

AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES

1. INTERIM CONTROL NO. (NARA Use Only)

TERMS OF AGREEMENT

The records described below and on the attached _____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the *Guide to the National Archives of the United States*. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, non-archival printed or processes material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.

2A. AGENCY APPROVAL

3A. NARA APPROVAL

Signature _____ Date _____

Signature _____ Date _____

2B. NAME, TITLE, MAILING ADDRESS

3B. NAME, TITLE, MAILING ADDRESS

RECORDS INFORMATION

4A. RECORDS SERIES TITLE

4B. DATE SPAN OF SERIES

(Attach any additional description.)

5A. AGENCY OR ESTABLISHMENT

5B. AGENCY MAJOR SUBDIVISION

5C. AGENCY MINOR SUBDIVISION

5D. UNIT THAT CREATED RECORD

5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS
Name _____

Telephone Number () _____

6. DISPOSITION AUTHORITY:

7. IS SECURITY CLASSIFIED INFORMATION PRESENT? NO YES

LEVEL: Confidential Secret Top Secret

SPECIAL MARKINGS: RD/FRD SCI NATO

INFORMATION STATUS: Other _____
 Segregated Declassified

8. CURRENT LOCATION OF RECORDS

_____ Agency (Complete 8A only)

_____ Federal Records Center (Complete 8 B only)

8A. ADDRESS

9. PHYSICAL FORMS

- | | |
|---|---|
| <input type="checkbox"/> Paper Documents | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Paper Publications | <input type="checkbox"/> Maps and Charts |
| <input type="checkbox"/> Microfilm/Microfiche | <input type="checkbox"/> Arch / Eng Drawings |
| <input type="checkbox"/> Electronic Records | <input type="checkbox"/> Motion / sound / Video |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Other (specify): _____ |

10. VOLUME: _____ CONTAINERS: _____
Cu. Mtr. _____ (Cu. Ft. _____) Number _____ Type _____

11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES

12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?

YES NO *(If no, attach limits on use and justification.)*

13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?

YES NO *(If yes, cite Agency system Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)*

14. ATTACHMENTS

- | | |
|---|---|
| <input type="checkbox"/> Agency Manual Excerpt | <input type="checkbox"/> Listing of Records Transferred |
| <input type="checkbox"/> Additional Description | <input type="checkbox"/> NA from 14097 or Equivalent |
| <input type="checkbox"/> Privacy Act Notice | <input type="checkbox"/> Microform Inspection Report |
| <input type="checkbox"/> Other (specify): _____ | <input type="checkbox"/> SF(s) 135 |

8B. FRC ACCESSION NUMBER

CONTAINER NUMBER(S)

FRC LOCATION

NARA PROVIDES

15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION

RG

16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature _____ Date _____

17. NATIONAL ARCHIVES ACCESSION NO.

INSTRUCTIONS

GENERAL: This form may be initiated by the transferring agency or the National Archives and Records Administration (NARA). Prepare a separate SF 258 for each series or SF 115 item being transferred.

WHEN INITIATED BY AN AGENCY: The agency completes blocks 2 and 4 through 14 using the instructions below. Block 2 must be signed and dated. Send the original to the appropriate address 60 days before the records are to be transferred to the National Archives.

WHEN INITIATED BY NARA: NARA completes blocks 1 and 4 through 14 and sends the original to the transferring agency's records officer. The agency completes block 2, completes or corrects blocks 4 through 14. Block 2 must be signed and dated. The agency sends the original to the appropriate address 60 days before the records are to be transferred to the National Archives.

MAILING ADDRESS: Mail the completed form to either the address below or the appropriate National Archives regional archives.

Accessions Control Staff (NN-E)
Office of the National Archives
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

If you do not know the address of the appropriate regional archives, telephone the accessions Control Staff at 301-713-6655.

* * * *

1. **INTERIM CONTROL NUMBER:** Leave blank. NARA will fill in.
2. **AGENCY APPROVAL:** The agency records officer having the delegated authority to transfer the records with NARA should sign and date the form here (2A) and provide his/her name, title and mailing address (2B).
3. **NARA APPROVAL:** When a proposal to transfer records to the National Archives of the United States is approved, the appropriate NARA official completes 3A and 3B.
- 4A/B. **RECORDS SERIES TITLE/DATE SPAN OF SERIES:** The information provided should include a records series title, a statement of how the records are arranged, dates of coverage, and sufficient detail to describe the body of records being transferred. If access to the records is gained or facilitated through an index, box list, or other finding aid, include it with the records being transferred. Indicate the appropriate disposition authority number if the index is scheduled separately. If the records being transferred. Indicate the appropriate disposition authority number if the index is scheduled separately. If the records are in a Federal records Center (FRC) attach each applicable SF 135 Records Transmittal and Receipt. For electronic records, describe and related documentation.
5. **Fully identify the unit (5D) that created or organized the records.** Usually this not the agency's records management office. Place the creating unit within its organization hierarchy (5A-5C). For example, the responsible unit is a branch (5D), within a division (minor subdivision) (5C), within an office (major subdivision) (5B), and within the agency or major component of a department (5A). Block 5A should be the official or legal name of the agency or bureau as published in the U.S. Government Manual. In block 5E include the name and telephone number (including the area code) of a person who should be contacted if NARA has any questions about the records. If the originating agency no longer exists, provide the name of the contact person at the successor agency.
6. **DISPOSITION AUTHORITY:** This citation must be included. It can be either the item number assigned to the records within a records disposition schedule (SF 115) approved by NARA or the item number assigned to the records within an agency records disposition manual based on a NARA-approved SF 115. If the agency manual number is used, attach a copy of the pertinent pages from the agency manual.
7. **IS SECURITY CLASSIFIED INFORMATION PRESENT?** If the records contain security classified information, check "Yes" and indicate the highest level of classification present. Indicate any additional applicable national security special access restrictions (e.g., Sensitive Compartmented Information - SCI or North Atlantic Treaty Organization - NATO). Restricted Data and Formerly Restricted Data - RD/FRD - refers to information subject to the Atomic Energy Act of 1954. Check "Segregated" to indicate that security classified records have been segregated from unclassified records or information subject to special access restrictions has been segregated from other classified information. Check "Declassified" to indicate whether any records have been declassified, and provide both the authority for declassification and a description of the declassified records.
8. **CURRENT LOCATION OF RECORDS.** Check the appropriate box for the current location of the records. If the records currently are in a Federal records center, complete 8B. If the records are located in the transferring agency or other location, complete 8A.
 - 8A. For records located in the transferring agency or other location, provide a complete address.
 - 8B. For records located in a Federal records center, name the center, provide the FRC accession number and container number(s), and the FRC location.
9. **PHYSICAL FORM(S):** Check all the boxes that apply to the records included in the transfer.
10. **VOLUME:** Include both the cubic feet of the records and the number and type of containers holding the records. For example:

Cu. ft. 15: Number 15: Type FRC boxes. Provide separate volume figures for each physical type of records, continuing on a separate sheet as necessary.
11. **DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES:** Indicate the date the records are eligible for deposit in the National Archives. This date is determined by the disposition instructions for each item in the approved SF 115 or agency manual.
12. **ARE THE RECORDS FULLY AVAILABLE FOR PUBLIC USE?** If the records are exempt from release pursuant to the FOIA, 5 U.S.C. 552(b)(1)-(9) and (c)(1)-(3), this must be fully justified. List all exemptions that apply. If exemption (b)(1) is cited, complete block 7 accordingly. If (b)(3) is cited, include the full citation for the relevant statute. If the records are subject to copyright, identify affected items and the copyright holder.
13. **ARE THESE RECORDS SUBJECT TO THE PRIVACY ACT?** The National Archives is required to notify the public, through the Federal Register, when it takes custody of records subject to the provisions of the Privacy Act, 5 U.S.C. 552a. The originating agency should use this block to indicate whether the records covered by this SF 258 are part of a Privacy Act "system of records" and include a citation to a copy of the Privacy Act notice published by the agency for the system. NARA will use the transferring agency's notice to inform the public, through the Federal Register, that the records have been transferred to the National Archives and that no further modification of them is possible.
14. **ATTACHMENTS:** Check the appropriate box(es) and indicate the attachment(s) being submitted with this form.
15. **SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION:** NARA uses this space to provide shipping instructions relating to transfers.
16. **RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES:** The appropriate NARA representative signs block 16 after the records have been received at a NARA facility and NARA has confirmed that the records received are the records described in block 4. Transfers to NARA are not final until NARA has signed block 16. NARA sends the agency a copy of the completed form.
17. **NATIONAL ARCHIVES ACCESSION NO.:** NARA assigns this unique, permanent control number to each transfer of records.