


















- 1  **You Want it How?**  
Transferring Permanent Paper Records to the National Archives and Records Administration.
- 2  **Why are We Here???**  
**Because Permanent Records are Special.**  
**We want to provide you with guidance on how to better prepare your permanent records for transfer to the National Archives so that we can fulfill our mission. Which is *to provide public access to Federal Government records in our custody and control.*"**
- 3  **EXACTLY HOW ARE PERMANENT RECORDS SPECIAL? UPON TRANSFER TO THE LEGAL CUSTODY OF THE NATIONAL ARCHIVES THEY ARE RETAINED...FOREVER! MOSTLY.**
- 4  **How are Permanent Records Special, continued (Slide 2):**
  - Storage. They are stored in special climate-controlled conditions.
  - Treatment. They are housed in archival containers and receive conservation treatment if needed.
  - Descriptions. They receive archival descriptions in order to provide researchers with easy access to them.
  - Access. They are made available to the public barring recognized access restrictions.
- 5  **Permanent Records are so special that in a lot of cases agencies have not transferred them to the National Archives according to schedule...**  
So we asked the President to lend us a hand...
- 6  **Presidential Records Directive**  
Section 2.2  
By December 31, 2013, the Senior Agency Official shall ensure that permanent records that have been in existence for more than 30 years are identified for transfer and reported to naara.
- 7  **So...we want your permanent records, but we want them in good order. Bear in mind that the average retention period for permanent records is.....**  
20 Years .
- 8  **A lot can happen in 20 years....**
- 9  **Two Ways to Transfer Permanent Paper Records to the National Archives, Once They Have Met Their Retention Date:**
  - Via Direct Offer and ERA.
  - Or
  - Via the Federal Records Center and Electronic Records Archives.
- 10  **Transfer of Paper Records to a Federal Records Center: Standard Form one thirty five.**
- 11  **Standard Form one thirty five Completion.**  
What Worries Our Archives Units...
  - Information in 6f is often missing. This item includes:
    1. Series Descriptions.
    2. Office or Organization of Creation.
    3. Restrictions other than National Security, e.g., see you eye, FOIA, PII.
    4. Special Media, Microfilm, Film, Drawings, etc.
    5. Inclusive dates.
- 12  **A GOOD FOLDER-TITLE LIST.**  
**naara provides no specific format for this folder-title list.**  
However...
- 13  **Excel File Folder-Title List Attached to SF 135 or a Direct Offer (ERA Transfer).**
- 14  **Folder Title List (cover).**
- 15  **Folder Title List (page 2).**
- 16  **Why is this stuff important to naara??**

- Record Group Number: Assigned by naara and a unique number to each agency. But it can change over time. U.S. Bankruptcy Courts were RG 21 are now RG 578.
- Agency Name: Fairly Static. But, agencies can be abolished or renamed. Bureau of Public Roads (RG 30) is now Federal Highway Administration (RG 406).

17  **Importance, continued (Slide 2).**


- Major Agency Subdivision: Can change frequently. Do not use acronyms. Spell it out. Example: National Archives administrative office records??
- Minor Agency Subdivisions: Also change frequently. Sometimes difficult to determine office of creation. Again, do not use acronyms. Spell it out. Example: National Archives NRC program records??
- Inclusive dates. Needed for transfer and description purposes.

18  **importance, continued (Slide 3).**


- FOIA restriction exemptions. Protects the interests of your agency and alerts naara staff to issues in the records.
- Controlled Unclassified Information (see you eye). These are various statutory restrictions placed on records. These can be difficult for naara to determine or enforce without information from the agency. We must have specific background information on see you eye to process the records.

19  **importance, still going..... (Slide 4)**

- Associated Finding Aids. Have you created databases and indexes to gain quick access to your records? If so, we would like to have them.
- Alternate Copies. Have the records been microfilmed or scanned? If so those films or scans could be the record copy. naara might need to schedule these non-paper copies.
- Special Media. The volume and type will need to be discussed with the FRC or Archives unit.

20  **Phew!!! More.....**

- Disposition Authority.
- NOAA Schedule.  
naara DAU N1-370-11-002.  
NOAA RM Manual No. 1406-5.1.
- This is your naara-approved records schedule item and gives your agency the authority to transfer permanent records to the custody of the National Archives. It can also provide...

21  **The records series title and description for your Sf one thirty five or your Folder-Title List.**

- Item 1: Surface Weather Observations.  
Observations of weather conditions taken at land stations. Depending on the type of station these files include such meteorological elements as temperature, wind speed and direction, humidity, precipitation, pressure, sky condition, visibility, weather occurrence, cloud amount, snowfall and special remarks. Physical records are arranged by station and year.
- Disposition.
- PAPER MANUSCRIPT RECORDS- NOT SCANNED.  
PERMANENT: Cut off at the end of the calendar year. Transfer to National Archives in five-year blocks when most recent observation is 75 years old.  
For your schedules go to <http://www.archives.gov/records-mgmt/rcs/>.













22  **Folder-Title Lists.**

Some examples:

23  **Folder-Title List Received from a U.S. District Court during FY13---Helpful or Not, 20 years later??**

24  **A Recent Transfer from U.S. Army Corps of Engineers (sample Standard Form one thirty five).**

25  **Folder-Title List from the U.S. Army Corps of Engineers: Are the records Temporary or Permanent?**

- 26  **Old Navy Accession.**
- 27  **Finding Aid Created for Above Records by the Archival Unit: 6<sup>th</sup> Naval District, Charleston, SC, Formerly Classified General Correspondence, 1940-1944, Accession 00A2483.**
- 28  **Finding Aid--Database received from an agency: RG 184. Railroad Retirement Board, Pension Claims Files, 1934-2001.**
- 29  **Finding Aid--Database received from an agency: RG 184. Railroad Retirement Board, Pension Claims Files, 1934-2001.**
- 30  **Ok.....So You've Created a Great Folder- Title List!!!**  
Now it's time to transfer your permanent records....
- 31  **If you choose to store your records in a Federal Records Center:**  
Attach your spreadsheet to the SF 135 and send it via mail, email, or fax to the appropriate center.
- 32  **If you are transferring legal custody your records to naara use the Electronic Records Archives.**
- 33  **TR Attachment Page.**
- 34  **A note about Classified Records.**
  - Do not transfer classified records via the Electronic Records Archives. Do these transfers the old way (SF-258).
  - Fill out a Form NA 14130, prior to transferring permanent classified records to naara.
  - <http://www.archives.gov/declassification/ndc/>.
- 35  **Classified Records Transfer Check list, Form N A 14130.**
- 36  **Remember!! You're Making History.**  
In the end, it is the legacy of your work and the work of your agency that you are preserving for the public.
- 37  **Questions, Advice, Help? Contact:**  
Permanent Records Capture Section.  
[Permanentrecords@naara.gov](mailto:Permanentrecords@naara.gov).  
or.  
[Matthew.eidson@naara.gov](mailto:Matthew.eidson@naara.gov).  
301-837-3109.