

## Propose a Transfer Request for NARA's Annual Move: Approving Official

Once you complete your review, your next step depends on the status of the Transfer Request.

If the Transfer Request is in...	Then, your next step is to...
Draft status	Propose the Transfer Request to NARA
Submitted for Agency Approval status	Propose <b>or</b> return it.

The **Propose** option routes the Transfer Request to NARA.

The **Return** option sends the Transfer Request back to the person who submitted it.

### Propose a Transfer Request

Use the following steps if you would like to propose the Transfer Request to NARA. These steps begin in the Transfer Request Summary.

1. Scroll to the **Terms of Agreement** section of the **Transfer Request Summary**.

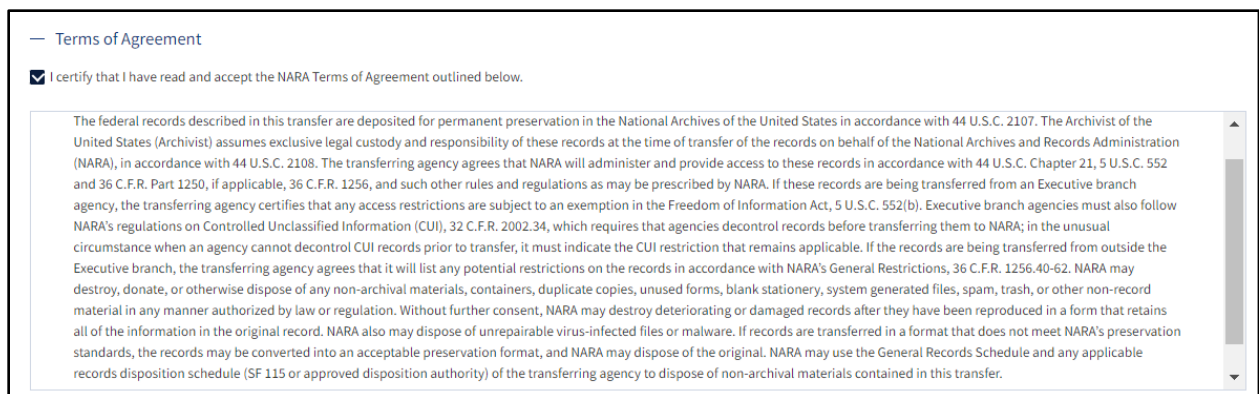
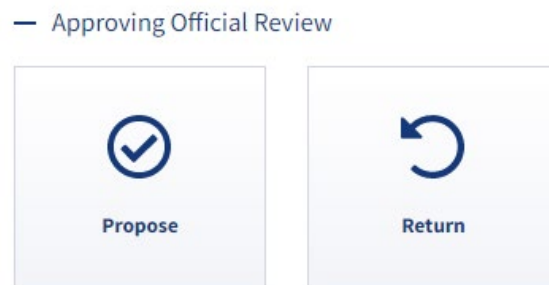


Figure 1 Transfer Request Summary: Terms of Agreement Section

2. Click the **checkbox** to agree with the terms.

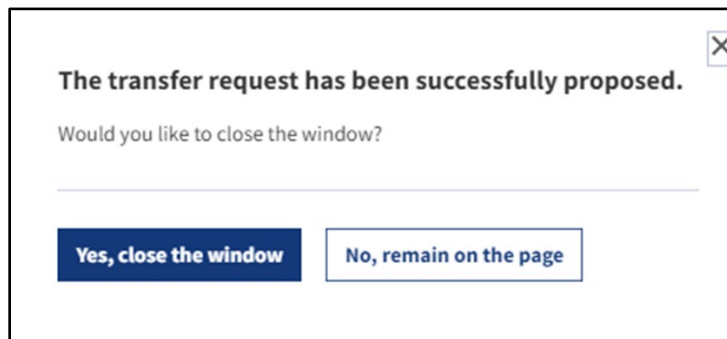
**Note:** You must accept NARA's Terms of Agreement before you can propose a Transfer Request.

3. Scroll to the **Approving Official Review** section.



*Figure 2 Approving Official Review Functions*

4. Click **Propose** to approve the Transfer Request and send it to NARA. A confirmation window displays.



*Figure 3 Transfer Request Agency Approval Confirmation*

5. Click **Yes, close the window** to exit out of the screen.

Once the Transfer Request is in Proposed status, it no longer appears on your dashboard. You will have to use the Search tool to check the status of the Transfer Request.