

Request for Records Disposition Authority

Records Schedule Number **DAA-0378-2014-0007**
Schedule Status **Approved**

Agency or Establishment **Economic Development Administration**
Record Group / Scheduling Group **Records of the Economic Development Administration**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Finance and Management Services**
Schedule Subject **Records of the Office of Finance and Management Services**
Internal agency concurrences will be provided **No**

Background Information **The Office of Finance and Management Services (OFMS) is responsible for the budgeting, accounting, and administrative services functions of EDA. In addition to these routine functions, OFMS is responsible for the management of obsolete loan program records.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0007

Sequence Number	
1	Public Works Loans Management Case Files Disposition Authority Number: DAA-0378-2014-0007-0001
2	Business Development Loan Management Case Files Disposition Authority Number: DAA-0378-2014-0007-0002
3	Drought Program Loan Management Case Files Disposition Authority Number: DAA-0378-2014-0007-0003
4	Loan Billing Management System (LBMS) Records Disposition Authority Number: DAA-0378-2014-0007-0004
5	Real Property Records - Property with no environmental problems Disposition Authority Number: DAA-0378-2014-0007-0005
6	Real Property Records - Property with environmental problems Disposition Authority Number: DAA-0378-2014-0007-0006

Records Schedule Items

Sequence Number	
1	<p>Public Works Loans Management Case Files</p> <p>Disposition Authority Number DAA-0378-2014-0007-0001</p> <p>Loans made for up to forty years for the construction of public infrastructure. Files contain all documentation including pertinent correspondence, Requisition for Bond Purchase or Loan Advance, legal opinions, documents generated during any negotiations and closings, loan closure papers, borrower's charter, certificate of incorporation, minutes of various proceedings, title opinions, engineers certificate, location maps, final opinion of bond council and any related documents specified in a check list. EDA no longer issues loans. File is closed when final payment is made.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-378-79-2 Items 64</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff paid-off loan files at the end of the calendar year.</p> <p>Transfer to Inactive Storage Transfer to FRC one year after cutoff</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Business Development Loan Management Case Files</p> <p>Disposition Authority Number DAA-0378-2014-0007-0002</p> <p>Loans made directly to businesses. Files include applications and supporting documents, civil rights documents, pre-approval correspondence, loan agreements, modifications, status reports, financial statements, and papers involving any liquidation matters as required. File is closed when final payment is made.</p>

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-378-79-2 Items 65 and 478
Disposition Instruction	
Cutoff Instruction	Cutoff paid-off loan files at the end of the calendar year
Transfer to Inactive Storage	Transfer to FRC one year after cutoff
Retention Period	Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

Drought Program Loan Management Case Files

Disposition Authority Number DAA-0378-2014-0007-0003

Loans made to communities for drought assistance. Files include applications and supporting documentation, materials on administrative actions, records on pre-approval project reviews and related records.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-378-79-2 Item 472
Disposition Instruction	
Cutoff Instruction	Cutoff paid-off loan files at the end of the calendar year
Transfer to Inactive Storage	Transfer to FRC one year after cutoff.
Retention Period	Destroy 6 year(s) after cutoff

Additional Information

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GAO Approval Not Required

Loan Billing Management System (LBMS) Records

Disposition Authority Number DAA-0378-2014-0007-0004

Database of information regarding loans and payments previously made by EDA's loan program. LBMS became inactive in during FY 2013 and data is currently maintained by NOAA in its systems.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? No

Explanation of limitation This is an Oracle database

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff files at the end of FY 2013.

Retention Period Retain in machine readable electronic format through December 31, 2019.

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Additional Information

GAO Approval Not Required

Real Property Records - Property with no environmental problems

Disposition Authority Number DAA-0378-2014-0007-0005

Records relating to the liquidation, foreclosure, and transfer of ownership regarding property belonging to EDA as a result of a failed loan or loan guarantee.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

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Cutoff Instruction Cutoff files at the end of the calendar year two years after final sale

Retention Period Destroy 8 year(s) after cutoff

Additional Information

GAO Approval Not Required

Real Property Records - Property with environmental problems

Disposition Authority Number DAA-0378-2014-0007-0006

Records relating to the liquidation, foreclosure, and transfer of ownership regarding property belonging to EDA as a result of a failed loan or loan guarantee.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the calendar year 2 years after final sale.

Retention Period Destroy 28 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/06/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/20/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/03/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/03/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/03/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/08/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/09/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs

06/25/2014	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist