts.

# Transfer Request Signatory Information Tab

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Electronic Records Archival

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Transfer Request TR-0038-2011-0065

Save View PDF Cancel

General Information Transfer Details Contact Information **Signatory Information** Related Assets Attachments

**Signatory Information**

Date	Action	By	Title	Organization
		2012 Annual Move	ERA - System Generated	National Archives and Records Administration

**Terms of Agreement**

The records described above are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring entity certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified above, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of the records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the *Guide to the National Archives of the United States*.

The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, non-archival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.

**Signatory Information** tab: These fields will pre-populate from system information and User Profiles.

# Transfer Request Related Assets Tab

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Search Create

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Transfer Request TR-0038-2011-0065 Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

\* = Required field

General Information Transfer Details Contact Information Signatory Information **Related Assets** Attachments

**Related Assets**

No related objects found.

Save View PDF Cancel -- Select Next Action -- Go Delete

**Related Assets Tab:** No *Related Assets* will be listed until the TR has been approved by NARA. *Related Assets* include *Disposition Authority* and *Transfer Processing Results* business objects.

# Transfer Request Attachments Tab

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**ERA**  
Electronic Research Archives

Search Create

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Transfer Request TR-0038-2011-0065

Save View PDF Cancel

**Attachments Tab:** You may add attachments, such as a box list or Privacy Act Notice.

After you upload an attachment, click the *Refresh* button to see it displayed.

\* = Required field

General Information Transfer Details Contact Information Signatory Information Related Assets **Attachments**

**Add an Attachment**

File Name:  Browse...

File Description:  Upload

**List of Attachments**

Refresh

Save View PDF Cancel -- Select Next Action -- Go Delete

# Transfer Request Submit for Agency Approval

View Transfer Request: TR-0441-2011-0046 - NARA

File Edit View History Bookmarks Tools Help

http://www.cat.era.nara.gov/sba/pages/tr/tr-edit.jsp?action=view&objectID=1.2-1.3-201108.105135&objk

Most Visited Getting Started Latest Headlines

View Transfer Request: TR-0441-201...

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ERA

Search

Search Home > Search Results >

Transfer Request TR-0441-2011-0046 Status Submitted For Agency Approval

View PDF Cancel

Submit Go

**Transferring Agency Official**

First Name:	Lynn.Stewart.1	Last Name:	Lynn.Stewart.1
Title:	Test User.	Phone:	123-45-6789
Email:	Lynn.Stewart.1@lmco.com	Agency:	Department of Education

**Agency Approving Official**

First Name:  
Title:  
Email:

**NARA Contact**

First Name:  
Title:  
Email:

**Other Contacts (Agency)**

Once your review is complete and you are ready to submit the TR for approval by your Agency Approving Official:

- Save TR
- Select *Submit* from the dropdown menu
- Click *Go*

The TR is Submitted for Approval to the **Agency Approving Official**.



# Transfer Request

## Propose TRs to NARA

- **Agency Approving Official** may Propose a TR for Approval by NARA. ERA will provide a task notification indicating that action needs to be taken on a particular TR. An **Agency Approving Official** may also reject a TR which will then return to Draft status.
- **Agency Approving Official** may also have the **Transferring Agency Official** role.
- **Agency Approving Official** must accept the Terms of Agreement for transfer to NARA and must have the legal authority to do so.
- To submit a TR to NARA and accept the Terms of Agreement:
  - *Select Submit*
  - *Check the Terms of Agreement check box*
  - *Click Continue*
  - *Click Go*



# Transfer Request

## Use SAMO to Propose TRs

- An **Agency Approving Official** may also use the Single Action, Multiple Objects (SAMO) function to submit multiple Transfer Requests to NARA for approval or to reject them.
- To approve multiple TRs using **SAMO**:
  - Filter the search results by status: **Submitted for Agency Approval**
  - Select the TRs you wish to approve by either clicking on the check boxes next to each TR or by using the **Select All feature next to the filter**
  - Click **Submit**

# Transfer Request Select TRs for SAMO

Search

Welcome Lynn Stewart.1 Lynn Stewart.1

ERA

Search Create

Search

Search Home > Search Results >

To:

Search Results For: [Transfer Request \(TR\)](#)

[Back to Top](#) [Transfer Request \(TR\)](#)

To perform Next Action on Multiple Asset(s), you must filter your search by a single status.

Status: Submitted For Agency Approval Unfilter

Select All All on page Next

<< first < prev 1 next > last >>

	Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Record Group Number	Transfer Group Description	Legacy Transfer Request Indicator	Transaction Number Type	Transaction Number	Destination Physical Location
<input checked="" type="checkbox"/>	TR-0441-2011-0011	DAL-0012-2010-0001-0001	Submitted For Agency Approval	Department of Education	0441	LEGIS MATL	No	Records Center Transfer Number	W441-93-0031	Nati Arch Coll Part Arch (Co Part
<input checked="" type="checkbox"/>	TR-0441-2011-0008	DAL-0441-2010-0005-0001	Submitted For Agency Approval	Department of Education	0441	BRIEF BOOKS & DAILY SCHED	No	Records Center Transfer Number	W441-02-0012	Nati Arch Coll Part Arch (Co Part

Done

Filter for TRs by *Submitted for Agency Approval* status.

-Select the TRs you wish to approve by either clicking on the check boxes next to each TR or

-Use the *Select All* features next to the filter .

Select *Submit*, then *Go*.

Check *Terms of Agreement* check box

Click *Continue*

Click *Go*

# Transfer Request Resources

- Transferring Records:

Lesson 1 and Lesson 2

<http://www.archives.gov/era/training/transferring-records.html>

- ERA Agency Users Guide:

<http://www.archives.gov/records-mgmt/era/agency-user-manual.pdf>



THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES

Using ERA  
for  
FRC Annual Move

Q/A