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Archives and Records Centers Information System (ARCIS)

Submitting a Reference Request

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This module demonstrates the process of using the Archives and Records Centers Information System (ARCIS) to submit a request for records to a Federal Records Center.

Use the Back and Continue buttons near the bottom of the screen to navigate this presentation.

[Back](#)

[Continue](#)

Duration: 10 minutes

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Continuous improvement efforts may result in minor differences between items shown in this module and the actual production system.

However, the differences will be minor and should not affect the value of this module in demonstrating how to use ARCIS.

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THE NATIONAL ARCHIVES


ARCIS Customer Portal

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User ID:

Password:



[Forgot Your Password?](#)

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User ID:

Password:

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The screenshot shows the National Archives ARCIS Online interface. At the top, it says "THE NATIONAL ARCHIVES" and "Archives.gov Home". A navigation bar includes "Application Administration", "Personal Profile", and "Log Out". Below this is a secondary navigation bar with "Home", "Records Transfers", "Dispositions", "Reference Requests", "Interfiles", "Refiles", and "Application Help".

The main content area features a welcome message: "Welcome Don Greenlee! from Department of Veterans Affairs. Today is Thursday, September 04, 2008! Please verify that your Profile is current." The "FEDERAL RECORDS CENTERS" logo is on the left, and "ARCIS Online" is centered. A yellow callout box with the text "After you login, you will first be directed to the ARCIS Home screen." is overlaid on the page.

On the left, there are two columns of links: "My Transactions" (My Records Transfers, My Dispositions, My Reference Requests, My Interfiles, My Refiles) and "Agency Transactions" (My Agency Records Transfers, My Agency Dispositions, My Agency Reference Requests, My Agency Interfiles, My Agency Refiles). In the center, "Record Center Locations by State/Territory" lists California, Colorado, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State). On the right, "User Alerts" shows "News National Archives" and "Top FAQs".

At the bottom, a dark blue bar contains "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below this is the address: "The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, Telephone: 1-86-NARA-NARA or 1-866-272-6272". Two buttons, "Back" and "Continue", are visible in the bottom right. The Windows taskbar at the very bottom shows the "Internet" icon.

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The screenshot shows the National Archives website interface. At the top, there is a dark blue header with the text "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this is a navigation bar with tabs for "Home", "Records Transfers", "Dispositions", "Reference Requests", "Interfiles", "Refiles", and "Application Help". The "Reference Requests" tab is highlighted, and a yellow callout box with a mouse cursor points to it, containing the text: "To begin entering a reference request, click the **Reference Requests** tab." Below the navigation bar, there is a welcome message: "Welcome Don Greenlee! from Department of State. Today is Thursday, September 04, 2008." To the left of the main content area is the "FEDERAL RECORDS CENTERS" logo. The main content area is divided into three columns: "My Transactions" (listing My Records Transfers, My Dispositions, My Reference Requests, My Interfiles, My Refiles), "Record Center Locations by State/Territory" (listing California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, Washington (State)), and "User Alerts" (showing a bell icon and "News National Archives"). Below the main content area is a footer with links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". At the bottom left, there is contact information for the U.S. National Archives and Records Administration. At the bottom right, there are "Back" and "Continue" buttons. The browser's address bar at the very bottom shows "Internet".


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THE NATIONAL ARCHIVES Archives.gov Home


Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

My Reference Requests



Reference Request - In Progress
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".



Reference Request - Processed
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request. Please note that queries are **Case Sensitive**.
- Select **"Copy Reference Request"** to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

Reference Requests - In Progress

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Reference Request	Request	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
>		09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	
>		09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	
>	ARR1-77484709	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	
>	ARR1-77484704	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	
>	ARR1-77281000	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act Internet

Click the **New Reference** button.

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the request.

Most fields on the request data entry screen are pre-populated to a default value or with values from the employee's ARCIS user profile, but can be updated as needed.

Items with a red asterisk are required to save the record.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: <input type="text"/>	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St.Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#: <input type="text"/>	
		Fax#: <input type="text"/>	<input type="button" value="Back"/> <input type="button" value="Continue"/>

Done Internet

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The screenshot shows the 'Reference Request' form in the National Archives system. The form is divided into four main sections: Request Details, Reference Details, Shipment Details, and Status Details. The 'Request Details' section includes fields for Reference Request # (ARR1-77804801), Record Group (015), Agency (Department of Veterans Affairs), Last Name (GREENLEE), First Name (DON), Charge Account (09899999), Nature of Service (Temporary Loan of Record), and Service Level (Standard). The 'Reference Details' section has a Request Category dropdown. The 'Shipment Details' section includes Recipient Name (DON GREENLEE), Address Line 1 (Don Lane), Country (USA), and Phone/Fax fields. The 'Status Details' section shows Status (Reference Initiated), Submitted Date, Shipping Method (USPS), Shipping Account #, and Records Center (FRC - Philadelphia). Navigation buttons include 'Save and Finish Later', 'Cancel', 'Continue to Review and Submit', 'Back', and 'Continue'. Two yellow callout boxes provide additional information: one pointing to the Reference Request # field stating it will generate automatically, and another pointing to the Record Group field explaining its default value and selection options.

Reference Request

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to continue.

The reference **Reference Request #** will automatically generate.

The **Record Group** will default to the primary record group established in the users system account profile. A different record group may be selected using the pick-list button to the right of this field provided the user is authorized through his/her individual user profile.

Request Details

*Reference Request #: ARR1-77804801
*Record Group: 015
Agency: Department of Veterans Affairs
*Last Name: GREENLEE
First Name: DON
Charge Account: 09899999
*Nature of Service: Temporary Loan of Record
*Service Level: Standard

Reference Details

Request Category:

Shipment Details

*Recipient Name: DON GREENLEE
*Address Line 1: Don Lane
Country: USA
Phone#:
Fax#:

Status Details

*Status: Reference Initiated
Submitted Date:
*Shipping Method: USPS
Shipping Account #:
*Records Center: FRC - Philadelphia

Back Continue

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The screenshot shows the National Archives Reference Request application interface. At the top, there is a navigation bar with 'THE NATIONAL ARCHIVES' on the left and 'Archives.gov Home' on the right. Below this is a menu with 'Application Administration', 'Personal Profile', and 'Log Out'. A secondary menu includes 'Home', 'Records Transfers', 'Dispositions', 'Reference Requests', 'Interfiles', 'Refiles', and 'Application Help'. The main content area is titled 'Reference Request' and contains three buttons: 'Save and Finish Later', 'Cancel', and 'Continue to Review and Submit'. Below these are instructions: 'Click on "Save and Finish" to continue later.', 'Click on "Cancel" to cancel the operation.', and 'Click on "Continue to Review and Submit" to review and submit the Reference Request.'

The form is divided into four sections: 'Request Details', 'Reference Details', 'Shipment Details', and 'Status Details'.
- **Request Details:** Includes fields for 'Reference Request' (ARR1-77804801), 'Record Group' (015), 'Agency' (Department of Veterans Affairs), 'Last Name' (GREENLEE), 'First Name' (DON), 'Charge Account' (09899999), 'Nature of Service' (Temporary Loan of R), and 'Service Level' (Standard).
- **Reference Details:** Includes 'Last Name' (Don Lane), 'Address Line 2', 'City' (St. Louis), 'State' (MO), 'Zip Code' (60302), 'Country' (USA), 'Phone#', and 'Fax#'.
- **Shipment Details:** Includes 'Shipping Method' (USPS) and 'Shipping Account #'.
- **Status Details:** Includes 'Status' (Reference Initiated), 'Submitted Date', and 'Records Center' (FRC - Philadelphia).
At the bottom right of the form are 'Back' and 'Continue' buttons.

A yellow callout box with a speech bubble icon points to the 'Last Name' and 'First Name' fields in the 'Request Details' section. The text inside the callout reads: 'The Agency, Last Name, and First Name fields are read-only and are linked to data established in the employee's user profile.'

The browser window at the bottom shows 'Done' and 'Internet'.

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The screenshot shows the 'Reference Request' form in the National Archives system. The form is divided into four main sections: Request Details, Reference Details, Shipment Details, and Status Details. The 'Request Details' section includes fields for Reference Request # (ARR1-77804801), Record Group (015), Agency (Department of Veterans Affairs), Last Name (GREENLEE), First Name (DON), Charge Account (09899999), Nature of Service (Temporary Loan of R), and Service Level (Standard). The 'Reference Details' section has a Request Category dropdown. The 'Shipment Details' section includes Recipient Name (DON GREENLEE), Address Line 1 (Don Lee), State (MO), Zip Code (603022), and Country. The 'Status Details' section shows Status (Reference Initiated), Submitted Date, Shipping Method (USPS), Shipping Account #, and Records Center (FRC - Philadelphia). At the top, there are buttons for 'Save and Finish Later', 'Cancel', and 'Continue to Review and Submit'. At the bottom right, there are 'Back' and 'Continue' buttons. Two yellow callout boxes provide additional information: the first explains that the Charge Account is established in the user profile and defaults to the primary one; the second notes that some employees can select a different charge account using a pick-list button.

Reference Request

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: [Dropdown]	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lee	Submitted Date:
Agency: Department of Veterans Affairs		State: MO	*Shipping Method: USPS
*Last Name: GREENLEE		Zip Code: 603022	Shipping Account #:
First Name: DON		Country:	*Records Center: FRC - Philadelphia
Charge Account: 09899999			
*Nature of Service: Temporary Loan of R			
*Service Level: Standard			

Back Continue

Internet

The **Charge Account** is also established in the employee's user profile. The entry here will default to the users primary charge account, and most users will just have one charge account.

However, some agency employees may need to submit various requests using different charge accounts. If also established in the user profile, he/she may select a different charge account by clicking the pick-list button.

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to re

Request Details	Reference Request	Status Details
*Reference Request #: ARR1-77804801		*Status: Reference Initiated
*Record Group: 015		Submitted Date:
Agency: Department of Veterans Affairs	Don Lane	*Shipping Method: USPS
*Last Name: GREENLEE	Address Line 2:	Shipping Account #:
First Name: DON	City: St.Louis	*Records Center: FRC - Philadelphia
Charge Account: 09899999	State: MO	
*Nature of Service: Temporary Loan of R	Zip Code: 603022	
*Service Level: Standard	Country: USA	
	Phone#:	
	Fax#:	

javascript:SWESubmitForm(document.SWEForm3_0,s_6,"s_3_1_22_0","1-1ABMKH") Internet

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The screenshot shows the National Archives website interface. At the top, there is a navigation bar with "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this are links for "Application Administration", "Personal Profile", and "Log Out". A secondary navigation bar contains "Home", "Records Transfers", "Dispositions", "Reference Requests", "Interfiles", "Refiles", and "Application Help".

The main content area is titled "Reference Request" and includes buttons for "Save and Finish Later", "Cancel", and "Continue to Review and Submit". Below these are instructions: "Click on 'Save and Finish' to continue later.", "Click on 'Cancel' to...", and "Click on 'Continue to...".

A search popup window is open, titled "http://gpeatest.archives.gov - Charge Account - Microsoft Internet Explorer". It shows a search for "Charge Account" with a "Starting with" dropdown. The results table is as follows:

Charge Account	Charge Code	Charge Code Description
09899999	99	VA Distribution Account

The "OK" button in the popup is highlighted with a mouse cursor. A yellow callout box with a blue arrow pointing to the "OK" button contains the text: "If multiple charge accounts are available, simply **select** the one you will use for this request and".

The background form includes "Request Details" (Reference Request: ARR1-77804801, Record Group: 015), "Agency" (Department of Veterans Affairs), "Last Name" (GREENLEE), "First Name" (DON), "Charge Account" (09899999), "Nature of Service" (Temporary Loan of R), and "Service Level" (Standard). It also has fields for "Address Line 2", "City" (St. Louis), "State" (MO), "Zip Code" (60302), "Country" (USA), "Phone#", and "Fax#". Shipping options include "Shipping Method" (USPS) and "Records Center" (FRC - Philadelphia). "Back" and "Continue" buttons are at the bottom right.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

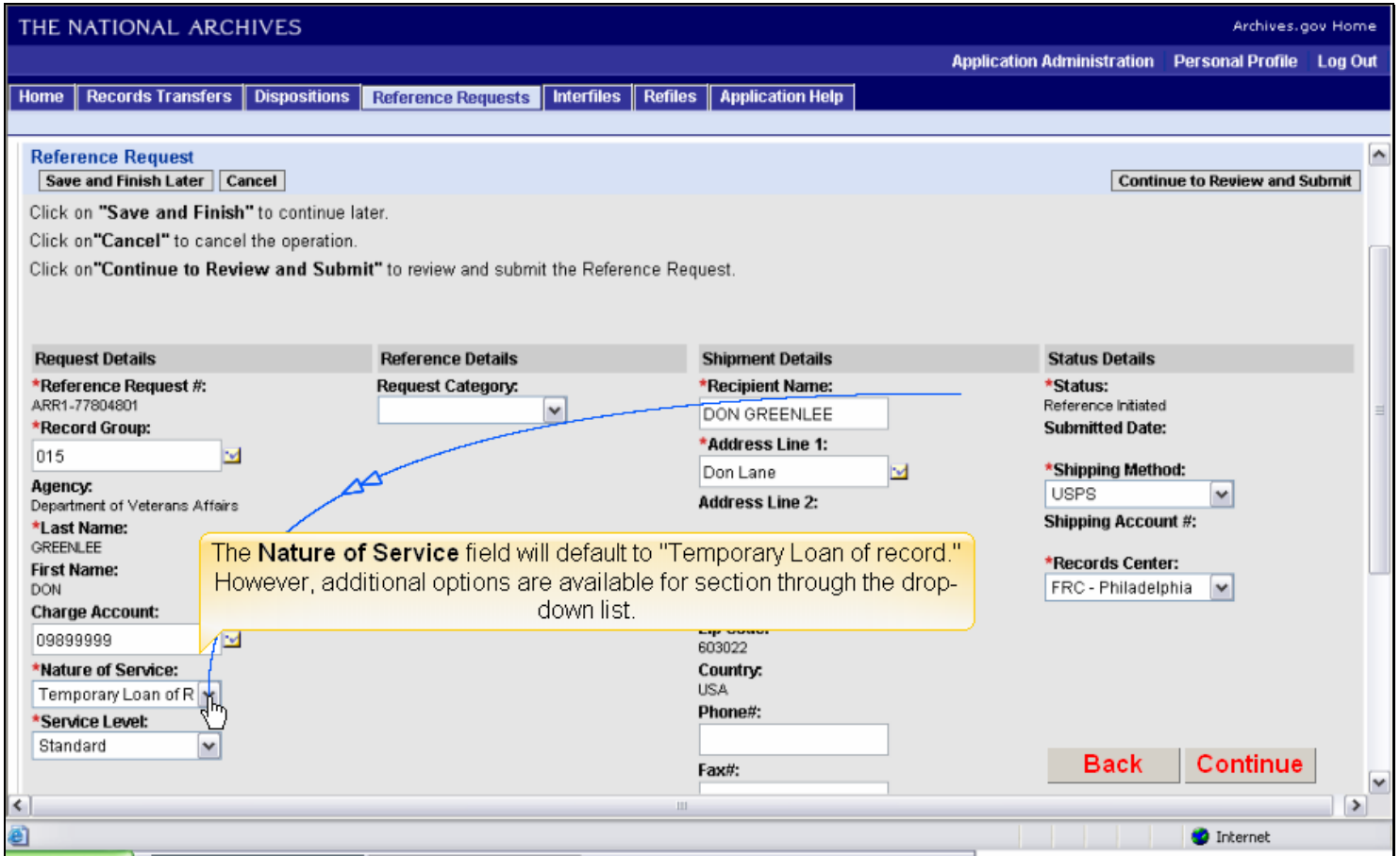
Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
<p>*Reference Request #: ARR1-77804801</p> <p>*Record Group: 015</p> <p>Agency: Department of Veterans Affairs</p> <p>*Last Name: GREENLEE</p> <p>First Name: DON</p> <p>Charge Account: 09899999</p> <p>*Nature of Service: Temporary Loan of R</p> <p>*Service Level: Standard</p>	<p>Request Category: [Dropdown]</p>	<p>*Recipient Name: DON GREENLEE</p> <p>*Address Line 1: Don Lane</p> <p>Address Line 2:</p> <p>Zip Code: 603022</p> <p>Country: USA</p> <p>Phone#: [Text]</p> <p>Fax#: [Text]</p>	<p>*Status: Reference Initiated</p> <p>Submitted Date:</p> <p>*Shipping Method: USPS</p> <p>Shipping Account #:</p> <p>*Records Center: FRC - Philadelphia</p> <p style="text-align: right;">Back Continue</p>

The **Nature of Service** field will default to "Temporary Loan of record." However, additional options are available for section through the drop-down list.



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Application Administration Personal Profile Log Out

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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: <input type="text"/>	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St.Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
Copy Of Records		Phone#:	
Smart Scan		<input type="text"/>	
Permanent Withdrawal		Fax#:	
Temporary Loan of Reco		<input type="text"/>	
Review/Apt			
Other			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: <input type="text"/>	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St.Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 098899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#:	
		<input type="text"/>	
		Fax#:	
		<input type="text"/>	

The **Service Level** defaults to "Standard", but "Emergency" is also available for selection from the drop-down list.

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: <input type="text"/>	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St.Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#: <input type="text"/>	
		Fax#: <input type="text"/>	<input type="button" value="Back"/>
Standard Emergency			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit.

Next, select the **Request Category** from the drop-down list.

Request Details	Reference Details	Shipment Details	Status Details
<p>*Reference Request #: ARR1-77804801</p> <p>*Record Group: 015</p> <p>Agency: Department of Veterans Affairs</p> <p>*Last Name: GREENLEE</p> <p>First Name: DON</p> <p>Charge Account: 09899999</p> <p>*Nature of Service: Temporary Loan of R</p> <p>*Service Level: Standard</p>	<p>Request Category:</p> <div style="border: 1px solid gray; padding: 2px;">▼</div>	<p>*Recipient Name: DON GREENLEE</p> <p>*Address Line 1: Don Lane</p> <p>Address Line 2:</p> <p>City: St.Louis</p> <p>State: MO</p> <p>Zip Code: 603022</p> <p>Country: USA</p> <p>Phone#:</p> <p>Fax#:</p>	<p>*Status: Reference Initiated</p> <p>Submitted Date:</p> <p>*Shipping Method: USPS</p> <p>Shipping Account #:</p> <p>*Records Center: FRC - Philadelphia</p>

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review.

The selections available through this drop-down are limited by the category of request the employee is authorized to submit. The categories are established through the individual's user profile during ARCIS account setup.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: [Dropdown menu open showing: IRS Tax Return, Post Entitlement, T-Checks, Transfer, USPS Money Order, VAXC, X-Ray]	*Recipient Name: DON.GREENLEE	*Status: Reference Initiated
*Record Group: 015		State: MO	State: FRC - Philadelphia
Agency: Department of Veterans Affairs		Zip Code: 603022	
*Last Name: GREENLEE		Country: USA	
First Name: DON		Phone#: [Input field]	
Charge Account: 09899999		Fax#: [Input field]	
*Nature of Service: Temporary Loan of R			<input type="button" value="Back"/> <input type="button" value="Continue"/>
*Service Level: Standard			

Selection of a Request Category will add data entry fields appropriate for that category.
I will demonstrate by selecting the category for a transfer-based or general reference request.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: StLouis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 60302	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#:	
		Fax#:	

Opening page http://greatest.archives.gov/arciscustqa/start.swe... Internet

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: 	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 	Address Line 2: 	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: 	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: 	Country: USA	
*Service Level: Standard	Security Classification: 	Phone#: 	
		Fax#: 	
Comments: 			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: 	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 	Address Line 2: 	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: 	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: 	Country: USA	
*Service Level: Standard	Security Classification: 	Phone#: 	
		Fax#: 	
Comments: 			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: <input type="text"/>	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: <input type="text"/>	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: <input type="text"/>	Zip Code: 60302	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	Country: USA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Phone#: <input type="text"/>	
*Nature of Service: Temporary Loan of R	Security Classification Type:	Fax#: <input type="text"/>	
*Service Level: Standard	Security Classification:		

Comments:

Back **Continue**

Click the pick-list button to select the Records Transfer # for this request.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: <input type="text"/>	*Status: Reference Initiated
*Record Group: 015	Records: <input type="text"/>	<input type="text"/>	Submitted Date: <input type="text"/>
Agency: Department of Veterans Affairs	Container: <input type="text"/>	<input type="text"/>	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File: <input type="text"/>	<input type="text"/>	Shipping Account #: <input type="text"/>
First Name: DON	Whole Co: <input type="checkbox"/>	Zip Code: 603022	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Country: USA	
*Nature of Service: Temporary Loan of R	Security Classification Type: <input type="text"/>	Phone#: <input type="text"/>	
*Service Level: Standard	Security Classification: <input type="text"/>	Fax#: <input type="text"/>	
Comments: <input type="text"/>			

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Infiles Profiles Application Help

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Find Transfer # starting with Go 1 - 10 of 12+

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
PT-015-2008-005748	QC - Sample Completed		Standard	
PT-015-2008-000853	Partially Received		Classified	Top Secret
PT-015-2008-000817	Shelved		Standard	
PT-015-2008-000788	Shelving In Progress		Standard	
PT-015-2008-000723	Received			
PT-015-2008-000691	Shelved			
PT-015-2008-000680	Shelving In Progress			
PT-015-2008-000553	Shelved			
TR-015-2008-000422	Shelved			
TR-015-2008-000418	Shelved			

Request Details: Reference # ARR1-7780480, Record Group 015, Agency: Department of V, Last Name: GREENLEE, First Name: DON, Charge Account: 09899999, Nature of Service: Temporary L, Service Level: Standard

Comments:

Back Continue

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

The records transfer pick-list is limited to transfers from your agency.
To select, highlight the record and click the OK button.
OR
You can query or use the "Find" function to narrow down the list.

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The screenshot shows the National Archives website interface. At the top, there is a navigation bar with 'Home', 'Records', 'Application Administration', 'Personal Profile', and 'Log Out'. The main content area is titled 'Pick Records Transfers' and contains a table with the following columns: Transfer #, Transfer Status, Customer Reference Number, Security Classification Type, and Security Classification. A yellow callout box points to the 'Query' button in the top left of the window, with the text: 'To query for a particular transfer, select the Query button'. The table lists several records, including PT-015-2008-000817 (Shelved, Standard) and TR-015-2008-000422 (Shelved, Standard, 1234-2008). The status bar at the bottom shows 'Done' and 'Internet'.

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
PT-015-2008-000817	Shelved		Standard	
PT-015-2008-000788	Shelving In Progress		Standard	
PT-015-2008-000723	Received		Standard	Top Secret
PT-015-2008-000691	Shelved		Standard	
PT-015-2008-000680	Shelving In Progress		Standard	
PT-015-2008-000553	Shelved		Standard	
TR-015-2008-000422	Shelved	1234-2008	Standard	
TR-015-2008-000418	Shelved		Standard	

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Application Administration Personal Profile Log Out

Home Records

Request Details

- *Reference Number: ARR1-7780480
- *Record Group: 015
- Agency: Department of V
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Comments:

http://greatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Find Transfer # starting with Go 1 - 10 of 12+

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
> PT-015-2008-005748	QC - Sample Completed		Standard	
> PT-015-2008-000853	Partially Received		Classified	Top Secret
> PT-015-2008-000817	Shelved		Standard	
> PT-015-2008-000788	Shelving In Progress		Standard	
> PT-015-2008-000723	Received		Standard	
> PT-015-2008-000691	Shelved		Standard	
> PT-015-2008-000680	Shelving In Progress		Standard	
> PT-015-2008-000553	Shelved		Standard	
> TR-015-2008-000422	Shelved	1234-2008	Standard	
> TR-015-2008-000418	Shelved		Standard	

Ok Cancel

javascript:SWESubmitForm(document.SWEForm6_0,s_0,"s_6_1_85_3","1; Internet

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Transfer#:

Customer Reference Number:

Record Group:

Go Cancel

Done Internet

Request Details

- *Reference Number: ARR1-7780480
- *Record Group: 015
- Agency: Department of V
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Comments:

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

Request Details

- *Reference Number: ARR1-7780480
- *Record Group: 015
- Agency: Department of V
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Transfer #:

Customer Reference Number:

Record Group:

You can enter the entire transfer number or use the asterisk as a wildcard to reduce data entry and the risk of entering the wrong number.

This example will return every transfer that begins with "PT" and ends with "817".

Likewise, query written as *2008*817 will return every transfer number created in 2008 that ends in 817.

Comments:

Back Continue

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH")

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Application Administration Personal Profile Log Out

Home Records

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Transfer #:

Customer Reference Number:

Record Group:

Go Cancel

Select the **Go** button to execute the query.

Request Details

- *Reference Number: ARR1-7780480
- *Record Group: 015
- Agency: Department of V
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Comments:

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

Request Details

- *Reference Number: ARR1-7780480
- *Record Group: 015
- Agency: Department of V
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Comments:

Transfer #:

Customer Reference Number:

Record Group:

JavaScript: SWESubmitForm(document.SWEForm6_0,s_0,"s_6_1_28_3","1-19ZN70") Internet

JavaScript: SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

Slide 36 - Slide 36

The screenshot shows the National Archives website interface. At the top, it says "THE NATIONAL ARCHIVES" and "Archives.gov Home". There are navigation links for "Application Administration", "Personal Profile", and "Log Out". The browser window title is "http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer". The search bar contains "starting with PT*817" and the "Go" button is visible. Below the search bar, a table displays search results:

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
PT-015-2008-000817	Shelved		Standard	

A yellow callout box points to the "Ok" button next to the search result, with the text: "After selecting the record, click the Ok button." Another yellow callout box is positioned over the search result with the text: "The query PT*817 returned a single result." At the bottom of the page, there are "Back" and "Continue" buttons. The browser status bar shows "Done" and "Internet".

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #:	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information:	City: St Louis	Shipping Account #:
First Name: DON	Whole Core:	Country: USA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Phone#:	<input type="button" value="Back"/>
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Fax#:	
*Service Level: Standard	Security Classification:		

Next, enter the **Container #**. You can enter it directly into the text field or select it from the pick-list.

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Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information:	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to re

about:blank - Microsoft Interne...

Internet

Request Details	Referenc	Status Details
*Reference Request #: ARR1-77804801	Request #: Transfer	*Status: Reference Initiated
*Record Group: 015	Records: PT-015-2008-000817	Submitted Date:
Agency: Department of Veterans Affairs	Container #: <input type="text"/>	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: <input type="text"/>	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	
*Service Level: Standard	Security Classification:	
	Address Line 2: Don Lane	
	City: St.Louis	
	State: MO	
	Zip Code: 603022	
	Country: USA	
	Phone#: <input type="text"/>	
	Fax#: <input type="text"/>	

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_8_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Save and Finish Later

Click on "Save and Finish Later" to save your request and return to it later.

Click on "Cancel" to cancel your request.

Click on "Continue to Review and Submit" to review and submit your request.

Request Details

*Reference Request #: ARR1-77804801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Whole Container:

Of Units: 1

Security Classification Type: Standard

Security Classification:

State: MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

Records Center: Philadelphia

Continue to Review and Submit

http://gpeatest.archives.gov - Pick Container - Microsoft Internet Explorer

Query Find Container # Starting with Go 1 - 10 of 12+

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

OK Cancel

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The screenshot shows the National Archives website interface. At the top, there is a navigation bar with 'Home', 'Records Transfers', 'Dispositions', 'Reference Requests', 'Interfiles', 'Refiles', and 'Application Help'. A secondary bar contains 'Application Administration', 'Personal Profile', and 'Log Out'. The main content area is titled 'Reference Request' and includes a 'Save and Finish Later' button. Below this, there are instructions: 'Click on "Save and Finish Later"', 'Click on "Cancel" to cancel', and 'Click on "Continue to Review and Submit"'. A 'Request Details' section contains fields for 'Reference Request #' (ARR1-77804801), 'Record Group' (015), 'Agency' (Department of Veterans Affairs), 'Last Name' (GREENLEE), 'First Name' (DON), 'Charge Account' (09899999), 'Nature of Service' (Temporary Loan of Record), and 'Service Level' (Standard). A 'Pick Container' dialog box is open, displaying a table with columns for 'Container #', 'Asset #', and 'Container Type'. The table lists 10 containers, all of type 'Standard'. Container 2 is highlighted in yellow. A blue arrow points from the highlighted row to the 'OK' button in the dialog. Below the table, there are fields for 'Whole Container' (checkbox), '# Of Units' (1), 'Security Classification Type' (Standard), and 'Security Classification'. To the right of the dialog, there are fields for 'MO', 'Zip Code' (603022), 'Country' (USA), 'Phone#', and 'Fax#'. The background page also shows a 'Continue to Review and Submit' button and a 'Records Center' dropdown menu set to 'Philadelphia'.

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Save and Finish Later

Click on "Save and Finish Later" to save your request and return to it later.

Click on "Cancel" to cancel your request.

Click on "Continue to Review and Submit" to review and submit your request.

Request Details

*Reference Request #: ARR1-77804801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Whole Container:

Of Units: 1

Security Classification Type: Standard

Security Classification:

MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

Records Center: Philadelphia

Continue to Review and Submit

http://greatest.archives.gov - Pick Container - Microsoft Internet Explorer

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

javascript:SWESubmitForm(document.SWEForm; Internet

Done Internet

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Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
<p>*Reference Request #: ARR1-77804801</p> <p>*Record Group: 015</p> <p>Agency: Department of Veterans Affairs</p> <p>*Last Name: GREENLEE</p> <p>First Name: DON</p> <p>Charge Account: 09899999</p> <p>*Nature of Service: Temporary Loan of R</p> <p>*Service Level: Standard</p>	<p>Request Category: Transfer</p> <p>Records Transfer #: PT-015-2008-000817</p> <p>Container #: 2</p> <p>Case/File Information: []</p> <p>Whole Container: <input type="checkbox"/></p> <p># Of Units: 1</p> <p>Security Classification: Standard</p> <p>Security Classification:</p>	<p>*Recipient Name: DON GREENLEE</p> <p>*Address Line 1: Don Lane</p> <p>Address Line 2:</p> <p>City: St.Louis</p> <p>State: MO</p> <p>Fax#:</p>	<p>*Status: Reference Initiated</p> <p>Submitted Date:</p> <p>*Shipping Method: USPS</p> <p>Shipping Account #:</p> <p>*Records Center: FRC - Philadelphia</p>

After entering the transfer and container numbers, enter **Case/File Information** needed to locate requested records.

Done Internet

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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Defense	Container #: 2		*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Int:		Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>		*Records Center:
Charge #: 09899999	# Of Units: 1	USA	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Phone#:	
*Service Level: Standard	Security Classification:	Fax#:	

Done Internet

Annotations:

- The # of Units field is read only and will represent 1 container or 1 file or folder.
- Check the Whole Container box if you are requesting the whole container instead of a file within the container.
- The Security Classification fields are also read only and will represent the classification of the transfer.

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Application Administration Personal Profile Log Out

Home Home Help

Entries in the **Shipment Details** section defaults to information established in the user profile for the employee entering the request.

However, this information can be changed on a request-by-request basis if the response should be shipped to someone else.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

Back Continue

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details

*Reference Request #: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of R

*Service Level: Standard

Reference Request

Request: Transfer

Records: PT-015-2

Container:

Case/File Information: John Smith Claim folder

Whole Container:

Of Units: 1

Security Classification Type: Standard

Security Classification:

Status Details

*Status: Reference Initiated

Submitted Date:

*Shipping Method: USPS

Shipping Account #:

*Records Center: FRC - Philadelphia

City: St.Louis
State: MO
Zip Code: 603022
Country: USA
Phone#:
Fax#:

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

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Request Details *Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Reference Request Request: Transfer Records: PT-015-2 Containers: 2 Case/File Information: John Smith Claim folder Whole Container: <input type="checkbox"/> # Of Units: 1 Security Classification Type: Standard Security Classification:	Status Details *Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia
---	---	--

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfer <http://greatest.archives.gov> - Pick Contact Address - Microsoft Internet Explorer

Click on "Continue"

Request Details

- *Reference Request: ARR1-77903801
- *Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Record

*Service Level: Standard

Of Units: 1

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Query for the address or select the **New** button to add a new address.

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookatme Dr		Seemore	ME	11111	USA
> 123	Apple St	Anytown	KY	62258	USA
> 1234 Main St		International Falls	MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA
> 9700 Page Blvd		St Louis	MO	63132	USA

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Tracked

Click on "Continue"

Request Details

*Reference Request
ARR1-77903801

*Record Group:
015

Agency:
Department of Veterans Affairs

*Last Name:
GREENLEE

First Name:
DON

Charge Account:
09899999

*Nature of Service:
Temporary Loan of R

*Service Level:
Standard

Of Units:
1

Security Classification Type:
Standard

Security Classification:

Country:
USA

Phone#:

Fax#:

Comments:

http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

New Query Find Street Address Starting with Go 1 - 10 of 10+

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookatme Dr		Seemore	ME	11111	USA
> 123	Apple St	Anytown	KY	62258	USA
> 1234 Main St		International Falls	MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA
> 9700 Page Blvd		St Louis	MO	63132	USA

OK Cancel

javascript:SWESubmitForm(document.SWEForm6_0,s_0," Internet

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

Slide 55 - Slide 55

The screenshot displays the 'THE NATIONAL ARCHIVES' website interface. At the top, there is a navigation bar with 'Archives.gov Home', 'Application Administration', 'Personal Profile', and 'Log Out'. Below this is a secondary navigation bar with 'Home' and 'Records Tra...'. A pop-up window titled 'http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer' is open, showing a form with the following fields: '*Street Address:', 'Street Address 2:', '*City:', 'State:' (dropdown), 'Zip Code:', and 'Country:' (dropdown with 'USA' selected). 'Save' and 'Cancel' buttons are at the bottom right of the form. The background page shows 'Request Details' for a 'Reference Request' (ARR1-77903801) and 'Record Group' (015). It lists 'Agency: Department of Veterans', '*Last Name: GREENLEE', 'First Name: DON', and 'Charge Account: 09899999'. Other fields include '*Nature of Service: Temporary Loan of R', '*Service Level: Standard', '# of Copies: 1', 'Security Classification Type: Standard', 'Security Classification:', 'Country: USA', 'Phone#:', and 'Fax#:'.

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Tracked

Click on "Continue" to proceed to the next step.

Request Details

- *Reference Request: ARR1-77903801
- *Record Group: 015
- Agency: Department of Veterans Affairs
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999

***Nature of Service:** Temporary Loan of Records

***Service Level:** Standard

***Street Address:**

Street Address 2:

***City:**

State:

Zip Code:

Country: USA

Save Cancel

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

Done Internet

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Tracked

Click on "Continue" to proceed.

Request Details

- *Reference Request: ARR1-77903801
- *Record Group: 015
- Agency: Department of Veterans Affairs
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999

***Street Address:** 123 8 5th Street

Street Address 2:

***City:**

State:

Zip Code:

Country: USA

Save Cancel

***Nature of Service:** Temporary Loan of R

***Service Level:** Standard

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

Done Internet

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Tracked

http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

Click on "Continue"

Request Details

- *Reference Request: ARR1-77903801
- *Record Group: 015
- Agency: Department of Veterans Affairs
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999

Address Form:

- *Street Address: 123 8 5th Street
- Street Address 2: Room 234
- *City: [Empty]
- State: [Dropdown]
- Zip Code: [Empty]
- Country: USA [Dropdown]

Save Cancel

Service Details:

- *Nature of Service: Temporary Loan of Record [Dropdown]
- *Service Level: Standard [Dropdown]
- Security Classification Type: Standard
- Security Classification: [Empty]
- Country: USA
- Phone#: [Empty]
- Fax#: [Empty]

Comments: [Text Area]

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Trac http://gpeates... es.gov - Pick Contact Address - Microsoft Internet Explorer

Click on "Continue"

Request Details

- *Reference Request: ARR1-77903801
- *Record Group: 015
- Agency: Department of Veterans
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999

***Street Address:** [text box] th Street

Street Address 2: [text box] 34

***City:** [text box]

State: [dropdown menu: DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND]

Zip Code: [text box]

Country: [dropdown menu]

Save Cancel

***Nature of Service:** Temporary Loan of R [dropdown]

***Service Level:** Standard [dropdown]

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#: [text box]

Fax#: [text box]

Comments: [text area]

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Slide 60 - Slide 60

The screenshot displays the 'THE NATIONAL ARCHIVES' website interface. At the top, there is a navigation bar with 'Archives.gov Home', 'Application Administration', 'Personal Profile', and 'Log Out'. Below this is a secondary navigation bar with 'Home' and 'Records Tra...'. A pop-up window titled 'http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer' is open, showing a form with the following fields:

- *Street Address: 123 8 5th Street
- Street Address 2: Room 234
- *City: Anytown
- State: LA (dropdown menu)
- Zip Code: (empty text box)
- Country: USA (dropdown menu)

Buttons for 'Save' and 'Cancel' are located at the bottom right of the pop-up window. The background website shows 'Request Details' on the left, including 'Reference Request' (ARR1-77903801) and 'Record Group' (015). Below this, there are fields for 'Agency' (Department of Veterans), 'Last Name' (GREENLEE), 'First Name' (DON), and 'Charge Account' (09899999). Further down, there are dropdown menus for 'Nature of Service' (Temporary Loan of R) and 'Service Level' (Standard). On the right side of the background page, there are sections for 'Initiated Date', 'Request Method', 'Account #', and 'Request Center' (Philadelphia). The bottom of the browser window shows a status bar with the URL 'javascript:SWEsubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")' and the 'Internet' icon.

Slide 61 - Slide 61

The screenshot shows a web browser window displaying the 'THE NATIONAL ARCHIVES' application. The browser's address bar shows the URL 'http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer'. The application header includes 'Archives.gov Home', 'Application Administration', 'Personal Profile', and 'Log Out'. The main content area is a form for entering contact information. A modal dialog box is open, containing the following fields:

- *Street Address: 123 8 5th Street
- Street Address 2: Room 234
- *City: Anytown
- State: LA (dropdown)
- Zip Code: (empty)
- Country: USA (dropdown)

At the bottom of the dialog are 'Save' and 'Cancel' buttons. A blue arrow points from the 'Save' button to the 'Country' dropdown in the background form. The background form also includes fields for 'Reference Request' (ARR1-77903801), 'Record Group' (015), 'Agency' (Department of Veterans), 'Last Name' (GREENLEE), 'First Name' (DON), 'Charge Account' (09899999), 'Nature of Service' (Temporary Loan of R), 'Service Level' (Standard), 'Security Classification Type' (Standard), 'Security Classification', 'Country' (USA), 'Phone#', and 'Fax#'. A 'Comments' text area is at the bottom. The browser's status bar shows the JavaScript code 'javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")'.

Slide 62 - Slide 62

The screenshot displays a web browser window titled "http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer". The browser shows a form with the following fields and values:

- *Street Address:** 123 8 5th Street
- Street Address 2:** Room 234
- *City:** Anytown
- State:** LA
- Zip Code:** 83123
- Country:** USA

Below the form, there are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Save" button. The background shows the "THE NATIONAL ARCHIVES" application interface with a navigation menu (Home, Records Tra...) and a sidebar with "Request Details" including fields for Reference Request (ARR1-77903801), Record Group (015), Agency (Department of Veterans), Last Name (GREENLEE), First Name (DON), and Charge Account (09899999). Other visible fields include Nature of Service (Temporary Loan of R), Service Level (Standard), Security Classification Type (Standard), Security Classification, Country (USA), Phone#, and Fax#.

Slide 63 - Slide 63

The screenshot shows the 'THE NATIONAL ARCHIVES' website interface. At the top, there are navigation links: 'Home', 'Records Tra...', 'Application Administration', 'Personal Profile', and 'Log Out'. The main content area is partially obscured by a modal window titled 'http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer'. This modal contains a form with the following fields:

- *Street Address: 123 8 5th Street
- Street Address 2: Room 234
- *City: Anytown
- State: LA (dropdown)
- Zip Code: 83123
- Country: USA (dropdown)

At the bottom of the modal are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button. The background website shows a 'Request Details' section with the following information:

- *Reference Request: ARR1-77903801
- *Record Group: 015
- Agency: Department of Veterans
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999

Below this, there are dropdown menus for 'Nature of Service' (Temporary Loan of R) and 'Service Level' (Standard). To the right, there are fields for 'Security Classification Type' (Standard), 'Security Classification', 'Country' (USA), 'Phone#', and 'Fax#'. A 'Comments' text area is visible at the bottom of the page.

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Tra

Click on "Continue"

Request Details

*Reference Request
ARR1-77903801

*Record Group:
015

Agency:
Department of Veterans

*Last Name:
GREENLEE

First Name:
DON

Charge Account:
09899999

*Nature of Service:
Temporary Loan of R

*Service Level:
Standard

Comments:

Security Classification Type:
Standard

Security Classification:

Country:
USA

Phone#:

Fax#:

Address Pick-List:

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 S 5th Street	Room 234	Anytown	LA	63123	USA
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookat			ME	11111	USA
> 123			KY	62258	USA
> 1234 Main			MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA

Done Internet

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

The new address has now been added to the contact pick-list.

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The screenshot shows a web browser window displaying a form titled "Pick Contact Address" from the National Archives website. The browser's address bar shows the URL "http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer". The form contains a table with columns for Street Address, Street Address 2, City, State, Zip Code, and Country. The first row is highlighted in yellow. Below the table are "OK" and "Cancel" buttons. The background form includes fields for "Reference Request", "Record Group", "Agency", "Last Name", "First Name", "Charge Account", "Nature of Service", "Service Level", "Security Classification Type", "Security Classification", "Phone#", and "Fax#".

Street Address	Street Address 2	City	State	Zip Code	Country
123 S 5th Street	Room 234	Anytown	LA	63123	USA
123 Apple Street	Room 5007	Humeston	CO	63132	USA
123 Lookatme Dr		Seemore	ME	11111	USA
123	Apple St	Anytown	KY	62258	USA
1234 Main St		International Falls	MN	55281	USA
3150 Springboro Road		Dayton	OH	45439	USA
7358 S. Pulaski Road		Chicago	IL	60629	USA
8601 Adelphi Rd		College Park	MD	20001	USA
8801 Kingsridge Drive		Centerville	OH	45458	USA
9700 Page Ave		St Louis	MO	63132	USA

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Re" Shipment Details have now been updated.
Add the **Phone#** and **Fax#** if available.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#: <input type="text"/>	
		Fax#: <input type="text"/>	
Comments: <input type="text"/>			Back Continue

Done Internet

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transfers Dispositions R

Click on "Continue to Review and Submit"

The **Status** field is read-only and will default to "Reference Initiated" until the request is submitted.
At this time, place your mouse pointer over the status field to view other reference request status entries available.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

Back Continue

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

The Submitted Date field will populate when the request is submitted.

Request Details	Reference Details	Recipient Information	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #:
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

Back Continue

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details

*Reference Request #: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of R

*Service Level: Standard

Reference Details

Request Category: Transfer

Records Transfer #: PT-015-2008-000817

Container #: 2

Case/File Information: John Smith Claim folder

Whole Container:

Of Units: 1

Security Classification Type: Standard

Security Classification:

*Address Line 1: 123 S 5th Street

Address Line 2: Room 234

City: Anytown

State: LA

Zip Code: 63123

Country: USA

Phone#:

Fax#:

*Shipping Method: USPS

Shipping Account #:

*Records Center: FRC - Philadelphia

Comments:

Back Continue

Done Internet

The **Shipping Method** field will default to USPS but other options are available through the drop-down list.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	FedEx On Site Review UPS Metro Courier USPS Fax Scan and eMail Customer Pick-up
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
<p>*Reference Request #: ARR1-77903801</p> <p>*Record Group: 015</p> <p>Agency: Department of Veterans Affairs</p> <p>*Last Name: GREENLEE</p> <p>First Name: DON</p> <p>Charge Account: 09899999</p> <p>*Nature of Service: Temporary Loan of R</p> <p>*Service Level: Standard</p>	<p>PT-015-2008-000817</p> <p>Container #: 2</p> <p>Case/File Information: John Smith Claim folder</p> <p>Whole Container: <input type="checkbox"/></p> <p># Of Units: 1</p> <p>Security Classification Type: Standard</p> <p>Security Classification:</p>	<p>123 S 5th Street</p> <p>Address Line 2: Room 234</p> <p>City: Anytown</p> <p>State: LA</p> <p>Zip Code: 63123</p> <p>Country: USA</p> <p>Phone#:</p>	<p>*Status: Reference Initiated</p> <p>Submitted Date:</p> <p>*Shipping Method: FedEx</p> <p>Shipping Account #: BR549</p> <p>*Records Center: FRC - Philadelphia</p>

Some shipping methods will open a field to enter your **Shipping Account #**.

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: FedEx
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #: BR549
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	

[Back](#) [Continue](#)

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: FedEx
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #: BR549
First Name: DON	Whole Container:	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code:	
*Nature of Service: Temporary Loan of R			
*Service Level: Standard			

Comments:

[Back](#) [Continue](#)

Internet

This field represents the **Records Center** that will receive the request. If you are authorized to submit requests to multiple records centers, this field will contain a drop-down list for selection of the appropriate records center.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: FedEx
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #: BR549
First Name: DON	Whole Container: <input type="checkbox"/>	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

If needed, enter
Comments about this
request.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

015
Agency: Department of Veterans Affairs
*Last Name: GREENLEE
First Name: DON
Charge Account: 09889999
*Nature of Service: Temporary Loan of R
*Service Level: Standard

PT-015-2008-000817
Container #: 2
Case/File Information: John Smith Claim folder
Whole Container:
Of Units: 1
Security Classification Type: Standard
Security Classification:

123 S 5th Street
Address Line 2: Room 234
City: Anytown
State: LA
Zip Code: 63123
Country: USA
Phone#:

*Shipping Method: FedEx
Shipping Account #:
*Records Center: FRC - Philadelphia

Comments:
Animation (70 x 70) (X:40; Y:370)

The reference request is now ready for submission.
At this point, you can **Save and Finish Later**, or **Continue to Review and Submit** the request.

Save and Finish Later Cancel Continue to Review and Submit

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

Back Continue

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

THE FIELDS MARKED WITH * ARE REQUIRED FIELDS.

Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.
 Please review the Reference Request prior to submitting.
 Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

[Edit](#) [Save and Finish Later](#) [Submit](#)

Click on "**Edit**" to update the Reference Request.
 Click on "**Save and Finish**" to continue later.
 Click on "**Submit**" to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:

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Reference Request

[Edit](#) [Save and Finish Later](#) [Submit](#)

Click on "Edit" to update the Reference Request.
 Click on "Save and Finish" to continue later.
 Click on "Submit" to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

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Click on **Exit** to update the reference request.
 Click on **"Save and Finish"** to continue later.
 Click on **"Submit"** to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 83123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
Fax#:			

Comments:
As Required

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Reference Request

[Edit](#) [Save and Finish Later](#) [Submit](#)

Click on "Edit" to update the Reference Request.
 Click on "Save and Finish" to continue later.
 Click on "Submit" to submit the reference request.

Review the request. If corrections are needed, click the **Edit** button; if OK then click the **Submit** button.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia

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Successful Submission
Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR1-77903801

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You will receive a message indicating your request was submitted for processing.

The Submitted Date has now populated.

Reference Request

Request Details	Reference Details	Shipping Details	Status Details
Reference Request #: ARR1-77903801 Record Group: 015 Agency: Department of Veterans Affairs Last Name: Greenlee First Name: Don Charge Account: 09899999 Nature of Service: Temporary Loan of Records Service Level: Standard	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: No # Of Units: 1 Security Classification Type: Standard Security Classification:	Recipient: Sam Smith Address Line 1: 123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code: 63123 Country: USA Phone#: Fax#:	Status: Reference Received Submitted Date: 09/06/08 Shipped Date: Reason Not Found: Not Found Comments: Shipping Method: FedEx Shipping Account #: Records Center: FRC - Philadelphia

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Successful Submission
Your reference request has been submitted successfully as quickly as possible.

Reference Request #: ARR1-77903801

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Reference Request

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Received
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date: 09/06/08
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

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My Reference Requests


 **Reference Request - In Progress**
Provides the ability to initiate Reference Requests that were created by you while having "Reference Requests - In Progress" status. Reference Requests that were created by you while having "Reference Requests - In Progress" status.

Your reference request has been submitted to the FRC for processing and is visible in the **Reference Requests - In Progress** list applet.

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request.
- Select **"Copy Reference Request"** to copy a Reference Request. If you select this option, you may want to query for a specific Reference Request. Only initiated Reference Requests.

A request label, similar to the one above, will be affixed to the box or folder sent for this reference request.

Reference Requests - In Progress



Location: PHL-01-0C-050-2-018-02-004 **08/05/2008**

Transfer #: P118-05-0201-PPA **Box #: 2**

Asset #: AAC1-407115 **Whole : Y All : N**

Case/File:

Standard Transfer Temporary Loan of Records

USPS N/A

To : [Redacted]

LIBERTY CENTER, SUITE 970, 1001 LIBERTY AVENUE
PITTSBURGH, PA, 15222, USA

Records	Submitted Date	Copy Reference Request
Philadelphia	09/06/08	
Philadelphia	09/04/08	
Philadelphia	08/29/08	
Philadelphia	08/29/08	
Philadelphia	08/29/08	

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