

1  **Permanent Records Issues Series No. 1.**
Access Restrictions: Their Importance and Impact on the Transfer of Permanent Records to the National Archives.

2  The Steps in Properly Transferring Restricted Records.
1. Pre-review transfers for upcoming cycle in Rkiss , the reports from Federal Records Centers Account Representatives on holdings and future transfers or the August spreadsheet of future transfers.
2. Identify records to be transferred to an archives using your Agency's Records Schedule.
3. Review the accompanied Box List and SF one thirty five.
4. Check that the records you identified for transfer are either restricted or not restricted by referring to your agency's Records Officer in Washington DC.
5. Inform your agency's Foia officer of the transfer and gather any pertinent information and place it on the transfer.

3  The Steps in Properly Transferring Restricted Records, continued.
6. If you suspect that classified records might be part of the transfer, physical inspection of boxes or sample box request may be necessary.
7. Provide a detailed box list to the folder level.
8. When transferring records into the archives and navigating E.R.A., be aware of the Access Restriction Section.
9. Choose specific access restriction from drop down menu

Access Restricted Record Series Common to Most Agencies.

4  Records of the Head and Deputy Heads of an Organization or Agency.

Records containing P I I.

Criminal/Civil Litigation Case Files.

General Counsel and Inspector General Records.

Business/Regulation Litigation Case Files.

Grant Files – potentially sensitive.

civilian Contracts.

Civilian R&D files.

5  (b)(1) National Security Information.
▶ (b)(2) Internal agency rules and practices.
▶ (b)(3) Exempted from disclosure by statute.
▶ (b)(4) Trade secrets.
▶ (b)(5) Inter/intra agency memoranda.
▶ (b)(6) Info that would invade living and privacy.
▶ (b)(7) Law enforcement investigations.
▶ (b)(8) Regulation/supervision of Financial Institutions.
▶ (b)(9) Geological information.

6  You know your records better than naara, know your schedule and know your access restrictions.
• If unsure check with your agency records officer and remember - If classified records are transferred in unclassified series, this is a security violation that will be reported through naara.
• If a proper folder level box list is not accompanying the permanent transfer you will need to

create one and attach it to the transfer.

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- naara is an agency that promotes access to records, our mission is to make the records available.
- That said, we understand that some records are still sensitive when they are transferred, that's why we need the help of the agency to identify legitimate, ongoing sensitivities.
- Once records are transferred, naara will not consult with the agency except for classified records. All release is at naara's discretion. naara does not make separate access agreements.
- Cost Taxpayers money! If an agency sends 200 cubic feet of records to naara that are mixed with classified records it is the Agency's responsibility to separate them.

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- ▶ ERA - <http://www.archives.gov/records-mgmt/era/>.
- ▶ Accessioning Records - <http://www.archives.gov/records-mgmt/accessioning/>.
- ▶ Agency Records Officers - <http://www.archives.gov/records-.mgmt/agency/>.
- ▶ ARCIS - <http://www.archives.gov/Federal Records Centers/>.

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- ▶ Special Access.
 - Martha Murphy, martha.murphy@naara.gov .
- ▶ Permanent Records Capture Team.
 - PRC Team, permanentrecords@naara.gov .