

INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135

General Instructions

See the Guide to Records Center Services for instructions regarding transfer of records to the NARA records center. http://www.archives.gov/records_center_program/guide.html

36 CFR 1228.160 (e) requires a separate SF 135 for each individual records being transferred.

Send a completed SF 135 to your records center for approval before shipping records.

Item Instructions: Completed by agency transferring the records unless otherwise indicated.

Item 1 through Item 5: See instructions on form.

Item 6. Stratified Code: Please provide the charge code for the office retiring the records, if your agency participates in stratified billing.

Item 7. Transfer Number:

- RG: NARA record group number assigned to the records of the agency making the transfer;
- FY: the last two digits of the current fiscal year
- Number: **In most centers, regional staff assigns a sequential number in this column.** At WNRC, agency records officers typically control and assign transfer numbers, except to some military agencies.

Item 8. Volume: For transfer and billing purposes, a standard-size box equals one cubic foot.

Item 9. Disposition Authority: Cite of the following: the appropriate schedule identifier and item number in your agency records schedule; job number and item number; or the General Records Schedule (GRS). For accountable officers' records, cite the appropriate item from GRS 6. Also, use the General Records Schedules (36 CFR 1228.42) when dealing with records common to most offices such as contracts, civilian personnel records, travel and transportation records. Contact center staff for additional information.

Unscheduled Record Series: Consistent with 36 CFR 1228.154(b), agencies wishing to store unscheduled records at a records storage facility must **notify NARA (NWML) in writing prior to the transfer.** Send notification to NARA (NWML), 8601 Adelphi Road, College Park, MD 20740-6001.

Item 10. Disposition Date: Follow the instructions on your records schedule to compute the disposition date. Because disposal is accomplished in quarterly cycles (i.e. January, April, July and October), advance the date to the beginning of the next calendar quarter to obtain the actual date of disposal.

Item 11. Freeze Codes: Please indicate if the records are subject to extended retention, commonly known as a "freeze" on destruction.

Item 12. Restrictions:

- Security Classification. These restriction codes only apply to documents pertaining to National Security Information rather than information of a proprietary nature.
- RD or FRD: Please add "E" to designate Restricted Data (RD) or Formerly Restricted Data (FRD) records. This must be shown as well as the appropriate classification (Top Secret, Secret, Confidential) set forth in [EO 12356](#)
- Access Restriction:

Code	Restriction
W	Restricted use - witnessed disposal required <i>Unclassified Privacy Act System Records</i> - Code 'W' should be used for unclassified Privacy Act System records. Explain any special restrictions at the bottom of the page, if needed.
N	No restrictions

Vault-type Storage at Agency Request - Use "A" code for records that are not national security classified, but vault-type storage is being requested at an additional storage fee.

Item 13 a and b. Information about the Records:

- Please provide agency box numbers.
- Series Description: describe the records in sufficient detail to allow records center personnel to verify compliance with your records schedule. Please attached a detailed box-by-box listing, if the records are scheduled for permanent retention, unscheduled, or if disposition instructions indicate sampling or screening records is necessary. Since SFs 135 are public records, information included on SFs 135 should not be subject to the Privacy Act and should not include national security classified information. **Site Audit Records:** State "GAO Site Audit" if the records have been so designated by the General Accounting Office and indicate whether the site audit records do or do not pertain to Native Americans.

Item Instructions: Completed by records center personnel receiving the records unless otherwise indicated.

Items 14 , 15 and 16. (Completed by records center personnel.)

Item 17. Records center Receipt (Completed by records center personnel.)