

Transferring Permanent Records to NARA Using ERA:

Cross-walking the ERA Transfer Request to the SF 258

Textual Records

Job Aid



The U.S. National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-60001

SF-258 fields mapped to ERA Transfer Request (TR) fields

Search Create

General Information Tab

Create Transfer Request

Attach an approved Records Schedule Item. Once RSI is attached, several TR fields will be Pre-Populated (PP) using information from the Records Schedule.

Save Cancel

Note: DAA #s are born ERA Record Schedules/Record Schedule Items DAL is a legacy Disposition Authority (NI, NCI #). Agencies must submit a request to their appraisal archivist for legacy schedules to be put into ERA.

***A Transfer Request CANNOT be created without the appropriate DAA or DAL attached.

= Required field

General Information

General Information

SF 258 (Block 6)

* Disposition Authority Number:

DAA-NU-2011-0126-0001

Attach

* Electronic Legacy Data:

No

SF 258 (Block 5A) (PP)

* Agency or Establishment:

Department of the Navy

(PP)

* Record Group:

0313—Records of Naval Operating Forces, 1849-1980

SF 258 (Block 5B) (PP)

Major Subdivision:

Office of Naval Research (ONR)

Minor Subdivision:

Naval Research Lab (NRL)

Manual Citation

Manual Citation

Manual Title

SF 258 (Block 14)

Manual Citation is an Agency's internal Disposition Authority Number

SF 258 (Block 4A)

Transfer Group Description:

R&D Technical Report Files

Edit

Spell check

LT: Legacy Disposition Authority Number: Type of Legal Transfer:

Security Scan:

Always "No" (PP)

Transaction Type

Add Delete

Transaction Number Type	Transaction Number
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SF 258 (Block 8B)

Disposition Authority

Records Schedule Item Title: Technical Report Files

Inclusive Dates SF 258 (Block 4B)

From: 1/1/1981

To: 12/31/1985

NOT on SF 258 (PP)

Access Restriction

Access Restriction Status: -- Select one --

Specific Access Restriction:

Security Classification:

See Next Slide

Access Restriction

SF 258 (Block 12)

Access Restriction Status:

Restricted - Fully

Specific Access Restriction:

FOIA (b)(1) National Security; FOIA (b)(4) Trade Secrets and Commercial or Financial Information

Security Classification:

SF 258 (Block 7)

Top Secret

SF 258 (Block 7)

Special Marking:

Statutory Citation:

Access Restriction Note:

Edit

Spell check

SF 258 (Block 13)

Privacy Act Notice Number:

No

Agency System Number:

Federal Register Volume:

Federal Register Page Number:

Use Restriction

Use Restriction:

-- Select one --

Specific Use Restriction:

NOT on SF 258

NOT applicable to Textual Transfers

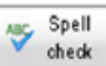
Use Restriction Note:

View

See Previous Slide

Privacy Act Notice Number: Agency System Number:

Federal Register Volume: Federal Register Page Number:


 Spell check


Use Restriction

Use Restriction:

Specific Use Restriction:

Use Restriction Note:

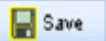
 Edit

 Spell check

Records Type

General Records Type:

NOTE: You may add more than one General Records Type

 Save

Transfer Request **TR-0313-2011-0007**

Status **Draft**

* = Required field

PP from General Information Tab

Transfer Details

Transfer Group Description: R&D Technical Report Files

Cutoff: * Transfer Group Disposition Date: 1/1/2011

Current Physical Location of Records

SF 258 (Block 8)

SF 258 (Block 8A)

SF 258 (Block 11)

Agency Location: Yes

Agency Name and Address: Dept. of Navy
 1776 Blue Waters Way
 Anywhere, USA 12345

Not on SF 258

Destination Physical Location of Records

Location: -- Select one --

* **Transfer Method**

Electronic Means

Electronic Records Transferred by Electronic Means

Cutoff: * Transfer Group Disposition Date: 1/1/2011

Current Physical Location of Records

Agency Location: Yes

Agency Name and Address: Dept. of Navy
1776 Blue Waters Way
Anywhere, USA 12345

Edit
Spell check

Same as previous slide

Destination Physical Location of Records

Location: National Archives at College Park - Archives II (College Park, MD)

Destination Custodial Unit: NWCT2P - Archives II Processing Section

*** Transfer Method**

Electronic Means

Electronic Records Transferred by Electronic Means

Purely electronic, over the wire records

Physical Means

Electronic Records on Physical Media

Physical Transfer of Non-Electronic Records

CD, DVD, USB,
Hard Drive,
Magnetic Tape,
Floppies, etc.

Paper, photo prints/negatives, maps,
blue prints, sound (non electronic
audio and sound recordings)

Save View PDF Cancel -- Select Next Action -- Go Delete

Same as previous slide

Physical Means

- Electronic Records on Physical Media
- Physical Transfer of Non-Electronic Records

* Physical Media Types - Non-Electronic Records

* Physical Media Types - Non-Electronic Records			
Add Delete			
	Quantity	Transfer Media Type	Container Description
<input type="checkbox"/>	5	Paper	

SF 258 (Block 9)

For Textual Transfers, always put the number of containers in the container box

NOTE: More than one Physical Media Type may be added

List of Containers

List of Containers						
Add Delete						
	Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
<input type="checkbox"/>	* 5	FRC-S FRC Carton, Standard		15.000	10.125	12.250

SF 258 (Block 10)

PP

Details of the List of Containers

Total Number of Containers:	5	Total Container Volume (cubic feet):	5.383	Container Numbers:	1-5
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Populates from above information

Must fill in this information, does not PP

Search Create

Transfer Request **TR-0313-2011-0007**

Status **Draft**

Save View PDF Cancel -- Select Next Action -- Go Delete

* = Required field

General Information **Transfer Details** **Contact Information** Related Assets Attachments

Transferring Agency Official

First Name:	<input type="text" value="GiGi"/>	Last Name:	<input type="text" value="Jane"/>
Title:	<input type="text" value="TransferringOfficial for Don"/>	Phone:	<input type="text" value="301-123-4567"/>
Email:	<input type="text" value="GiJane@DON.gov"/>	Agency:	<input type="text" value="Navy"/>

PP from user profile

Agency Approving Official

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Agency:	<input type="text"/>

NARA Contact

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Agency:	<input type="text"/>

Other Contacts (Agency/NARA)

Agency Approving Official

First Name: Last Name:

Title: Phone:

Email: Agency:

NARA Contact

First Name: Last Name:

Title: Phone:

Email: Agency:

Other Contacts (Agency/NARA)

	First Name	Last Name	Title	Phone	Email	Agency
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SF 258 (Block 5E)

-- Select Next Action --

Same as previous slide

Useful to fill out, particularly if you are not the individual to contact regarding physical transport arrangements for the records.

Search Create

Transfer Request **TR-0313-2011-0007**

Status Draft

 Save  View PDF  Cancel -- Select Next Action --   Go  Delete

* = Required field

General Information **Transfer Details** Contact Information **Related Assets** Attachments

Related Assets

No related objects found.

 Save  View PDF  Cancel -- Select Next Action --   Go  Delete

Search Create

Transfer Request **TR-0313-2011-0007**

Status Draft

-- Select Next Action --

* = Required field

General Information Transfer Details Contact Information Related Assets **Attachments**

Add an Attachment

File Name:

File Description:

List of Attachments

Attachment (ATT): 1 thru 1 of 1

<< first < prev **1** next > last >>

	Attachment File Name	Attachment Description
<input type="checkbox"/>	TR-0313-2011-0007.xls	

Attachments should include the Business Object number in the title

SF 258 (Block 14)

Search Create

Search Home > Search Results >

Transfer Request **TR-0313-2011-0007**

Status **Draft**

View PDF Cancel

Signatory Tab

ERA Roles

* = Required field

General Information Transfer Details Original Order **Signatory Information**

Signatory Information

Date	Action	By	Title	Organization
12/9/2010	Submit	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
1/4/2011	Submit	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
4/19/2011	Approve	Timothy Enas	Archivist	National Archives and Records Administration
5/4/2011	Reject Additional Shipments	Dawn Sherman-Fells	Archivist	National Archives and Records Administration
5/4/2011	Accept Physical Custody	Dawn Sherman-Fells	Archivist	National Archives and Records Administration

Transferring Official

Agency Approving Official

NARA Transfer Staff

Agency Actions

NARA Actions

ERA Transfer Request (TR) fields mapped to SF-258

SF 258 EXAMPLE—NOT VALID DOCUMENT

AUTHORIZED FOR LOCAL REPRODUCTION

1. INTERIM CONTROL NO. (NARA Use Only)

**AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES**

TERMS OF AGREEMENT

The records described below and on the attached _____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the *Guide to the National Archives of the United States*. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, non-archival printed or processes material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the

Agency
Approving
Official



2A. AGENCY APPROVAL

Signature Navy Records Officer Date 6/5/11

2' Navy Records Officer
Department of the Navy
1776 Blue Waters Way
Anywhere, USA 12345

3A. NARA APPROVAL

Signature NARA Official Date 7/1/11

3' NARA Official
8601 Adelphi Road—Room 0001
College Park, MD 20740

SF 258 EXAMPLE—NOT VALID DOCUMENT

RECORDS INFORMATION

4A. RECORDS SERIES TITLE <u>R and D Technical Report Files</u> Transfer Group Description		
4B. DATE SPAN OF SERIES <u>1/1/1981 to 12/31/1985</u> Inclusive Dates (Attach any additional description.)		
5A. AGENCY OR ESTABLISHMENT Creating Agency/Establishment <u>Department of the Navy</u>	9. PHYSICAL FORMS General Records Type	
5B. AGENCY MAJOR SUBDIVISION Major Subdivision <u>Office of Naval Research(ONR)</u>	<input checked="" type="checkbox"/> Paper Documents <input type="checkbox"/> Posters <input type="checkbox"/> Paper Publications <input type="checkbox"/> Maps and Charts <input type="checkbox"/> Microfilm/Microfiche <input type="checkbox"/> Arch / Eng Drawings <input type="checkbox"/> Electronic Records <input type="checkbox"/> Motion / sound / Video <input type="checkbox"/> Photographs <input type="checkbox"/> Other (specify): _____	
5C. AGENCY MINOR SUBDIVISION Minor Subdivision <u>Naval Research Lab(NRL)</u>	10. VOLUME: List of Containers/Detail of the List of Containers CONTAINERS: Cu. Mtr. _____ (Cu. Ft. <u>5</u>) Number <u>5</u> Type <u>FAC-5</u>	
5D. UNIT THAT CREATED RECORD _____	11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES Transfer Disposition Date <u>11/2011</u>	
5E. AGENCY PERSON WITH WHOM TO CENTER ABOUT THE RECORDS Name <u>Gigi Jane</u> Contact Information Telephone Number <u>(301) 123-4567</u>	12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE? <u>FOIA(b)(4)</u> Access Restriction Information <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, attach limits on use and justification.)	
6. DISPOSITION AUTHORITY: Former N1/NC1 Number <u>DAA-NLI-2011-0126-0001</u>	13. ARE RECORDS SUBJECT TO THE PRIVACY ACT? Access Restriction Information (If yes, cite Agency system Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
7. IS SECURITY CLASSIFIED INFORMATION PRESENT? <input type="checkbox"/> NO <input type="checkbox"/> YES LEVEL: <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input checked="" type="checkbox"/> Top Secret SPECIAL MARKINGS: <input type="checkbox"/> RD/FRD <input type="checkbox"/> SCI <input type="checkbox"/> NATO <input type="checkbox"/> Other Access Restriction Information INFORMATION STATUS: <input type="checkbox"/> Segregated <input type="checkbox"/> Declassified	14. ATTACHMENTS <input type="checkbox"/> Agency Manual Excerpt <input type="checkbox"/> Listing of Records Transferred <input type="checkbox"/> Additional Description <input type="checkbox"/> NA from 14097 or Equivalent <input type="checkbox"/> Privacy Act Notice <input type="checkbox"/> Microform Inspection Report <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> SF(s) 135 Use Attachments Feature	
8. CURRENT LOCATION OF RECORDS <input checked="" type="checkbox"/> Agency (Complete 8A only) Current Physical Location of Records <input type="checkbox"/> Federal Records Center (Complete 8B only)	8A. ADDRESS <u>Department of the Navy</u> <u>1776 Blue Waters Way</u> <u>Anywhere, USA 12345</u>	
8B. FRC ACCESSION NUMBER <u>N/A</u> Transaction Type/Transaction Number	CONTAINER NUMBER(S) <u>5</u>	FRC LOCATION <u>N/A</u> Location

SF 258 EXAMPLE—NOT VALID DOCUMENT

NARA PROVIDES

15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION		RG 313
16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES Signature <u>NARA Official</u> Date <u>8/1/11</u>		17. NATIONAL ARCHIVES ACCESSION NO.



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

LTI: Legal Custody Accepted captured on the Legal Transfer Instrument (LTI) Signatory Tab, not on the Transfer Request

SF 258 (9/95)
Prescribed by NARA 36 CFR 1226