REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

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 required;  
   ☐ is attached; or  
   ☐ has been requested.

7. DATE  
   01-17-2003

8. SIGNATURE OF AGENCY REPRESENTATIVE  
   (acting)

9. TITLE  
   Records Officer

10. GRS OR SUPERSEDED JOB CITATION

11. 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: Agency

LEAVE BLANK (NARA use only)

JOB NUMBER  
T1-309-03-6

DATE RECEIVED  
1-23-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
6-18-03

ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228
**System Name:** Entrepreneurial Development Management Information System (EDMIS)

**Program:** Office of Entrepreneurial Development

**Legal Authority:** Sections 8(b), 21, 26, 29, 32, 33, and 34 of the Small Business Act, 15 U.S.C. 631 et seq.

**Applicability:** Office of Entrepreneurial Development, SBA District Offices, Entrepreneurial Development Resource Partners

**Restrictions:** This system contains information restricted under the Privacy Act.

**Purpose:** An Internet-based data collection and reporting system for Entrepreneurial Development programs and resource partners (e.g., SCORE, SBDCs), for the purpose of capturing data about the small business clients to which SBA and its resource partners provide technical assistance. SBA uses the data for management oversight of the program and of the performance of SBA’s resource partners.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Input. SBA or resource partners key data into the system or import data into the system from resource partners’ data collection systems.</td>
<td>Temporary. Cut off at end of fiscal year in which submission is accepted by SBA. Delete three years after cutoff.</td>
</tr>
<tr>
<td>2.</td>
<td>Master File. Electronic records contain profile information.</td>
<td>Temporary. Cut off at end of fiscal year when system is superseded or obsolete. Delete six years after cutoff.</td>
</tr>
<tr>
<td>3.</td>
<td>Output.</td>
<td>a. Temporary. Delete when obsolete or superseded by subsequent online query.</td>
</tr>
<tr>
<td></td>
<td>a. Screen displays/inquiries.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Documentation.</td>
<td>Temporary. Destroy or delete when obsolete or superseded.</td>
</tr>
<tr>
<td>5.</td>
<td>Backups.</td>
<td>Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</td>
</tr>
</tbody>
</table>
6. Electronic Mail and Word Processing Copies: Temporary. Delete after the recordkeeping copy has been produced. Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by the other items in this schedule.

Contact Information:
Name: Jim O'Connor
Telephone No: 202-205-6929
Program: Office of Entrepreneurial Development