
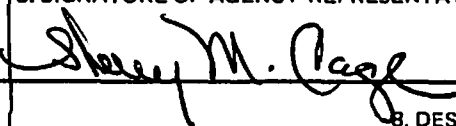


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-427-90-1	DATE RECEIVED 2/7/90
1. FROM (Agency or establishment) United States Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minority Business Development Agency		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION		DATE 5/7/90	ARCHIVIST OF THE UNITED STATES 
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.		

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE		
2/2/90		Department Records Management Officer		
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	See attached agency schedule			

MINORITY BUSINESS DEVELOPMENT AGENCY

OFFICE OF THE DIRECTOR

1. Director's Reading File, 1972-81. 10 ft. 6 in. Arranged chronologically.

Reading file of the director consisting of white tissue copies of correspondence of the director, with the exception of some 1977-79 file copies, which are pink.

WNRC accessions:

427-77-0001, box 13	1 ft. 1-9/72
427-77-0001, box 14	5 in. 9-12/72
427-77-0001, box 16	3 in. 1-2/73
427-79-0016, box 11	2 in. 3-4/73
427-79-0003	1 ft. 10/74-12/75
427-78-0019, boxes 1-4	4 ft. 4/73-9/75
427-79-0013, box 1	1 ft. 1-12/76
427-79-0013, box 2	5 in. 1-5/77
427-81-0006	1 ft. 1/77-8/79
427-81-0015, box 1	3 in. 6/77-6/79
427-84-0002	1 ft. 11/79-8/81

Destroy immediately.

ADMINISTRATIVE DIVISION

Secretariat

2. Controlled and Non-Controlled Correspondence File, 1981-82
5 ft. Arranged by type of correspondence (controlled or non-controlled) and thereunder chronologically.

Copies of correspondence received by MBDA requesting information and related documentation indicating who in MBDA was to respond to the request.

WNRC accession 427-86-0010 5 ft. 1981-82

Destroy immediately.

3. Controlled Correspondence Logs, 1981-83 1 ft. Arranged chronologically.

Logs of incoming letters described in the series above. Logs provide very brief information about each controlled correspondence (sender, date, subject of request) and the responsibility for replying.

WNRC accession 427-87-0022 1 ft. 1981-83

Destroy immediately.

PROGRAM RESOURCES DIVISION

Office of the Assistant Director for Program Resources

4. Assistant Director's Correspondence File, 1971-73. 6 in. Arranged chronologically.

Selected correspondence, including the incoming letter and carbon copy of the outgoing, apparently retained for its importance to the Assistant Director. One folder, labeled "Pre August 1972 Correspondence," contains correspondence dated from April 1971 to July 1972.

WNRC accession 427-79-19 6 in. 1971-73

Destroy immediately.

Capital Development Branch

5. Capital Development Branch Program Subject File, 1969-79 1 ft. Arranged by subject.

Correspondence, memoranda, reports, and other other records pertaining to the activities of the Capital Development Branch and its predecessor, the Capital Development Division, and to the work of the National Coordinator for Capital Development. Included are folders on the Minority Enterprise Small Business Investment Companies (1971-76), minority banking (1969-75), trip reports (1974-77), minority savings and loans (1969-79), National Minority Financial Advisory Council (1977), National Association of Small Business Investment Companies (1970-79), bonding assistance (1977-79), Federal Home Bank Board (1975-78), Farmers Home Loan Administration (1979), and the Interagency Council for Minority Business Enterprise (1976-79).

WNRC accessions: 427-81-0023, box 8 2 in. 1969-75
427-81-0023, box 11 2 in. 1971-76
427-84-0014, box 1 8 in. 1969-79

PERMANENT. Transfer to the National Archives immediately.

6. Financial Institutions-National Associations File, 1969-80. 16 ft. 8 in. Arranged generally alphabetically by institution or association name and thereunder by subject.

Correspondence, memorandums, grant case file related records, reports, contracts, and other records, (other than contracts), reflecting the OMBE-MBDA relationship with OMBE-MBDA funded minority national associations representing financial institutions, such as the National Bankers Association, the American Savings and Loan League, National Association of Real

Estate Brokers, and the Life Insurance Association of America. Also included are records relating to OMBE-MBDA relationships with the individual minority banking and savings and loan institutions that provided capital to further minority business enterprises.

WNRC accessions:	427-81-0023, boxes 1-7	7 ft.	1969-78
	427-81-0023, boxes 9-10	2 ft.	1969-78
	427-81-0023, box 11	8 in.	1969-78
	427-81-0022	6 ft.	1976-80
	427-83-0001	1 ft.	1977-81

Destroy immediately.

7. Licensed Minority Enterprise Small Investment Corporations Program Subject File, 1970-81. 5 in. Arranged by subject.

Correspondence, memorandums, reports, copies of articles critical and favorable of the licensed Minority Enterprise Small Investment Companies (MESBIC) program, and other records pertaining to the MESBIC program. This program was established in 1969 to provide loan or other investment capital for minority business enterprises. These records document the work of OMBE-MBDA in promoting the establishment and operation of these special investment organizations for meeting the capital requirements of minority businesses.

WNRC accession	427-83-0009, box 1	3 in.	1970-78
	427-83-0009, box 2	1 in.	1979-81
	427-83-0009, box 3	1 in.	1975-81

PERMANENT. Transfer to the National Archives when 20 years old.

8. Licensed Minority Enterprise Small Business Investment Corporations Case Files, 1977-81. 5 in. Arranged alphabetically by name of enterprise.

Correspondence, memoranda, and others records relating to less than a dozen companies (of over 80) participating in the Minority Enterprise Small Business Investment Companies (MESBIC) program. Documentation on regulation and licensing of these organizations is available in the Small Business Administration records.

WNRC accession	427-83-0009, box 2	5 in.	1977-81
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Destroy when 10 years old.

Market Development Branch

9. Minority Construction Program Subject File, 1973-81. 45 ft.
Arranged by subject.

Correspondence, reports, memoranda, studies, and other records reflecting the work of the Branch in promoting the access of minority business firms to construction industry business covering activities of both the government and private sectors. Much of the records pertains to the work of OMBE-MBDA contractors, such as F. W. Dodge and the National Minority Contracting Assistance Project, in providing training and technical assistance to the network of OMBE-MBDA funded Construction Contractor Assistance Corporations (CCAC). The assistance covered training in construction job estimating, scheduling and supervision and proceeding weekly current information on availability of construction contracts to improve the competence and usefulness of these OMBE-MBDA funded organizations in assisting minority construction contractors.

WNRC accessions:	427-81-0008	13 ft.	1973-80
	427-82-0002	24 ft.	1979-80
	427-83-0013	8 ft.	1979-81

Destroy when 20 years old.

Addendum to N1-427-90-1

10. Disposable records interspersed with records scheduled for transfer to the National Archives, as described below:

- a. Director's Tickler File, 1973. 2 in.
427-77-0001, box 15 2 in. January-February 1973
Authorization: NC1-427-77-1/153
- b. Travel Vouchers, 1969-71, 1977-79. 4 in.
427-77-0002, box 5 2 in. 1969-71
427-81-0015, box 1 2 in. 1977-79
Authorization: NC1-427-77-1/2
- c. Job Applications, 1969-72. 1 in.
427-77-0003, box 2 1 in. 1969-72
Authorization: NC1-427-77-1/2
- d. Travel Vouchers, 1970-71. 2 in.
427-77-0002, box 5 1 in. 1970-71
427-81-0012, box 1 1 in. 1977-79
Authorization: NC1-427-77-1/5
- e. Reading File of the Industry Specialist, 1976. 4 in.
427-84-0007, box 1 1 in. January 1976
427-84-0007, box 2 3 in. February-June 1976
Authorization: NC1-427-77-1-153
- f. Copies of travel vouchers accumulated by the Industry Specialist, 1972-76. 2 in.
427-84-0007, box 3 5 in. 1972-76
Authorization: GRS 9 item 1
- g. National Contract-Grant Projects File, 1973-82. 1 in.
427-81-0020, box 2 1 in. 1974-80
Authorization: NC1-427-77-1/98

h. Capital Development Branch Administrative Subject File, 1976-78. 10 in.

427-81-0023, box 8 10 in. 1976-78

Authorization: NC1-427-77-1/111

i. Requests for Financial Assistance Information File, 1970-77. 6 in.

427-81-0023, box 11 2 in. 1970-77

427-84-0014, box 1 4 in. 1970-77

Authorization: NC1-427-77-1/152

j. Requests for Information about the Minority Enterprise Small Business Investment Companies Program, 1973-82. 1 ft. 11 in.

427-83-0009, box 1 9 in. 1973-82

427-83-0009, box 2 3 in. 1973-82

427-83-0009, box 3 11 in. 1973-82

Authorization: NC1-427-77-1/152

k. Branch Reading File, 1978. 3 in.

427-81-0020, box 3

Authorization: NC1-427-77-1/118

l. Branch Administrative Subject File, 1970-78, 1982. 1 ft. 5 in.

427-78-0005, box 4 2 in. 1970-74

427-81-0020, box 2 9 in. 1975-78

427-81-0020, box 3 2 in. 1975-78

427-82-0005, box 1 1 in. 1976-77

427-85-0005, box 2 3 in. 1982

Authorization: NC1-427-77-1/117

m. Travel Vouchers, 1974-80. 3 in.

427-83-0009, box 2

Authorization: NC1-427-77-1/113

n. Council Reports and Meetings File, 1971-74. 10 in.
427-79-0027, box 1

Authorization: Duplicate (nonrecord) copies

The agency authorizes the National Archives to destroy the records described in item 10a-n above during archival processing.

Agency Concurrence:

<u>Sherry M. Cage</u>	<u>Depl. Records Mgmt. Off.</u>	<u>3-8-90</u>
Signature	Title	Date