

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 or 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**.

The screenshot shows a section titled "Terms of Agreement" with a checkbox that is checked, indicating acceptance of the terms. Below the checkbox is a scrollable text area containing the following text:

The federal records described in this transfer are deposited for permanent preservation in the National Archives of the United States in accordance with 44 U.S.C. 2107. The Archivist of the United States (Archivist) assumes exclusive legal custody and responsibility of these records at the time of transfer of the records on behalf of the National Archives and Records Administration (NARA), in accordance with 44 U.S.C. 2108. The transferring agency agrees that NARA will administer and provide access to these records in accordance with 44 U.S.C. Chapter 21, 5 U.S.C. 552 and 36 C.F.R. Part 1250, if applicable, 36 C.F.R. 1256, and such other rules and regulations as may be prescribed by NARA. If these records are being transferred from an Executive branch agency, the transferring agency certifies that any access restrictions are subject to an exemption in the Freedom of Information Act, 5 U.S.C. 552(b). Executive branch agencies must also follow NARA's regulations on Controlled Unclassified Information (CUI), 32 C.F.R. 2002.34, which requires that agencies decontrol records before transferring them to NARA; in the unusual circumstance when an agency cannot decontrol CUI records prior to transfer, it must indicate the CUI restriction that remains applicable. If the records are being transferred from outside the Executive branch, the transferring agency agrees that it will list any potential restrictions on the records in accordance with NARA's General Restrictions, 36 C.F.R. 1256.40-62. NARA may destroy, donate, or otherwise dispose of any non-archival materials, containers, duplicate copies, unused forms, blank stationery, system generated files, spam, trash, or other non-record material in any manner authorized by law or regulation. Without further consent, NARA may destroy deteriorating or damaged records after they have been reproduced in a form that retains all of the information in the original record. NARA also may dispose of unrepairable virus-infected files or malware. If records are transferred in a format that does not meet NARA's preservation standards, the records may be converted into an acceptable preservation format, and NARA may dispose of the original. NARA may use the General Records Schedule and any applicable records disposition schedule (SF 115 or approved disposition authority) of the transferring agency to dispose of non-archival materials contained in this transfer.

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.

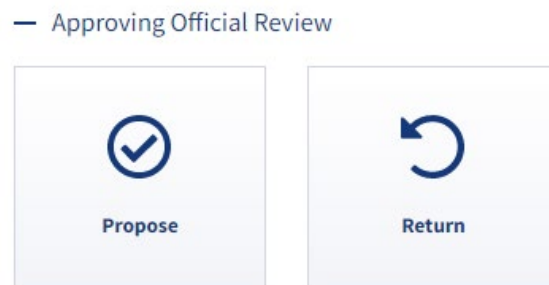


Figure 2 Approving Official Review Functions

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

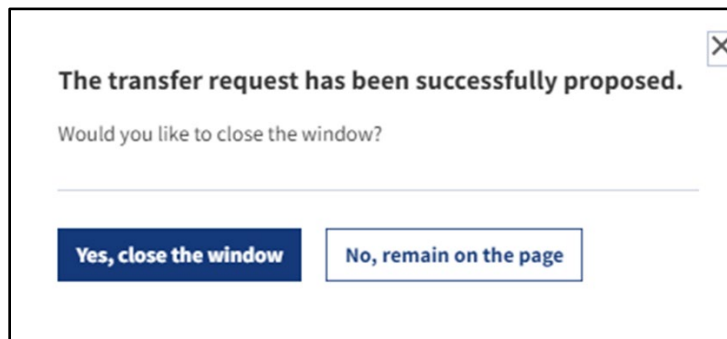


Figure 3 Transfer Request Agency Approval Confirmation

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.