Transfer Request: General Information - Access Restrictions

The **Access Restrictions** section allows you to choose one of three *Access Restrictions status options*. Subsequent steps change based on your selection. Specific instructions for each option appear on the next page(s).

Note: You will not be able to move forward in the section unless you select from whether the records are *national security classified, declassified, or unclassified.* (See Figures 1 and 2)

Figure 1 Access Restriction Section – National Security question circled

Figure 2 Access Restriction Required Fields Missing message

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> ***Access Restrictions Status options*** in ERA 2.0 include:
>
> **Unrestricted** - The records are available for public release.
>
> **Restricted-Partly** - Some records in a transfer are restricted from public release but others are not.
>
> **Restricted-Fully** - The entire transfer is restricted from public release.

Unrestricted Status

If you select ***unrestricted*** in the **Access Restrictions Status** drop down menu, there are no additional screens.

[Click here to move on to instructions for handling the questions on the Privacy Act and CUI](#).

Restricted Partly and Restricted Fully Status

If you select ***Restricted Partly*** or ***Restricted Fully*** in the **Access Restrictions Status** drop-down menu, the **Specific Access Restriction** drop-down menu displays.

> Select all ***options*** that apply.

FOIA (b)(1) Security Classification and Special Markings

If you select ***FOIA (b)(1)***, the **Security Classification** and **Special Markings** menus appear as shown below.

Figure 3 Security Classification and Special Markings Menu

Under **Security Classification,**

1. Click the *box* next to the *highest national security classification level present* in the transfer.
2. Click the *box* next to *Restricted Data/Formerly Restricted Data* if it applies.

Under **Special Markings**,

1. Select *applicable national security special handling restrictions*.

Note: If you select *FOIA (b)(3)*, the **Statutory Citation** menu appears. Select the *appropriate citation*.

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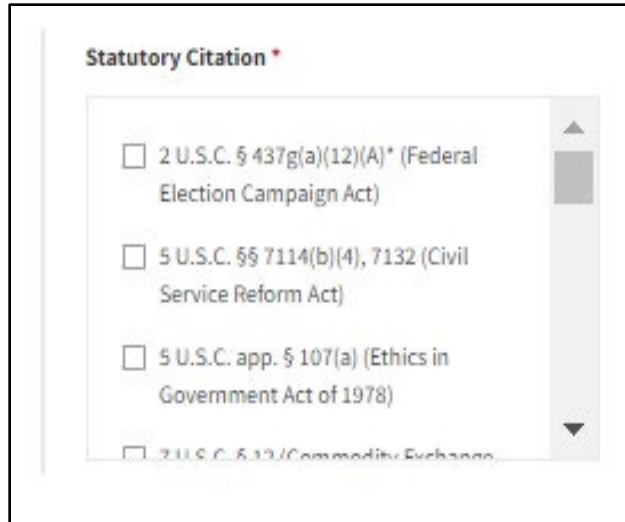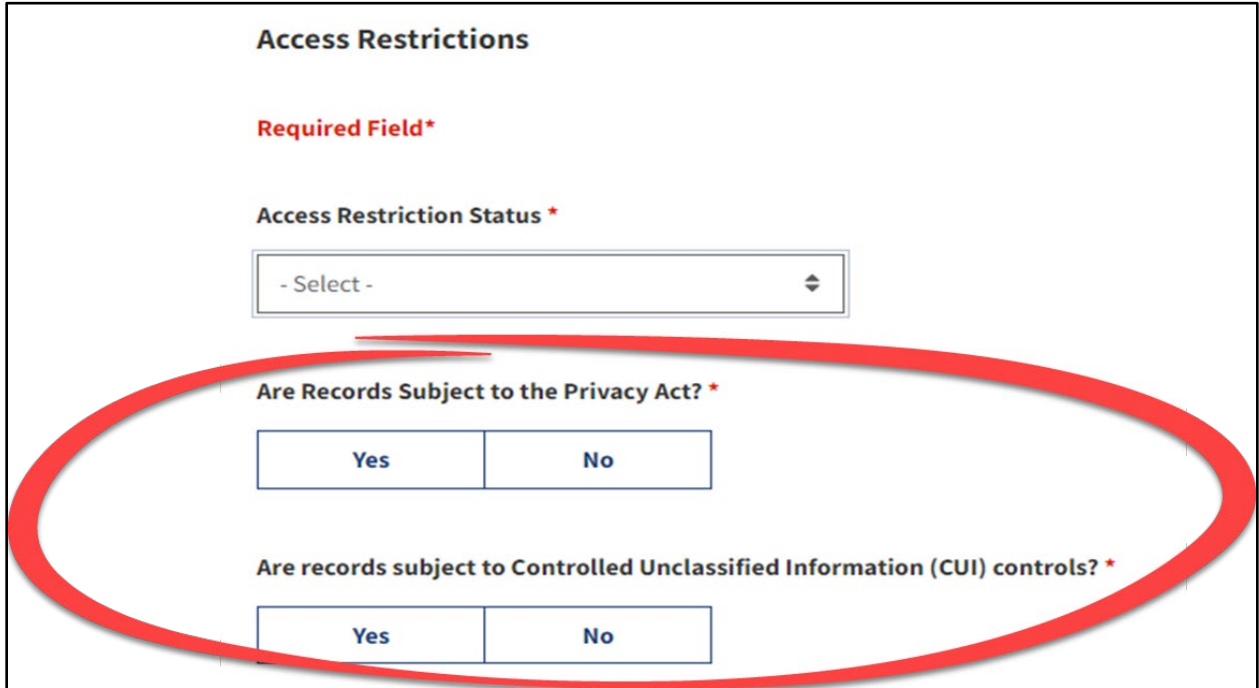Revised May 2024

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Figure 4 Statutory Citation Menu

Restriction Note

If you select *Restricted Partly* or *Restricted Fully*, the **Restriction Note** field appears at the bottom of the page. Use this *optional* field to enter contextual information about the access restriction.

Privacy Act and CUI Questions

The Privacy Act and CUI questions are yes/no questions that appear after the *Access Restrictions status options*. Everyone must respond to these questions regardless of what status is selected.
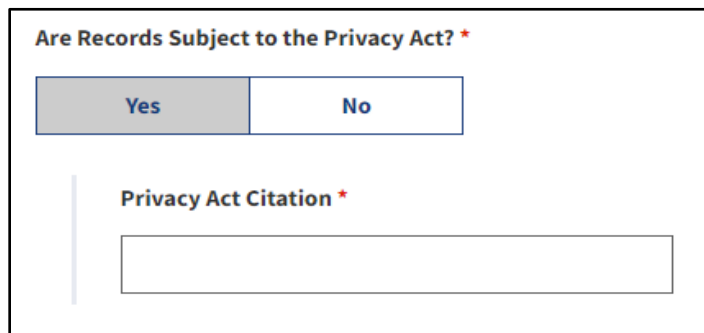

Figure 5 Access Restrictions section with Privacy Act and CUI questions circled

Privacy Act

If you select *Yes*, you are indicating that a System of Record Notice (SORN) has been published in the Federal Register for the records included in the Transfer Request. A new field will appear.

Figure 6 Privacy Act Citation Subfield

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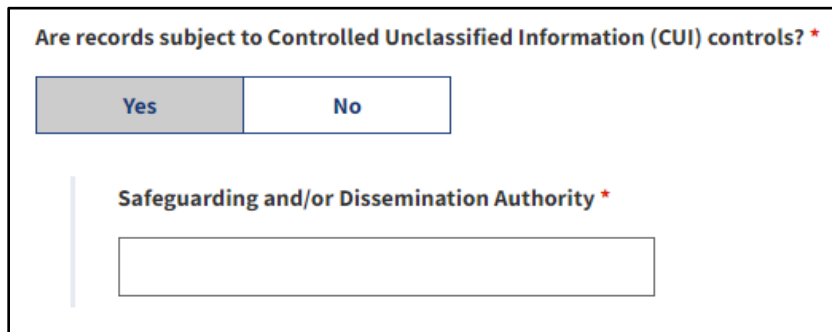Revised May 2024

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Enter the specific Privacy Act Citation details in the new sub-field.

> The Privacy Act Citation consists of the Agency System Number, Federal Register Volume, and Federal Register Page Number for the Agency System of Record Notice (SORN).

Controlled Unclassified Information (CUI)

If you select *Yes*, on the CUI question, you must enter the Safeguarding and/or Dissemination Authority entity for your agency in the field that appears.

Note: [Additional guidance on how to locate this information is found on the next page.](#)

Figure 7 Safeguarding and/or Dissemination Authority

After selecting your *Accession Restrictions status* and answering the *Privacy Act* and *CUI questions* (and all resulting questions that result), click the *Next* button.

The **Location** section appears.

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CUI Safeguarding and/or Dissemination Authority

Use the following steps to locate the appropriate CUI Safeguarding and/or Dissemination Authority:

1. Go to the [CUI Registry web page](#) in your web browser.
2. Locate and click the appropriate *Category* in the **Organizational Index Grouping** column that applies to your records. The category page will open.
3. *Scroll down* to view the Safeguarding and/or Dissemination Authority entry.

Remember to go back and input *the proper authority* into the **ERA 2.0 Safeguarding and/or Dissemination Authority field**.
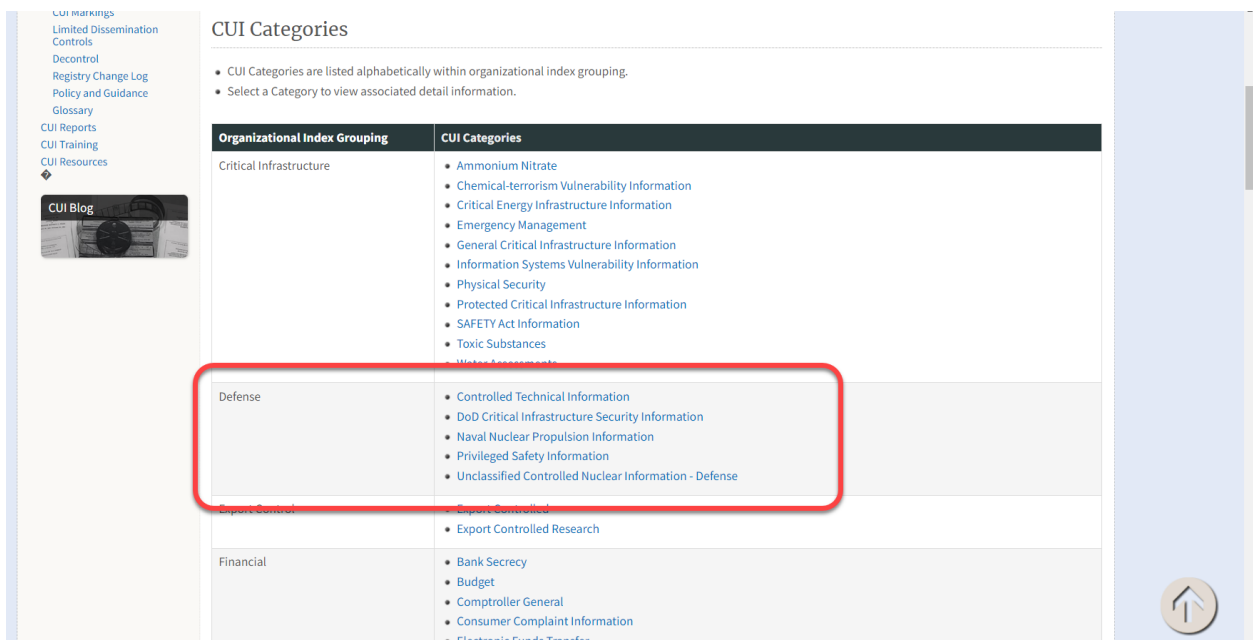

Figure 8 CUI Registry Web Page – Organization Index Grouping (Defense)

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Notes for Safeguarding, Dissemination and Sanction Authorities:

- Whether CUI is Basic or Specified is determined by the applicable Safeguarding and/or Dissemination Authority for that CUI.
- Each "Safeguarding and/or Dissemination Authority" citation links to the statute, regulation or government-wide policy authorizing the control of that information as CUI.
- Each "Sanctions" authority links to the statute, regulation or government-wide policy that includes penalties for CUI misuse of CUI for the associated "Safeguarding and/or Dissemination Authority" on the same line.

Safeguarding and/or Dissemination Authority	Basic or Specified	Banner Marking	Sanctions
P.L. 115-232 (FY 2019 National Defense Authorization Act) Section 1087(j)	Basic	CUI	
10 USC 184 - Joint Safety Council	Basic	CUI	

Authority links are updated based on regular re-publication of the United States Code and Code of Federal Regulations, and the CUI Registry maintenance schedule.

PDF files require the free Adobe Reader.
More information on Adobe Acrobat PDF files is available on our Accessibility page.

Figure 9 Safeguarding and/or Dissemination Authority Entries

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