

New Accessioning Web Page

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BRIDG

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Recent News All National Archives research rooms will be closed on Monday, February 18, in observance of...

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If you are a Federal Government Employee, you have Federal records management responsibilities. Use this site to learn more!

View the Presidential Records Management Directive (PRMD) <ul style="list-style-type: none">Managing Government Records DirectiveFAQ about Senior Agency Official AppointmentsMore PRMD Guidance	Explore the Electronic Records Archives (ERA) <ul style="list-style-type: none">ERA HomepageGetting Started-Account ManagementLog on to ERA	Learn about Training & Professional Development <ul style="list-style-type: none">BRIDG MeetingsCertificate of Federal Records Management TrainingMore Training Information	
 General Records Schedules (GRS)	 Memos to Agency Records Officers	 Records Control Schedules (RCS)	 Guidance and Regulations

RECORDS MANAGEMENT
Select One... ▾

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➔ **Records Express**
Blog of the National Records Management Program (NRMP) at the National Archives



Learn about the Federal Records Centers (FRC)

News, Events & Notices

- [A list of all Senior Agency Official \(SAO\) Contact Information will be released on our public website on Friday, March 1, 2013](#)
- [Recording of the November 28, 2012 Meeting of Senior Agency Officials & the Follow-up Q & A Session on December 7, 2012 - Managing Government Records Directive](#)
- [NARA's Agency Services Bimonthly Records and Information Discussion Group \(BRIDG\) Meeting on Thursday, December 6, 2012](#)
- [More News!](#) ➔

Contact Our Records Management Staff



 PDF files require the [free Adobe Reader](#).
More information on Adobe Acrobat PDF files is available on our [Accessibility page](#).

Contact Us:  Federal Records Officers NARA Appraisal Archivists Email Us:	I Want To Know About: <u>Accessioning Records</u> Basic Laws & Authorities Department of Defense (DoD) Standard 5015.2	Records Management Resources: FAQs Handbook Publications	Records Management Work Groups: Appraisal General Records Schedule (GRS) Presidential Records Management	Connect With Us  Blogs  Facebook
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Records Managers

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Guidance and Policy for Accessioning Records to the National Archives

Federal agencies are required to accession their permanent records into the National Archives.

Accessioning is the process of transferring physical and legal custody of permanent records from federal agencies to the National Archives and Records Administration (NARA). Authority and regulations for this requirement are found in 36 CFR 1235.

Additional guidance can be found in:

- Accessioning **Textual** Records
- Accessioning **Electronic** Records
- Accessioning **Special Media** Records
- **Research** Classified and Unclassified Records
- **NARA Bulletin 2012-03: Instructions Concerning the Use of the Electronic Records Archives (ERA) for Scheduling Records and Transferring Permanent Records to the National Archives**

Please contact your Textual Accessioning POC or either A2accessions@nara.gov or A1accessions@nara.gov with any questions.

Accessioning Permanent Records into the National Archives

There are two primary types of accessions:

- **Direct Offers** - Agency submits a transfer form to NARA to accession permanent records currently stored in agency space. The records are accessioned directly from the agency to NARA.
- **Federal Records Center (FRC) Accessions** - NARA generates the transfer form for permanent records stored at a FRC that are targeted for accession that year. The Agency submits the transfer form and the records are accessioned during annual and quarterly moves from the FRC.

Transfer vs. Accession

The terms "transfer" and "accession" are often used interchangeably by both agency and NARA staff, however, there is a distinction.



Transfer Group Description

This field should contain a simple title, not Major/Minor Subdivision offices or a historical synopsis.

Major/Minor Subdivisions (not required fields)

These fields should consist of the offices under which the records being transferred were created, **NOT** the Records Management offices transferring the records. Only complete these fields if the information is known.

Access Restrictions

The **Access Restriction** is a required section and provides information about the access restrictions associated with the records that will be transferred under the Transfer Request. Please, only choose Restricted-Fully, Restricted-Partly, or Unrestricted.

Access Restriction Status field allows you to select whether the records being transferred are restricted or unrestricted, such as security classification and FOIA restrictions.

- **Restricted-Fully:** All records in this transfer are restricted.
 - If records are security classified (Confidential, Secret, Top Secret, SCI) choose Restricted-Fully
 - If records are subject to the Privacy Act please completed the required associated fields, identify the records as Restricted—Fully and choose FOIA (b)(6) as the specific restriction.
- **Restricted-Partly:** Some records in this transfer are restricted.
 - If you chose this option the folders/boxes containing the restricted records must be identified in the attached file unit/box list. Only the identified boxes will be restricted from public access until reviewed by NARA's FOIA staff.
 - If records are subject to the Privacy Act please completed the required associated fields, identify the records as Restricted—Partly, and choose FOIA (b)(6) as the specific restriction.
- **Unrestricted:** Records in this transfer are not restricted.

Please identify records containing RD/FRD by selecting FOIA (b)(3) and the statute Atomic Energy Act.

Please appropriately identify Controlled Unclassified Information with the appropriate FOIA (b)(2) - (b)(9) restriction.

Classified Information

ERA is an unclassified system. However, a Transfer Request should be completed for classified records transfers. Keep in mind that no classified information may be included in ERA, particularly box/folder titles. Please include only unclassified information to identify box/folder titles.

The **form NA-14130** should also accompany all classified records Transfer Requests as an attachment.

Location of Records



Classified Records Transfer Checklist

NA Form 14130

<http://www.archives.gov/records-mgmt/accessioning/textual>

The National Declassification Center (NDC) requests agencies provide documentation certifying a review for declassification and referrals has been completed as required by Executive Order 13526 and the Special Historical Records Review Plan (Public Laws 105-261 and 106-65).

These criteria are outlined on NA Form 14130, Classified Records Transfer Checklist. This form, or a comparable form created by your agency containing the same information, must be completed in its entirety for each classified accession proposed for transfer to the National Archives. The completed form must accompany each ERA Transfer Request (TR) as an attachment (or Agreement to Transfer Records to the National Archives (SF 258) if special circumstances merit use).

Questions concerning the attached form should be directed to Don McIlwain, FOIA and Mandatory Review Chief, NDC at (301) 837-0587 or David Mengel, NDC Deputy Director, at (301) 837-1975.

Agency: _____

Agency ID #: _____ Agency Declassification Manager: _____

FRC Transfer Number: _____ Phone Number: _____

Series/Collection Title: _____

Box Numbers: _____

Disposition Authority: _____

1. Have these records been reviewed for declassification in accordance with [section 3.3 of E.O. 13526](#) and [32 CFR section 2001.30j](#)?
Yes
No (If no, please provide your agency's plan for compliance)
2. Do these records have Kyl-Lott certification (see [Special Historical Records Review Plan \(Supplement\)](#))?
Yes (documentation attached)
No (If no, please provide your agency's plan for compliance)
3. Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?
Yes No
Note that unless properly exempted, your agency's equity is automatically declassified when 25 years old.
4. Have all referrals and exclusions been tabbed in accordance with [32 CFR section 2001.34](#)?
Yes
No (If no, please provide your agency's plan for compliance)
Referrals _____
5. Additional: _____
6. Comments/Notes: _____



Records Managers

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Accessioning Resources

[Agency Annual Move Tips](#)

[Direct Offer Tips & Requirements \[PDF\]](#)

[Electronic Records](#)

[Research Classified and Unclassified Records](#)

[Special Media Records](#)

[Textual Records](#)

Accessioning Textual Records

*View the PDF version

- [Textual Accessioning Tips and Requirements](#)
- [Packaging & Shipping Permanent Textual Records to NARA](#)



Textual Accessioning Direct Offers

When you are ready to begin the process of accessioning your permanent records to NARA please consult [NARA Textual Accessioning Guidance & Policy for the Washington DC Area](#).

Federal agencies are required to accession their permanent records into the National Archives. Authority and regulations for this requirement are found in [36 CFR 1235](#). Additional requirements and guidance include:

- [NARA Bulletin 2012-03, Instructions Concerning the Use of the Electronic Records Archives \(ERA\) for Scheduling Records and Transferring Permanent Records to the National Archives.](#)

In order to transfer your permanent records to NARA you must complete and submit a Transfer Request in ERA. Please be sure to complete the following, in addition to all ERA system requirements as indicated by a red asterisk (*) on the Transfer Request form. ERA system requirements are further explained in the [Agency ERA User Manual](#).

Legacy Schedules

If your Agency plans to accession permanent records associated with a **Legacy Records Schedule**, follow these instructions: In order to create a **Transfer Request** in ERA, the user must select the disposition authority for the records. Not all currently approved disposition authorities have been entered into ERA. Records Management Services (ACNR) is responsible for systematically entering legacy disposition authorities into ERA. When preparing to transfer records, check ERA for the Legacy Records Schedule Item. If it is not in ERA, ACNR will enter legacy disposition authorities upon request.

To request entry of a legacy disposition authority:

- Send your request via email to: legacy.schedule@nara.gov. Your request must be a complete disposition authority citation (NARA job number and item number). We will not accept manual

<http://www.archives.gov/records-mgmt/accessioning/>

Using ERA to Accession Permanent Records

Learn how to accession permanent records to NARA via [ERA](#).

The Electronic Records Archives (ERA) is NARA's system that allows federal agencies to perform critical records management transactions with NARA online. Agency records management staff will use ERA to draft new records retention schedules for records in any format, officially submit those schedules for approval by NARA, request the transfer of permanent records in any format to the National Archives for accessioning or pre-accessioning, and submit electronic records for storage in the ERA electronic records repository. To learn more about this process watch our ERA Youtube video:



NARA has developed several training resources available to federal agencies including:

- ERA eLearning
- Agency User Manual 
- ERA FAQs



For information about the FY 2013 Annual Move and ERA view the [webinar slides](#)  and the [Agency Annual Move Tips](#).

