

REQUEST FOR RECORDS . POSITION AUTHORITY (See Instructions on reverse)		AVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-056-09-13	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 7/2/09	
2 MAJOR SUBDIVISION Community Development Financial Institution		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Jones		DATE ARCHIVIST OF THE UNITED STATES 10/9/09 <i>Michael Jones</i>	
202-622-7754			
5 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> pages(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,			
<input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/26/2009		SIGNATURE OF AGENCY REPRESENTATIVE <i>George C. ...</i>	
		TITLE DO Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Disbursements Background: The Community Development Financial Institutions (CDFI) Program was established by the Reigle Community Development and Regulatory Improvement Act of 1994 to use federal resources to invest in and build the capacity of CDFIs to serve low-income people and communities lacking adequate access to affordable financial products and services. Since its inception, the Fund has made more than \$500 million in awards to loan funds, banks, credit unions, and community development venture capital funds. Following the award closings for the CDFI Assistance and Native Initiatives programs, the CDFI Fund is responsible for disbursing funds for the awards, tracking outstanding obligation amounts, and ensuring that all amounts obligated are properly disbursed or de-obligated within the regulated period. The Fund must ensure that disbursements are made only to awardees that are compliant with all assistance agreements and eligible for each payment, and that the amounts disbursed are consistent with the award. Description: The purpose of this system is to create a functioning online system that will allow CDFI business entities to make appropriate disbursements, communicate more effectively and track data associated with award disbursements.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

L /E BLANK (NARA use only)
JOB NUMBER

A. Inputs:

1. Notice of Award (NOA) and
2. Subsequent disbursement request

Disposition: TEMPORARY. Destroy after successful entry and verification.

B. System Data:

Award details/information is provided by Award Agreement System (AAS), disbursement request amount from awardee or Legal via AAS; the approved amount by CDFI staff; Automated Clearing House (ACH) information by the awardee or CDFI staff; tracks ACH history through changes, undisbursed balances are maintained as disbursements are made, notes made by CDFI staff associated with each award; CDFI business group approvals for each disbursement, logs the user who evaluates disbursement; debarment search accomplished by GSA run Excluded Parties List System (EPLS); workflow history of award process through each CDFI business group; scheduled payment date of disbursement entered by BPD

Disposition: PERMANENT. ~~Retire to Washington National Records Center after 5 years or when no longer needed~~
Transfer to NARA after 10 years.

C. Outputs:

Disbursement/de-obligation of funds for awards (AODR) is produced.

Disposition: TEMPORARY. Destroy when no longer needed for operational purposes.

D. System Documentation:

Codebooks, records layout, user guide, and other related materials.

Disposition: PERMANENT ~~Retire to Washington National Records Center after 5 years or when no longer needed~~
Transfer to NARA after 10 years.

GRS 20.2b

Per discussion with agency records officer, it is agreed to alter disposition transfer directions to 'Transfer to NARA after 10 years.' 8/3/09

GRS 20 5

GRS 20.11a(2)

Per discussion with agency records officer, it is agreed to alter disposition transfer

directions
8/3/09