

Directly Transferring Your Agency's Permanent Records to the National Archives



NARA NATIONAL ARCHIVES & RECORDS ADMINISTRATION - ROCKY MOUNTAIN REGION

The Rocky Mountain Record

Of all documents and materials created in the course of business conducted by the United States Federal government, only 1% - 3% are so important for legal or historical reasons that they are kept by us forever. Those valuable records are preserved in the National Archives and Records Administration (NARA). NARA holds the U.S. Government's collection of documents that record important events in American history, which we make available to the public and researchers.



NATIONAL ARCHIVES ROCKY MOUNTAIN REGION

The records that make up the National Archives come from the Federal agency offices (like yours) who carry out the important and complex missions of the United States Federal Government. Normally, NARA gets these valuable records when agencies retire them to the Federal Records Center (FRC) system. The records reside in the FRC until such time (as defined in an agency's retention schedule) as they are required to be sent to the archives. When that timeframe is reached, a Standard Form 258 is completed by NARA staff and sent to the agency that first created the records for signature approving the transfer of both legal and physical custody. The records are then moved from FRC shelving and transferred by NARA staff into the Archives stack area where they remain forever. Federal regulation 36 CFR1228.56 requires that all records scheduled as permanent shall be transferred to the National Archives after the period specified in the creating agency's retention scheduled (SF 115).

Occasionally, some agencies will have permanent records on hand at their offices which have been maintained onsite for many years and which have already reached their mandatory

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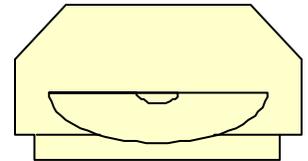
On-Line & Standalone CD Course "Records Management for Everyone"

NARA has developed "Records Management for Everyone," an on-line course located at <http://www.archives.gov/records-mgmt/training/>. This training course is designed for all Federal employees.

The course is available through Office of Personnel Management (OPM) USA Learning site and as a standalone CD from the National Archives. All Fed-

eral employees are encouraged to review this course to introduce themselves to the basic concepts of records management.

Records Management for Everyone provides an understanding of basic records management principles and how they affect daily work. This course explores the techniques and protocols that govern the lifecycle of a record, including concepts of adequate



and proper documentation, disposition, and where to go for help.

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ATTENTION RECORDS MANAGERS!

Please provide us with your E-mail address to receive NARA Newsletters, Bulletins, Course Updates and other valuable information electronically. Your e-mail will be kept confidential and will only be used for NARA services. Please contact us via: workshop.denver@nara.gov or call us at (303) 407-5720. A negative response is also requested to allow us to update our database accordingly. Thank You.

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archival transfer date. When this happens, the agency needs to make what is called a “**direct transfer**” of permanent records to the archives, bypassing the FRC.



Federal Agency



National Archives Rocky Mountain Region

Agencies that utilize the NARA Rocky Mountain Region FRC, as their storage facility, should submit a Standard Form 258 (SF-258) to NARA, Bldg 48, Denver Federal Center, Denver, CO 80225. You can contact us at (303) 407-5740 for assistance in preparing the records and transfer paperwork.

This year, NARA Bulletin 2005-2006, dated 10/14/2005 took action to streamline transfers of permanent records to the National Archives, as required by 36 CFR 1228. Agencies that use NARA records centers, and routinely transfer temporary and permanent records to the National Archives, normally use Standard Form SF-135, *Records Transmittal and Receipt*, with a folder title list (sample on page 3) that serves the purpose of records transfer and identification. The new change requires that direct transfers of records directly from agencies must be accompanied by a **folder title list of the box contents or equivalent detailed records description**.

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Cont... On-Line & Standalone CD Course “Records Management for Everyone”

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It discusses how managing records and information supports the work of the Federal government and improves staff effectiveness. There are no formal prerequisites. By the end of this course, participants will be able to identify Federal records and the key requirements for managing them; understand records management principles; understand the repercussions of poor records management; and know where to go for records management assistance within

an agency. The target audience includes all government employees and contractors. This course is designed for all levels of employees - from senior management to the file clerk - or anyone with the responsibility for creating and maintaining Federal records. To register, visit OPM's USA Learning site and select "Register Here" from the top menu bar at <http://www.opm.gov/>. Once you have registered, OPM will e-mail you a confirmation. Follow the instructions in the e-mail for completing the registration process. Now that you have logged in to the

system, select Browse Courses from the top menu bar, then choose free courses and search for Records Management. Anyone interested in this excellent learning tool can now register for workshops online at <http://www.archives.gov/records-mgmt/training/>.

***NOTE:** Non-governmental attendees must identify themselves as such in the online registration page, and must pay by check.

Hurricane Katrina Information for Federal Agencies and Courts

NARA is available to provide advice to Federal agencies and Courts dealing with the distressing effects of Hurricane Katrina on Federal records in the Gulf coast region. The Archivist of the United States has sent a letter concerning the delegation of authority to destroy contaminated records constituting a menace to health, life, or property under specific conditions to the heads of Federal agencies affected by Hurricane Katrina.

A form to aid agencies in the assess-

ment of damaged records, "Katrina Emergency Records Recovery/Disposal Form" provides information about vendors able to supply recovery and preservation services. For advice and assistance on records recovery issues, please see a list of agency staff assignments and points of contact at <http://www.archives.gov/records-mgmt/appraisal/>. For assistance on issues concerning classified national security information, please contact William J. Bosanko of the Information Security Oversight Office (ISOO) on 202-219-5250 extension 238 or via email at

william.bosanko@nara.gov.

NARA's Preservation Programs and Modern Records Programs also have on-line resources located at <http://www.archives.gov/preservation/disaster-response/> for records management information related to records recovery issues.

Cont...Directly Transferring Your Agency's Permanent Records to the National Archives

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Why was this change necessary? The amount of records being accessioned via direct transfer into the National Archives of the United States is growing annually and those records cannot immediately be processed and described. As an example, in FY 2004, NARA received 248 transfers of records directly from agencies amounting to over 12,000 cubic feet, many without detailed lists. The detailed list will help to verify receipt of the intended records transfer and will serve as an elementary finding aid. The list may be provided in hard-copy or electronic format (word processing, spread sheet, database, or PDF).

For more information, see NARA Bulletin 2005-06 at <http://www.archives.gov/records-mgmt/bulletins/> and NARA regulations on the transfer of permanent records to the National Archives at <http://www.archives.gov/about/regulations/part-1228/1.html>.

1 of 4	Agriculture Research Service
1 of 4	Animal and Plant Health Inspection Service
1 of 4	Bureau of Land Management (1 of 4)
2 of 4	Bureau of Land Management (2 of 4)
3 of 4	Bureau of Land Management (3 of 4)
4 of 4	Bureau of Land Management (4 of 4)
1 of 4	Bureau of Reclamation
1 of 4	Centers for Disease Control
1 of 4	Delaware River Basin Commission
1 of 4	Energy, Department of
1 of 4	Engineers, Army Corps of
1 of 4	Environmental Protection Agency (1 of 4)
2 of 4	Environmental Protection Agency (2 of 4)
3 of 4	Environmental Protection Agency (3 of 4)
4 of 4	Environmental Protection Agency (4 of 4)

SAMPLE DETAILED LIST

Records Management Training Registration

NARA records management training registration can now be accomplished online. To register for records management classes please select a course or courses from the list of classes for FY 06 at <http://www.archives.gov/records-mgmt/training/>. There are four options for submitting registration and payment. Course fees are \$150/day per person, except where noted on the website. Registration for classes is not confirmed until NARA receives payment information.

ONLINE: (MasterCard or Visa, Purchase Order, Training Form, or Check) Non-government registrants, including contractors, must acknowledge themselves as such and pay by check. Currently, only classes offered in the Washington, DC area, the Northeast Region, the Mid Atlantic region, the Rocky Mountain region, and the Pacific region support this option. Registration for all other classes must be by e-mail,

fax, or mail to the appropriate regional registrar.

When selecting a course from the list of classes for FY 06, choose the alphanumeric code for that course to go directly to the on-line registration form. Fill in all required fields (those marked with an asterisk *) Fill in the required payment information. If you are paying by check, purchase order, or training form you must also submit payment forms to the Training Registrar via e-mail, fax or mail to complete your registration. Select "Submit and Finish." You will receive an e-mail confirmation acknowledging your successful registration in the course. To register for additional courses, return to the list of classes for FY 06 and select the alphanumeric code for the next course. If you need assistance, or to obtain a form for e-mail, fax or mail registrations please contact the appropriate regional registrar.

For the Rocky Mountain Region:

Attn: Susan Johnson
NARA Rocky Mountain Region
P.O. Box 25307
Denver, CO 80227
Telephone: (303) 407-5720
FAX: (303) 407-5731
E-mail: workshop.denver@nara.gov

TRAINING FORM: Send an authorized form or document for purchasing Government training (e.g., SF 182 or equivalent) to the appropriate Training Registrar address or fax number, unless a different address is specified in the class description. **CHECK:** Send a check and course registration information to the appropriate address listed, made payable to the National Archives and Records Administration. **CONFIRMATION:** Register as early as possible since many classes fill up quickly. (Continued on page 4)

Records Management Workshops—ROCKY MOUNTAIN REGION: FY06



NOTE: Dates and locations are subject to change. For the most up-to-date information visit our web site:

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

Courtesy — Colorado National Parks Service Oct 2005

(Continued from page 3) *...Records Training*

To ensure confirmation, please register and provide payment information at least 2 weeks prior to the class. **CANCELLATIONS:** Agencies are billed for no shows. Substitution of a different attendee is permissible at any time before the class begins. To guarantee a full refund, NARA must receive the cancellation no later than 5 business days prior to the date of course or workshop. As a courtesy, NARA will allow one transfer of the registration to another workshop. NARA reserves the right to cancel classes at any time. Classes will be canceled if the Office of Personnel Management (OPM) announces an "unscheduled leave" or "delayed arrival" policy for Federal employees for that day. Be sure to listen to a local radio or television station if it appears that there may be an inclement weather forecast. **SECURITY:** Bring a photo ID and arrive early. Allow 4 weeks advance notice to ensure special arrangements for persons with vision, hearing, or mobility impairments. Contact the appropriate Training Registrar to arrange for special needs.

February 2006		
February 16	KA1 Records Management Overview	Denver, CO
February 22	Basic Records Operations (BRO)	Albuquerque, NM
March 2006		
March 1-2	KA 2 Creating and Maintaining Agency Business Information	Denver, CO
March 8	Basic Records Operations (BRO)	Denver, CO
March 3-4	KA 2 Creating and Maintaining Agency Business Information	Carlsbad, NM
March 5-6	KA 3 Records Scheduling	Carlsbad, NM
March 9	Program Manager's Briefing: Recordkeeping A Program Manager's Survival Guide	Denver, CO
March 29-30	KA 4 Records Schedule Implementation	Carlsbad, NM
April 2006		
April 4-5	KA 3 Records Scheduling	Denver, CO
April 25-26	KA 5 Asset and Risk Management	Denver, CO
April 25-26	KA 5 Asset and Risk Management	Carlsbad, NM
April 27	KA 6 Records Management Program Development	Carlsbad, NM
June 2006		
June 6-7	KA 4 Records Schedule Implementation	Park City, UT
June 8	KA 6 Records Management Program Development	Park City, UT
June 13-14	KA 2 Creating and Maintaining Agency Business Information	Albuquerque, NM
June 27	IT Briefing: Records Management: A Survival Guide for Information Technology Professionals	Albuquerque, NM
June 28	Program Manager's Briefing: Recordkeeping A Program Manager's Survival Guide	Albuquerque, NM
July 2006		
July 11-12	Disaster Preparedness	Denver, CO
July 13	IT Briefing: Records Management: A Survival Guide for Information Technology Professionals	Denver, CO
July 25	Legal Briefing: The Case for Records Management Issues for Federal Agency Counsel	Denver, CO
August 2006		
August 15-16	KA3 Records Scheduling	Albuquerque, NM
August 17-18	KA4 Records Schedule Implementation	Albuquerque, NM
August 29-30	KA5 Asset and Risk Management	Albuquerque, NM
August 31	KA6 Records Management Program Development	Albuquerque, NM

<http://www.archives.gov/rocky-mountain/news/workshops.html>