

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
		JOB NUMBER NI-056-09-17	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 7/2/09	
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Community Development Financial Institution			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Jones	202-622-7754	DATE 1 Dec 09	ARCHIVIST OF THE UNITED STATES
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> 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, <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 		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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>E-work</p> <p>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.</p> <p>The Fund provides monetary awards for Financial Assistance (FA) and Technical Assistance (TA) through the CDFI Program.</p> <p>Description: E-work is an off-the-shelf software application which captures all grant processing workflow in an electronic format. E-Work enables the Fund to internally track the progress and status of all awards from application intake through disbursement. The Fund has used E-Work to automate many paper-based, back-office grant processes and greatly increase its work efficiency.</p>		

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A. Inputs:

The data is received from the CDFI Fund Intranet and the myCDFI Fund Web Portal.

Disposition: TEMPORARY. Destroy 6 months after the award decision.

B. System Data:

Consists of a grant processing workflow and the progress and status of all awards from application intake through disbursement.

Disposition: TEMPORARY. Destroy 5 years after award decision.

C. Outputs:

1. Electronic correspondence is generated to CDFI Fund applicants and CDFI Fund staffs.

2. Reports on final CDFI Fund award and allocation amounts.

Disposition: TEMPORARY. Destroy 5 years after award decision.

D. System Documentation:

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

Disposition: TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.

*except to
GRS 20
item 11*