

Questions Concerning Transfer Age of Permanent Records

Agency: _____ Component (if applicable): _____
 Schedule Number: _____ Item Number: _____

Please complete this questionnaire if your agency’s proposed records schedule includes instructions to transfer records to NARA that are less than 15 years old or security classified records less than 25 years old. By completing this questionnaire, your agency acknowledges the implications of legal transfer to NARA. For more information on scheduling earlier transfer dates, see [NARA Bulletin 2014-XX: Guidance on Determining the Appropriate Age for Scheduling Permanent Records Transfers to the National Archives](#).

The Agency Records Officer (or appropriate agency official) must sign and submit this questionnaire with the proposed records schedule to the assigned Appraisal Archivist before NARA can complete the appraisal process. Please complete this questionnaire for each schedule item proposed for transfer that is less than 15 years old (25 years old if records contain security classified information). For Department-wide schedules, each component should provide answers to the questions for each applicable schedule item. Your agency does not need to complete this questionnaire if the legal transfer period is 15 years or longer (25 years or longer if the records contain security classified information). Your agency does not need to complete this questionnaire for temporary records.

Disclaimer: This questionnaire is intended to help determine whether or not proposed shorter transfer dates are appropriate. Submission of this questionnaire in no way guarantees that NARA will approve proposed shorter transfer dates.

Questions

1. Briefly state the reason why your agency is proposing legal transfer of records that are less than 15 years old or records containing security classified information that are less than 25 years old:

	YES	NO	N/A
2. At the time of transfer to NARA, these records will be inactive. My agency does not anticipate any continuing business need to access the records. A “business need” means any active use of records by agency staff.			
3. At the time of transfer to NARA, these records will be fully releasable to the public.			
4. At the time of transfer to NARA, these records will NOT require protection from release under FOIA exemption (b)(5) -- such as pre-decisional/deliberative information relating to current agency business.			
5. At the time of transfer to NARA, the statute of limitations for investigative records will have expired.			

6. Records Format (Check all that apply)	YES	NO
Paper-based textual records		
Still Pictures		
Maps And Charts		
Aerial Photography		
Motion Pictures		
Sound Recordings		
Structured Data Files (e.g., Database files)		
Unstructured Electronic Files (e.g., PDF text files)		

Agency Certifications

My agency understands the procedures for accessing records that have been legally transferred to NARA. For analog or paper records, the originating agency’s access to the records will be through the established researcher process on-site at the NARA facility maintaining the records. _____ (initial)

My agency understands that, upon legal transfer, NARA will be responsible for making access determinations and responding to all FOIA requests without consultation with the transferring agency (with the exception of security classified information). _____ (initial)

I have consulted with the office of primary responsibility for the records as well as my agency’s General Counsel and FOIA Offices while completing this form.

Agency Records Officer or appropriate agency official _____ Date _____