

Review a Transfer Request for NARA's Annual Move Approving Official

Locate and open a transfer request in your dashboard or via your notification page. See the *Locate a Transfer Request Approving Official job aid* if you need help.

Once a Transfer Request Summary page is open,

1. click the *plus (+)* or *minus (-)* symbol to expand and collapse a section or click the *Expand All* or *Collapse All* buttons below the page header,
2. review the **sections** of the Transfer Request,
3. and click *Edit* to make any changes.

Fields to Review

Ensure that the data in the following fields is correct:

- Disposition Authority Number
- Creating Office
- Date Span of Records – From
- Date Span of Records – To
- Access Restrictions Status
- General Records Type(s)
- Contact Information
- Are the records subject to the Privacy Act?
- Do the records contain [Controlled Unclassified Information \(CUI\)](#)?
 - If Yes, confirm that the *Safeguarding and/or Dissemination Authority office or department* is correct.

Safeguarding and/or Dissemination Authority Review

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

See the **Access Restrictions** job aid for more information.





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

Figure 1 Safeguarding and/or Dissemination Authority for CUI Records

Attachments

You are **not** required to upload attachments for (unclassified) records proposed for the Annual Move; however, if you have finding aids, container lists, or other technical documentation that will be useful to researchers, please upload them via the **Attachments** section.

Note: Do not upload official records as attachments.

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