Using ERA for FRC Annual Move

October 21, 2014

Michael Carlson
Lynn Stewart
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Getting Started Using ERA

- Getting Started Using ERA
  - http://www.archives.gov/records-mgmt/era/
  - http://www.archives.gov/records-mgmt/era/account-request.html
- Step One – Appoint an ERA Account Manager
  - ERAaccounts@nara.gov

Getting Started Using ERA

- Step Two - Determine ERA User Roles
  - Agency Roles in ERA
    - Scheduling Records
      - Records Scheduler
      - Certifying Official
    - Transferring Records
      - Transferring Official
      - Agency Approving Official
  - ERA Account Manager assigns ERA roles to staff

Getting Started Using ERA

- Step Three – Get ERA Users Trained
  - http://www.archives.gov/era/training/intended-audience.html
  - Identify the classes they need
  - http://www.archives.gov/era/training/
  - Get users trained

Getting Started Using ERA

- Step Four - Submit ERA User Account Requests
  - ERA User Account Request Form (NA 3070)
    - Each User fills out the form and submits it
    - ERA Account Manager verifies information and forwards to ERAaccounts@nara.gov

Connectivity

- Connectivity Issues
  - Firefox, Chrome or Internet Explorer through v10
  - NARA needs to know your public facing IP address range
    - Email information to ERAaccounts@nara.gov
  - No other specific hardware requirements

2015 Annual Move

- 10,586 Transfer Requests loaded on October 1
- Represent 116, 893.4 cubic feet
- Records from 15 FRCs to 19 NARA archival units

FRC Transfer in ERA

- Draft Transfer Requests (TRs) for eligible FRC Transfers
- Created by NARA from data derived from ARCIS
- One FRC transfer = one ERA Transfer Request
- Agency responsible for reviewing and proposing TRs
- Corrected information must be provided to FRCs and in ERA

FRC TRANSFER IN ERA – SEQUENCE VIEW

Box 1. NARA creates a **"Draft"** Transfer Request (TR) from ARCIS data

Box 2. Agency reviews and updates TR; then submits TR to Agency Records Officer. TR updates from **"Draft"** to **"Submitted for Agency Approval"**

Transferring Agency Official

Box 3. Agency submits TR to NARA. TR updates from **"Submitted for Agency Approval"** to **"Proposed"**

Agency Approving Official

Box 4. NARA receives, reviews, and accepts or rejects **"Proposed"** TR. If accepted, TR is **"Approved."**

Box 5. Ship records

Box 6. NARA completes internal work processes

Box 7. NARA electronically signs TR **Accepting Physical Custody** of the records. ERA system automatically creates Legal Transfer Instrument (LTI) at this point.

Box 8. NARA completes standard accessioning procedures and **"Approves"** the LTI.

Red = actions taken by NARA staff, including FRC

Blue = actions taken by NARA/archival accessioning staff

Yellow= actions taken by agencies

Note: One TR created for each FRC transfer

Search for Annual Move TRs

- Log in as Transferring Agency Official
- Search: Advanced Search
- Business Object: Transfer Request
- Keyword: “2015 Annual Move”
- Status: Draft
- Record Group Number: ####

Search for TRs in Draft Status

Search - NARA

File Edit View History Bookmarks Tools Help

Search

nara.gov https://www.era.nara.gov/sba/pages/general/search-2-view.jsp

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ERA

Search Create

Search

Search Home > Search Results >

Search Advanced Search

Search for: Transfer Request (TR) Keyword(s) "2013 Annual Move" Results per page 10

Transfer Request ID:

Status: Draft, Submitted For Agency Approval, Proposed

Disposition Authority Number:

Legacy Transfer Request Indicator: -- Select one --

Agency or Establishment: -- Select one --

Record Group Number: 0038

Transaction Number Type: -- Select one --

Transaction Number:

Destination Physical Location:

Destination Custodial Unit:

Created By:

Date Type: Creation Date

From:

To:

Search Reset

Search Results For : Transfer Request (TR)

Back to Top Transfer Request (TR):

Download Full Search Results

Download Brief Search Results

1 thru 10 of 180

To perform Next Action on multiple Asset(s), you must filter your search by a single status.

Status: -- Select one -- Filter

start Novell Group... Mail From: Ma... Search - NARA 9:28 AM

Search Results

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Search Create

Search

Search Home > Search Results >

To:

Search Reset

Search Results For : Transfer Request (TR)

Back to Top Transfer Request (TR): 1 thru 30 of 69

To perform Next Action on multiple Asset(s), you must filter your search by a single status.

Status: -- Select one -- Filter

<< first < prev 1 2 3 next > last >>

Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Record Group Number	Transfer Group Description	Legacy Transfer Request Indicator	Transaction Number Type	Transaction Number	Destination Physical Location
TR-0077-2012-0085	DAL-AU-2011-0090-0004	Draft	Department of the Army	0077	CIV WORKS PROJ FLS	No	Records Center Transfer Number	K077-97-0004-OMA	NRE Central Plains Region
TR-0077-2012-0084	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	CIVIL WORKS PROJECTS FILES PLANNING DIVISION BX1-42/42 LOUISVL 40/91	No	Records Center Transfer Number	A077-94-0033-EKA	NRC Southeast Region
TR-0077-2012-0083	DAL-AU-2011-0044-0002	Draft	Department of the Army	0077	NAVIGABLE WATERWAY FILES	No	Records Center Transfer Number	L077-03-0002	NRH Pacific Region
TR-0077-2012-0082	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	CIVIL WORKS PROJ JACKSONVILLE 45/91	No	Records Center Transfer Number	A077-96-0032-EFB	NRC Southeast Region
TR-0077-2012-0081	DAL-AU-2011-0090-0003	Draft	Department of the Army	0077	MDC CIVIL PROJ FLS-REAL ESTATE 1986	No	Records Center Transfer Number	B077-97-0028	NRA Northeast Region

Done

Search Strategies for Stratified Billing Customers

Search - NARA

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nara.gov https://www.era.nara.gov/sba/pages/general/search-2-view.jsp

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ERA

Search Create

Search

Search Home > Search Results >

Search Advanced Search

Hide Input

Search for: Transfer Request (TR) Keyword(s) "2013 Annual Move" and "Goddard" Results per page 10

Transfer Request ID:

Status: Draft, Submitted For Agency Approval, Proposed

Disposition Authority Number:

Legacy Transfer Request Indicator: -- Select one --

Agency or Establishment: -- Select one --

Record Group Number: 0255

Transaction Number Type: -- Select one --

Transaction Number:

Destination Physical Location:

Destination Custodial Unit:

Created By:

Date Type: Creation Date

From:

To:

Search Reset

Search Results For : Transfer Request (TR)

Back to Top Transfer Request (TR):

Download Full Search Results

Download Brief Search Results

1 thru 10 of 57

To perform Next Action on multiple Asset(s), you must filter your search by a single status.

Status: -- Select one -- Filter

<< first < prev 1 2 3 4 5 6 next > last >>

Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Record Group Number	Transfer Group Description	Legacy Transfer Request Indicator	Transaction Number Type	Transaction Number	Destination Physical Location
TR-0255-2013-0254	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space	0255	^GS R&D PROJ FILE Goddard	No	Records Center Transfer	W255-06-0263	NRB Mid-Atl Region

Start 5:17 PM

Search Results
for Stratified Billing Customers

Search - NARA

File Edit View History Bookmarks Tools Help

Search

nara.gov https://www.era.nara.gov/sba/pages/general/search-2-view.jsp

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Search Create

Search

Search Home > Search Results >

Back to Top Transfer Request (TR):

Download Full Search Results

Download Brief Search Results

1 thru 10 of 57

To perform Next Action on multiple Asset(s), you must filter your search by a single status.

Status: -- Select one -- Filter

<< first < prev 1 2 3 4 5 6 next > last >>

Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Record Group Number	Transfer Group Description	Legacy Transfer Request Indicator	Transaction Number Type	Transaction Number	Destination Physical Location
TR-0255-2013-0254	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R&D PROJ FILE Goddard Space Flight Center	No	Records Center Transfer Number	W255-06-0263	NRB Mid-Atl Region
TR-0255-2013-0248	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R&D PROJ Goddard Space Flight Center	No	Records Center Transfer Number	W255-75-0117-GSC	NRB Mid-Atl Region
TR-0255-2013-0247	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	R&D PROJ Goddard Space Flight Center	No	Records Center Transfer Number	W255-75-0101-GSC	NRB Mid-Atl Region
TR-0255-2013-0246	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	R&D EXPTL DATA FILE Goddard Space Flight Center	No	Records Center Transfer Number	W255-92-0346-GSC	NRB Mid-Atl Region
TR-0255-2013-0245	DAL-0255-2010-0001-0001	Draft	National Aeronautics and Space Administration	0255	^GS R & D PROJECT Goddard Space Flight Center	No	Records Center Transfer Number	W255-76A0220-GSC	NRB Mid-Atl Region
TR-0255-2013-0241	DAL-0255-2010-0001-0001	Draft	National Aeronautics	0255	R&D PROJ Goddard	No	Records Center	W255-74-0235-GSC	NRB Mid-Atl

Start 5:18 PM

Transfer Request
General Information Tab

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Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065

Status Draft

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

* = Required field

General Information | Transfer Details | Contact Information | Signatory Information | Related Assets | Attachments

General Information

* Disposition Authority Number: DAL-0038-2010-0020-0001

* Electronic Legacy Data: No

* Agency or Establishment: Department of the Navy

* Record Group: 0038 - Records of the Office of the Chief of Naval Operations

Major Subdivision:

Minor Subdivision:

Manual Citation

Manual Citation	Manual Title

General Information Tab:
General Information Section:

Review the populated fields. You may enter data about the **Major Subdivision** and **Minor Subdivision** *if the correct information is known.*

Transfer Request
General Information Tab

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Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

* Transfer Group Description: Incoming Correspondence

Edit

Spell check

LTI:

* Security Scan: No

Legacy Disposition Authority Number: N1-038-96-003/3

* Type of Legal Transfer: Annual FRC Move

Transaction Type

Add | Delete

	Transaction Number Type	Transaction Number
☐	* Records Center Transfer Number	* W038-93-0006

Disposition Authority

Type of Legal Transfer: *Annual FRC Move* must be selected.

Transaction Type: *Records Center Transfer Number* (also known as the FRC accession number) is populated in the **Transaction Number Type** and **Transaction Number** fields

Transfer Request
General Information Tab

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Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065

Save | View PDF | Cancel | Delete

Records Schedule Item Title is from the Records Schedule.

Review dates for accuracy.

Disposition Authority

Records Schedule Item Title: Incoming Correspondence

Inclusive Dates

* From: 1/1/1991

* To: 12/31/1991

Access Restriction

* Access Restriction Status: Restricted - Fully

* Specific Access Restriction: FOIA (b)(1) National Security

* Security Classification: Secret

Special Marking:

Statutory Citation:

Access Restriction Note:

Access Restriction: Review this section *very carefully. The data in these fields is derived from ARCIS, but may be incomplete or require updating.*

- To edit a field, click on the ellipsis and arrow buttons to select the correct access information. It is essential that this information is accurate.
- You may add an **Access Restriction Note**. If you select *Other, you are required to type a note.*

Transfer Request
General Information Tab
Updating Access Restriction Information

Home | View Prof

ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0483-2014-0200

Save View PDF Cancel

Access Restriction

* Access Restriction Status: Restricted - Fully

* Specific Access Restriction: FOIA (b)(6) Personal Information

Special Marking:

Statutory Citation:

Access Restrictio

Privacy Act Notice Number:

* Federal Register V

Selection

Available

Freedom of Information Act (FOIA)
FOIA (b)(1) National Security
FOIA (b)(2) Internal Personnel Rules and Practices
FOIA (b)(3) Statute
FOIA (b)(4) Trade Secrets and Commercial or Financial Inform
FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Let
FOIA (b)(7) Law Enforcement

Selected

FOIA (b)(6) Personal Information

Confirm Cancel

Use Restriction

* Use Restriction: Undetermined

Specific Use Restriction:

* Use Restriction Note: Undetermined is the default value for TRs generated by NARA for agency review and approval for the annual move. Please select a more appropriate use restriction where appropriate.

Edit

To update **Specific Access Restriction** field, click on ellipses to open pick list. Use green arrow to choose the correct information, then Save.

Use the same process to update **Security Classification** and **Special Marking** fields.

NA 14130
Classified Records Checklist

- Complete one NA Form 14130 for each TR/FRC transfer

- Checklist may be found at: http://www.archives.gov/declassification/ndc/forms/na-14130.pdf

Transfer Request
General Information Tab
Privacy Act Notice (Yes)

ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0115-2014-0008 Status Draft

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

* To: 12/31/1983

Access Restriction

* Access Restriction Status: Restricted - Fully

* Specific Access Restriction: FOIA (b)(6) Personal Information

Security Classification:

Special Marking:

Statutory Citation:

Access Restriction Note:

Edit

Spell check

Privacy Act Notice Number: Yes

* Agency System Number:

* Federal Register Volume:

* Federal Register Page Number:

Use Restriction

* Use Restriction: Undetermined

Specific Use Restriction:

* Use Restriction Note: Undetermined is the default value for TRs generated by NA a more appropriate use restriction where appropriate.

Spell

For the **Privacy Act Notice Number** field, if *Yes* is selected, the **Agency System Number**, **Federal Register Volume** and **Federal Register Page Number** fields are required.

Transfer Request
General Information Tab
Use Restriction

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ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

Access Restriction Note: Edit

Use Restriction: Review this section **very** carefully. There is no data in ARCIS regarding use restrictions. The **default for the field will be *Undetermined* and there will be a default Use Restriction Note** message. If you select anything other than *Unrestricted*, the **Use Restriction Note** field is required.

Privacy Act Notice Number:

Federal Register Volu

Use Restriction

* Use Restriction: Undetermined

Specific Use Restriction:

* Use Restriction Note:

Undetermined is the default value for TRs generated by NARA for agency review and approval for the **annual move**. Please select a more appropriate use restriction where applicable.

Edit | Spell check

Transfer Request
General Information Tab

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ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

* Use Restriction: Undetermined

Specific Use Restriction:

* Use Restric

Records Type: Review for accuracy and make the necessary edits. To edit a field, click on the *ellipsis* and *arrow buttons* to select the correct **General Records Type**. Only one selection will be derived from ARCIS data, but if additional records types are known, they should be added**.**

Records Type

* General Records Type: Textual Records

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

Transfer Request
Transfer Details Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 .

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ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0(

Save | View PDF | Cance

General Information | Transfer Details | C

Transfer Details Tab:
Transfer Details Section: Includes the **Transfer Group Description** from the **General Information** Tab. The **Disposition Date** will usually be January 1st of the year for which the records are eligible for transfer, e.g. 1/1/2015.
Current Physical Location of Records: The agency location should always be *No*.
Destination Physical Location of Records: Do not change this information.

Transfer Details

Transfer Group Description: INCOMING CORRES | View

Cutoff:

* Transfer Group Disposition Date: 1/1/2013

Current Physical Location of Records

Agency Location: No

Location: Washington National Records Center (Suitland, MD)

Current Custodial Unit: NWMW - Washington National Records Center (Suitland, MD)

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 Request
Transfer Details Tab

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ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065

Status Draft

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

* **Transfer Method**

Electronic Means

☐ Electronic Records Transferred by Electronic Means

Physical Means

☐ Electronic Records on Physical Media

☑ Physical Transfer of Non-Electronic Records

* **Physical Media Types - Non-Electronic Records**

Add | Delete

	Quantity	Transfer Media Type	Container Description
☐	1	Microfiche	Quantity is number of containers

List of Containers

Add | Delete

Transfer Method will always be **Physical Means.**

Container Description is entered by NARA.

Transfer Request
Transfer Details Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 .

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ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

List of Containers Section: ERA will calculate the volume from the number and type of containers.

List of Containers

Add | Delete

	Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
☐	* 1	FRC-S FRC Carton, Standard		15.0	10.125	12.25

Details of the List of Containers

Total Number of Containers: 1 Total Container Volume (cubic feet): 1.077 Container Numbers: 1

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

Contact Information Tab

Search Create

Search Home » Search Results »

Transfer Request TR-0038-2011-0065 Status Draft

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

* = Required field

General Information | Transfer Details | Contact Information | Signatory Information | Related Assets | Attachments

Transferring Agency Official

First Name:	Jane	Last Name:	Smith
Title:	Records Liasion	Phone:	123-456-7890
Email:	jane.smith@navy.mil	Agency:	Department of the Navy

Agency Approving Official

First Name:		Last Name:	
Title:		Phone:	
Email:		Agency:	

NARA Contact

First Name:		Last Name:	
Title:		Phone:	

Done

Transferring Agency Official: These fields populate from the *User Profile* except for the **Agency** field, which is derived from ARCIS. Please update your *User Profile* if needed.
Agency Approving Official: These will fields populate from the *User Profile* after the **Agency Approving Official** submits the TR to NARA.
NARA Contact: Leave these fields blank. These will be completed by NARA staff if needed..

Contact Information Tab
Other Contacts (Agency/NARA)

ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0507-2014-0003 Status Draft

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

NARA Contact

First Name: Last Name:
Title: Phone:
Email: Agency:

Other Contacts (Agency/NARA)

Add | Delete

	First Name	Last Name	Title	Phone	Email	Agency
☐	2014	Annual Move	ERA - System Genera	1-877-372-9594	ERAHelp@nara.gov	Natio

Other Contacts: The first **Other Contacts** set of fields will pre-populate with information about the specific Annual Move and the ERA Help Desk. Please do not alter this information. You may add any additional contacts.

Transfer Request
Signatory Information Tab

ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0507-2014-0003

Save | View PDF | Cancel | -- Select N

Signatory Information tab: These fields will automatically populate from system information and User Profiles.

* = Required field

General Information | Transfer Details | Contact Information | Signatory Information | Related Assets | Attachments

Signatory Information

Date	Action	By	Title	Organization
10/21/2013		2014 Annual Move	ERA - System Generated	National Archives and Records Administration

Terms of Agreement

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

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 above, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of the 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 processed 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.

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

Transfer Request
Related Assets Tab

Welcome Lynn.Stewart.1 Lynn.Stewart.1 .

Home | View Profile | Help | FAQ | About | Log Out

ERA

Search Create

Search Home > Search Results >

Transfer Request TR-0038-2011-0065 Status Draft

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

* = Required field

General Information | Transfer Details | Contact Information | Signatory Information | Related Assets | Attachments

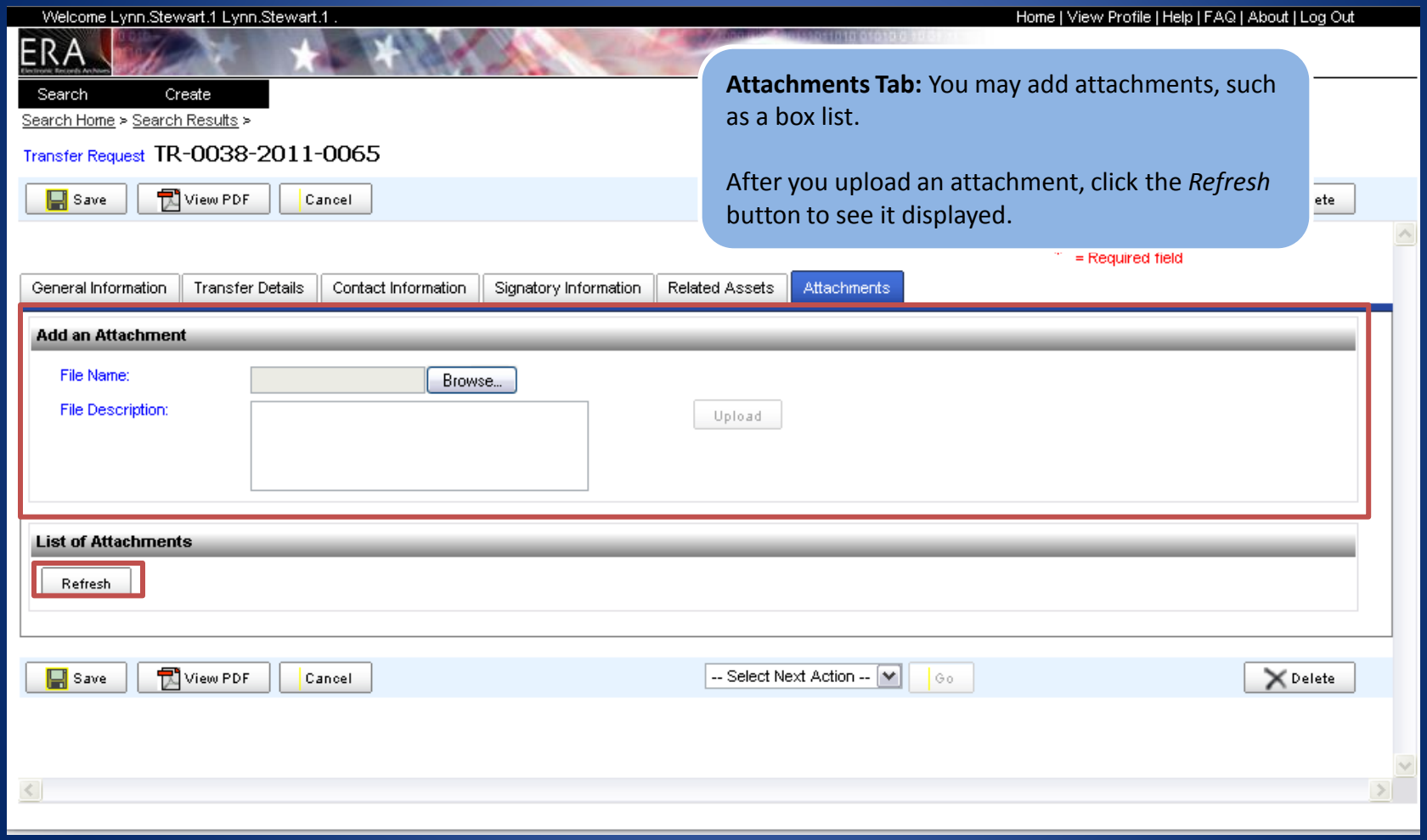
Related Assets

No related objects found.

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

Related Assets Tab: No *Related Assets* will be listed until the TR has been approved by NARA. *Related Assets* include *Disposition Authority* and *Transfer Processing Results* business objects.

Transfer Request
Attachments Tab



Attachments Tab: You may add attachments, such as a box list.

After you upload an attachment, click the *Refresh* button to see it displayed.

Transfer Request
Submit for Agency Approval

View Transfer Request: TR-0441-2011-0046 - NARA

File Edit View History Bookmarks Tools Help

http://www.cat.era.nara.gov/sba/pages/tr/tr-edit.jsp?action=view&objectID=1.2-1.3-201108.105135&obje

Most Visited | Getting Started | Latest Headlines

View Transfer Request: TR-0441-201...

Welcome For Lynn . Home | View Profile | Help | FAQ | About | Log Out

ERA

Search

Search Home > Search Results >

Transfer Request TR-0441-2011-0046 Status Submitted For Agency Approval

View PDF | Cancel | Submit | Go

Transferring Agency Official

First Name:	Lynn.Stewart.1	Last Name:	Lynn.Stewart.1
Title:	Test User.	Phone:	123-45-6789
Email:	Lynn.Stewart.1@lmco.com	Agency:	Department of Education

Agency Approving Official

First Name:
Title:
Email:

NARA Contact

First Name:
Title:
Email:

Other Contacts (

Once your review is complete and you are ready to submit the TR for approval by your Agency Approving Official:

- **Save** TR
- Select **Submit** from the dropdown menu
- Click **Go**

The TR is Submitted for Approval to the **Agency Approving Official**.

Transfer Request
Propose TRs to NARA

- **Agency Approving Official** may Propose a TR for Approval by NARA. ERA will provide a task notification indicating that action needs to be taken on a particular TR. An **Agency Approving Official** may also reject a TR which will then return to Draft status.

- **Agency Approving Official** may also have the **Transferring Agency Official** role.

Transfer Request
Search for Submitted for Agency Approval

Search - NARA

File Edit View History Bookmarks Tools Help

https://www.era.nara.gov/sba/pages/general/search-2-view.jsp

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ERA

Search Create

Search

Search Home > Search Results >

Search | Advanced Search

Hide Input

Search for: Transfer Request (TR) Keyword(s) "2012 Annual Move" Results per page 10

Transfer Request ID:

Status: Draft / Submitted For Agency Approval / Proposed

Disposition Authority Number:

Legacy Transfer Request Indicator: -- Select one --

Agency or Establishment: -- Select one --

Record Group Number:

Transaction Number Type: -- Select one --

Transaction Number:

Destination Physical Location:

Destination Custodial Unit:

Created By:

Date Type: Creation Date

Search Results For : Transfer Request (TR)

Back to Top Transfer Request (TR):

To perform Next Action on multiple Asset(s), you

Status: -- Select one --

The **Agency Approving Official** may search for TRs in the Status Submitted for Agency Approval, or set the User Profile to receive a **Task Notification/e-mail** indicating that action needs to be taken on a particular TR.

start | Novell Group... | Mail From: Ma... | Search - NARA | Annual Move ... | Screen Shot 2... | 9:40 AM

Transfer Request
Submit to NARA

View Transfer Request: TR-0255-2013-0410 - NARA

File Edit View History Bookmarks Tools Help

10.19.51.68:7001/sba/pages/tr/tr-edit.jsp?action=view&objectID=1.98-1.3-201309.22879&objectVersion=current

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Search Create

Search Home > Search Results >

Transfer Request TR-0255-2013-0410 Status: Submitted For Agency Approval

View PDF Cancel Submit Go

-- Select Next Action --
Submit
Reject

* = Required field

General Information | Transfer Details | Contact Information | Signatory Information | Related Assets | Attachments

General Information

* Disposition Authority Number: DAL-0255-2013-0001-0001
* Electronic Legacy Data: No
* Agency or Establishment: National Aeronautics and Space Administration
* Record Group: 0255 - Records of the National Aeronautics and Space Administration
Major Subdivision:
Minor Subdivision:

Manual Citation

Manual Citation	Manual Title

* Transfer Group Description: R&D PROJ FILES/REF REPORTS Johnson Spa
LTI:
Legacy Disposition Authority Number: N1-255-10-004 / 101/A
* Type of Legal Transfer: Annual FRC Move

Transaction Type

Add Delete

	Transaction Number Type	Transaction Number
	* Records Center Transfer Number	* F255-01-0042

Start 9:19 AM

The Agency Approving Official submits the TR to NARA for approval.

Transfer Request
Terms of Agreement

View Transfer Request: TR-0255-2013-0410 - NARA

Transfer Request TR-0255-2013-0410

Status Submitted For Agen

Terms of Agreement for Submit Action

Please select the check box to indicate your acceptance and click Continue to proceed.

The records described above are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring entity certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552. In accordance with 44 U.S.C. 2108, custody of these records becomes th 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 above, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of the records in the National Archives of the United States t have been published in 36 CFR Part 1256 or in the Guide to the National Archives of the United States. The Archiv may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, non-archival printed or processed 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 hav been copied in a form that retains all of the information in the original document. The Archivist will use the Genera Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispos of non-archival materials contained in this deposit.

Continue Cancel

- To propose a TR for NARA approval, the Agency Approving Official must accept the Terms of Agreement for transfer to NARA and must have the legal authority to do so.
- Accept the Terms of Agreement:
  - Select **Submit**
  - Check the **Terms of Agreement check box**
  - Click **Continue**
  - Click **Go**
- The status of the TR will change to **Proposed**.

Transfer Request
Use SAMO to Propose TRs

- An **Agency Approving Official** may also use the Single Action, Multiple Objects (SAMO) function to submit multiple Transfer Requests to NARA for approval or to reject them.

- To approve multiple TRs using **SAMO:**
  - SAMO works best using the FireFox browser
  - Filter the search results by status: **Submitted for Agency Approval**
  - Select the TRs you wish to approve by either clicking on the check boxes next to each TR or by using the **Select All feature next to the filter**
  - Click **Submit**

Transfer Request
Select TRs for SAMO

Search Results For : Transfer Request (TR)

Back to Top Transfer Request (TR):

To perform Next Action on multiple Asset(s), you must filter your search by a single status.
Status: Submitted For Agency Approval Unfilter

Select: All All on page None -- Select one -- Go

-- Select one --
Submit
Reject

<< first < prev 1 2 3 4 8 9 ... 34 next >

	Transfer Request ID	Disposition Authority Number	Status	Agency or Establishment	Reco Grou Numb				
☑	TR-0255-2013-0413	DAL-0255-2008-0002-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	MANAGEMENT OFFICIALS Johnson Space Center		Center Transfer Number	
☑	TR-0255-2013-0406	DAL-0255-2010-0003-0014	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	^JS AGRMT MEMO OF UNSTD Johnson Space Center	No	Records Center Transfer Number	F255-06-0008
☑	TR-0255-2013-0376	DAL-0255-2013-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	TECH ENGR DOC FILES Johnson Space Center	No	Records Center Transfer Number	F255-95-0047
☑	TR-0255-2013-0318	DAL-0255-2013-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	OFFICE OF PRIM RESPONSIBILITY (OPR) Johnson Space Center	No	Records Center Transfer Number	F255-95-0091
☐	TR-0255-2012-2003	DAL-0255-2010-0001-0001	Submitted For Agency Approval	National Aeronautics and Space Administration	0255	^JP PROGRAM/PROJECT - HISTORIC Jet Propulsion Laboratory	No	Records Center Transfer Number	L255-06-0022
☐	TR-0255-2012-2001	DAL-0255-2010-0003-0009	Submitted	National	0255	INTL ACT	No	Records	W255-80-0622

Filter for TRs by *Submitted for Agency Approval* status.
-Select the TRs you wish to approve by either clicking on the check boxes next to each TR or
-Use the *Select All* features next to the filter .
Select ***Submit***, then ***Go***.
Check ***Terms of Agreement*** *check box*
Click ***Continue***
Click ***Go***

NARA Bulletin 2014-05: Guidance on NARA-Created Transfer Requests

- Establishes an expiration date for NARA-created ERA Transfer Requests (TRs)
  - TRs expire 15 months after date of creation, if not yet submitted to NARA
    - Includes any TRs in “Draft” or “Submitted for Agency Approval” states
  - 2015 TRs loaded on October 1, 2014 will expire at the beginning of CY2016

Transfer Request Resources

- Transferring Records:

  Lesson 1 and Lesson 2

  http://www.archives.gov/era/training/transferring-records.html
- ERA Agency Users Guide:

  http://www.archives.gov/records-mgmt/era/agency-user-manual.pdf
- Questions about the Annual Move: annual.move@nara.gov

NATIONAL ARCHIVES

Using ERA for FRC Annual Move

Q/A