

**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

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
721-309-03-6

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
6-19-03

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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  
*[Signature]*

TITLE  
*(Acting)* Records Officer

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
|             | <p>The attached disposition schedule is a new electronic application to be added to SBA's present records management manual.</p> <p><i>cc Agency</i></p> |                                   |                                  |

**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.

| Item No. | Description of Records   | Disposition   |
|----------|--|---|
| 1.       | Input. SBA or resource partners key data into the system or import data into the system from resource partners' data collection systems. | Temporary. Cut off at end of fiscal year in which submission is accepted by SBA. Delete three years after cutoff. |
| 2.       | Master File. Electronic records contain profile information.   | Temporary. Cut off at end of fiscal year when system is superseded or obsolete. Delete six years after cutoff.    |
| 3.       | Output.<br>a. Screen displays/inquiries.   | a. Temporary. Delete when obsolete or superseded by subsequent online query.                                      |
|          | b. Electronic copy of ad hoc reports.  | b. Temporary. Cut off at end of fiscal year. Delete six years after cutoff.                                       |
|          | c. Paper copy of ad hoc reports.   | c. Temporary. Cut off at end of fiscal year. Destroy six years after cutoff.                                      |
| 4.       | Documentation.   | Temporary. Destroy or delete when obsolete or superseded.   |
| 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:** 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