

ERA 2.0

Adding Disposition Authorities to Transfer Requests

December 2023

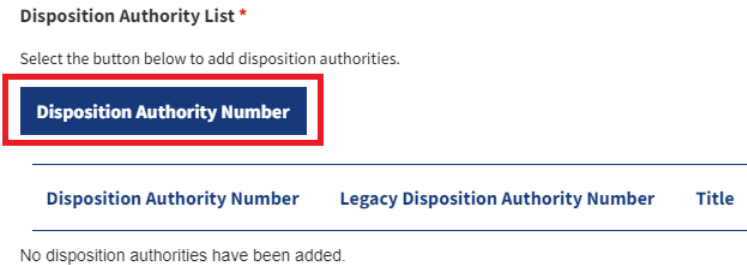


Adding Disposition Authorities to Transfer Requests

There are several ways to find Disposition Authorities that apply to a particular Transfer Request.

Filters in the Disposition Authority Number Lookup

To filter by Agency or Record Group, open the 'Disposition Authority Number' pop-up by clicking the button on the Series page of the Transfer Request.



Next, click the check box next to the field(s) you wish to use to filter. The Agency/Establishment and Record/Scheduling Groups associated with your profile should already be available. You can use the type-ahead filter to find a specific Agency or Record Group that is associated with your profile.

Disposition Authority Lookup

Record/Scheduling Group

Filter agencies and departments by name.

Filter list by name

- 0059 - General Records of the Department of State
- 0076 - Records of Boundary and Claims Commissions and Arbitrations
- 0084 - Records of the Foreign Service Posts of the Department of State
- 0182 - Records of the War Trade Board

Filter lookup table list

Select item from the list below

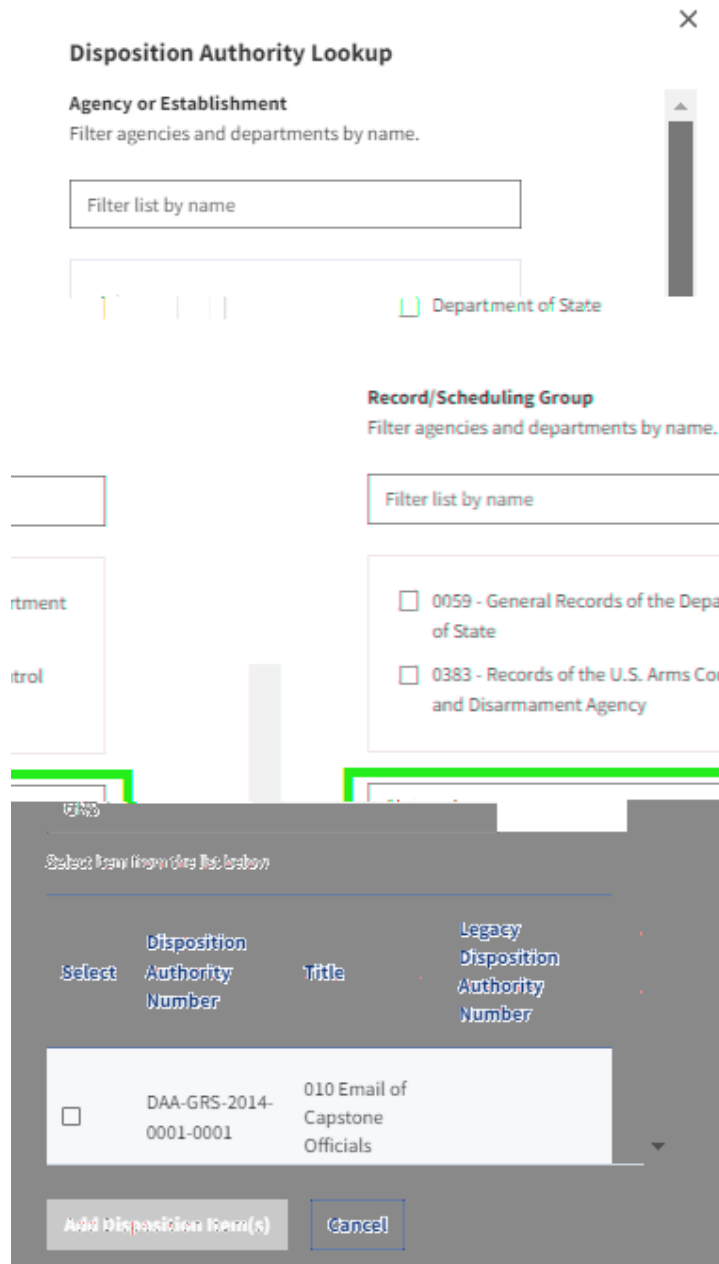
Select	Disposition Authority Number	Title	Legacy Disposition Authority Number
<input checked="" type="checkbox"/>	DAA-0059-2011-0014-0001	Policy & Program Files	
	DAA-0059-		

Add Disposition Item(s)

Cancel

If you need to cite a Disposition Authority that does not specifically belong to your Agency or Record Groups – for example, a GRS schedule or a department-wide schedule that applies to your agency – there are several ways to do this.

The 'Filter lookup table list' will accept schedule IDs and pieces thereof – for example, *DAA-0013-2015-0002*, *0013*, or *GRS* are all valid searches. The first will return Items from a specific schedule, the second will return all schedules with *0013* somewhere in the ID, and the third will return all schedules containing *GRS* somewhere in the ID. Unless you have the exact schedule ID, this approach will require you to scroll through the list until you find the authority that you need.



Search for a Records Schedule Number to Use in a Filter

If you want to filter by Records Schedule Number but do not know which number to use, you might be able to find this information by searching for the schedule in ERA 2.0. Approving Officials can see any Approved schedules by running a search for Schedule Subject, Item Title, or a known keyword associated with the schedule. Transferring Officials can only see schedules for their own Agency and Record Group(s).



RS-All Fields ▲ Search Schedule & Transfer

Records Schedules	Transfer Requests
<input checked="" type="checkbox"/> All Fields	<input type="checkbox"/>
<input type="checkbox"/> Schedule ID	<input type="checkbox"/>
<input type="checkbox"/> Agency or Establishment	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule Subject	<input type="checkbox"/>
<input type="checkbox"/> Schedule Information	<input type="checkbox"/>
<input checked="" type="checkbox"/> Item Title	<input type="checkbox"/>

Choose "All Fields" for a keyword search.

Choose "Schedule Subject" to search the schedule's subject.

Choose "Item Title" to search the item title.

Schedule Subject	Type
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Approving Officials may also run an Advanced Search and filter by Agency or Establishment and/or Record/Scheduling Group. Enter the name of the Agency or Record Group into the relevant type-ahead box, then select it by clicking the name when it appears. The name should then be added to the list below the type-ahead box. Check the box to the left of the name to select it.

ERA 2.0 | Dashboard | Upload | Process | Discover | Test-a10

RS-All Fields | Search Schedule & Transfer | Advanced Search

Records Schedules | Transfer Requests

- Select Saved Search -

Display Search Results at the:

- Schedule Level
- Item Level

Record Schedule Number or Item ID

Record Schedule Number | Item ID

Enter Schedule Number

Schedule Type

- Records Schedule
- Legacy Records Schedule
- NA-1005

Agency or Establishment

- Select Agency or Establishment -

- Department of State
- General Records Schedules

Item Title

Enter Item Title

Description

Enter Description

Record/Scheduling Group

- Search Record/Scheduling Group -

- 0353 - Records of Interdepartmental and Intradepartmental Committees (State Department)
- 0383 - Records of the U.S. Arms Control and Disarmament Agency
- 0466 - Records of the U.S. High Commissioner for Germany
- 0469 - Records of U.S. Foreign Assistance Agencies, 1948-1961
- 0475 - Records of the American Institute in Taiwan
- GRS - General Records Schedules

Search | Cancel | Clear All

Because Transferring Officials can only see their own agency's schedules, they will need to consult published resources like the [General Records Schedules](#) or NARA's published [Records Control Schedules](#) if they need to see another Agency or Record Group's schedules.