

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Small Business Administration	
2. MAJOR SUBDIVISION Office of Administrative Services	
3. MINOR SUBDIVISION Administrative Information Branch	
4. NAME OF PERSON WITH WHOM TO CONFER  Helga Taylor	5. TELEPHONE  (202) 205 - 7053

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>11-309-03-03</i>	
DATE RECEIVED <i>1-23-03</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>7-2-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached disposition schedule is a new electronic application to be added to SBA's present records management manual.		

*cc nwm, Agency*

Draft 02/14/03

**System Name:** HUBZone System

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

**Legal Authority:** HUBZone Act of 1997

**Applicability:** Agency-wide

**Restrictions:** The system contains confidential information, the disclosure of which might be restricted under the Freedom of Information Act (FOIA).

**Purpose:** The HUBZone program provides federal contracting assistance to small businesses located in "historically underutilized business zones" (HUBZones). This web-based system provides an immediate, on-line "approved or declined" answer to prospective firms applying for HUBZone certification. To enable this decision the software includes a geographic mapping feature that shows the applicant – based on a street address – whether his or her firm is within a known HUBZone eligibility area. Each application is tracked through the certification process.

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	Input. a. HUBZone paper applications and direct data entry by applicants from the Internet Web page. Information from paper applications is entered into the HUBZone System by SBA certifiers in the Washington Headquarters office via the Internet. Applications are printed out.  b. The system obtains data from the PRONet database during the application data entry process. This includes business name, address, DUNS #, EIN, cage code, and primary NAICS code.	a. Temporary. Paper Applications and printouts of application data. Cut off at end of calendar year when firm's period of certification is completed, or when all appeals and protests have been exhausted. Retire to Federal Records Center two years after cutoff. Destroy six years after cutoff.  b. PRO-Net is proposed as permanent under disposition authority NI-309-03-03,
2.	Master File. The Master File is a Sybase database. The HUBZone System records the Business name and type with other supporting profile information: Firm name and address, Firm Profile, Owners name & Demographics, Firm affiliates, Debarment information, and Financial Profile.	Permanent. Transfer a copy of the file to National Archives annually at end of calendar year as specified in 36 CFR 1228.270.
3.	Outputs. a. Online inquiries on a number of specific fields.	a. Temporary. Delete when obsolete or superseded by subsequent online query.

b. Management and operational reports for weekly, monthly and yearly distribution.

b. Temporary. Cut off at end of calendar year. Destroy hard copy reports three years after cutoff.

4. Documentation.

Permanent. Transfer to the National Archives annually as specified in 36 CFR 1228.270 those records necessary to document how the system captures, manipulates, and outputs data. Transfer this documentation 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 Word-processing 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 HUBZone Program

Name: Michael McHale

Telephone number: 202-205-6731