Using ERA for FRC Annual Move
September 10, 2012
Webinar
FRC Transfer in ERA

• Draft Transfer Requests (TRs) for eligible FRC Transfers
• Created by NARA from data derived from ARCIS
• One FRC transfer = one ERA Transfer Request
• Agency responsible for reviewing and proposing TRs
• Corrected information must be provided to FRCs and in ERA
Box 1. NARA creates a "Draft" Transfer Request (TR) from ARCIS data.

Box 2. Agency reviews and updates TR; then submits TR to Agency Records Officer. TR updates from "Draft" to "Submitted for Agency Approval".

Box 3. Agency submits TR to NARA. TR updates from "Submitted for Agency Approval" to "Proposed".

Box 4. NARA receives, reviews, and accepts or rejects "Proposed" TR. If accepted, TR is "Approved."

Box 5. Ship records.

Box 6. NARA completes internal work processes.

Box 7. NARA electronically signs TR Accepting Physical Custody of the records. ERA system automatically creates Legal Transfer Instrument (LTI) at this point.

Box 8. NARA completes standard accessioning procedures and "Approves" the LTI.

Note: One TR created for each FRC transfer.

Red = actions taken by NARA/FRC staff
Blue = actions taken by NARA/archival accessioning staff
Yellow = actions taken by agencies
Search for Annual Move TRs

- Log in as Transferring Agency Official
- Search: Advanced Search
- Business Object: Transfer Request
- Keyword: “2013 Annual Move”
- Status: Draft
- Record Group Number: ####
Search for TRs in Draft Status

Search for Transfer Request (TR)

Keyword(s): "2013 Annual Move"

Results per page: 12

Draft
- Submitted For Agency Approval
- Proposed
- Ready for Approval
- Approved
- Ready for No More Shipments
- No More Shipments
- Ready for Physical Custody Decision
- Physical Custody Accepted
- Physical Custody Rejected

Transaction Number Type: Select one

Search Results For: Transfer Request (TR)

To perform Next Action on multiple Asset(s), you must filter your search by a single status.
# Search Results

## Filter by Status:
- Draft
- Approved
- Rejected
- Active
- Pending
- Archived

## Results:

<table>
<thead>
<tr>
<th>Transfer Request ID</th>
<th>Disposition Authority Number</th>
<th>Status</th>
<th>Agency or Establishment</th>
<th>Record Group Number</th>
<th>Transfer Group Description</th>
<th>Legacy Transfer Request Indicator</th>
<th>Transaction Number Type</th>
<th>Transaction Number</th>
<th>Destination Physical Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR-0077-2012-0085</td>
<td>DAL-AL-2011-0001-0004</td>
<td>Draft</td>
<td>Department of the Army</td>
<td>0077</td>
<td>CIVIL WORKS PROJECTS FILES</td>
<td>No</td>
<td>Recorders Center Transfer Number</td>
<td>K077-07-0001-OMA</td>
<td>NRC Central Plains Region</td>
</tr>
<tr>
<td>TR-0077-2012-0084</td>
<td>DAL-AL-2011-0004-0023</td>
<td>Draft</td>
<td>Department of the Army</td>
<td>0077</td>
<td>CIVIL WORKS PROJECTS FILES</td>
<td>PLANNING DIVISION</td>
<td>No</td>
<td>Records Center Transfer Number</td>
<td>A077-04-0033-BKA</td>
</tr>
<tr>
<td>TR-0077-2012-0083</td>
<td>DAL-AL-2011-0004-0022</td>
<td>Draft</td>
<td>Department of the Army</td>
<td>0077</td>
<td>NAVAL PLANTS NAVY WAY FILES</td>
<td>No</td>
<td>Records Center Transfer Number</td>
<td>L077-05-0002</td>
<td>NRC Pacific Region</td>
</tr>
<tr>
<td>TR-0077-2012-0082</td>
<td>DAL-AL-2011-0005-0009</td>
<td>Draft</td>
<td>Department of the Army</td>
<td>0077</td>
<td>CIVIL WORKS PROJECTS FILES</td>
<td>JACKSONVILLE</td>
<td>No</td>
<td>Records Center Transfer Number</td>
<td>A077-06-0032-EFD</td>
</tr>
<tr>
<td>TR-0077-2012-0081</td>
<td>DAL-AL-2011-0005-0002</td>
<td>Draft</td>
<td>Department of the Army</td>
<td>0077</td>
<td>NRC CIVIL PROJECTS REAL ESTATE</td>
<td>No</td>
<td>Records Center Transfer Number</td>
<td>D077-07-0028</td>
<td>NRC Northeast Region</td>
</tr>
</tbody>
</table>

*Page Dimensions: 720.0x540.0*
*Image Size: 36x27 to 684x513*
Transfer Request
General Information Tab

Review the populated fields. You may enter data about the Major Subdivision and Minor Subdivision if the correct information is known.
Transfer Request
General Information Tab

Type of Legal Transfer: Annual
FRC Move must be selected.

Transaction Type: Records Center
Transfer Number (also known as the
FRC accession number) is populated
in the Transaction Number Type
and Transaction Number fields.
Transfer Request
General Information Tab

**Records Schedule Item Title** is from the Records Schedule.
Review dates for accuracy.

**Access Restriction:** Review this section very carefully. *The data in these fields is derived from ARCIS, but may be incomplete or require updating.*
- To edit a field, click on the ellipsis and arrow buttons to select the correct access information. It is essential that this information is accurate.
- You may add an **Access Restriction Note**. If you select *Other*, you are required to type a note.
Transfer Request
General Information Tab
Privacy Act Notice (Yes)

For the Privacy Act Notice Number field, if Yes is selected, the Agency System Number, Federal Register Volume and Federal Register Page Number fields are required.
Transfer Request
General Information Tab
Use Restriction

Use Restriction: Review this section very carefully. There is no data in ARCIS regarding use restrictions. The default for the field will be Undetermined and there will be a default Use Restriction Note message. If you select anything other than Unrestricted, the Use Restriction Note field is required.

Undetermined is the default value for TRs generated by NARA for agency review and approval for the annual move. Please select a more appropriate use restriction where applicable.
Transfer Request
General Information Tab

Records Type: Review for accuracy and make the necessary edits. To edit a field, click on the *ellipsis* and *arrow buttons* to select the correct **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 Tab:

Transfer Details Section: Includes the Transfer Group Description from the General Information Tab. The Disposition Date will usually be January 1st of the year for which the records are eligible for transfer, e.g., 1/1/2013.

Current Physical Location of Records:
- Agency Location: No
- Location: Washington National Records Center (Suitland, MD)
- Current Custodial Unit: NA/NV - Washington National Records Center (Suitland, MD)

Destination Physical Location of Records:
- Location: National Archives at College Park - Archives I (College Park, MD)
- Destination Custodial Unit: NA/CTZP - Archives II Processing Section

Current Physical Location of Records: agency location should always be No.
Destination Physical Location of Records: Do not change this information.
Transfer Request
Transfer Details Tab

Transfer Method will always be Physical Means.

Container Description is entered by NARA.
**List of Containers**

Section: ERA will calculate the volume from the number and type of containers.
Transferring Agency Official: These fields populate from the User Profile except for the Agency field, which is derived from ARCIS. Please update your User Profile if needed.

Agency Approving Official: These will fields populate from the User Profile after the Agency Approving Official submits the TR to NARA.

NARA Contact: Leave these fields blank. These will be completed NARA staff if needed.
**Other Contacts**: The first of the Other Contacts fields will pre-populate with information about the specific Annual Move and the ERA Help Desk. Please do not alter this information. You may add any additional contacts.
**Signatory Information** tab: These fields will pre-populate from system information and User Profiles.

**Signatory Information**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By</th>
<th>Title</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2012 Annual Move</td>
<td></td>
<td>ERA - System Generated</td>
<td>National Archives and Records Administration</td>
</tr>
</tbody>
</table>

**Terms of Agreement**

The records described above are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring entity certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR Part 1255 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified above, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of the records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the **Guide to the National Archives of the United States**.

The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, non-archival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.
Transfer Request
Related Assets Tab

Transfer Request TR-0038-2011-0065
Status Draft

-- Select Next Action --

Related Assets Tab: No Related Assets will be listed until the TR has been approved by NARA. Related Assets include Disposition Authority and Transfer Processing Results business objects.
Attachments Tab: You may add attachments, such as a box list.

After you upload an attachment, click the Refresh button to see it displayed.
Transfer Request
Submit for Agency Approval

Once your review is complete and you are ready to submit the TR for approval by your Agency Approving Official:

- Save TR
- Select *Submit* from the dropdown menu
- Click *Go*

The TR is Submitted for Approval to the **Agency Approving Official**.
Transfer Request
Propose TRs to NARA

• **Agency Approving Official** may Propose a TR for Approval by NARA. ERA will provide a task notification indicating that action needs to be taken on a particular TR. An **Agency Approving Official** may also reject a TR which will then return to Draft status.

• **Agency Approving Official** may also have the **Transferring Agency Official** role.

• **Agency Approving Official** must accept the Terms of Agreement for transfer to NARA and must have the legal authority to do so.

• To submit a TR to NARA and accept the Terms of Agreement:
  - Select Submit
  - Check the Terms of Agreement check box
  - Click Continue
  - Click Go
Transfer Request
Use SAMO to Propose TRs

• An **Agency Approving Official** may also use the Single Action, Multiple Objects (SAMO) function to submit multiple Transfer Requests to NARA for approval or to reject them.

• To approve multiple TRs using **SAMO:**
  - SAMO works best using the FireFox browser.
  - Filter the search results by status: **Submitted for Agency Approval**
  - Select the TRs you wish to approve by either clicking on the check boxes next to each TR or by using the **Select All feature next to the filter**
  - Click **Submit**
Transfer Request
Select TRs for SAMO

Filter for TRs by *Submitted for Agency Approval* status.
- Select the TRs you wish to approve by either clicking on the check boxes next to each TR or
- Use the *Select All* features next to the filter.
Select *Submit*, then *Go*.
Check *Terms of Agreement check box* Click *Continue* Click *Go*
Transfer Request Resources

- Transferring Records:
  Lesson 1 and Lesson 2
  http://www.archives.gov/era/training/transferring-records.html

- ERA Agency Users Guide:
Using ERA for FRC Annual Move Q/A