<u>Textual Accessioning Direct Offer Tips & Requirements</u>

Please be sure to complete the following, in addition to all ERA system requirements as indicated by a red asterisk (*) on the Transfer Request form. ERA system requirements are further explained in the Agency ERA <u>User Manual</u>.

Legacy Schedules:

If your Agency plans to accession permanent records associated with a **Legacy Records Schedule**, follow these instructions:

In order to create a **Transfer Request** in ERA, the user must select the disposition authority for the records. Not all currently approved disposition authorities have been entered into ERA. Records Management Services (ACNR) will be implementing a project to systematically enter legacy disposition authorities into ERA beginning in FY2012. In the meantime, ACNR will enter legacy disposition authorities upon request.
To request entry of a legacy disposition authority:

- ➤ *Send your request via email to: legacy.schedule@nara.gov. Your request must be a complete disposition authority citation (NARA job number and item number). We will not accept manual citations.* Please see page 51 of the ERA Agency User Manual for further details.

Transfer Group Description:

This field should contain a simple title, not Major/Minor Subdivision offices or a historical synopsis.

Major/Minor Subdivisions (not required fields):

These fields should consist of the offices under which the records being transferred were created, **NOT** the Records Management offices transferring the records. Only complete these fields if the information is known.

Access Restrictions:

The **Access Restriction** is a required section and provides information about the access restrictions associated with the records that will be transferred under the Transfer Request. Please, only choose **Restricted—Fully, Restricted—Partly**, or **Unrestricted**.

Access Restriction Status field allows you to select whether the records being transferred are restricted or unrestricted.

Restricted—Fully: *All* records in this transfer are restricted.

Restricted—Partly: *Some* records in this transfer are restricted.

Unrestricted: Records in this transfer are not restricted.

Please identify records containing RD/FRD by selecting FOIA (b)(3) and the statute Atomic Energy Act.

Please appropriately identify Controlled Unclassified Information with the appropriate FOIA (b)(2) – (b)(9) restriction.

Location of Records:

The **Current Physical Location of Records** is a required area that contains information about the location of the records.

The **Agency Location** field allows you to select whether the records are coming directly from an Agency location, a commercial records center, or a FRC.
- ➤ *Select Yes to display the **Agency Name and Address** field.*

- ➤ *Select No to display the **Location** and **Current Custodial Unit** fields.*

➤ If records are located at a Federal Records Center (FRC) always select *No.*

The **Destination Physical Location of Records** area contains information about the destination of the records.
➤ *Select a NARA facility such as Archives II, College Park, MD from the **Location** field.*

➤ *In the **Destination Custodial Unit** field select the specific NARA custodial unit to which the records will go, such as NWCT2P, Archives II Processing Section.*

Attachments:

Attach documents pertinent to the records such as box lists, memoranda, letters, or correspondence related to the transfer.

❖ Note: For textual transfers box lists are required for all Direct Offers and must be attached to the TR at the time of submission to NARA. An Excel spreadsheet is the preferred format.

➤ Please include the TR number in the Attachment title, e.g. TR-0313-2011-0007_boxlist.xls

Classified Information:

While classified records accessions may be transferred using ERA, no classified information may be included in ERA, particularly box/folder titles. Please include only unclassified information to identify box/folder titles.

Standard Size Containers:

Please use standard containers only. Do not use Staples, HP or other, non-archival boxes to store records and transfer.

Physical Media Type & Quantity:

❖ Note: For textual records transfer only:

➤ If you are transferring 25 containers of paper records place **25** in the **Quantity** field and select **Paper** in the **Transfer Media Type** field.

➤ If you are transferring 25 containers of microform place **25** in the **Quantity** field and select **Microform** in the **Transfer Media Type** field

Rejected TRs:

A TR may be returned to Draft status by NARA if we identify discrepancies with information. You will receive an ERA system or e-mail notification. The reason(s) why a TR is rejected will appear in the **Rejection Comment** field at the bottom of the **General Information** tab. Please review this information before contacting your accessioning POC. In such cases, the TR can be resubmitted to NARA after cited discrepancies are addressed.

Please contact your Textual Accessioning POC or A2accessions@nara.gov with any questions.