NARA’s Classified Transfer Process

National Archives and Records Administration accepts transfers of classified records every year through the Annual Move. Below is a list of the basic steps involved in that process.

1. **Agency receives a list of records eligible for transfer.**
   - AROs receive a candidate list (List of records eligible for transfer) from NARA of records available for transfer.
   - At that time the agency will retrieve the records from the Federal Records Center.

2. **Records undergo a declassification review.**
   - The agency completes a declassification review.
   - Be sure to coordinate with your agency’s security dept and follow all applicable declassification procedures.

3. **Finalize all paperwork.**
   - The agency finalizes the folder / box lists and NARA accessioning forms. (NA 14130 Classified Records Transfer Checklist).
   - Then they return the records to the Federal Records Centers and notify the annual move team that the review is complete. annualmove@nara.gov

4. **Final transfer of legal custody occurs in ERA.**
   - NARA’s team will load the transfer paperwork into the Electronic Records Archive (ERA) and your ARO will review and submit each Transfer Request to NARA.
   - Once the official paperwork has been submitted into ERA, the records have been accessioned by the National Archives.

For additional information please contact annualmove@nara.gov or your NARA Appraisal Archivist.
NARA’s Classified Transfer Process

National Archives and Records Administration accepts transfers of classified records every year through the Annual Move.

Below is a list of the basic steps involved in that process.

1. **AROs receives a candidate list** of records available for transfer from NARA and retrieves the records from the Federal Records Center.

2. **The agency completes a declassification review.** (Be sure to coordinate with your agency’s security dept and follow all applicable declassification procedures.)

3. **The agency finalizes the folder / box lists and NARA accessioning forms.** (NA 14130 Classified Records Transfer Checklist), returns the records to the Federal Records Centers and notifies the annual move team that the review is complete. annualmove@nara.gov

4. **The agency records officer will review and submit each Transfer Request to NARA.** Once NARA’s team has loaded the transfer paperwork into the Electronic Records Archive (ERA).

   *When the official paperwork has been submitted into ERA, the records have been accessioned by the National Archives.*

For additional information please contact annualmove@nara.gov or your NARA Appraisal Archivist.