

# Transfer permanent AV records to NARA

## Instructions for Using This Job Aid

Use this job aid when you are assigned to transfer permanent AV records to NARA. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
<b>1. Review potentially permanent AV records for transfer to NARA.</b>	1. Receive notification from the originating office or interim holding area of AV records eligible for transfer to NARA.	<input type="checkbox"/>
	2. Collect preliminary information about the records via form or narrative, such as media type, volume, chronology, arrangement, location, physical condition, and applicable record schedule item, to confirm transfer eligibility.	<input type="checkbox"/>
	3. Review the information. If the records are not eligible for transfer, then inform the originating office and consult on alternative disposition.	<input type="checkbox"/>
	4. If they are eligible, then, depending on resources, either receive the records to prepare them for transfer or prepare them in place.	<input type="checkbox"/>
<b>2. Prepare the records for transfer.</b>	1. If the records are not sorted into individual records series, then sort them.	<input type="checkbox"/>
	2. If the records document different programs or subjects, then separate into such within series and place in searchable order within NARA-approved boxes (Hollinger boxes), whether by subject, chronology, or other logical identifier.	<input type="checkbox"/>
	3. If the records are already in boxes, then inspect the cartons and replace any as necessary.	<input type="checkbox"/>

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	4. Check to see if a detailed index (box list of contents) accompanies the records/items to be transferred.	<input type="checkbox"/>
	5. If an index is included, then review it and contact the originating office if you need more information.	<input type="checkbox"/>
	6. Sample at least 10% of the box contents to confirm index accuracy and correct records series identification.	<input type="checkbox"/>
	7. If the records are found to be incorrectly scheduled, then notify the originating office and/or Agency Records Officer (ARO) and wait for further instructions regarding the eventual disposition of the records.	<input type="checkbox"/>
	8. If the records/items have not been previously indexed, then inventory them by container, capturing such metadata as series and/or subject titles, folder titles, dates, and any other necessary contextual information.	<input type="checkbox"/>
	9. If some indexing information already exists, then use that for the inventory.	<input type="checkbox"/>
	10. Confirm records series identification while inventorying contents.	<input type="checkbox"/>
	11. If a discrepancy is found, then follow 7.	<input type="checkbox"/>
	12. If agency policy requires, place a copy of relevant content list inside each box.	<input type="checkbox"/>

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	13. Place identifying information about the records on the outside of the boxes, as necessary.	<input type="checkbox"/>
	14. Transfer the indexing information (metadata) to a spreadsheet or similar collection form for future internal reference and retain according to agency policy.	<input type="checkbox"/>
<b>3. Create a Transfer Request (TR) in NARA's Electronic Records Archives (ERA)</b>	1. If you have an ERA account, then create a TR in ERA and attach the box content lists (indexes).	<input type="checkbox"/>
	2. If you do not have an ERA account, then contact the ARO or the ERA account holder and request that a TR be created, with attached box lists.	<input type="checkbox"/>
	3. If required by procedure, notify the ARO that a TR is pending in ERA for approval.	<input type="checkbox"/>
	4. If there are questions about the records as the TR is being processed, then respond with revised and/or additional supporting information, as necessary.	<input type="checkbox"/>
	5. If the TR is not approved, then confer with the ARO and determine final disposition of the records.	<input type="checkbox"/>
	6. If the TR is approved, then prepare the records for transfer to NARA.	<input type="checkbox"/>

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<b>4. Transfer permanent AV records to NARA.</b>	1. Annotate any additional required identifying information, such as the assigned TR number, onto the cartons.	<input type="checkbox"/>
	2. If there are numerous boxes to ship, then palletize them.	<input type="checkbox"/>
	3. If shipping older analog film, photographs, video/sound recordings, slides, or posters, consult with the originating office regarding whether any special handling, such as refrigerated, and/or overnight delivery is recommended or required for the transfer.	<input type="checkbox"/>
	4. If so, then coordinate with the office's administrative support unit to arrange for special handling of the records.	<input type="checkbox"/>
	5. Notify NARA when the records have been shipped.	<input type="checkbox"/>
	6. Request notification from the shipper that the records have been received by NARA.	<input type="checkbox"/>
	7. Maintain an internal record of all archival transfers and retain according to applicable agency policy.	<input type="checkbox"/>