

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Small Business Administration

2. MAJOR SUBDIVISION
Office of Administrative Services

3. MINOR SUBDIVISION
Administrative Information Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Helga Taylor

5. TELEPHONE
202-205-7053

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 7/31/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Helga Taylor</i>	TITLE Director/OAS
------------------------	--	------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5:07	The attached disposition schedule reflects a new item to SBA's present disposition schedule, 55:07.		

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-309-96-1*

DATE RECEIVED *8-9-96*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE <i>3-3-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cali</i>
------------------------------	--

MAR - 6 1997 copy to : agency
 MHR
 NWDB

NSN 7540-00-634-4064
 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
 Prescribed by NARA
 36 CFR 1228

55:07 DECLINE OF DISASTER DECLARATIONS

DESCRIPTION OF RECORDS

Decline of Disaster Declarations

Issued by SBA when Governor's request to the Administrator for a disaster declaration for physical damage and/or for economic damage is turned down.

DISPOSITION INSTRUCTIONS

- A. Headquarters. Destroy when 20 years old.
- B. All other copies destroy when 5 years old.

Records files alphabetically by State and thereunder by calendar year.