

### Annual Move Tips

In early August each agency that has records held in an FRC that are eligible for transfer as of January 1st of the following calendar year receives a comprehensive spreadsheet containing pertinent transfer information in order to begin their initial review processes and ensure accuracy of information. Transfer Requests (TRs) are generally loaded into ERA on October 1 each fiscal year. Please conduct a thorough review of each TR to ensure the accuracy of information before submitting the TRs to NARA. Once you begin your review of the TRs, if you find any inaccurate information please send an email to [annual.move@nara.gov](mailto:annual.move@nara.gov) and a NARA representative will work with you to resolve any issues.

Before TR is Submitted/Proposed to NARA, agencies should:

ERA Transfer Request Tab/Section	ERA Transfer Request Field(s)	Agency Action
General Information/General Information	Disposition Authority Number	Ensure that this is correct and applies to the records being transferred. <b>If the schedule item is incorrect do not Submit/Propose to NARA. Please notify your NARA representative.</b>
General Information/General Information	Major/Minor Subdivision	Enter data in these fields <i>if the correct information is known for the unit that created the records.</i>
General Information/General Information	Inclusive Dates	Ensure that dates apply to records being transferred, if not—please edit and notify your NARA representative.
General Information/Access Restriction	All fields under section	Ensure that the Access Restriction information is correct and applies to the records being transferred. <b>Do not change the Security Classification level until you notify your NARA representative.</b> <ul style="list-style-type: none"> <li>♦ Note: If the records contain <b>Controlled Unclassified Information (CUI)</b> please apply the appropriate FOIA Restriction, choose from FOIA (b)(2) THRU FOIA (b)(9).</li> <li>♦ Note: The March 2011 Supreme Court decision narrowed the scope and application of FOIA (b)(2), <a href="http://www.justice.gov/oip/foiapost/2011foiapost15.html">http://www.justice.gov/oip/foiapost/2011foiapost15.html</a>.</li> </ul>
General Information/Access Restriction	Privacy Act Notice	If records are subject to the Privacy Act and all fields are completed you <b>do not</b> need to provide a copy of the System of Records Notice (SORN).

ERA Transfer Request Tab/Section	ERA Transfer Request Field(s)	Agency Action
General Information/Use Restriction	All fields under section	<p>Refers to copyright, donor, trademark, and other restrictions on how the records may be <i>reproduced</i> by researchers—<i>not access</i> to the records. If you select anything other than <b>Unrestricted</b>, the <b>Use Restriction Note</b> field is required.</p> <ul style="list-style-type: none"> <li>NARA creates all annual move TRs with a default selection of Undetermined, with an accompanying Use Restriction Note. Please edit for accuracy.</li> </ul>
Records Type	General Records Type	Only one selection will be derived from ARCIS data, but if additional records types are known, they should be added.
Transfer Details/Destination Physical Location of Records	Destination Custodial Unit	If you believe this information is incorrect, do not change it. Do not Submit/Propose to NARA. Please notify your NARA representative.
Transfer Details/List of Containers	Number of Containers & Container Type	Ensure that the <b>Number of Containers &amp; Container Type</b> field data is correct.
Contact Information/Transferring Agency Official	Agency	Enter <b>Agency</b> field information if it is not populated.
Contact Information/Other Contacts	Other Contacts	<b>Other Contacts (Agency/NARA):</b> Do not delete information from these fields.
Attachments	Add Attachment	For <b>Classified</b> records attach the form NA 14130.