
How to Align an ERA Transfer Request and NA-14130

The NA-14130 Classified Records Transfer Checklist is an essential part of the classified permanent records accessioning process. The information you share on the Checklist helps NARA to understand the declassification review steps your agency has taken.

The NA-14130 also helps NARA understand what protections your classified permanent records need as they are accessioned into the Archives and maintained in NARA's holdings.

An NA-14130 documenting the results of declassification review (or your agency's comparable form containing the same information) must be completed and attached to each ERA Transfer Request (TR) for classified and declassified permanent records.

By taking the time to compare and align the NA-14130 and ERA TR for each transfer, you are helping your agency and NARA work together to protect, move, and accession the records properly and safely.

Finding the NA-14130

[Download a copy of the NA-14130 Classified Records Transfer Checklist](#) from [archives.gov](https://www.archives.gov).

Getting Help

Please contact NARA's National Declassification Center (NDC) at NDC@nara.gov with questions about the NA-14130 and the declassification review process.

Declassification Review

Review and Confirm	NA-14130	ERA TR
<p>Declassification Review Confirm that a declassification review of the records has been completed.</p> <p>NARA will not accession records until a declassification review has been completed.</p> <p>If your agency has not completed declassification review, or if you do not provide a completed NA-14130 (or equivalent), NARA cannot accept the records.</p> <p>References:</p> <ul style="list-style-type: none"> • Section 3.3 of EO 13526 • 32 CFR Section 2001.30j • NA-14130 	<p>NA-14130 Question 1:</p> <p>Have these records been reviewed for declassification in accordance with section 3.3 of EO 13526 and 32 CFR section 2001.30j?</p> <p>If the records have not yet been reviewed for declassification, talk with your agency's declassification team and NARA's National Declassification Center (NDC@nara.gov).</p>	<p>N/A</p>

Review for the Presence of RD/FRD Information (Kyl-Lott Review)

Review and Confirm	NA-14130	ERA TR
<p>Kyl-Lott Review Completed Confirm that this series of records has been reviewed to evaluate the presence of RD/FRD information.</p> <p>NARA’s National Declassification Center (NDC) requires that your agency make an explicit statement that all records have been reviewed by an HRRD-certified reviewer. This usually takes the form of a memo on agency letterhead (or another agency document), which is attached to the Transfer Request in ERA.</p> <p>NARA will not accession records until a review for RD/FRD has been completed.</p> <p>References:</p> <ul style="list-style-type: none"> • Special Historical Records Review Plan (Supplement) 	<p>NA-14130 Question 2:</p> <p>If the answer is “no,” STOP. Work with your agency declassification program to ensure the review is completed. Contact NDC@nara.gov for assistance as needed.</p>	<p>See options on the following rows.</p>
<p>Kyl-Lott Review Determination: Highly Unlikely to Contain RD/FRD If the review by your agency HRRD-certified reviewer determines that the records are Highly Unlikely to contain RD/FRD, mark the appropriate item.</p>	<p>NA-14130 Question 2:</p> <p>Select the correct description of the determination.</p> <ul style="list-style-type: none"> • This series of records is Highly Unlikely to contain RD or FRD information. 	<p>Check the ERA Security Classification field.</p> <p>If the records are Highly Unlikely to Contain RD/FRD, the field must NOT include Restricted Data/Formerly Restricted Data.</p>

Review and Confirm	NA-14130	ERA TR
<p>Kyl-Lott Review Determination: Series contains Marked RD/FRD information Describe the presence of Marked RD/FRD in the transfer.</p>	<p>NA-14130 Question 2: Select the correct description of the determination.</p> <ul style="list-style-type: none"> • This series of records contains Marked RD/FRD information. 	<p>If Marked RD/FRD is present, be sure to:</p> <ul style="list-style-type: none"> • Check the ERA Security Classification field. It must include Restricted Data/ Formerly Restricted Data. • Check the ERA Specific Access Restriction field. It must include FOIA (b)(3) Statute Security Classification. • Be sure the Statutory Citation includes one of the following: <ul style="list-style-type: none"> ○ 42 USC 2162(a) (RD) ○ 42 USC 2168 (a)(1)(C) (FRD) ○ Both 42 USC 2162(a) (RD) and 42 USC 2168(a) (1)(C) (FRD), Information Regarding Atomic Energy: Restricted and Formerly Restricted Data (A.E. Act of 1954)

Review and Confirm	NA-14130	ERA TR
<p>Kyl-Lott Review Determination: Series contains Un-Marked RD/FRD information Describe the presence of Un-Marked RD/FRD in the transfer.</p>	<p>NA-14130 Question 2: Select the correct description of the determination.</p> <ul style="list-style-type: none"> This series of records contains Un-Marked RD/FRD information. 	<p>If Un-Marked RD/FRD is present, be sure to:</p> <ul style="list-style-type: none"> Check the ERA Security Classification field. It must include Restricted Data/ Formerly Restricted Data. Check the ERA Specific Access Restriction field. It must include FOIA (b)(3) Statute Security Classification. Be sure the Statutory Citation includes one of the following: <ul style="list-style-type: none"> 42 USC 2162(a) (RD) 42 USC 2168(a)(1)(C) (FRD) Both 42 USC 2162(a)(RD) and 42 USC 2168(a)(1)(C) (FRD), Information Regarding Atomic Energy: Restricted and Formerly Restricted Data (A.E. Act of 1954)
<p>Kyl-Lott Review: Was RD or FRD information discovered during the review?</p>	<p>If RD/FRD that was not previously identified is discovered during the review, contact the WNRC to upgrade the classification listed for the records in ARCIS.</p>	<p>Follow the ERA requirements for describing the presence of RD/FRD (as above).</p>

Review and Confirm	NA-14130	ERA TR
<p>Kyl-Lott Review: Determination Date Record the most recent Determination Date.</p>	<p>NA-14130 Question 2: Indicate the date the review was completed. This information is required.</p>	<p>N/A</p>
<p>Kyl-Lott Review: Boxes Labeled Indicate whether the boxes in the transfer are labeled to show that a review was performed.</p>	<p>NA-14130 Question 2: The answer to this question must be Yes. NARA cannot accept a transfer if the boxes are not labeled to show that a review was performed.</p>	<p>N/A</p>

Exempt Documents

Review and Confirm	NA-14130	ERA TR
<p>Exempt Documents: Exempt documents are present and are all tabbed Note whether all exempt documents have been tabbed using an SF 715 or whether all agency equities are fully declassified.</p> <p>Your agency's equity is automatically declassified when 25 years old unless properly exempted.</p> <p>Though your agency equities may be declassified in full, records are still classified if other agency equities are present.</p>	<p>NA-14130 Question 3:</p> <p>If your answer is yes: Indicate that all exempt documents have been tabbed using an SF 715.</p>	<p>The Specific Access Restriction field in ERA must include FOIA (b)(1) National Security Classification.</p> <p>The Security Classification field in ERA must include Confidential, Secret, or Top Secret.</p>
<p>Exempt Documents: Agency equities are fully declassified</p>	<p>NA-14130 Question 3:</p> <p>If your answer is "No (my agency equities are fully declassified)," the transfer must either:</p> <ul style="list-style-type: none"> a) not contain classified information belonging to your agency, or b) all of the classified information belonging to your agency has been declassified. 	<p>If the answer to NA-14130 Question 3 is "No," move on to Question 4.</p>

Referrals and Exclusions

Review and Confirm	NA-14130	ERA TR
<p>Referrals and Exclusions Included and Tabbed</p> <p>Please coordinate any questions about declassification review data with NDC (NDC@archives.gov).</p> <p>References</p> <ul style="list-style-type: none"> • 32 CFR Section 2001.24 	<p>NA-14130 Question 4:</p> <p>Have all referrals & exclusions been tabbed in accordance with 32 CFR section 2001.24?</p> <ul style="list-style-type: none"> • Yes 	<p>The Specific Access Restriction field in ERA must include FOIA (b)(1) National Security Classification.</p> <p>The Security Classification field in ERA must include Confidential, Secret, or Top Secret.</p>
<p>Referrals and Exclusions Included but not yet Tabbed</p> <p>Please coordinate any questions about declassification review data with NDC (NDC@archives.gov).</p> <p>References</p> <ul style="list-style-type: none"> • 32 CFR Section 2001.24 	<p>NA-14130 Question 4:</p> <p>Have all referrals & exclusions been tabbed in accordance with 32 CFR section 2001.24?</p> <ul style="list-style-type: none"> • No. Referrals & exclusions are present but not tabbed. <p>If referrals and exclusions are present but have not been tabbed, STOP.</p> <p>Records cannot be accessioned until all tabbing has been completed.</p>	<p>N/A</p>

Review and Confirm	NA-14130	ERA TR
<p>Referrals and Exclusions None present</p> <p>Please coordinate any questions about declassification review data with NDC (NDC@archives.gov).</p> <p>References</p> <ul style="list-style-type: none"> • 32 CFR Section 2001.24 	<p>NA-14130 Question 4:</p> <p>If the transfer does not contain classified information belonging to other agencies (referrals) or exclusions, indicate:</p> <ul style="list-style-type: none"> • No. There are no referrals or exclusions present. 	<p>Review your answers to NA-14130 Questions 3 and 4.</p> <p>If there are no classified records in the transfer (i.e., your answer to Question 3 was “No (my agency equities are fully declassified)” and your answer to Question 4 was “No. There are no referrals or exclusions present.”),</p> <p>then ensure that:</p> <ul style="list-style-type: none"> • Security Classification field is blank • Specific Access Restriction field does not include FOIA(b)(1) National Security.

Declassification Review Data

Review and Confirm	NA-14130	ERA TR
<p>Declassification Review Data</p> <p>Please submit an electronic copy of any available <u>unclassified</u> data regarding the declassification review. Attach this information as a separate attachment to the TR.</p> <p>Name the attachment file with the TR number and the words "declass_review_data." For example, <i>TR-0064-2016-0234_declass_review_data</i>.</p> <p>If metadata is maintained in a classified system, if you are submitting via hard media, or if you are submitting an SF 258, please coordinate with NDC.</p> <p>Note: If your agency does not maintain this information, you are not expected to generate/send it.</p>	<p>N/A</p>	<p>Attach an electronic copy of the unclassified data regarding the declassification review to the ERA TR in the Attachments tab.</p>

Special Access Program (SAP)

Review and Confirm	NA-14130	ERA TR
<p>Special Access Program (SAP) SAP Information Included</p> <p>Note whether any SAP information or any other information requiring special, read-in access is present.</p> <p>NARA is rated to store some SAP programs. Records cannot be accessioned into the National Archives until NDC staff have been read into the SAP.</p>	<p>NA-14130 Question 5:</p> <p>Do any records contain SAP or other information requiring special, read-in access?</p> <p>If SAP material is present, STOP and contact NDC (NDC@nara.gov) to discuss.</p>	<p>Ensure the Special Marking field includes Special Access Program (SAP).</p>
<p>Special Access Program (SAP) SAP Information Not Included</p> <p>Note that no SAP information or any other information requiring special, read-in access is present.</p>	<p>NA-14130 Question 5:</p> <p>Do any records contain SAP or other information requiring special, read-in access?</p> <p>Indicate that no such information is present.</p>	<p>Ensure the Special Marking field does <u>not</u> include Special Access Program (SAP).</p>

Restricted Under Statute

Review and Confirm	NA-14130	ERA TR
<p>Restricted Under Statute Indicate whether any of the records in the transfer are restricted under a statute.</p>	<p>NA-14130 Question 6: Are any of the records in the series proposed for transfer restricted under a statute?</p> <p>Indicate any statutes that apply to these records.</p> <p>If RD/FRD information is present, ensure that you cited:</p> <ul style="list-style-type: none"> • 42 USC 2162(a) (RD) • 42 USC 2168(a)(1)(C) (FRD), Information Regarding Atomic Energy; Restricted and Formerly Restricted Data (A.E. Act of 1954) 	<p>Specific Access Restrictions section: FOIA (b)(3) Statute</p> <p>Ensure that the authority or authorities selected in NA-14130 question 6 match those documented in the ERA Statutory Citation section of the TR.</p>

Additional Information

Review and Confirm	NA-14130	ERA TR
<p>Additional Information Note any additional information or comments about the transfer.</p>	<p>NA-14130 Question 7</p>	<p>Ensure that any additional information you provide aligns with the Access Restriction section of the TR.</p>

Glossary

Accessioning – The process through which agency records become part of the holdings of the National Archives and Records Administration (NARA). More information about accessioning at NARA can be found on the [Accessioning Guidance](#) page on archives.gov.

Analog records – Records in physical formats such as paper, microfilm, x-ray films, and photographic prints.

Equities – Each piece of classified information belongs to the agency that originally classified it. Agencies can only declassify information that belongs to them - their “equities.” Agencies cannot declassify equities that belong to other agencies.

[Executive Order 12958](#) – Executive Order 12958, Classified National Security Information, was signed by President Clinton in 1995. The order prescribes a uniform system for classifying, safeguarding, and declassifying national security information.

[Executive Order 13526](#) – Executive Order 13526, Classified National Security Information, was signed by President Obama in 2009. The order prescribes a uniform system for classifying, safeguarding, and declassifying national security information, including information relating to defense against transnational terrorism.

Exclusions – A special type of classified nuclear information which belongs to the Department of Energy. These are excluded from the Executive order because they are classified by statute.

Exempt Documents – If the agency determines that information belonging to that agency cannot be declassified, then that information is described as “exempt.”

Formerly Restricted Data (FRD) – Information that is still classified under the Atomic Energy Act, but which has been removed from the RD category because it is related primarily to the military utilization of nuclear weapons. FRD is exempt from Executive Order 12958, including the automatic declassification provisions in section 3.4.

Historical Record RD Reviewer (HRRD Reviewer) – An individual trained and certified by DOE to recognize information potentially classified as RD/FRD in records that are subject to the automatic declassification provisions of Executive Order 12958. HRRD Reviewers may not declassify RD/FRD information or documents.

Kyl-Lott Review – By law, agencies must either perform and document a page-by-page review for nuclear weapons information or certify that the records are “highly unlikely” to contain nuclear weapons information.

Senators John Kyl and Trent Lott sponsored an amendment to Section 1068 of the FY2000 Defense Authorization Act to require review of records for nuclear weapons information under Department of Energy (DOE) guidelines, resulting in what is now known as the "Kyl-Lott Amendment."

For specifics, see the [Special Historical Records Review Plan](#) (Supplement) (Public Laws 105-261 and 106-65).

[National Declassification Center \(NDC\)](#) – The National Declassification Center, located at the National Archives College Park Maryland facility, was established in accordance with Executive Order 13526. The purpose of the Center is to streamline declassification processes, facilitate quality-assurance measures, and implement standardized training regarding the declassification of records determined to have permanent historical value. The Center’s mission is to advance the declassification and public release of historically valuable permanent records while maintaining national security.

Referrals – Classified information that belongs to a different agency. Agencies cannot declassify equities that belong to other agencies, so if they are present in the transfer, the transfer is still classified. If no referrals or exclusions are present, the transfer does not contain classified information belonging to other agencies. See also *Equities*.

Restricted Data (RD) – Information classified under the Atomic Energy Act of 1954, as amended, concerning (1) the design, manufacture, or utilization of nuclear weapons; (2) the production of special nuclear material, e.g., enriched uranium or plutonium; or (3) the use of special nuclear material in the production of energy. RD is exempt from Executive Order 12958, including the automatic declassification provisions in section 3.4. See also *Executive Order 13526*.

Special Access Program (SAP) – Special Access Program (SAP) material needs to be escorted by staff that have been read into the program. NARA can and does accept SAP records – NARA NDC staff must be read into the program, first.

Special Historical Records Review Plan (Supplement, Public Laws 105-261 and 106-65) – The Special Historical Records Review Plan was developed by the Department of Energy in response to the Kyl-Lott amendment to the Defense Authorization Act of 2000. The plan outlines steps agencies must take to ensure no Restricted Data (RD) or Formerly Restricted Data (FRD) is present in records being transferred to NARA. This review is frequently referred to as a Kyl-Lott Review.

The purpose of this plan is to prevent the inadvertent release of records containing Restricted Data (RD) and Formerly Restricted Data (FRD) during the declassification of records under Section 3.4 of Executive Order 12958, “Classified National Security Information.”

Tabbed – Agencies use the Standard Form 715, Government Declassification Review Tab, to tab and identify any Federal record requiring referral.

Textual records – Records consisting primarily of written words on paper or other analog media.

Washington National Records Center (WNRC) - The NARA Federal Records Center which stores classified permanent records on behalf of agencies and NARA.