



National Archives and Records Administration

Washington National Records Center

4205 Suitland Road
Suitland, MD 20746-8001

May 20, 2008

Dear Records Official:

Several months ago, we began a review of portions of our records storage program. We noticed persistent problems with Standard Forms 135, Records Transmittal and Receipt (SF 135). The SFs 135 were not complete with accurate information in the correct blocks. This letter is a revision of instructions about the SF 135 and associated folder lists.

Please use these instructions when preparing SFs 135. We will contact you about needed changes but we cannot correct the SF 135 for you. We cannot approve SFs 135 with obviously incorrect or incomplete information.

I. National Security Classified records

Block 6f, Series Description

Please include in block 6f, Series Description, a brief description of the records, including the dates. Be sure to include the name of the office that created the records.

- **DO NOT** include the classification level of the records. Use block 6g.
- **DO NOT** include any classified information; SFs 135 are public records.

Block 6g, Restriction

Use this column only to list the security classification of the records. Use one of the following abbreviations if your agency handles classified national security information.

- U - unmarked
- C - national security confidential records
- C-RD - national security confidential records which contain restricted or formerly restricted data
- S - or national security secret records
- S-RD - national security secret records which contain restricted or formerly restricted data
- S-SCI - secret sensitive compartmented information
- T - national security top secret records
- T-RD - national security top secret records which contain restricted or formerly restricted data
- TS-SCI - top secret sensitive compartmented information

Folder lists for permanent records

We require a list, which includes the titles of all folders in the transfer. Please indicate the box number and list the titles in the order you have filed them in the boxes. **DO NOT** include any classified information; the folder list is a public record.

If the classification level listed for any folder is higher than the restriction listed in block 6g, we will return the SF 135 to you for correction.

II. Sensitive But Unclassified Records (SBU)

Some records in this category are:

DEA-S Drug Enforcement Agency Sensitive
DOE-OUO: Department of Energy Official Use Only
DOS-SBU: Department of State Sensitive But Unclassified
GSA-SBU-BI: GSA Sensitive But Unclassified Building Information
LES: Law Enforcement Sensitive
LOU: Limited Official Use
PAPI: Privacy Act Protected Information
PROPIN: Proprietary information
SASI: Select Agent Sensitive Information
SNM: Special Nuclear Material
UCNI: Unclassified Controlled Nuclear Information

Block 6f, Series Description

Please include in block 6f, Series Description, a brief description of the records, including the dates. Be sure to include the name of the office that created the records.

- **DO NOT** include any sensitive but unclassified information; SFs 135 including the folder title lists are public records.
- Please indicate the box number and list the titles in the order they are in the boxes.

Block 6g, Restriction

Use this column only to describe more fully the following SBU records.

- **A** - Records are sensitive **AND** you are requesting vault-type storage at an additional storage fee.
- **AP** - Records are sensitive, covered by the Privacy Act /FOIA exemption B6 **AND** you are requesting vault-type storage at an additional storage fee.
- **P** - Privacy Act protected information or FOIA exemption B6. These are not stored in a vault.
- **NA**- Not Applicable, for all other SBU records. These records are not stored in a vault.

Do not include a "C" in this column if the records are "business confidential". If you do, we will handle the records as though they are national security classified. You will incur storage and handling charges at the classified rates. You will also incur charges when you tell us to change the incorrect information.

Folder lists for permanent records

We require a list of which includes the titles of all folders in the transfer. Truncate or modify the folder titles, if necessary, so that the lists **DO NOT** contain sensitive but unclassified (SBU) information; SFs 135 are public records. Indicate the box number and list the titles in the order they are in the boxes.

III. All other records from agencies, which do not handle national security information.

Block 6g, Restriction. Please use NA, Not Applicable.

If you have any questions please contact Krista Donnelly on 301 778-1650.

Sincerely,



ALAN J. KRAMER
Division Director