

<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 NI-309-03-4	
DATE RECEIVED 1-23-03	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6-19-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>Regina White</i>	TITLE (Acting) 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

This form was electronically produced by Elite Federal Forms, Inc. *cc Agency inwme*

**System Name:** Servicing and Contracts System/Minority Enterprise Development Central Office Repository (SACS/MEDCOR).

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

**Legal Authority:** 15 U.S.C. 634(b)(6), 636(j), 637(a), 637(d) and Publ.L.99-661, Pub.L.100-656, sec. 1207, Pub.L.101-37, Pub.L.101-574, and 42 U.S.C. 9815.(13 CFR SS 124)

**Applicability:** Agencywide

**Restrictions:** The system contains information restricted under the Privacy Act. The 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 Business Development, Office of Government Contracting and Business Development. The Office of Business Development assists firms owned and controlled by economically and socially disadvantaged individuals to enter the economic mainstream. The System provides program business status and business contract activity for each participant in the Minority Enterprise Development Program. Applications for 8(a) Business Development Program eligibility are tracked through the Certification Tracking System (CTS).

Item No.	Description of Records	Disposition
1.	<p>Input:</p> <p>a.. Contract documents and business development files. These are paper files maintained in the participants' servicing district offices.</p>	<p>(1) Temporary. Cut off at the end of the fiscal year in which the last option period of all contracts awarded to the business has expired. Retire to the Federal Records Center three years after cutoff. Destroy six years and three months after cutoff.</p>
	<p>(2) For firms exiting the 8(a) BD program through expired program participation, graduation, or termination.</p>	<p>(2) Temporary. Cut off at the end of the fiscal year the firm exits the 8(a) BD program by expiration of fixed program participation term, graduation, or termination. Retire to the Federal Records Center three years after cutoff. Destroy six years and three months after cutoff.</p>

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| <p>b. Electronic data transfer file from the Certification Tracking System (CTS). This file contains firm demographic and eligibility data on applications approved the previous day.</p>  | <p>b. Temporary. Delete daily after overnight transfer process.</p>  |
| <p>c. File containing appropriate data regarding a firm's termination from the 8(a) program. Output from SACS/MEDCOR.</p>  | <p>c. Temporary. Delete daily after overnight transfer process.</p>  |
| <p>2. Master File: The database contains detailed profile information on each firm and its ownership. Each firm has a detailed record of SBA and the firm's related activities, contract awards, revenues received, and assistance provided.</p> | <p>Permanent. Transfer to National Archives the ASCII or EBCDIC flat file every five years at the end of calendar year beginning with CY 2003 as specified in 36 CFR 1228.270.</p>   |
| <p>3. Output:<br/>a. Online inquiries on a number of specific fields.</p>  | <p>a. Temporary. Delete when obsolete or superseded by subsequent online query.</p>  |
| <p>b. Management and operational reports for ad-hoc, weekly, monthly and yearly distribution.</p>  | <p>b. Temporary. Cut off at end of fiscal year. Destroy hard copy reports three years after cutoff.</p>  |
| <p>c. File containing appropriate termination or graduation data. Input to CTS.</p>  | <p>c. Temporary. Delete daily after overnight transfer process.</p>  |
| <p>d. File containing appropriate data upon a firm's termination in the 8(a) program. Input to PRONet.</p>   | <p>d. Temporary. Delete daily after overnight transfer process.</p>  |
| <p>4 Documentation</p>   | <p>Permanent. Break file at the end of each major version change. 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 electronic data.</p> |
| <p>5. Backups</p>  | <p>Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p>   |

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.

**Contact Information:**

Office: Office of Business Development

Name: Robert Marchand

Telephone Number: 202-205-7348