

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-309-96-1	
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED 8-9-96	
2. MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Information Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE 202-205-7053	DATE 3-3-97	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>1</u> 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required ; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested . </div>			
DATE 7/31/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.		

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.