

# Using ERA for FRC Annual Move

(This is a webinar recording from October 20, 2015)

## Slide 1:

- Introduction ([0 – 2:11](#))
- What this Presentation is about: ([2:11 – 4:30](#))
- What the Annual Move is ([2:36 – 3:15](#))
- More than one Annual Move going on at any given moment ([3:02-4:32](#))
- What We've Done: ([4:32 – 6:45](#))

## Slide 2:

- Data for 2015 Annual Move

**Slide 3:** Quick Reviews: FRC Transfers in ERA ([6:42 – 8:42](#))

**Slide 4:** FRC Transfers in ERA – Sequence View (chart) ([8:43 – 12:00](#))

**Slide 5:** Search for Annual Move TRs ([12:44 – 14:40](#))

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**Slide 7:** Example of Search Results ([15:31 – 17:50](#))

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**Slide 9 - 13: Transfer Requests (TR) General Information Tab (GIT)**  
([21:00 – 44:40](#))

**Slide 14: TR: GIT: NA 14130 Classified Records Checklist** ([44:40 – 45:53](#))

**Slide 15: TR: GIT: Screenshot of Checklist** ([45:44 – 46:35](#))

**Slide 16: TR: GIT: Access Restriction Privacy Act Notice** ([46:27](#))

**Slide 17: TR: GIT: Use Restrictions** ([48:21](#))

**Slide 18: TR: GIT: Records Type** ([52:11 – 1:00:10](#))

**Slide 19: TR: Transfer Details Tab (TDT)** ([1:00:03 – 1:04](#))

- Slide 20:** TR: TDT: Transfer Method ([1:04 – 1:07](#))
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- Slide 22:** TR: TDT: Contact Information Tab ([1:10 – 1:15:30](#))
- Slide 23:** TR: TDT: Contact Info Tab – Other Contacts ([1:12:57](#))
- Slide 24:** TR: Signatory Information Tab ([1:15:30 – 1:17:23](#))
- Slide 25:** TR: Related Assets Tab ([1:17:23 – 1:18:39](#))
- Slide 26:** TR: Attachments Tab ([1:18:38 – 1:23:30](#))
- Slide 27:** TR: Submit for Agency Approval ([1:24:00 – 1:26:27](#))
- Slide 28:** TR: Propose TRs to NARA ([1:26:28 – 1:27:30](#))
- Slide 29:** TR: Search for Submitted for Agency Approval ([127:36 – 130:30](#))
- Slide 30:** TR: Submit to NARA ([130:35](#))
- Slide 31:** TR: Terms of Agreement ([130:35 – 132:09](#))
- Slide 32:** TR: TR: Use SAMO to Propose TRs ([132:09 – 132:35](#)) Single Action Multiple Objects – Agency Approving Official may submit for approval or reject multiple TR's at the same time
- Slide 33:** TR: Select TR's for SAMO ([132:35 – 137:05](#))
- DATE REMINDER – ([137:08 – 139:56](#)) 12/1 agency needs to propose TR's that we released on 10/1 to be considered for the January Annual Move
- Slide 34:** NARA Bulletin 2014-05 Guidance on NARA Created TR's ([139:56 – 143:50](#))
- Slide 35:** Annual Move Q – No questions ([143:52 – 153:49](#))
- Slide 36 – Slide 40:** Contacts and Links ([145:34 – 153:49](#))