

Transfer Request: General Information - Add Tracking Numbers

If your Agency uses tracking numbers, use the following steps to enter them on the Tracking Numbers subsection of the General Information tab.

Note: If your agency does not use tracking numbers, click the **Next** button at the bottom of the screen to skip this task.

A numerically illustrated screen capture of the Add Tracking Numbers dialogue box is shown below.

The screenshot shows a dialog box titled "Add Tracking Numbers" with a close button (X) in the top right corner. Below the title is the instruction: "Select one or more tracking number types and enter respective tracking numbers." The dialog contains a table with three rows of tracking number types. Each row has a checkbox, a label, an information icon (i), and a text input field. The table is as follows:

1	Select	Tracking Number Type	2	Tracking Number	3
	<input type="checkbox"/>	Legacy Accession Number	<input type="info"/>		
	<input type="checkbox"/>	Records Center Transfer Number	<input type="info"/>		
	<input type="checkbox"/>	State Department Lot File Number	<input type="info"/>		

At the bottom of the dialog, there are two buttons: "Confirm" (labeled 4) and "Cancel".

Figure 1 Add Tracking Numbers

The **Add Tracking Numbers** dialogue box is straightforward. It contains three columns for selecting your Tracking Number Type, reviewing the category, and entering your tracking number.

Follow the steps below:

1. Use the **checkboxes** in the **Select** column to identify the type of tracking number used.
2. Tracking Number Types are identified in the second column along with an “i” or information symbol. You can click the information symbol for more information about the tracking number types or just review them here:
 - **Legacy Accession Numbers** are NARA-generated accession numbers for past accessions of related materials.
 - **Records Center Transfer Numbers** are tracking numbers for a Federal Records Center (FRC) transfer.
 - **State Department Lot File Numbers** are agency-created internal tracking numbers.
3. **Enter your tracking number** in the **corresponding blank box** to the right of the tracking type number and information icon. The Confirm button will become active.
4. Review the **Tracking Number Type** and corresponding **Tracking Number** to ensure they are correct, then click the **Confirm** button.
5. Click the **Next** button. The **Access Restrictions** section appears.