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	
1. Review potentially permanent AV records for transfer to NARA.	1. Receive notification from the originating office or interim holding area of AV records eligible for transfer to NARA.	☐
	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.	☐
	3. Review the information. If the records are not eligible for transfer, then inform the originating office and consult on alternative disposition.	☐
	4. If they are eligible, then, depending on resources, either receive the records to prepare them for transfer or prepare them in place.	☐
2. Prepare the records for transfer.	1. If the records are not sorted into individual records series, then sort them.	☐
	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.	☐
	3. If the records are already in boxes, then inspect the cartons and replace any as necessary.	☐

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	4. Check to see if a detailed index (box list of contents) accompanies the records/items to be transferred.	☐
	5. If an index is included, then review it and contact the originating office if you need more information.	☐
	6. Sample at least 10% of the box contents to confirm index accuracy and correct records series identification.	☐
	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.	☐
	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.	☐
	9. If some indexing information already exists, then use that for the inventory.	☐
	10. Confirm records series identification while inventorying contents.	☐
	11. If a discrepancy is found, then follow 7.	☐
	12. If agency policy requires, place a copy of relevant content list inside each box.	☐

Procedure	Actions/Decisions	
	13. Place identifying information about the records on the outside of the boxes, as necessary.	☐
	14. Transfer the indexing information (metadata) to a spreadsheet or similar collection form for future internal reference and retain according to agency policy.	☐
3. Create a Transfer Request (TR) in NARA's Electronic Records Archives (ERA)	1. If you have an ERA account, then create a TR in ERA and attach the box content lists (indexes).	☐
	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.	☐
	3. If required by procedure, notify the ARO that a TR is pending in ERA for approval.	☐
	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.	☐
	5. If the TR is not approved, then confer with the ARO and determine final disposition of the records.	☐
	6. If the TR is approved, then prepare the records for transfer to NARA.	☐

Procedure	Actions/Decisions	
4. Transfer permanent AV records to NARA.	1. Annotate any additional required identifying information, such as the assigned TR number, onto the cartons.	☐
	2. If there are numerous boxes to ship, then palletize them.	☐
	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.	☐
	4. If so, then coordinate with the office's administrative support unit to arrange for special handling of the records.	☐
	5. Notify NARA when the records have been shipped.	☐
	6. Request notification from the shipper that the records have been received by NARA.	☐
	7. Maintain an internal record of all archival transfers and retain according to applicable agency policy.	☐