## Transfer permanent AV records to NARA

## Instructions for Using This Job Aid

*Use this job aid when you are assigned to transfer permanent AV records to NARA. Check off each step when you have completed the step.*

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| **Procedure** | **Actions/Decisions** |  |
| **1. Review potentially permanent AV records for transfer to NARA.** | 1. Receive notification from the originating office or interim holding area of AV records eligible for transfer to NARA. | ☐ |
| 1. Collect preliminary information about the records via form or narrative, such as media type, volume, chronology, arrangement, location, physical condition, and applicable record schedule item, to confirm transfer eligibility. | ☐ |
| 1. Review the information. If the records are not eligible for transfer, then inform the originating office and consult on alternative disposition. | ☐ |
| 1. If they are eligible, then, depending on resources, either receive the records to prepare them for transfer or prepare them in place. | ☐ |
| **2. Prepare the records for transfer.** | 1. If the records are not sorted into individual records series, then sort them. | ☐ |
| 1. If the records document different programs or subjects, then separate into such within series and place in searchable order within NARA-approved boxes (Hollinger boxes), whether by subject, chronology, or other logical identifier. | ☐ |
| 1. If the records are already in boxes, then inspect the cartons and replace any as necessary. | ☐ |
| 1. Check to see if a detailed index (box list of contents) accompanies the records/items to be transferred. | ☐ |
| 1. If an index is included, then review it and contact the originating office if you need more information. | ☐ |
| 1. Sample at least 10% of the box contents to confirm index accuracy and correct records series identification. | ☐ |
| 1. If the records are found to be incorrectly scheduled, then notify the originating office and/or Agency Records Officer (ARO) and wait for further instructions regarding the eventual disposition of the records. | ☐ |
| 1. If the records/items have not been previously indexed, then inventory them by container, capturing such metadata as series and/or subject titles, folder titles, dates, and any other necessary contextual information. | ☐ |
| 1. If some indexing information already exists, then use that for the inventory. | ☐ |
| 1. Confirm records series identification while inventorying contents. | ☐ |
| 1. If a discrepancy is found, then follow 7. | ☐ |
| 1. If agency policy requires, place a copy of relevant content list inside each box. | ☐ |
| 1. Place identifying information about the records on the outside of the boxes, as necessary. | ☐ |
| 1. Transfer the indexing information (metadata) to a spreadsheet or similar collection form for future internal reference and retain according to agency policy. | ☐ |
| **3. Create a Transfer Request (TR) in NARA’s Electronic Records Archives (ERA)** | 1. If you have an ERA account, then create a TR in ERA and attach the box content lists (indexes). | ☐ |
| 1. If you do not have an ERA account, then contact the ARO or the ERA account holder and request that a TR be created, with attached box lists. | ☐ |
| 1. If required by procedure, notify the ARO that a TR is pending in ERA for approval. | ☐ |
| 1. If there are questions about the records as the TR is being processed, then respond with revised and/or additional supporting information, as necessary. | ☐ |
| 1. If the TR is not approved, then confer with the ARO and determine final disposition of the records. | ☐ |
| 1. If the TR is approved, then prepare the records for transfer to NARA. | ☐ |
| **4. Transfer permanent AV records to NARA.** | 1. Annotate any additional required identifying information, such as the assigned TR number, onto the cartons. | ☐ |
| 1. If there are numerous boxes to ship, then palletize them. | ☐ |
| 1. If shipping older analog film, photographs, video/sound recordings, slides, or posters, consult with the originating office regarding whether any special handling, such as refrigerated, and/or overnight delivery is recommended or required for the transfer. | ☐ |
| 1. If so, then coordinate with the office’s administrative support unit to arrange for special handling of the records. | ☐ |
| 1. Notify NARA when the records have been shipped. | ☐ |
| 1. Request notification from the shipper that the records have been received by NARA. | ☐ |
| 1. Maintain an internal record of all archival transfers and retain according to applicable agency policy. | ☐ |