Annual Move for Permanent Classified Records

Agency Checklist

You have already reviewed and captured most of the information you need to complete the Annual Move process successfully.

Here are a few final checks to perform:

# Scheduling & Eligibility

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | Records are scheduled correctly. |
|  | Records are eligible for accessioning. |
|  | Confirm that the records are not subject to any current litigation or audit holds or freezes. (NARA can legally accession frozen records if your agency’s legal and audit teams are ready for NARA to assume legal and physical custody.) |
|  | Confirm with your agency’s FOIA team that the records are not subject to a current Freedom of Information Act request.  If an ongoing request impacts the records, the FOIA office will need a copy of the records to complete the request. Work with your FOIA team to ensure that the records are copied for FOIA or work with the team to place a hold on the records while the request is completed. |

# Declassification Review

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | Declassification review and all other internal concurrences are complete. |
|  | All exempt documents have been tabbed using an [SF 715](https://www.gsa.gov/forms-library/us-government-declassification-review-tab). |
|  | All referrals and exclusions have been tabbed in accordance with [32 CFR section 2001.24](https://www.ecfr.gov/current/title-32/subtitle-B/chapter-XX/part-2001/subpart-C/section-2001.24). |
|  | All records in the transfer are classified correctly, and all markings are correct. |

# Kyl-Lott Review

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | The records have been reviewed by an HRRD-certified reviewer to evaluate the presence of RD/FRD information (Kyl-Lott review). |
|  | The boxes are labeled to show a review was performed. |

# NA-14130, Classified Records Transfer Checklist

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | All information on the [NA-14130 Classified Records Transfer Checklist](https://www.archives.gov/declassification/ndc/information-other-gov-agencies) and the ERA Transfer Request (TR) has been reviewed, and all information is correct. |
|  | The information on the NA-14130 and the ERA TR matches, and there are no inconsistencies between the two. |
|  | A memo stating that the records have been reviewed by HRRD-certified reviewers has been prepared, as required by the Kyl-Lott amendment. The memo will be attached to the applicable ERA TR. |

# Documentation

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | The transfer documentation includes a memo confirming the Kyl-Lott and declassification reviews, as described in the NA-14130 section above. |
|  | All documentation for the transfer reflects the most current classification level. |
|  | Each transfer is accompanied by a detailed finding aid/folder list.  If the folder list is attached separately, please include the Transfer Request (TR) number in the file name (e.g., TR-0915-2022-0007-folderlist.xlsx). |
|  | The folder list for the records includes applicable case numbers, names, project numbers, and other information needed to retrieve and manage the records. The finding aid or folder list meets NARA’s [finding aid requirements](https://www.archives.gov/records-mgmt/accessioning/finding-aid.html). |
|  | Copies of any other available finding aids for the records are included with the documentation for the transfer. |
|  | Documentation for the transfer includes definitions of relevant acronyms, numbers, and file codes. |

# Arrangement

|  |  |
| --- | --- |
| **Completed?** | **Confirm each of the following:** |
|  | All boxes and files in the transfer are present. Any files or boxes which were checked out have been returned to the transfer. Any files which have been permanently withdrawn from the transfer are properly documented. |
|  | Items in the transfer are in order according to the filing system used by the unit which created and stored them. (Do not rearrange files into a new order -- do make sure files are in logical, original order.) |

# Agency Tracking

| **Completed?** | **Confirm each of the following:** |
| --- | --- |
|  | Once the transfer is completed in ERA and NARA has signed the Legal Transfer Instrument, we will update our agency tracking systems to show that the records have been accessioned into NARA. |

# Need assistance?

For questions about the declassification process, contact NARA’s [National Declassification Center (NDC)](https://www.archives.gov/declassification/ndc) at ndc@nara.gov or phone 301-837-0405.

For questions about the Annual Move process, contact NARA’s [Annual Move team](https://www.archives.gov/records-mgmt/accessioning/annual-move.html) at annual.move@nara.gov.