ERA 2.0 Job Aid: Create a Transfer Request

Purpose

The purpose of this document is to provide step-by-step guidance on how to create a ***Transfer Request*** (i.e., ***TR***) in NARA's Electronic Records Archives (ERA) 2.0 System. ERA 2.0 is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA.

Agency partners have a critical role in helping to safeguard and preserve the records of our government; this job aid helps to enable Agencies to be able to perform these activities in the ERA 2.0 system.

Who Should Use This Job Aid?

This job aid is intended for federal agency users with the following ERA 2.0 user roles:

- Transferring Official
- Approving Official

Step-By-Step Instructions for: Create a Transfer Request

The steps for creating a ***Transfer Request*** in ERA 2.0 have been divided into the following sub-tasks:

1. Create a New Form Type
2. Complete the General Information Tab
3. Review and Update Contact Information/Add a Primary Contact
4. Upload Attachments
5. Preview & Submit

Instructions for completing each of the above tasks follows.

Step 1: Create a New Form Type

ERA 2.0 recognizes and facilitates the creation and management of two types of forms: 1) ***Records Schedules*** and 2) ***Transfer Requests***. To create a ***Transfer Request***, you must select the appropriate form type prior to populating it with your information.

1. Select **Create Transfer Request** from the *Create New Form* drop-down menu located above the **Dashboard** on your **ERA 2.0 Homepage**. The ***Create New Transfer Request*** dialog window displays.

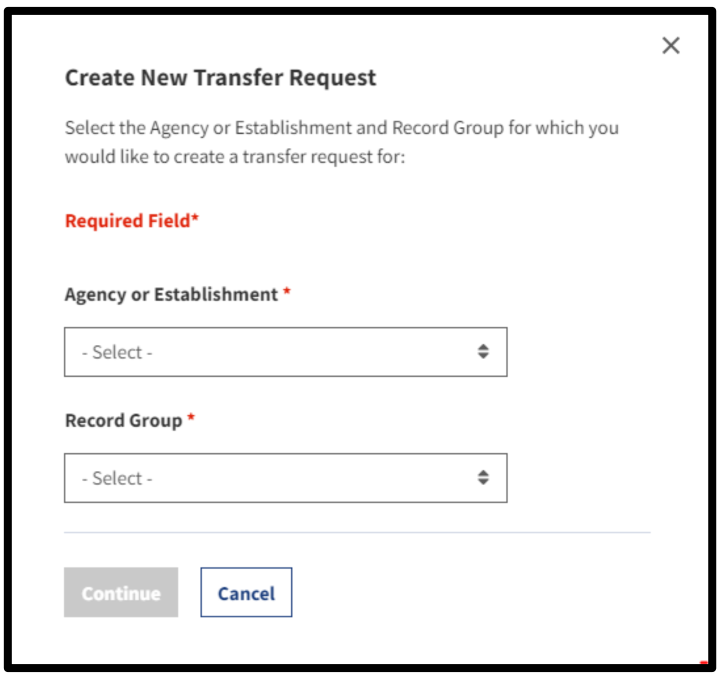

Figure 1: Create New Transfer Request Dialog Window

2. Select your **Agency or Establishment** from the corresponding menu option.

3. Select your **Record/Scheduling Group** from the corresponding menu option.

4. Select **Continue**. The **Create Transfer Request** page displays.

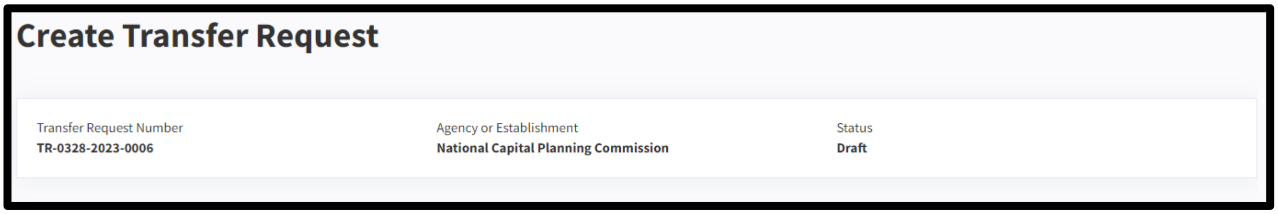

Figure 2: Create Transfer Request Page Headers

The ***Record/Scheduling Group*** dropdown menu contains a list of auto-populated **Record Groups** or **Scheduling Groups** within the selected agency or establishment. A **Record Group** is a numeric code used by NARA to uniquely identify an Agency. A **Scheduling Group** is an alpha code used by NARA only for department-wide schedules in military departments. **Scheduling Groups** include NU (Department of the Navy), AU (Department of the Army), and AFU (Department of the Air Force).

If you do not have access to the correct **Record/Scheduling Group**, contact your ERA 2.0 Account Manager to have it added to your profile. If your user profile has more than one **Agency** or **Record Group** available, you must select the correct **Record Group** AND **Agency**.

About the Transfer Request Form in ERA 2.0

You will notice on the ***Transfer Request*** form that ERA 2.0 auto-generates a ***Transfer Request*** number based on the current fiscal year, Record Group, and sequential number (i.e., TR-0064-2023-0001). It also pulls over your Agency or Establishment information and sets your form to "Draft" status. Statuses update automatically as the ***Transfer Request*** progresses in the workflow. The **Transfer Request Number** and the **Agency or Establishment** fields remain the same throughout the entire workflow.

The ***Transfer Request*** form contains subsections that are accessible via the following tabs located on navigation menu on the left:

- **General Information:** Contains contextual information that applies to the ***Transfer Request*** (e.g., name of Agency, creating office, etc.). The tab consists of the following subsections:
    a. Series
    b. Tracking Numbers
    c. Access Restrictions
    d. Location
    e. Transfer Details

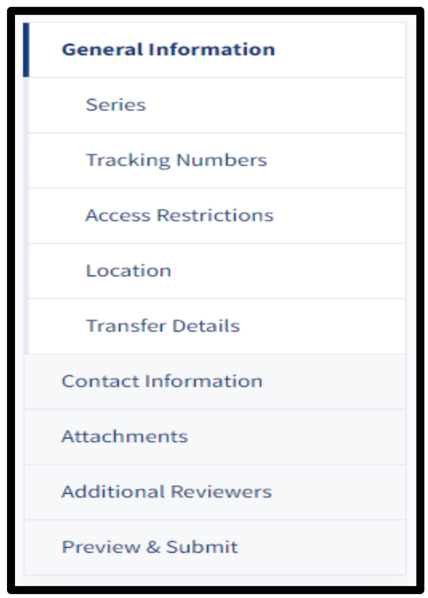

Figure 3: Create Transfer Request

- **Contact Information:** Provides contact information for the points of contact relating to the ***Transfer Request***.
- **Attachments:** Allows agencies to attach supporting documentation related to the ***Transfer Request***.
- **Additional Reviewers:** Provides the option of requesting additional reviews on the ***Transfer Request*** by users within

the agency. *Note: This functionality will not be available at initial deployment and is outside of the current scope of this job aid.*

- **Preview & Submit:** Summarizes all input for the ***Transfer Request*** form, and provides action options (e.g., **Submit for Agency Approval** or **Propose**) based on the user's role.

The above tabs outline the basic structure of the ***Transfer Request*** form. You will enter and update information on these tabs prior to submitting your ***Transfer Request***.

You may select **Save and Exit** at any point to save your in-progress work. You may also select **Reset Form** to reset your form to the last saved version.

Step 2: Complete the General Information Tab

You will enter general information about your ***Transfer Request*** on the **General Information** tab. You will use this tab to input contextual information relating to the records. The **General Information** tab displays the following default fields:

- **Agency or Establishment** – This field is auto-populated in the system based on the user's original input in the **Create New Transfer Request** dialog window.
- **Record Group** – This field is also an auto-populated field.
- **Creating Office** – This field is optional and allows users to provide additional context and enter the creating office for the records included in the transfer.

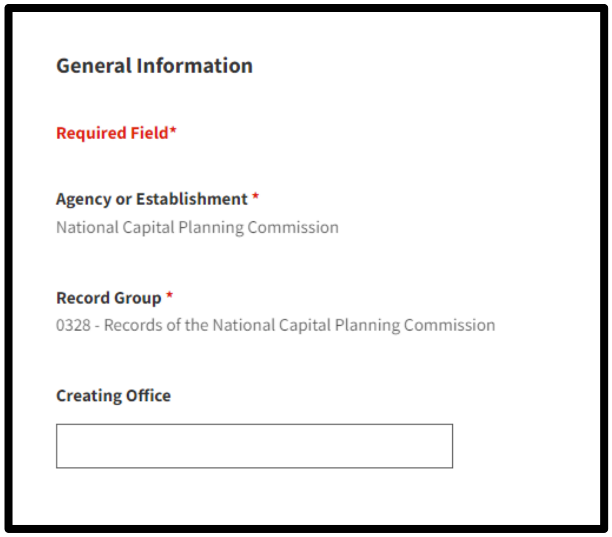

Figure 4: General Information Tab - Default Fields

To complete this tab:

1. Enter the **Creating Office** (if appropriate) in the ***Creating Office*** field or go directly to Step 2.

2. Select **Next**. The **Series** subsection displays.

Complete the General Information Tab – Series Subsection

You will use the **Series** subsection of the **General Information** tab to identify records schedule series/items that will be included in the transfer to NARA. To complete this subsection:

1. Enter the **Accession Title** in the corresponding text-entry field. This will be a brief name that accurately summarizes the records included in the transfer.

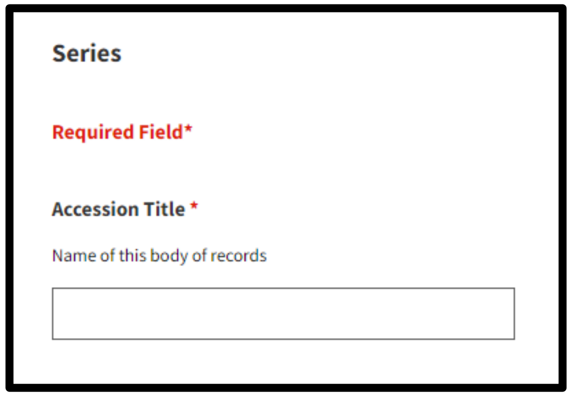

Figure 5: Series Tab - Accession Title Field

2. Enter the **beginning date** (i.e., the date of the earliest record in the transfer) in the ***Date Span of Records – From*** field. Be as specific as you can be here, but only the Year is mandatory.

3. Enter the **last date** (i.e., the latest record in the transfer) in the ***Date Span of Records – To*** field.

4. Select the **Disposition Authority Number** button that displays under the ***Disposition Authority List*** header. The **Disposition Authority Lookup** dialog box displays.

   Note: To see only disposition authorities associated with your Agency/Record Group, use the available filters that display at the top of the dialog box.

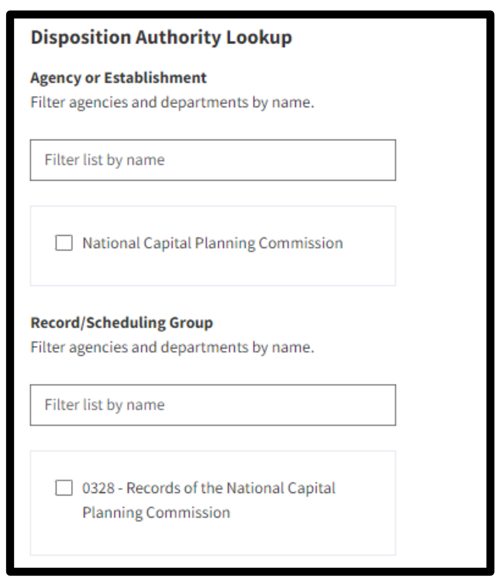

Figure 6: Populated Disposition Authority Lookup Tool

If transferring permanent records covered by a GRS, agencies may refer to the GRS lookup table for assistance in converting a GRS manual citation (such as GRS 6.2, item 010) to its corresponding DAA disposition authority number.

5. Select the **disposition authority number** you want to link to the ***Transfer Request*** by checking its associated box.

6. Select **View More** at any time to see additional items. Otherwise, go to step 7.

   Only ***Transfer Requests*** that have an active disposition authority linked with them can be submitted to NARA. Use the **Disposition Authority Lookup** tool to search and add one or more permanent active Records Schedule Item(s) to the ***Transfer Request***. This tool presents all permanent disposition authorities.

7. Select **Add Disposition Item(s)** to add the disposition authorities to your ***Transfer Request*** form.

8. Select the **legal transfer type** from the Type of Legal Transfer drop-down menu. Options are:

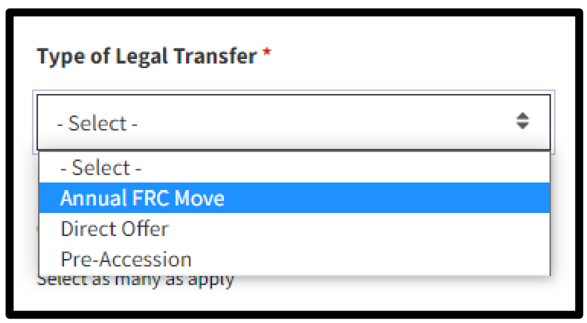

Figure 7: Type of Legal Transfer Drop-down Menu

   a. **Annual FRC Move:** Refers to records that are currently stored at a Federal Records Center (FRC) and are a part of the Annual FRC Move. **Note**: The majority of Annual FRC Move transfers are system generated.
   b. **Direct Offer:** Refers to transfers initiated by agencies for records located in agency space.
   c. **Pre-Accession:** Refers to electronic records that are approved for legal transfer at a future date. **Note:** If you select this option, the ***Pre-Accession: Date***

Eligible for Legal Custody sub-field displays**.** Use this sub-field to indicate the date that NARA can take legal custody.

9. Select the **record type(s)** for the records being transferred by selecting the corresponding checkboxes under the *General Records Type* header.

10. Select **Next**. The **Tracking Numbers** subsection displays.

Complete the General Information Tab – Tracking Numbers Subsection

If your Agency uses tracking numbers, enter them on the **Tracking Numbers** subsection of the **General Information** tab. To complete this subsection:

1. Select the **Add Tracking Numbers** button. A dialog window displays.

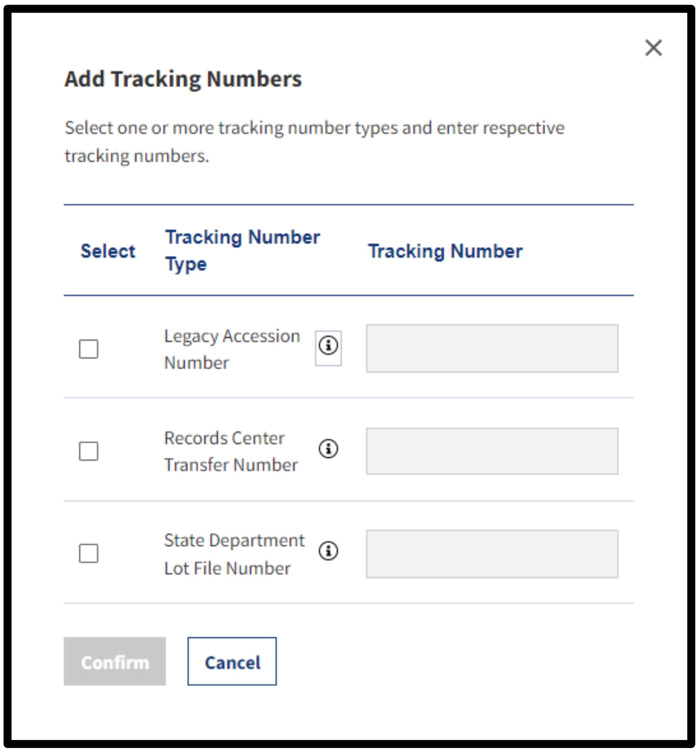

Figure 8: Add Tracking Numbers Dialog

2. Select the **tracking number type** for the records included in the ***Transfer Request*** by selecting its associated checkbox. **Note**: You may select more than 1 checkbox from the following available options:

    a. **Legacy Accession Number** - Refers to the National Archives-generated accession number for past accessions of related materials.

   b. **Records Center Transfer Number** - Refers to the tracking number for this Federal Records Center (FRC) transfer.

   c. **State Department Lot File Number** - Refers to agency-created internal tracking numbers.

3. Enter the **tracking number** in the text-entry field when it activates for your selected tracking number type.

4. Select **Confirm**. Verify that the tracking numbers you enter display under the **Tracking Number Type** header on the **Tracking Numbers** subsection.

5. Select **Next**. The **Access Restrictions** subsection displays.

Complete the General Information Tab – Access Restrictions Subsection

You will use the Access Restrictions subsection of the **General Information** tab to enter information relating to the restrictions for the records within the Transfer Request, such as security-classification or adherence to Freedom of Information Act (FOIA) exemptions. To complete this subsection, you will need to select an access restriction status for the included records from the corresponding drop-down menu. Options are:

a. **Unrestricted** indicates that the records are fully available for public release.

b. **Restricted-Fully** indicates that the whole transfer is restricted from public use, on a file or box level.

c. **Restricted-Partly** indicates some records are restricted and others are not restricted, on a file or box level.

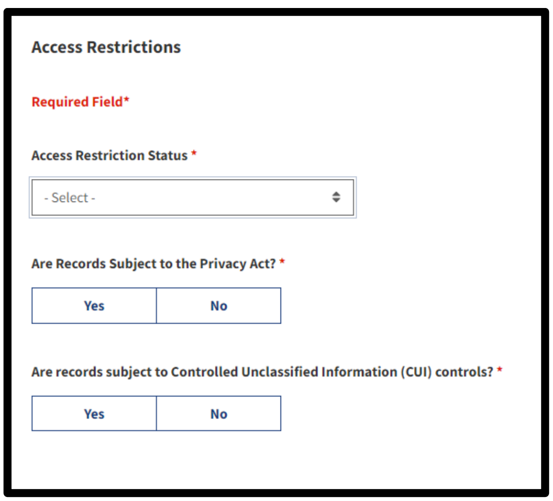

Figure 9: Access Restrictions Dialog

The following provides step by step guidance for each of the above options.

Access Restriction Status – Unrestricted

1. Select **Unrestricted** from the ***Access Restriction Status*** drop-down menu.

2. Select **No** as appropriate in reply to the ***Are Records Subject to the Privacy Act?*** prompt.

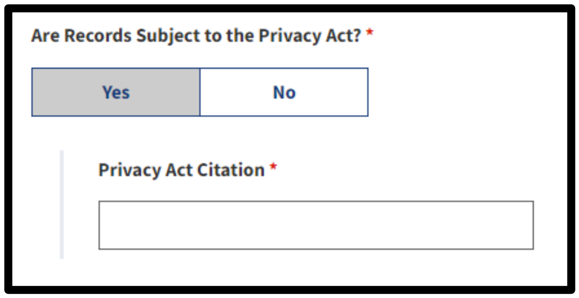

Figure 10: Privacy Act Citation Field

3. Select **Yes** or **No** as appropriate in reply to the ***Are records subject to Controlled Unclassified Information (CUI) controls?***

   Note: Selecting **Yes** indicates that this **Transfer Request** includes records with markings included in the *ISOO Controlled Unclassified Information (CUI) Registry*. Consequently, the **Safeguarding and/or Dissemination Authority** office or department will need to be entered in the corresponding sub-field that displays.

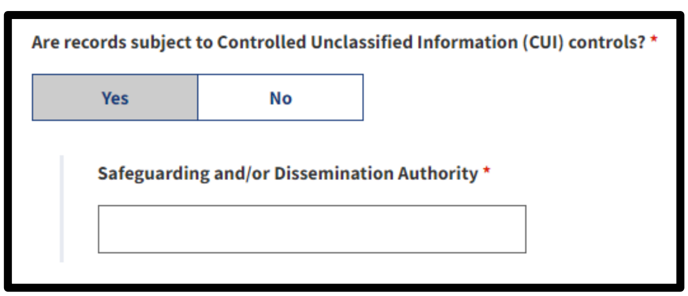

Figure 11: Safeguarding and/or Dissemination Authority Field

4. Select **Next**. The Location subsection displays.

Access Restriction Status – Restricted – Partly

In Security Classification, agencies should select the highest standard national security classification level present in the transfer and indicate whether or not the records contain Restricted

Data/Formerly Restricted Data. In Special Markings, agencies should select any applicable national security special handling restrictions.

1. Select **Restricted - Partly** from the ***Access Restriction Status*** drop-down menu. The ***Specific Access Restriction*** drop-down menu displays.

   You may select as many options as apply from the following available options; however, selecting **FOIA (b)(1) National Security** triggers the ***Security Classification*** **and** ***Special Markings***.

   - FOIA (b)(1) National Security
   - FOIA (b)(2) Internal Personnel Rules and Practices
   - FOIA (b)(3) Statute
   - FOIA (b)(4) Trade Secrets and Commercial or Financial Information
   - FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
   - FOIA (b)(6) Personal Information
   - FOIA (b)(7) Law Enforcement
   - FOIA (b)(7a) Law Enforcement
   - FOIA (b)(7b) Law Enforcement
   - FOIA (b)(7c) Law Enforcement
   - FOIA (b)(7d) Law Enforcement
   - FOIA (b)(7e) Law Enforcement
   - FOIA (b)(7f) Law Enforcement
   - FOIA (b)(8) Regulation or Supervision of Financial Institutions

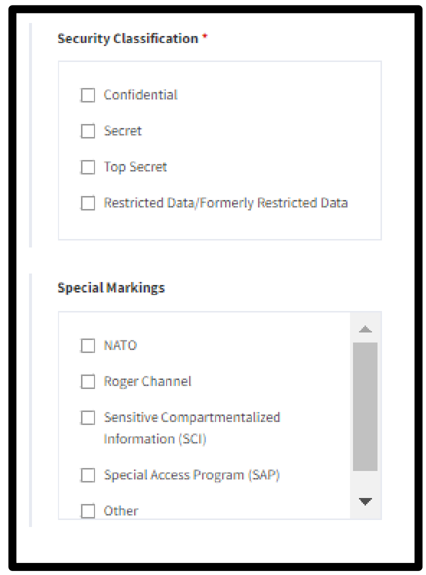

Figure 12: Security Classification and Special Markings Sub-menus for Partly Restricted Access

- FOIA (b)(9) Geological or Geophysical Information and Data
- Freedom of Information Act (FOIA)
- Other

Selecting **FOIA (b)(3) Statute** triggers the ***Statutory Citation*** sub-menu; select all statutes that restrict access to records in the transfer.

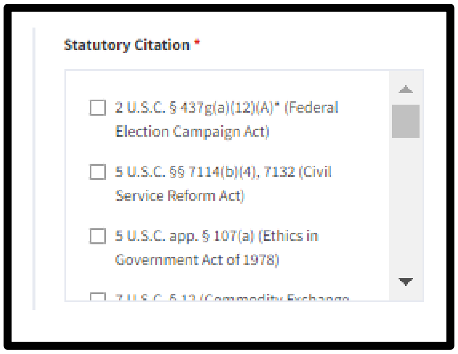

Figure 13: Statutory Citation Sub-menu for Partly Restricted Access

Selecting **Restricted-Partly** activates the *Restriction Note* sub-field, an optional field for entering contextual information about the access restriction. This sub-field will display at the bottom of the page.

2. Select **Yes** or **No** as appropriate in reply to the ***Are Records Subject to the Privacy Act?*** prompt.

   Note: Selecting **Yes** indicates that ***a System of Record Notice (SORN)*** has been published in the Federal Register for the records included in the ***Transfer Request.*** Consequently, the specific **Privacy Act Citation** will need to be entered in the corresponding sub-field that displays.

3. Select **Yes** or **No** as appropriate in reply to the ***Are records subject to Controlled Unclassified Information (CUI) controls***?

Note: Selecting **Yes** indicates that this ***Transfer Request*** includes records with markings included in the *ISOO Controlled Unclassified Information (CUI) Registry*. Enter the **Safeguarding and/or Dissemination Authority** office or department in the corresponding sub-field that displays.

4. Select **Next**. The ***Location*** subsection displays.

Access Restriction Status – Restricted – Fully

In Security Classification, agencies should select the highest standard national security classification level present in the transfer and indicate whether the records contain Restricted Data/Formerly Restricted Data. In Special Markings, agencies should select any applicable national security special handling restrictions.

1. Select **Restricted - Fully** from the *Access Restriction Status* drop-down menu. The ***Specific Access Restriction*** drop-down menu displays.

   You may select as many options as apply from the following available options. **Note:** Selecting **FOIA (b)(1) National Security** triggers the ***Security Classification*** **and** ***Special Markings*** sub-menus.

   - FOIA (b)(1) National Security
   - FOIA (b)(2) Internal Personnel Rules and Practices
   - FOIA (b)(3) Statute
   - FOIA (b)(4) Trade Secrets and Commercial or Financial Information
   - FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
   - FOIA (b)(6) Personal Information
   - FOIA (b)(7) Law Enforcement
   - FOIA (b)(7a) Law Enforcement
   - FOIA (b)(7b) Law Enforcement
   - FOIA (b)(7c) Law Enforcement
   - FOIA (b)(7d) Law Enforcement
   - FOIA (b)(7e) Law Enforcement

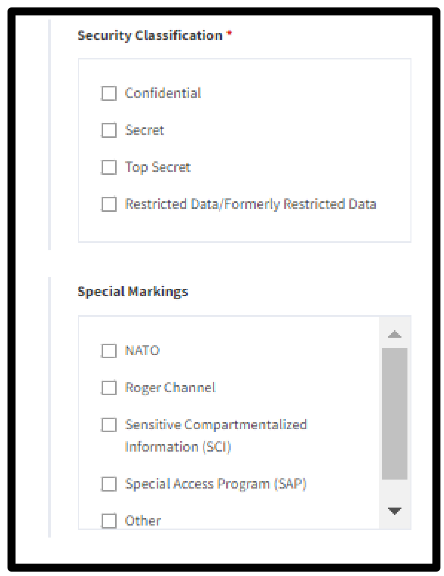

Figure 14: Security Classification and Special Markings Sub-menus for Fully Restricted Access

- FOIA (b)(7f) Law Enforcement
- FOIA (b)(8) Regulation or Supervision of Financial Institutions
- FOIA (b)(9) Geological or Geophysical Information and Data
- Freedom of Information Act (FOIA)
- Other

Selecting **FOIA (b)(3) Statute** triggers the ***Statutory Citation*** sub-menu. Select all statutes that restrict access to records in the transfer.

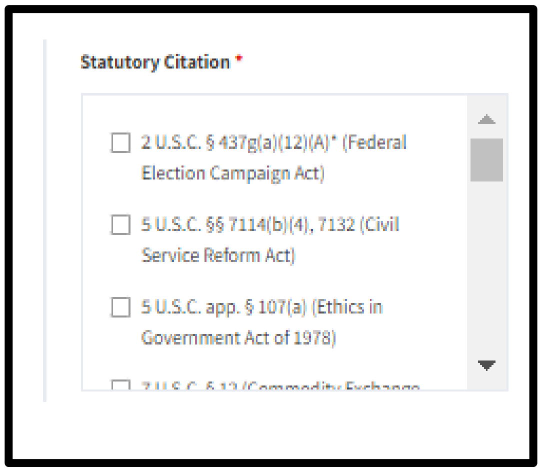

Figure 15: Statutory Citation Sub-menu for Fully Restricted Access

Selecting **Restricted-Fully** activates the *Restriction Note* sub-field, an optional field for entering contextual information about the access restriction. This sub-field will display at the bottom of the page.

2. Select **Yes** or **No** as appropriate in reply to the ***Are Records Subject to the Privacy Act?*** prompt.

   Note: Selecting **Yes** indicates that a ***System of Record Notice (SORN)*** has been published in the Federal Register for the records included in the ***Transfer Request***. The specific **Privacy Act Citation** will need to be entered in the corresponding sub-field.

3. Select **Yes** or **No** as appropriate in reply to the ***Are records subject to Controlled Unclassified Information (CUI) controls?***

Note: Selecting **Yes** indicates that this ***Transfer Request*** includes records with markings included in the *ISOO Controlled Unclassified Information (CUI) Registry.* Enter the **Safeguarding and/or Dissemination Authority** office or department in the corresponding sub-field that displays.

4. Select **Next**. The **Location** subsection displays.

Complete the General Information Tab – Location Subsection

You will use the **Location** subsection to identify where the records are currently being stored AND select a destination custodial unit for the records once transferred. NARA's Custodial Units are responsible for processing ***Transfer Requests*** and accessioning records.

The menu items that display on the **Location** subsection are dependent on the type of legal transfer selected for the records on the **Series** subsection of the **General Information** tab.

Location Instructions for Annual Federal Records Center (FRC) Move Transfers:

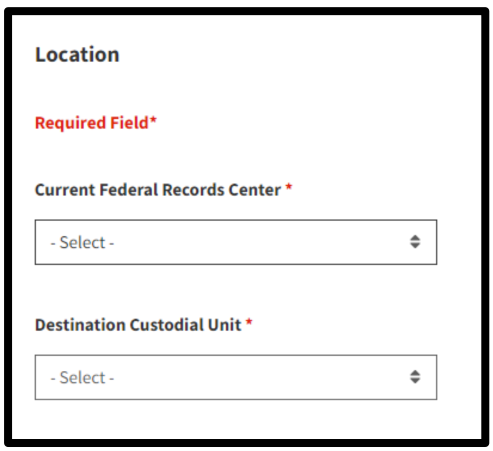

Figure 16: Location Menu for Annual FRC Move Transfers

To complete this subsection:

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

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

3. Select **Next**. The **Transfer Details** subsection displays.

Location Instructions for Direct Offer & Pre-Accession Transfers:

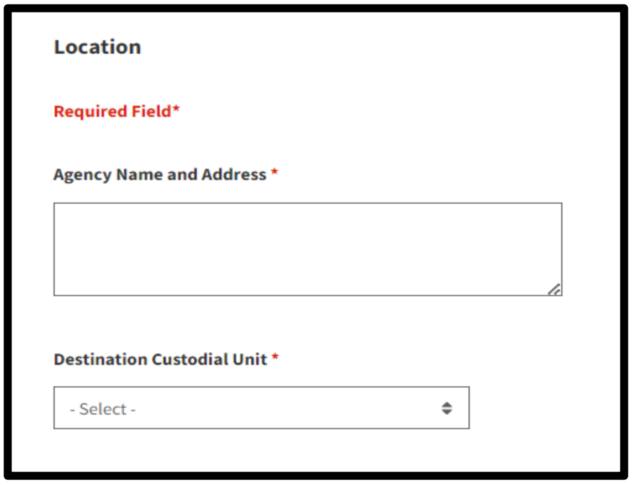

Figure 17: Location Menu for Direct-Offer & Pre-Accession Transfers

To complete this subsection:

1. Enter the **Agency Name and Address** where the records are stored in the corresponding text-entry field.

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

3. Select **Next**. The **Transfer Details** subsection displays.

Complete the General Information Tab – Transfer Details Subsection

Use the **Transfer Details** subsection of the **General Information** tab to identify how the records will be transferred. 3 options are available as follows:

- **Electronic Records on Physical Media** indicates that the records are stored on physical media (e.g., CD-ROM) for transfer to NARA.
- **Electronic Records by Electronic Means** indicates that the records are going to be transmitted to NARA via an electronic transfer method. If users select this, the sub-field of Estimated Electronic Volume
- **Non-Electronic Records** indicate that the records are analog (e.g., hard copy), and will be transmitted via physical means (e.g., FRC-S boxes).

Completion of this subsection is dependent upon the transfer method(s) selected. The instructions for each transfer method are provided below. **Multiple transfer methods may be selected for a *Transfer Request*.**

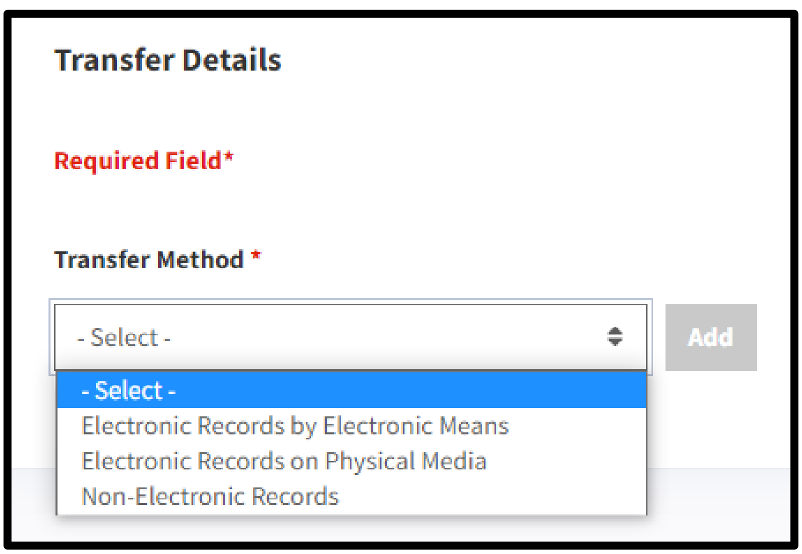

Figure 18: Transfer Method Drop-Down Menu

Transfer Details Instructions for Electronic Records by Electronic Means Transfer Method

1. Select **Electronic Records by Electronic Means** from the ***Transfer Method*** drop-down.

2. Select **Add**. A dialog window displays.

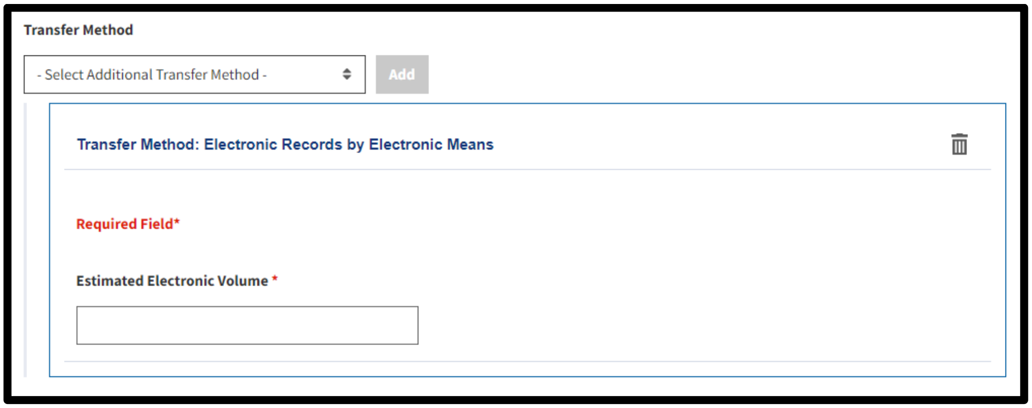

Figure 19: Electronic Records by Electronic Means Sub-menu

3. Enter the **Estimated Electronic Volume** *(in MB, GB, TB)* of the records included in the ***Transfer Request*** in the corresponding text-entry field.

4. Add **transfer method(s)** as appropriate. Otherwise go to Step 5.

5. Select **Next**. The **Contact Information** tab displays.

Transfer Details Instructions for Electronic Records on Physical Media Transfer Method

1. Select **Electronic Records on Physical Media** from the ***Transfer Method*** drop-down.

2. Select **Add**. A dialog window displays.

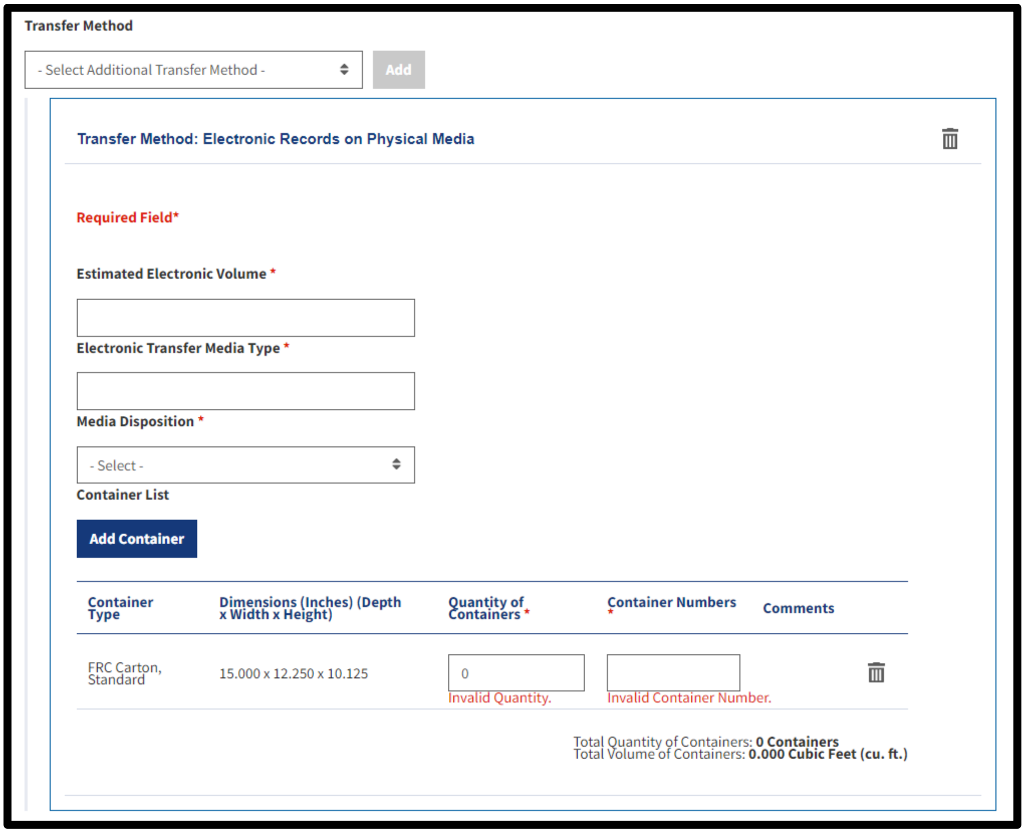

Figure 20: Electronic Records on Physical Media Sub-menu

3. Enter the **Estimated Electronic Volume** *(in MB, GB, TB)* of the records included in the ***Transfer Request*** in the corresponding text-entry field.

4. Enter the **type of physical storage device** (e.g., CD / DVD, hard drives, computer tape., etc.) on which the electronic records will be transferred in the ***Electronic Transfer Media Type*** text-entry field.

5. Enter the **Media Disposition** (i.e., the Agency's preference for what happens to the original physical storage device after the records are accepted into the legal custody of the National Archives) in the corresponding text-entry field. Options are **Destroy** or **Return to Agency**.

6. Add **Container details**.

    a. **For FRC Standard Cartons:** Enter the **quantity and number of containers** that conform to the FRC Standard Carton in the spaces provided. ERA 2.0 automatically calculates the quantity and volume of containers.

    b. **For Other Container Types:** Select the **Add Container** button that displays under the ***Container List*** header. The **Search Container Type** dialog window displays.

    Select a **container code** for the container type(s) that best corresponds to the container(s) that will be used for the ***Transfer Request.***

    Select **Add**. The **Electronic Records on Physical Media** dialog window displays the selected container type.

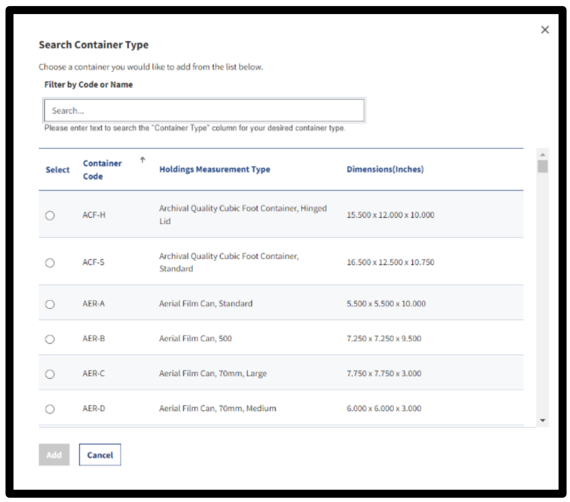

Figure 21: Add Container Search Tool

    Enter the **quantity and number of containers** that conform to the container type that was just added in provided the spaces. ERA 2.0 automatically calculates the quantity and volume of containers.

7. Add **transfer method(s)** as appropriate. Otherwise go to step 8.

8. Select **Next**. The **Contact Information** tab displays.

Transfer Details Instructions for Non-Electronic Records Transfer Method

1. Select **Non-Electronic Records** from the ***Transfer Method*** drop-down.

2. Select **Add**. A dialog window displays.

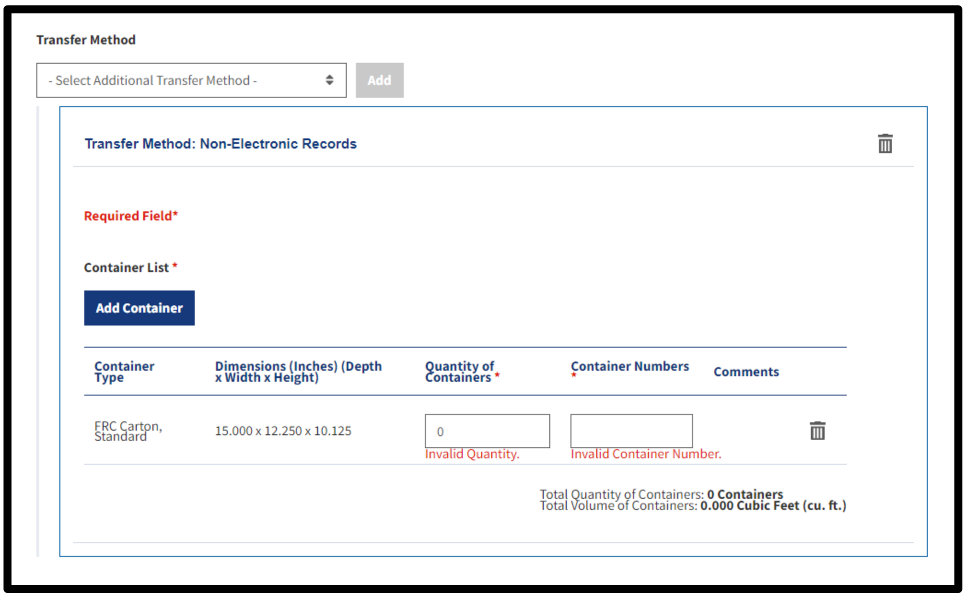

Figure 22: Non-Electronic Records Sub-menu

3. Add **Container details.**

   a. **For FRC Standard Cartons:** Enter the **quantity and number of containers** that conform to the FRC Standard Carton in the spaces provided. ERA 2.0 automatically calculates the quantity and volume of containers.

   b. **For Other Container Types:** Select the **Add Container** button that displays under the ***Container List*** header. The **Search Container Type** dialog window displays.

- Select a **container code** for the container type(s) that best corresponds to the container(s) that will be used for the ***Transfer Request***.

- Select **Add**. The **Non-Electronic Records** dialog window displays the selected container type.

- Enter the **quantity and number of containers** that conform to the container type that was just added in provided the spaces. ERA 2.0 automatically calculates the quantity and volume of containers.

4. Add **transfer method(s)** as appropriate. Otherwise go to Step 5.

5. Select **Next**. The **Contact Information** tab displays.

Step 3: Review and Update Contact Information

ERA 2.0 automatically associates the user who creates the form with the form that is generated. It also assigns the associated user as the Primary Contact for the ***Transfer Request***. Review the auto-populated contact information for your user profile. To update the system-generated contact information, follow your Agency guidance on updating user profiles in ERA 2.0.

If you are not the primary contact for the ***Transfer Request*** and you would like to add a primary contact, follow the steps below. You have the option of selecting from existing contacts or adding a new contact. To add a new contact, you will need the contact's first and last name, email, and phone number to complete the steps below.

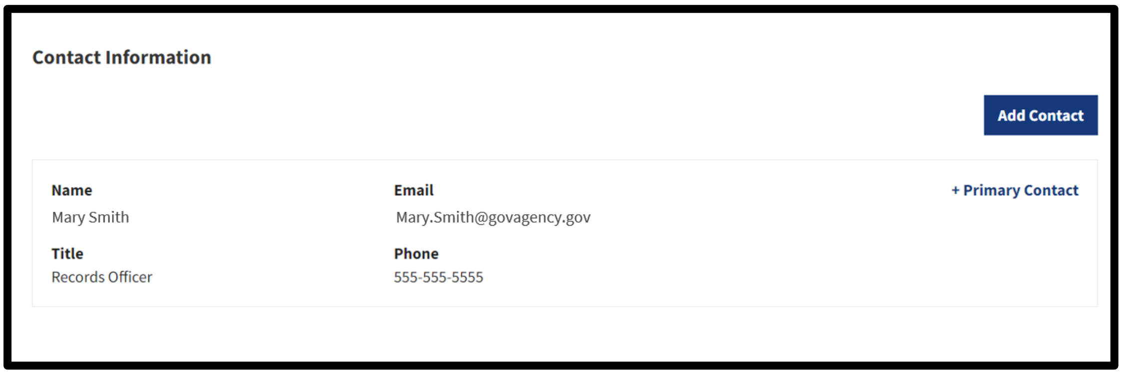

Figure 23: Contact Information Tab

Add a Primary Contact – Selecting an Existing Contact

1. Select **Add Contact**. The ***Add Contact*** dialog window displays. The **Select Existing Contact** tab displays by default.

2. Select the **button** next to the name of the person you would like to add as a contact. You may use the search filter that displays at the top of the window to narrow your results.

3. Reply **Yes** to: ***Make this person the primary contact?***

4. Enter **comments** in the ***Comments*** field as appropriate.

5. Select **Add Contact**. The **Contact Information** tabs displays the updated Primary Contact information.

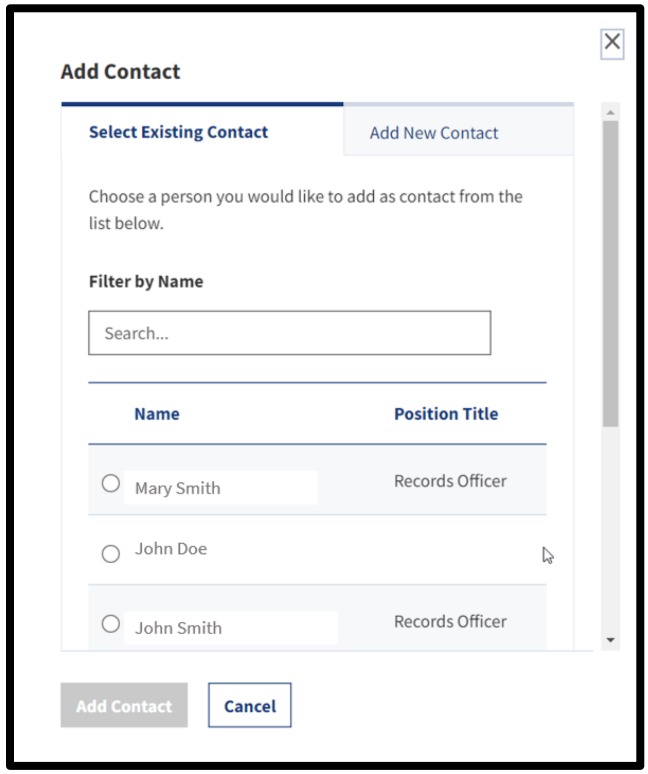

Figure 24: Select Existing Contact Menu

6. Select **Next**. The **Attachments** tab displays.

If the contact is not selected as the Primary Contact during the adding process, you must delete the contact and add the person again.

Add a Primary Contact – Adding a New Contact

1. Select **Add Contact**. The ***Add Contact*** dialog window displays. The **Select Existing Contact** tab displays by default.

2. Select the **Add New Contact** tab. The **Add New Contact** tab displays.

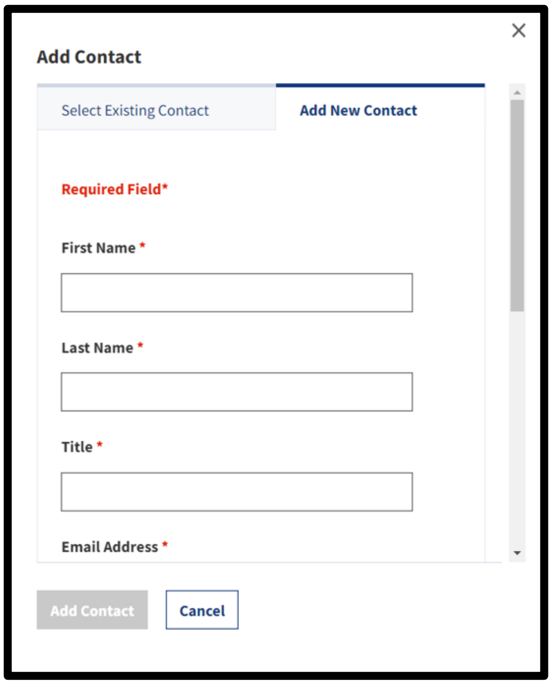

Figure 25: Add New Contact Menu

3. Enter the contact's information – i.e., First Name, Last Name, Title, Email Address, and Phone Number in the fields provided.

4. Reply **Yes** to: ***Make this person the primary contact?***

5. Select **Add Contact**. The **Contact Information** tabs displays the updated Primary Contact information.

6. Select **Next**. The **Attachments** tab displays.

Step 4: Upload Attachments

Use the **Attachments** tab to upload supporting documents related to the ***Transfer Request***. The system supports uploading documents of any type (e.g., pdf, .docx, .xlsx, .csv, etc.) and you can upload more than one document.

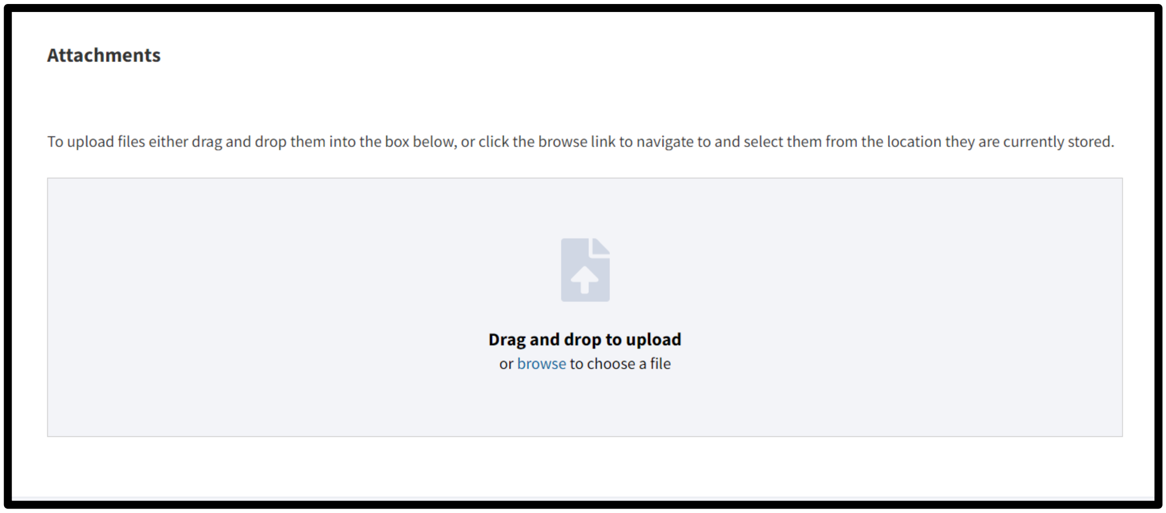

Figure 26: Attachments Feature Dialog Window

1. Follow the instructions on the **Attachments** tab for uploading your documents by either: 1) dragging and dropping them into the dialog window or 2) browsing your system to upload the file from a network location. The *Document Type* drop-down menu displays.

Multiple documents may be attached simultaneously. ERA 2.0 adds the following metadata to the uploaded document(s): 1) File Name, 2) Uploaded By, 3) Uploaded Date, 4) File Size, and 5) Status (which will be set as "In-Progress").

2. Select the **document's type** from the ***Document Type*** drop-down menu. Options are:
    - Classified records transfer checklist (NA-14130)
    - Correspondence
    - Finding Aid (e.g., file list)
    - Kyl-Lott Certification

- Memorandum
- SF-115
- Other

3. Enter **comments** into the ***Comments*** text-entry field as appropriate.

4. Repeat **Steps 1 through 3** as appropriate until all the attachments are added.

5. Verify that your document was successfully uploaded by selecting the **Attachments** tab and confirming that the metadata updates the status of the document to **Complete**.

Figure 27: Attachments Metadata & Completion Status Fields

6. Select **Next** OR **Preview & Submit** to access the **Preview & Submit** tab.

Once a Transfer Request has been proposed and sent to NARA, agency users cannot add attachments to it.

Step 5: Preview & Submit

The **Preview & Submit** tab (from the main navigation menu) aggregates all the information you provided for your ***Transfer Request*** across multiple tabs and displays them on one page. You can use this overview to review/check your entries and make edits as appropriate. You can also submit the ***Transfer Request*** for Agency Approval from this tab.

1. Review the information displayed on the Preview **& Submit** tab. You will notice that each tab from the main navigation menu is represented.
2. Select the **minus (-) symbol** to collapse any section.
3. Select the **plus (+) symbol** to expand any section.
4. Select **Edit** located to the right of any section header to access and edit information on the corresponding tab.
    a. Enter your edits.
    b. Select **Save Changes**. The **Preview & Submit** tab displays.
5. Select **Download All** to the right of the ***Attachments*** header. (Optional if you'd like to download the attachments.) The ***Generate Package for Download*** dialog window displays.

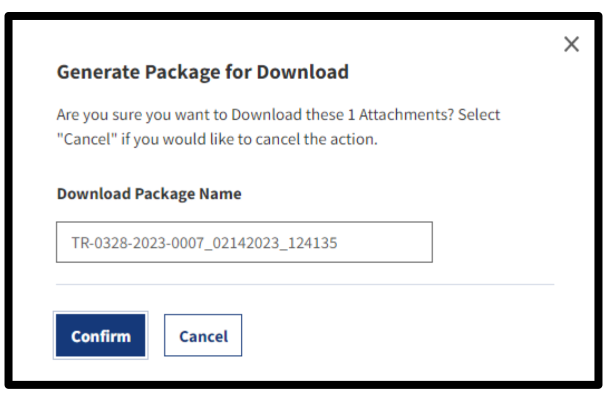

Figure 28: Download All Feature Dialog

a. Select **Confirm** to confirm the download or **Cancel** to cancel the action. A confirmation message displays advising you that you will be notified (i.e., through the ERA 2.0 **Notifications** function available on your ***Homepage*** task bar) when the processing is complete. Alternatively, you may check the status through the **Task Progress** function, also available on your ***Homepage*** task bar.

b. Confirm that the download is complete before you submit the ***Transfer Request*** for certification to avoid triggering an error.

6. Select **Submit for Agency Approval** to submit the ***Transfer Request*** to the Approving Official.

7. Verify that the following message displays: ***The Transfer Request has been successfully submitted for Agency Approval.***

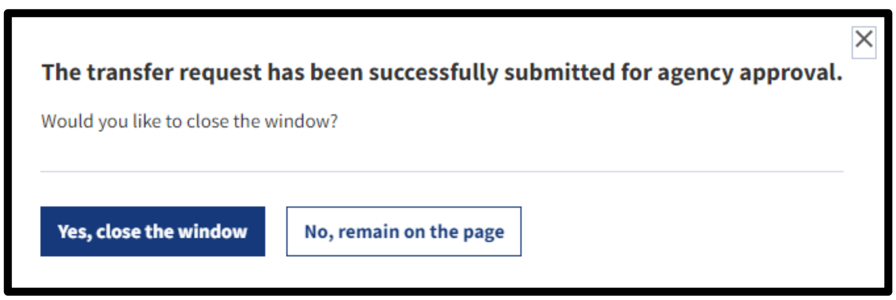

Figure 29: Submission Confirmation Message

8. Select **Yes, close the window** to close out of the ***Transfer Request*** and go to your ***Dashboard***, or select **No,** and remain on the page. The **Transfer Request Summary** tab replaces the **Preview & Submit** page after the ***Transfer Request*** is submitted for agency approval. Notice that the document's status changes to **Submitted for Agency Approval**.

Step 6: Review the History & Activity Log

After submitting the ***Transfer Reques***t for agency approval, the form is routed to the **Approving Official**(s). The **Approving Official**(s) will review the form and edit it as appropriate. The **Approving Official**(s) will then take actions to either propose the ***Transfer Request*** to NARA or return it to the initial requestor for additional action. For additional information, please review the support materials for the **Propose a Transfer Request** task available on the ERA 2.0 Training page.

To track the status of actions taken on the ***Transfer Request***, review its **History & Activity Log** which generally becomes available after the ***Transfer Request*** is no longer in **draft** status.

The **History & Activity Log** appears in the left navigation of the ***Transfer Request*** form after it has been submitted to the Approving Official. It provides an overview of each milestone, or action taken, on a given ***Transfer Request***. In addition to reviewing the list of actions, you can access more detailed information regarding the specific milestones by selecting the Open **eye** icon that displays to the right of the milestone's header.

Figure 30: History & Activity Log

1. Select **History & Activity Log** from the navigation menu on the left. The **History & Activity Log** displays.

2. Verify that the **status** of the ***Transfer Request*** is where you believe it should be in the Transferring workflow by checking the status listed in the upper left side of the log.

Figure 31: History & Activity Log Status Field

3. Review the **table entries** to confirm:

   a. Latest actions taken on the ***Transfer Request***

   b. Users who have taken the actions

   c. Date (and time) of each action

4. Select **Open** (the **eye** icon) to review details about specific milestones as well as other activity if it is available.

5. Select **Close** to return to the **History & Activity Log**.

END.