

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="341 380 982 411"><b>Public Works Loans Management Case Files</b></p> <p data-bbox="341 432 1149 464">Disposition Authority Number      <b>DAA-0378-2014-0007-0001</b></p> <p data-bbox="341 485 1518 789">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 data-bbox="341 810 917 842">Final Disposition                      <b>Temporary</b></p> <p data-bbox="341 863 852 894">Item Status                              <b>Active</b></p> <p data-bbox="341 915 820 947">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="341 968 803 999">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?    <b>No</b></p> <p data-bbox="341 1104 1096 1167">GRS or Superseded Authority Citation      <b>NC1-378-79-2 Items 64</b></p> <p data-bbox="341 1209 657 1241"><b>Disposition Instruction</b></p> <p data-bbox="341 1262 1469 1335">Cutoff Instruction                      <b>Cutoff paid-off loan files at the end of the calendar year.</b></p> <p data-bbox="341 1356 1291 1388">Transfer to Inactive Storage        <b>Transfer to FRC one year after cutoff</b></p> <p data-bbox="341 1409 1177 1440">Retention Period                      <b>Destroy 6 year(s) after cutoff</b></p> <p data-bbox="341 1482 657 1514"><b>Additional Information</b></p> <p data-bbox="341 1535 950 1566">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="341 1598 1112 1629"><b>Business Development Loan Management Case Files</b></p> <p data-bbox="341 1650 1161 1682">Disposition Authority Number      <b>DAA-0378-2014-0007-0002</b></p> <p data-bbox="341 1703 1518 1904">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	Active
	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
	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Drought Program Loan Management Case Files</b>	
	Disposition Authority Number	DAA-0378-2014-0007-0003
	<b>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.</b>	
	Final Disposition	Temporary
	Item Status	Active
	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
	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	

4	GAO Approval	Not Required
	<b>Loan Billing Management System (LBMS) Records</b>	
	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	Active
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff files at the end of FY 2013.
	Retention Period	Retain in machine readable electronic format through December 31, 2019.
	<b>Additional Information</b>	
GAO Approval	Not Required	
5	<b>Real Property Records - Property with no environmental problems</b>	
	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	Active
	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
	<b>Disposition Instruction</b>	

6	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
	<b>Real Property Records - Property with environmental problems</b>	
	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	Active
	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