

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-309-03-1</i>	DATE RECEIVED <i>1-23-2003</i>
1 FROM (Agency or establishment) Small Business Administration		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Administrative Information Branch			
4. NAME OF PERSON WITH WHOM TO CONFER  Helga Taylor	5. TELEPHONE  (202) 205 - 7053	DATE <i>1-2-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

**6 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 2 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,

is not required;       is attached; or       has been requested.

DATE  01-17-2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacqueline White</i>	TITLE <i>(acting)</i>  Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7	The attached disposition schedule is a new electronic application to be added to SBA's present records management manual.		

*cc: NWML, Agency*

This form was electronically produced by Elite Federal Forms Inc

**System Name:** Technology Marketing and Access Network (TECH-Net)

**Program:** Office of Technology, Office of Government Contracting and Business Development

**Legal Authority:** Small Business Act 15 U S C 638, P L 106-554

**Applicability:** Agencywide

**Restrictions:** This system contains information restricted under the Privacy Act This system contains confidential commercial or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA)

**Purpose:** This system resides in the Office of Government Contracting, Office of Planning, Policy, and Liaison, Office of Technology (GC & BD, PPL, TEC) The purpose of the TECH-Net system is to collect, maintain, and make available on the Internet, demographic and contract information on firms that have received awards under Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Programs The system is intended to assist firms in accessing capital and further research and development opportunities It is used by small high technology firms in marketing themselves, and by the acquisition community and prime contractors in identifying potential small business sources It is also used by the venture capital community in identifying investment opportunities, and by researchers in assessing trends in the small high technology business sector This Web-based application enables small businesses to register information about their firms and their capabilities, and large businesses, venture capitalists and government agencies to search the database for a small business that can meet their contracting needs

Item No.	Description of Records	Disposition
1	Input Data is substantially captured over the Internet from federal agencies The few hard copy source documents include general correspondence and miscellaneous firm-specific material	Temporary Cut off at end of calendar year Destroy one year after cutoff
2	Master File The master file is a Sybase database TECH-Net registration records the business name, address, NAICS codes, business type, ownership, gender, and other supporting profile information It also captures contract information for awards made under SBIR and STTR Programs	Permanent Transfer copy of master file to NARA every five years

## Outputs

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|---|---|---|
| 3 | <ul style="list-style-type: none"> <li>a A number of management and operational reports are developed for ad-hoc, weekly, monthly, and yearly distribution</li> <li>b Online search results from PRO-Net</li> </ul>               | <ul style="list-style-type: none"> <li>a Temporary Cut off at end of calendar year Destroy hard copy reports three years after cutoff</li> <li>b Temporary Delete when obsolete or superseded by subsequent search</li> </ul>   |
| 4 | Documentation   | Permanent Permanent<br>Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually as specified in 36 CFR 1228 270 This documentation would be transferred with the transfer of the electronic data file (item 2) |
| 5 | Backups   | Temporary Delete when the identical records have been deleted, or when replaced by a subsequent backup file   |
| 6 | Electronic Mail and Wordprocessing Copies Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by other items in this schedule | Temporary Delete after the recordkeeping copy has been produced   |

### **System Contact Information:**

Office Office of Technology

Name Maurice Swinton

Telephone number 202-401-6365