# Permanent Records Transfer Fields

NOTE: This is only a partial list of all the possible transfer fields. The fields that are required will vary according to the type of transfer request.

**Agency Information**

*The agency and offices that created the records (not the records management office transferring the records)*

* Agency name
* Major Subdivision
* Minor Subdivision
* Record Group number

**Record Information**

* Series Title / Transfer Group Description – Give a simple title describing the records. Do not include more detail here.
* Disposition Authority Number
* Agency Manual Citation – This is the file code/number used in the agency’s records schedule or manual
* Inclusive dates – List the date range covered by the records
* Access Restrictions – When the records are transferred, NARA will require information about whether the records being offered for transfer are unrestricted or restricted, such as security classified or subject to other FOIA access restrictions. Collect information about any restrictions, such as national security classification, FOIA access restrictions, and Privacy Act restrictions.
* Cutoff and disposition date – When were the records cut off? What is the disposition date on which the records are eligible for transfer?
* Current physical location of the records – Include agency name and address.
* Format of the records – Are these electronic, paper, photo prints/negatives, maps, blueprints, sound or video recordings.
* Quantity – How many containers of paper or other physical formats? How many megabytes or gigabytes of electronic records?

**Contact Information**

* List names, titles, and contact information for any subject matter experts or other points of contact for the records.

**Indexes, Finding Aids, Attachments, and Other Information about the Records**

* Summary description of the files – Briefly describe what the records are, how they are used, and how they support the work of the organization.
* Finding Aids and Indexes – Include a list of the folder titles or other pertinent information needed to retrieve and understand the records. Finding aid information should include sufficient detail to describe the records being transferred. A finding aid is required for all direct offers.
* Other documentation – Memoranda, letters, correspondence, or other information that helps to describe, document, and provide access and context to the records.