Transfer Request: General Information - Location

Use this section to identify where the records are currently being stored AND select a destination custodial unit for the records once transferred.

> **Note:** The menu items that display in the **Location** section are dependent on the type of legal transfer selected for the records on the Series section of the General Information tab. Consequently, two different sets of instructions and screen captures are provided below.

Annual Move Transfers located at Federal Records Center (FRC)

The screen capture below shows the options that appear for annual FRC Move Transfers:
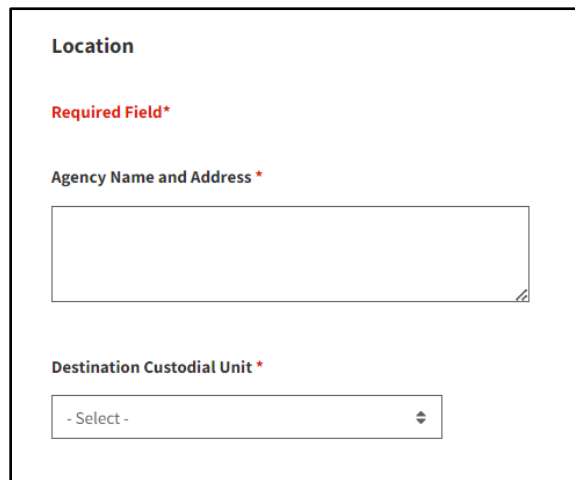

Figure 1 Location Menu for Annual FRC Move Transfers

Use the following steps to add location details for Annual Move Transfers located at a Federal Records Center (FRC).

1. Select the *Federal Records Center (FRC)* where the records are stored from the **Current Federal Records Center** drop-down menu.

2. Select the *NARA Custodial Unit* from the **Destination Custodial Unit** drop-down menu.

3. Click the *Next* button. The Transfer Details section displays.

Direct Offer Transfers

The screen capture below shows the options that appear for annua FRC Move Transfers:

Figure 2 Location Menu for Direct-Offer Transfers

Use the following steps to add location details for Direct Offer Transfers.

1. Enter the *Agency Name and Address* the first text field.

2. Select the *NARA Custodial Unit* from the **Destination Custodial Unit** drop-down menu.

3. Click the *Next* button. The Transfer Details section displays.