



# **Using ERA for FRC Annual Move**

**October 15, 2015**

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Tim Enas**

**National Archives and Records Administration**



# 2016 Annual Move

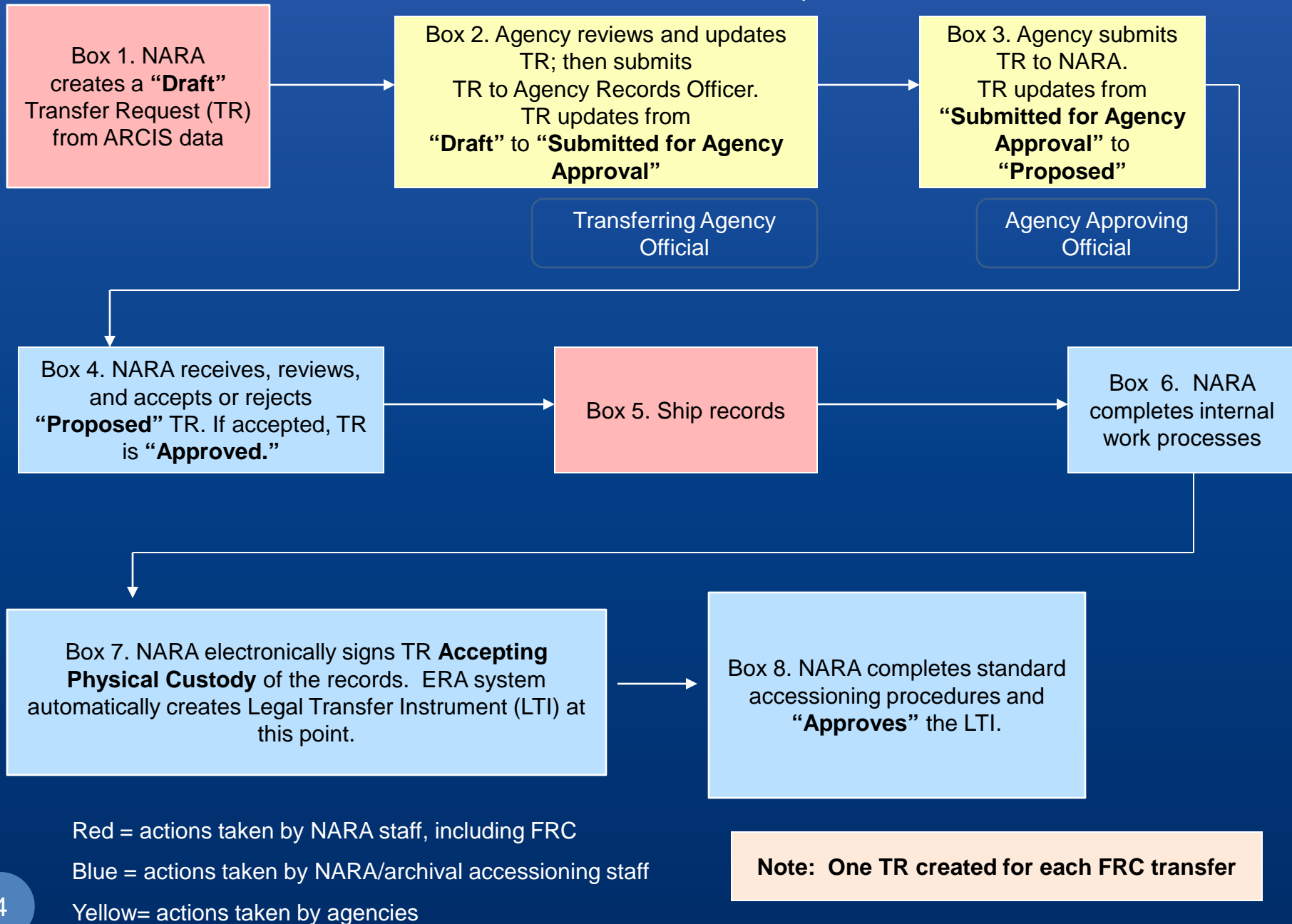
- 12,207 Transfer Requests loaded on October 1
- Represent 177,873.8 cubic feet
- Records from 13 FRCs to 19 NARA archival units



# FRC Transfers in ERA

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

# FRC TRANSFER IN ERA – SEQUENCE VIEW





# Search for Annual Move TRs

- Log in as Transferring Agency Official
- Search: Advanced Search
- Business Object: Transfer Request
- Keyword: “2016 Annual Move”
- Status: Draft
- Record Group Number: ####

# Search for TRs in Draft Status

**Search - NARA**

File Edit View History Bookmarks Tools Help

Search

Search Home > Search Results >

Search Advanced Search

Search for:  Keyword(s)  Results per page

Transfer Request ID:  Status:   
Disposition Authority Number:  Submitted For Agency Approval  
Agency or Establishment:  Proposed  
Record Group Number:  Legacy Transfer Request Indicator:   
Transaction Number Type:  Transaction Number:   
Destination Physical Location:  Destination Custodial Unit:   
Created By:   
Date Type:  From:   
To:

Search Reset

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:  Filter

Download Full Search Results

Download Brief Search Results

1 thru 10 of 180

# Search Results

Welcome Lynn Stewart

Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Authority

Search Create

## Search

[Search Home](#) > [Search Results](#) >

To:

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

[Back to Top](#)    Transfer Request (TR):    1 thru 30 of 69

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

Status:

<< first < prev **1** 2 3 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
<a href="#">TR-0077-2012-0085</a>	DAL-AU-2011-0090-0004	Draft	Department of the Army	0077	CIV WORKS PROJ FLS	No	Records Center Transfer Number	K077-97-0004-OMA	NRE Central Plains Region
<a href="#">TR-0077-2012-0084</a>	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	CIVIL WORKS PROJECTS FILES PLANNING DIVISION BX1-42/42 LOUISVL 40/81	No	Records Center Transfer Number	A077-94-0033-EKA	NRC Southeast Region
<a href="#">TR-0077-2012-0083</a>	DAL-AU-2011-0044-0002	Draft	Department of the Army	0077	NAVIGABLE WATERWAY FILES	No	Records Center Transfer Number	L077-03-0002	NRH Pacific Region
<a href="#">TR-0077-2012-0082</a>	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	CIVIL WORKS PROJ JACKSONVILLE 45/91	No	Records Center Transfer Number	A077-96-0032-EFB	NRC Southeast Region
<a href="#">TR-0077-2012-0081</a>	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	MDC CIVIL PROJ FLS-REAL ESTATE 1986	No	Records Center Transfer Number	B077-97-0028	NRA Northeast Region

Done

# Search Results for Stratified Billing Customers

**Search - NARA**

File Edit View History Bookmarks Tools Help

Search

Address bar: <https://www.era.nara.gov/sba/pages/general/search-2-view.jsp> Google

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

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**ERA** Search Create

**Search**

[Search Home](#) > [Search Results](#) >

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

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

1 thru 10 of 57

<< first < prev 1 2 3 4 5 6 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
<a href="#">TR-0255-2013-0254</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R&D PROJ FILE Goddard Space Flight Center	No	Records Center Transfer Number	W255-06-0263	NRB Mid-Atl Region
<a href="#">TR-0255-2013-0248</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R&D PROJ Goddard Space Flight Center	No	Records Center Transfer Number	W255-75-0117-GSC	NRB Mid-Atl Region
<a href="#">TR-0255-2013-0247</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	R&D PROJ Goddard Space Flight Center	No	Records Center Transfer Number	W255-75-0101-GSC	NRB Mid-Atl Region
<a href="#">TR-0255-2013-0246</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	R&D EXPTL DATA FILE Goddard Space Flight Center	No	Records Center Transfer Number	W255-92-0346-GSC	NRB Mid-Atl Region
<a href="#">TR-0255-2013-0245</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R & D PROJECT Goddard Space Flight Center	No	Records Center Transfer Number	W255-76A0220-GSC	NRB Mid-Atl Region
<a href="#">TR-0255-2013-0241</a>	DAL-0255-2010-0001-0001	Draft	National Aeronautics	0255	R&D PROJ Goddard	No	Records Center	W255-74-0235-GSC	NRB Mid-Atl

Windows Taskbar: Start, Internet Explorer, Firefox, Chrome, Word, PowerPoint, Outlook, 5:18 PM



# Search Strategies for Stratified Billing Customers

**Search - NARA**

File Edit View History Bookmarks Tools Help

Search

Search for:  Keyword(s)  Results per page

Transfer Request ID:  Status:

Disposition Authority Number:  Legacy Transfer Request Indicator:

Agency or Establishment:  Record Group Number:

Transaction Number Type:  Transaction Number:

Destination Physical Location:  Destination Custodial Unit:

Created By:  From:

Date Type:  To:

Search Results For: **Transfer Request (TR)**

[Back to Top](#) [Download Full Search Results](#) [Download Brief Search Results](#)

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

Status:  [Filter](#)

<< first < prev 1 2 3 4 5 6 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
TR-0255-2013-0254	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space	0255	^GS R&D PROJ FILE Goddard	No	Records Center Transfer	W255-06-0263	NRB Mid-At Region

# Transfer Request

## General Information Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

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: continued

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

Search Home > Search Results >

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

\* Type of Legal Transfer: Annual FRC Move

\* Security Scan: No

**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: still continued

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065

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

### Updating Access Restriction Information

The screenshot displays the ERA Transfer Request interface for request TR-0483-2014-0200. The 'Access Restriction' section shows the 'Status' as 'Restricted - Fully' and the 'Specific Access Restriction' as 'FOIA (b)(6) Personal Information'. A 'Selection' dialog box is open, allowing the user to update the 'Specific Access Restriction'. The dialog has two panes: 'Available' and 'Selected'. The 'Available' pane lists various FOIA exemptions, with 'FOIA (b)(4) Trade Secrets and Commercial or Financial Information' currently selected. The 'Selected' pane shows 'FOIA (b)(6) Personal Information'. Green arrows indicate the flow from the 'Available' list to the 'Selected' list. The dialog also includes 'Confirm' and 'Cancel' buttons.

ERA  
Search Create  
Search Home > Search Results >  
Transfer Request TR-0483-2014-0200  
Save View PDF Cancel

**Access Restriction**

\* Access Restriction Status: Restricted - Fully

\* Specific Access Restriction: FOIA (b)(6) Personal Information

Special Marking: Statutory Citation:

**Selection**

**Available**

- Freedom of Information Act (FOIA)
- 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**
- FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters
- FOIA (b)(7) Law Enforcement
- FOIA (b)(8) Regulation or Supervision of Financial Institutions

**Selected**

- FOIA (b)(6) Personal Information

Confirm Cancel

**Use Restriction**

\* Use Restriction: Undetermined

Specific Use Restriction:

\* 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 appropriate.

To update **Specific Access Restriction** field, click on ellipses to open pick list. Use green arrow to choose the correct information, then Save.

Use the same process to update **Security Classification** and **Special Marking** fields.



# NA 14130

## Classified Records Checklist

- Complete one NA Form 14130 for each TR/FRC transfer
- Checklist may be found at:  
<http://www.archives.gov/declassification/ndc/forms/na-14130.pdf>

# Classified Records Transfer Checklist

na-14130.pdf


www.archives.gov/decclassification/ndc/forms/na-14130.pdf

This PDF document contains forms. The filling of form fields is not supported.

Open With Different Viewer

Page: 1 of 1

Automatic Zoom



## Classified Records Transfer Checklist

The National Declassification Center (NDC) requests agencies provide documentation certifying a review for declassification and referrals has been completed as required by Executive Order 13526 and the Special Historical Records Review Plan (Public Laws 105-261 and 106-65).

These criteria are outlined on NA Form 14130, Classified Records Transfer Checklist. This form, or a comparable form created by your agency containing the same information, must be completed in its entirety for each classified accession proposed for transfer to the National Archives. The completed form must accompany each ERA Transfer Request (TR) as an attachment (or Agreement to Transfer Records to the National Archives (SF 258) if special circumstances merit use).

Questions concerning the attached form should be directed to Don McIlwain, FOIA and Mandatory Review Chief, NDC at (301) 837-0587 or David Mengel, NDC Deputy Director, at (301) 837-1975.

**Agency:**

<b>Agency ID #:</b>	<b>Agency Declassification Manager:</b>
<b>FRC Transfer Number:</b>	<b>Phone Number:</b>
<b>Series/Collection Title:</b>	
<b>Box Numbers:</b>	
<b>Disposition Authority:</b>	

1. Have these records been reviewed for declassification in accordance with [section 3.3 of E.O. 13526](#) and [32 CFR section 2001.30j](#)?

# Transfer Request

## General Information Tab

### Access Restrictions: Privacy Act Notice (Yes)

ERA  
Search Create  
Search Home > Search Results >  
Transfer Request TR-0115-2014-0008 Status Draft

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

\* To: 12/31/1983

**Access Restriction**

\* Access Restriction Status: Restricted - Fully

\* Specific Access Restriction: FOIA (b)(6) Personal Information

Security Classification:

Special Marking:

Statutory Citation:

Access Restriction Note:

Privacy Act Notice Number: Yes

\* Agency System Number:

\* Federal Register Volume:

\* Federal Register Page Number:

**Use Restriction**

\* Use Restriction: Undetermined

Specific Use Restriction:

\* Use Restriction Note: Undetermined is the default value for TRs generated by NAI, a more appropriate use restriction where appropriate.

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.



# Transfer Request

## General Information Tab

### Use Restriction

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

[Search Home](#) > [Search Results](#) >

Transfer Request TR-0038-2011-0065 Status Draft

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

Access Restriction Note: Edit

Privacy Act Notice Number: Federal Register Volu

**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.

**Use Restriction**

\* Use Restriction: Undetermined

Specific Use Restriction:

\* 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

# Transfer Request

## General Information Tab

### Records Type

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

\* Use Restriction: Undetermined  
Specific Use Restriction:

\* Use Restr:  check

**Records Type**

\* General Records Type: Textual Records

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

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.

# Transfer Request

## Transfer Details Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-00

Save View PDF Cancel

General Information Transfer Details

**Transfer Details**

Transfer Group Description: INCOMING CORRES View

Cutoff: \* Transfer Group Disposition Date: 1/1/2013

**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)

Destination Custodial Unit: NWC2P - Archives II Processing Section

### 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. 1/1/2015.

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

**Destination Physical Location of Records:** Do not change this information.

# Transfer Request

## Transfer Details Tab

### Transfer Method

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

### List of Containers

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Research Archives

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

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

**List of Containers**

Add Delete

	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:	1
-----------------------------	---	--------------------------------------	-------	--------------------	---

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

# 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 Liaison 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:

**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 by NARA staff if needed..

# Contact Information Tab

## Other Contacts (Agency/NARA)

ERA  
Electronic Records Archive

Search Create

Search Home > Search Results >

Transfer Request TR-0507-2014-0003 Status Draft

Save View PDF Cancel -- Select Next Action -- Go 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"/>	2014	Annual Move	ERA - System Gener	1-877-372-9594	ERAHelp@nara.gov	Natio

**Other Contacts:** The first **Other Contacts** set of 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

Search Create

[Search Home](#) > [Search Results](#) >

Transfer Request TR-0507-2014-0003

 Save  View PDF Cancel -- Select Next Action

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

**Signatory Information**




Date	Action	By	Title	Organization
10/21/2013		2014 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.

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

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

" = Required field



# Transfer Request Related Assets Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Records Archiving

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

**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

Welcome Lynn.Stewart.1 Lynn.Stewart.1 . Home | View Profile | Help | FAQ | About | Log Out

ERA  
Electronic Research Archives

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065

Save View PDF Cancel

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

**Attachments Tab:** You may add attachments, such as a box list.

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

\* = Required field

# 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

Welcome For Lynn.

Home | View Profile | Help | FAQ | About | Log Out

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:	For	Last Name:	Lynn
Title:	Job Title	Phone:	111-222-5555
Email:			

**NARA Contact**

First Name:	
Title:	
Email:	

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.

# Transfer Request

## Search for Submitted for Agency Approval

**Search - NARA**

File Edit View History Bookmarks Tools Help

Search

Search for:  Keyword(s)  Results per page

Transfer Request ID:  Status:

Disposition Authority Number:  Legacy Transfer Request Indicator:

Agency or Establishment:  Transaction Number:

Record Group Number:  Transaction Number Type:

Destination Physical Location:  Destination Custodial Unit:

Created By:

Date Type:

Search Results For: **Transfer Request (TR)**

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

To perform Next Action on multiple Asset(s), y...

Status:

The **Agency Approving Official** may search for TRs in the Status Submitted for Agency Approval, or set the User Profile to receive a **Task Notification/e-mail** indicating that action needs to be taken on a particular TR.

# Transfer Request Submit to NARA

View Transfer Request: TR-0255-2013-0410 - NARA

File Edit View History Bookmarks Tools Help

View Transfer Request: TR-...

10.19.51.68:7001/sba/pages/tr-edit.jsp?action=view&objectID=1.98-1.3-201309.22879&objectVersion=current

Welcome Lynn Stewart@NASA

Home | View Profile | Help | FAQ | About | Log Out

ERA

Search Create

Search Home > Search Results >

Transfer Request: TR-0255-2013-0410

View PDF Cancel

Submit -- Select Next Action -- Submit Reject

Go

\* = Required field

General Information Transfer Details Contact Information Signatory Information Related Assets Attachments

General Information

\* Disposition Authority Number: DAL-0255-2013-0001-0001 \* Electronic Legacy Data: No

\* Agency or Establishment: National Aeronautics and Space Administration

\* Record Group: 0255 - Records of the National Aeronautics and Space Administration

Major Subdivision:

Minor Subdivision:

Manual Citation

Manual Citation Manual Title

\* Transfer Group Description: R&D PROJ FILES/REF REPORTS Johnson Space

LT: N1-255-10-004 / 101/A

Legacy Disposition Authority Number:

\* Type of Legal Transfer: Annual FRC Move

Transaction Type

Add Delete

Transaction Number Type Transaction Number


\* Records Center Transfer Number F255-01-0042

The Agency Approving Official submits the TR to NARA for approval.

# Transfer Request Terms of Agreement

The screenshot shows a web browser window titled "View Transfer Request: TR-0255-2013-0410 - NARA". The address bar shows the URL: 10.19.51.68:7001/sba/pages/tr/tr-edit.jsp?action=view&objectID=1.98-1.3-201309.22879&objectVersion=current. The page displays the "Terms of Agreement for Submit Action" form. The form includes a "General Information" section with fields for "Disposition Authority Number", "Agency or Establishment", "Record Group", "Major Subdivision", and "Minor Subdivision". A "Manual Citation" section is also present. The "Terms of Agreement" section contains a checkbox labeled "I agree to the Terms of Agreement" which is checked. Below this, there is a "Transaction Type" section with a dropdown menu set to "Records Center Transfer Number" and a "Transaction Number" field containing "F255-01-0042". The form is titled "View Transfer Request: TR-0255-2013-0410" and has a status of "Submitted For". The form is titled "Terms of Agreement for Submit Action". The form includes a "General Information" section with fields for "Disposition Authority Number", "Agency or Establishment", "Record Group", "Major Subdivision", and "Minor Subdivision". A "Manual Citation" section is also present. The "Terms of Agreement" section contains a checkbox labeled "I agree to the Terms of Agreement" which is checked. Below this, there is a "Transaction Type" section with a dropdown menu set to "Records Center Transfer Number" and a "Transaction Number" field containing "F255-01-0042".

- To propose a TR for NARA approval, the Agency Approving Official must accept the Terms of Agreement for transfer to NARA and must have the legal authority to do so.
- Accept the Terms of Agreement:
  - Select **Submit**
  - Check the **Terms of Agreement** check box
  - Click **Continue**
  - Click **Go**
- The status of the TR will change to **Proposed**.



# 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**:
  - SAMO works best using the Firefox browser
  - 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 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](#) [None](#)    -- Select one -- Go

-- Select one --  
 Submit  
 Reject

<< first < prev 1 2 3 4 8 9 ... 34 next >

	Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Record Group Number				
<input checked="" type="checkbox"/>	<a href="#">TR-0255-2013-0413</a>	DAL-0255-2008-0002-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	MANAGEMENT OFFICIALS Johnson Space Center		Center Transfer Number	
<input checked="" type="checkbox"/>	<a href="#">TR-0255-2013-0406</a>	DAL-0255-2010-0003-0014	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	^JS AGRMT MEMO OF UNSTD Johnson Space Center	No	Records Center Transfer Number	F255-06-0008
<input checked="" type="checkbox"/>	<a href="#">TR-0255-2013-0376</a>	DAL-0255-2013-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	TECH ENGR DOC FILES Johnson Space Center	No	Records Center Transfer Number	F255-95-0047
<input checked="" type="checkbox"/>	<a href="#">TR-0255-2013-0318</a>	DAL-0255-2013-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	OFFICE OF PRIM RESPONSIBILITY (OPR) Johnson Space Center	No	Records Center Transfer Number	F255-95-0091
<input type="checkbox"/>	<a href="#">TR-0255-2012-2003</a>	DAL-0255-2010-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	^JP PROGRAM/PROJECT - HISTORIC Jet Propulsion Laboratory	No	Records Center Transfer Number	L255-06-0022
<input type="checkbox"/>	<a href="#">TR-0255-2012-2001</a>	DAL-0255-2010-0003-0009	Submitted	National	0255	INTL ACT	No	Records	W255-80-0622

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**



# NARA Bulletin 2014-05: Guidance on NARA-Created Transfer Requests

- Established an expiration date for NARA-created ERA Transfer Requests (TRs)
  - TRs expire 15 months after date of creation, if not yet submitted to NARA
    - Includes any TRs in “Draft” or “Submitted for Agency Approval” states
  - 2016 TRs loaded on October 1, 2015 will expire at the beginning of CY2017



# Annual Move Questions

Questions about a particular TR or FRC transfer or about reviewing Transfer Requests in ERA

E-mail: [annual.move@nara.gov](mailto:annual.move@nara.gov)



# Transfer Request Resources

## Transferring Records: Lesson 1 and Lesson 2

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

## **Brand New!** Transferring Records in ERA Video FAQs

<http://www.archives.gov/records-mgmt/era/video-faqs.html>

## **Brand New!** ERA Boot Camp, Part 2: Transferring in ERA

<https://www.youtube.com/watch?v=lv6keZXM2l4>

## ERA Agency Users Guide

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



# More Information on Legal Transfer of Permanent Records

- **Guidance and Policy for Accessioning Records to the National Archives in the Washington, DC Area at**

<http://www.archives.gov/records-mgmt/accessioning/>

- **NARA's YouTube Channel at**

[https://www.youtube.com/playlist?list=PLugwVCjzrJsWbTAkNkRdOj\\_LsgsVpMHeZ](https://www.youtube.com/playlist?list=PLugwVCjzrJsWbTAkNkRdOj_LsgsVpMHeZ)



# ERA Support

ERA Home Page at

[www.archives.gov/records-mgmt/era/](http://www.archives.gov/records-mgmt/era/)

Includes ERA:

- ERA Manual & Work Aids
- On-line Training
- User Tips
- ERA Basics



# Contacts:

## Getting Started in ERA

Getting Started with ERA

<http://www.archives.gov/records-mgmt/era/account-request.html>

Or the ERA Help Desk at 877-372-9594 or  
[ERAHelp@nara.gov](mailto:ERAHelp@nara.gov)

Or Cathy Westfeldt, [cathy.westfeldt@nara.gov](mailto:cathy.westfeldt@nara.gov)  
(ERA User Adoption)

Or your appraisal or accessioning archivist



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# Using ERA for FRC Annual Move

## Q/A