



**UNITED STATES
DEPARTMENT OF THE INTERIOR**

**REQUEST TO MOVE RECORDS AND
CHAIN OF CUSTODY**

These procedures apply to the movement of ACTIVE and INACTIVE records within DOI bureaus or offices. This form must be used for ALL movement or transfers of records related to the Deepwater Horizon BP oil spill.

Originating Responsible Official (ORO)

Name:	Region/Agency/Program:
Street Address:	City/State/Zip Code:
Telephone Number:	Fax Number:

Destination Responsible Official (DRO)

Name:	Region/Agency/Program:
Street Address:	City/State/Zip Code:
Telephone Number:	Fax Number:

The originating and destination responsible officials will ensure that the following processes are followed during the transportation and transfer of custody of ACTIVE and INACTIVE records.

STEP 1. CERTIFICATION AND AUTHORIZATION

The ORO must review the records being sent to determine whether the records are related to the Deepwater Horizon BP oil spill, or any other litigation or records hold. Written authorization from the Bureau/Office Records Officer is required prior to any movement or transfer of records related to the Deepwater Horizon BP oil spill. The Bureau/Office Records Officer must maintain a copy of this *Request to Move Records and Chain of Custody* form on file.

CERTIFICATION: I have reviewed these records and certify that these records are NOT related to any litigation or preservation hold. Sign and proceed to Step 2.

Originating Responsible Official Signature and Date

CERTIFICATION: I have reviewed these records and certify that these records are related to:

Deepwater Horizon BP oil spill response

Cobell v. Salazar

Other; identify litigation or records hold _____

AUTHORIZATION: I am the Bureau/Office Records Officer responsible for these records and I authorize the move/transfer of these records. (Required for movement/transfer of Deepwater Horizon related records.)

Bureau/Office Records Officer Signature and Date

STEP 2. MOVE AND CHAIN OF CUSTODY INFORMATION	
a. Description of Records to be moved:	
b. Quantity of boxes to be moved: (Attach detailed inventory or box lists)	c. Record Series Number:
d. Method of Transportation:	e. NARA Accession Number (if applicable):
f. Receiving Address:	g. Destination Responsible Official's Name/Phone:
STEP 3. MOVE INSTRUCTIONS	
a. Place record(s) in an appropriate shipping parcel (box, envelope, tube, etc.).	
b. Place a detailed inventory of records in the first box (if sending multiple boxes) envelope, tube, etc. along with this Request to Move Records and Chain of Custody form.	
c. Retain a copy of the detailed inventory and Request to Move Records and Chain of Custody form at the sending office.	
d. Seal each box with shipping tape when applicable or seal envelope, tube, etc.	
e. Number multiple boxes sequentially (e.g., box 1 of 2) when applicable.	
f. Identify and use a shipping carrier _____ (name of carrier) that provides tracking information _____ (tracking number).	
g. The ORO notifies the DRO when package(s) is ready for shipment and the approximate date of delivery. A copy of the shipping tracking sheet should be retained by the ORO.	
h. The DRO must verify the receipt of all records and provide a signed copy of this form to the ORO within 3 working days from the receipt of records.	
i. The ORO and DRO will create and maintain a file in accordance with GRS 16/2 <u>Records Disposition Files – Routine Correspondence and Memoranda Documents</u> by shipment. The file will contain the detailed inventory, Chain of Custody Plan, SF-135, and other supporting documentation.	
STEP 4. DESTINATION CERTIFICATION	
I certify that all records listed on the detailed inventory were shipped to the destination office.	
_____	_____
Originating Responsible Official (Print Name)	Date

Originating Responsible Official (Signature)	
I certify that all records listed on the detailed inventory were received and accounted for.	
_____	_____
Destination Responsible Official (Print Name)	Date

Destination Responsible Official (Signature)	

Records Retention Instructions: Retain this form and copies of all supporting documentation (i.e., SF-135, Chain of Custody Plan, Inventory, Box Lists, etc.) in accordance with GRS 16, item 2.