

Use a permanent records disposition plan to transfer archival records to NARA via direct offer

Instructions for Using This Job Aid

Use this job aid when you are assigned to use a permanent records disposition plan to transfer archival records to NARA via direct offer. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
1. Create a permanent records disposition plan	1. Draft a permanent records disposition plan for your office or business unit using information from the spreadsheet.	<input type="checkbox"/>
	2. Share your permanent records disposition plan with the records' owners (including management) and with your agency records officer (ARO) and seek approval.	<input type="checkbox"/>
	3. If approved, then implement the plan.	<input type="checkbox"/>
	4. If not approved, then revise the plan and resubmit to potentially interested parties (e.g. ARO, program management) for their approval.	<input type="checkbox"/>
2. Implement the permanent records disposition plan for electronic records.	1. If your organization has transferred permanent electronic records to NARA in the past, verify that these records are still being created, closed and/or cut off appropriately, and transferred to NARA.	<input type="checkbox"/>
	2. If they have not, ask why the records are not being transferred.	<input type="checkbox"/>
	3. If the program or function that created the permanent electronic records still exists, follow up with the records' owner(s) and address the transfer issue. Forward the owner's response to the ARO and program management, if necessary.	<input type="checkbox"/>

Procedure	Actions/Decisions	
	4. If possible, work with records' owners to close and/or cut off any permanent electronic records that require such. If records' owners, then contact the ARO for guidance regarding the records' eventual disposition.	<input type="checkbox"/>
	5. Coordinate with records' owners to transfer to NARA any permanent electronic records identified on the disposition plan whose transfer periods have expired. Obtain approval for transfers from your ARO or other agency officials, as required.	<input type="checkbox"/>
	6. For closed permanent electronic records on the disposition plan pending transfer, assist owners with scheduling their future transfer to NARA by interpreting applicable disposition instructions and NARA guidance, and calculating proposed final disposition dates.	<input type="checkbox"/>
3. Implement the permanent records disposition plan for paper records.	1. If possible, work with records' owners to close and/or cut off any permanent records that require such. If records' owners, then contact the ARO for guidance regarding the records' eventual disposition.	<input type="checkbox"/>
	2. Identify which permanent records are eligible for transfer to the National Archives and Records Administration.	<input type="checkbox"/>
	3. Box up the permanent records by record series and date.	<input type="checkbox"/>
	4. Contact the NARA Archival Unit Director and inform them of the impending direct offer.	<input type="checkbox"/>
	5. Create a Transfer Request (TR) in ERA.	<input type="checkbox"/>

Procedure	Actions/Decisions	
	6. Obtain appropriate NARA and Agency approvals in ERA.	<input type="checkbox"/>
	7. Arrange with the Archival unit for the shipment of the permanent records.	<input type="checkbox"/>