

National Archives and Records Administration

Interim Guidance 800-2

May 28, 2004

Subject: Interim Guidance 800-2, Authority to Approve the Transfer, Accessioning, or Disposal of NARA Records

Effective Date: May 28, 2004

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG

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1. What is the purpose of this directive?

This guidance applies to internal NARA operating records only. It updates who has authority to approve (sign) and who is the NARA contact official on different forms used in expediting certain records lifecycle processes.

- a. Transfer of NARA records to a records center - This guidance states who signs as approving official and who is listed as agency liaison official on the SF 135, Records Transmittal and Receipt.
- b. Accessioning of NARA records into the National Archives of the United States - This guidance states who signs the SF 258, Agreement to Transfer Records to the National Archives of the United States as agency approving official, and who is to be listed as agency person to confer with about the records.
- c. Disposal of NARA records in records centers - This revises procedures for handling disposal notices - NA Forms 13001, Notice of Eligibility for Disposal or NA Form 13000, Agency Review for Contingent Disposal - issued by records centers. Also, it advises regional records centers to obtain concurrence of the originating unit before sending the disposal notice to the NARA Records Officer (NH).

2. What is the authority for this directive?

- a. 36 CFR 1220.40, 1228.12a, 1228.170b, and 1128.272.

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- b. The NARA Records Schedule (FILES 203, app. 1 thru 18) is the authority that identifies NARA records and provides disposition instructions.
- 3. Who signs the SF 135 (Block 2)?**
 - a. **Washington, DC, area** - the NARA Records Officer.
 - b. **Other locations** - Signature not required. Enter the name and title of the regional records services facility director or the Presidential library director.
- 4. Who is the Agency Liaison Official on the SF 135 (Block 3)?**
 - a. **Washington, DC, area** - the records liaison officer (RLO). Include name, office name, and telephone number.
 - b. **Other locations** - the RLO, usually the administrative officer (AO). Include name, office name, and telephone number.
- 5. Who signs disposal notices issued by the Washington National Records Center (WNRC)?**

The NARA Records Officer signs disposal notices issued by the WNRC. If there are questions about the disposal date or a need to retain the records longer than schedules, the Records Officer provides additional procedures and guidance.
- 6. Who signs disposal notices issued by records centers outside the Washington, DC, area?**
 - a. The NARA Records Officer signs disposal notices issued by records centers outside the Washington, DC, area. The local director of records center programs obtains concurrence of the originating unit before sending the NA Form 13001 or 13000 to the NARA Records Officer.
 - b. If the office of origin is the regional records services facility, the AO provides concurrence to the director of records center programs that the scheduled destruction date is acceptable.
 - c. If the office of origin is a Presidential library, the director of records center programs contacts the Presidential library's RLO to obtain concurrence.
 - d. The records center sends the NA Form 13001 or 13000 to the NARA Records Officer no later than 75 days before a specific accession is eligible for destruction. (This allows about 2 weeks for staff concurrence within the records center or Presidential library.)
 - e. If there are questions about the disposal date or a need to retain the records longer than scheduled, the RLO notifies the NARA Records Officer, who then provides additional procedures and guidance.
- 7. Who signs as NARA (internal) approval of the SF 258 (Block 2A)?**

The NARA Records Officer signs Block 2A of the SF 258.
- 8. Who is the NARA (internal) contact person for records being accessioned (via a SF 258) within or between locations outside the Washington, DC, area (Block 5E)?**

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Usually, the director of records center programs or Presidential library director signs Block 5E of SF 258.

9. What directive is canceled by this interim guidance?

This interim guidance supersedes the following portions of FILES 203:

- a. Chapter 6 (Part 2), "Disposition Procedures," paragraphs 16a (in part), 16b, and 17.
- b. Chapter 7, Appendix 7C, "Instructions for transferring records to a Federal Records Center," items 5 and 6.

10. Where should I file this interim guidance?

File this interim guidance with FILES 203.

11. Whom can I contact for more information?

For any questions that cannot be answered by your RLO or AO, contact Richard W. Marcus, NARA Records Officer, on 301-837-1492; by fax on 837-3215; or by e-mail.

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