

Transferring Permanent Records to NARA Using ERA:

Cross-walking the ERA Transfer Request to the SF 258

Stills | Digital Records

Job Aid



The U.S. National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-60001

SF-258 fields mapped to ERA Transfer Request (TR) fields

Search Create Tools

Transfer Request TR-0412-2011-0014

Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

Transaction Type

Add Delete

Transaction Number Type	Transaction Number

Disposition Authority

Records Schedule Item Title: Mission-Related Photographs

Inclusive Dates

From: 1/1/2005 To: 12/31/2010

NOT on SF 258 (PP)

SF 258 (Block 4B)

Access Restriction

Access Restriction Status: Unrestricted

Specific Access Restriction: [Text Area]

Security Classification: SF 258 (Block 7)

Special Marking: [Text Area]

Statutory Citation: [Text Area]

Access Restriction Note: [Text Area]

View Spell check

Privacy Act Notice Number: No

Agency System Number: [Text Area]

Federal Register Volume: [Text Area]

Federal Register Page Number: [Text Area]

SF 258 (Block 12)

SF 258 (Block 7)

SF 258 (Block 13)

Search Create Tools

Transfer Request **TR-0412-2011-0014** Status **Draft**

Save View PDF Cancel -- Select Next Action -- Go Delete

Specific Access Restriction: [Dropdown] Security Classification: [Dropdown]

Special Marking: [Dropdown] Statutory Citation: [Dropdown]

Access Restriction Note: [Text Area] View Spell check

Privacy Act Notice Number: No Agency System Number: [Text Field]

Federal Register Volume: [Text Field] Federal Register Page Number: [Text Field]

Use Restriction

* Use Restriction: Restricted - Partly [Dropdown]

* Specific Use Restriction: Copyright [Dropdown]

* Use Restriction Note: A few of the photographs in this transfer were acquired from private sources and are identified as being copyrighted. Edit Spell check

Records Type

* General Records Type: Photographs and other Graphic Materials [Dropdown]

Save View PDF Cancel -- Select Next Action -- Go Delete

See previous slide

Not on SF 258. Field used if some or all of the records may be subject to copyright or other intellectual property restrictions.

SF 258 (Block 9)

Search Create Tools

Transfer Request **TR-0412-2011-0014** Status **Draft**

Save View PDF Cancel -- Select Next Action -- Delete

* = Required field

General Information **Transfer Details** Contact Information Related Assets Attachments

Transfer Details

Transfer Group Description: Digital Photographs of Agency Activities View

Cutoff: Transfer Group Disposition Date:

Current Physical Location of Records

Agency Location: Yes SF 258 (Block 11)

Agency Name and Address: Environmental Protection Agency, Washington, D.C. Edit Spell check

Destination Physical Location of Records

Location: National Archives at College Park - Archives II (College Park, MD)

Destination Custodial Unit: NWCS - Special Media Archives Services Division

*** Transfer Method**

Electronic Means

Electronic Records Transferred by Electronic Means

Physical Means

Electronic Records on Physical Media Physical Transfer of Non-Electronic Records

*** Physical Media Types - Electronic Records**

Add Delete

	Quantity	Transfer Media Type	Estimated Volume	Container Description
<input type="checkbox"/>	* 1	* Hard Drive	* 100 * GB	200,000 JPEGs

PP from General Information Tab

SF 258 (Block 8)

SF 258 (Block 8A)

NOT on SF 258

See Next Slide

Search Create Tools

Transfer Request **TR-0412-2011-0014** Status **Draft**

Save View PDF Cancel -- Select Next Action -- Go Delete

Destination Custodial Unit: NWCS - Special Media Archives Services Division

*** Transfer Method**

Electronic Means

Electronic Records Transferred by Electronic Means

Physical Means

Electronic Records on Physical Media Physical Transfer of Non-Electronic Records

*** Physical Media Types - Electronic Records**

Add Delete

	Quantity	Transfer Media Type	Estimated Volume	Container Description
<input type="checkbox"/>	* 1	* Hard Drive	* 100 * GB	200,000 JPEGs

*** Media Disposition:** Return to Agency

List of Containers

Add Delete

	Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
<input type="checkbox"/>	* 1	OTH Other Container	* hard drive case	* 12	* 12	* 12

Details of the List of Containers

Total Number of Containers: 1 Total Container Volume (cubic feet): 1

Save View PDF Cancel -- Select Next Action -- Go Delete

CD, DVD, USB, Hard Drive, Tape, etc.

SF 258 (Block 9)

Number of Hard Drives, CDs, DVDs, etc.

SF 258 (Block 10)

Search Create Tools

Transfer Request TR-0412-2011-0014

Status Draft

Save View PDF Cancel

-- Select Next Action --

Delete

* = Required field

General Information Transfer Details **Contact Information** Related Assets Attachments

Transferring Agency Official

First Name: Last Name:
 Title: Phone:
 Email: Agency:

PP from user profile

Agency Approving Official

First Name: Last Name:
 Title: Phone:
 Email: Agency:

NARA Contact

First Name: Last Name:
 Title: Phone:
 Email: Agency:

Other Contacts (Agency/NARA)

Add Delete

	First Name	Last Name	Title	Phone	Email	Agency
<input type="checkbox"/>	Eric	Vance	Chief Photographer	555-555-5555		

SF 258 (Block 5E)

Save View PDF Cancel

-- Select Next Action --

Delete

ERA Transfer Request (TR) fields mapped to SF-258

SF 258 EXAMPLE—NOT VALID DOCUMENT

AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES		1. INTERIM CONTROL NO. <i>(NARA Use Only)</i>
TERMS OF AGREEMENT		
<p>The records described below and on the attached ____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.</p> <p>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 XII, 36 CFR Part 1256, and such other rules and regulations as may be prescribed by the Archivist of the United States (The Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific</p>		<p>restrictions on the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the <i>Guide to the National Archives of the United States</i>. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival 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 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 nonarchival materials contained in this deposit.</p>
<p>2A. AGENCY APPROVAL</p> <p>Signature <u>EPA RECORDS OFFICER</u> Date _____</p>	<p>3A. NARA APPROVAL</p> <p>Signature <u>NARA OFFICIAL</u> Date _____</p>	
<p>2B. NAME, TITLE, MAILING ADDRESS EPA Records Officer Environmental Protection Agency 1200 Pennsylvania Ave NW (MC 2822T) Washington, DC 20460</p>	<p>3B. NAME, TITLE, MAILING ADDRESS NARA OFFICIAL Special Media Archives Services Division (NWCS) NARA, 8601 Adelphi Road College Park, MD 20740-6001</p>	

Agency
Approving
Official



SF 258 EXAMPLE—NOT VALID DOCUMENT

NARA PROVIDES	
15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION	RG 412
16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES Signature _____ Date _____	17. NATIONAL ARCHIVES ACCESSION NO.

LTI: Legal Custody Accepted captured on the Legal Transfer Instrument (LTI) Signatory Tab, not on the Transfer Request.