

Transferring Records

- Why transfer records?
 - Space
- Are the records eligible to transfer?
 - No longer needed onsite for audit or legal purposes
 - Closed for 2 FYs
 - Covered by a NARA approved disposition schedule
 - No activity
 - Not eligible for destruction within 2 FYs from the date of transfer
 - Not on electronic or audiovisual media
- Where do they go?
 - Temporary – FRC
 - Permanent – NARA

Who Do I Notify

Agency Records Officers:

REE – ARS – ERS

Teresa McDuffie-Frye

Records Management Officer

OCIO/PIAB

5601 Sunnyside Avenue, GWCC - Rm. 3-2128D

Beltsville, MD 20705

Phone: 301-504-1017

Cell: 301-466-0957

Fax: 301-504-1139

Email: Teresa.McDuffie-Frye@ars.usda.gov

NASS

Shelly Busse

Records Management Officer

OAPAO/ADM

1400 Independence Ave., SW – Rm 5312B

Washington, DC 20250

Phone: 202-690-8127

Email: Shelly.Busse@nass.usda.gov

NIFA

Robert “Rob” Martin

Records Management Officer

ISTM

880 9th Street SW, Suite 4206

Washington, DC 20250

Phone: 202-401-5924

Fax: 202-720-0857

Email: Rmartin@nifa.usda.gov

Information Needed

- Office retiring record
(Example: Insert your information)
ARS/OCIO/PIAB
5601 Sunnyside Ave.
GWCC 3-2128D
Beltsville, MD 20705
- Contact
Teresa McDuffie-Frye, Teresa.McDuffie-Frye@ars.usda.gov
301-504-1017
- Type of Record, Closed date and number of boxes
Extramural Agreements
Files Arranged Numerically
Closed FY 2010
5 boxes
- **DO NOT:**
 - ✓ Mix permanent and temporary records
 - ✓ Mix years
 - ✓ Mix series
- Disposition Authority
N1-310-08-1, Item 1a(2)
- Disposition Date
10/2020
- Detailed listing of what's in each box
 - ✓ Mix disposition dates
 - ✓ Pack boxes tight
 - ✓ Pack binders

Completing the SF-135

FRC Records Location.

RMO

Office Liaison Transferring Records

ARS RG #

FY Records Being Sent

Unique # Assigned by RMO

Total # of Records Being Sent to FRC

Box #

Description of Records Being Sent to FRC

RMO's Mailing Address

Transferring Office Address

Disposal/Transfer Date

Disposition Authority From Handbook

RECORDS TRANSMITTAL AND RECEIPT										PAGE 1 OF 1 PAGES			
1 TO <u>Complete the address for the records center serving your area as shown in 36 CFR 1228.150.</u>										5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)			
Washington National Records Center 4205 Suitland Road Suitland, MD 20746-8001										USDA ARS OCIO CSB STOP 5119 - 3-2222B 5601 Sunnyside Ave. Beltsville, MD 20705			
2 AGENCY TRANSFER AUTHORIZATION		TRANSFERRING AGENCY OFFICIAL (Signature and title) Teresa McDuffie-Frye 301-504-1017 Records Management Officer				DATE 06/02/2009							
3 AGENCY CONTACT		TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone no) Jessica Seaman, ARS FD FCB 301-504-1169											
RECORDS CENTER RECEIPT		RECORDS RECEIVED BY (Signature and title)				DATE							
6 RECORDS DATA													
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (with inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER				
RG	FY	NUMBER							LOCATION	BY	DATE	THRU	BY
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
	310	09	0001	1-6	Agricultural Research Service Administrative and Financial Management Facilities Division Purchase Order Contracts that originated at BARC. All contracts were closed in April and May of 2009.		GRS 3 Item_3a(1)(a)	Temporary 08/2015					
0-00-634-4093										135-107		Standard Form 135 (Rev. 7-85) Facs Prescribed by NARA 36 CFR 1228.152	

Detailed Box List

Construction/Architect-Engineer

and Contract/Solicitation Files

DATE OF CLOSEOUT: 5/10/2009

Contract Number/Task Order (TO) Number

Box 1 of 6: 43-3K47-4-0012

43-3K47-4-0016

43-3K47-5-0007

43-3K47-5-0009

43-3K47-5-3029

43-3K47-5-3032

Box 2 of 6: 43-3K47-6-0008

43-3K47-6-2027

43-3K47-6-2032

43-3K47-6-2037

- Name of Records
- List the contents of each folder in the box
- Closeout date
- Any information that will make it easy to retrieve records
- DO NOT include any PII

Packing the Records

- Please do not over pack the boxes. Leave a 1 – 2 inch space in each box to allow ease of reference.
- Do not put additional material on the bottom, side, or top of the records in the box.
- Figure 1: Letter sized files
- Figure 2: Legal sized files
- **DO NOT** write on boxes.

NOTE: FRC Storage Boxes = 14 ¾” x 12” x 9 ½”D, Carton of 25 (AbilityOne 8115-00-117-8249)

Figure 1: Box packed with letter-sized files



Figure 2: Box packed with legal-sized files



Completing a FRC Box

- Office address

(Example)

ARS/OCIO/PIAB

5601 Sunnyside Ave.

GWCC 3-2128D

Beltsville, MD 20705

- Accession #

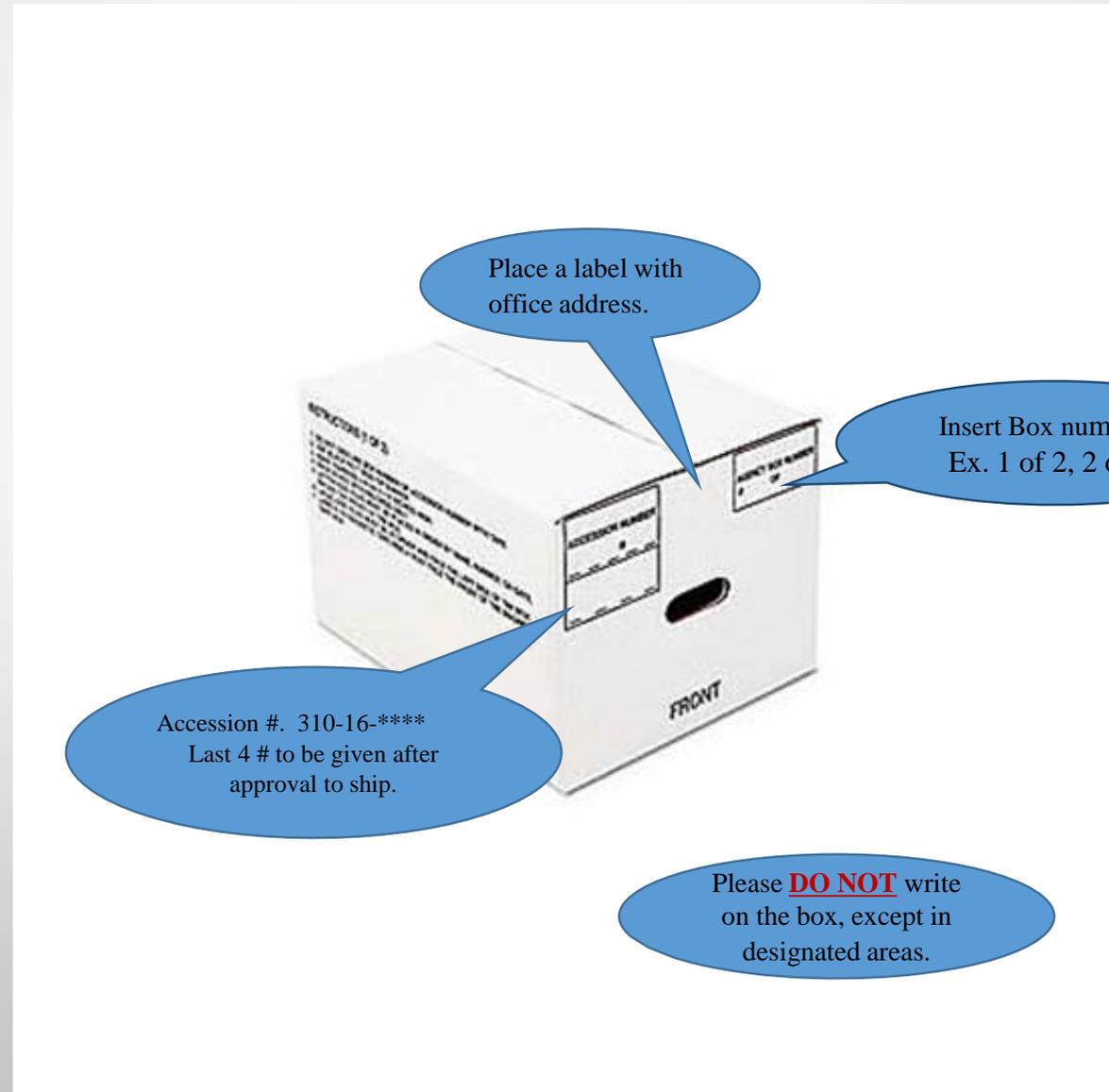
___ = Record Group # (310)

__ = Fiscal Year (FY)

____ = Unique # from FRC

- Box Numbers

Boxes included in the series.



Next Steps

- After approval to transfer is received from the FRC you will be notified by RM.
- Finish completing the *Accession #* on the box.
- Place approval form inside of the first box of the *Accession*.
- HQ employees will contact RM for arrangements for shipment to the FRC.
- Field/Area Offices should arrange shipment using best practices in the location.