

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
U.S. Small Business Administration

2. MAJOR SUBDIVISION  
Office of Administration

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  
*71-309-03-10*

DATE RECEIVED  
*9-16-2003*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *2004* ARCHIVIST OF THE UNITED STATES  
*March 2004* *Laura P. [Signature]*  
*2004* *Acting Archivist of the US*

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 3 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 09-12-2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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 electronic records disposition describes the records of an electronic information system to be added to SBA's records management program.		

*cc Agency, DR, NWMW*

**System Name:** Small Disadvantaged Business (SDB) Tracking System

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

**Legal Authority:** Section 7102 of the Federal Acquisition Streamlining Act of 1994 (FASA), Public Law 103-355, 108 Stat. 3243, 3367-3368(d)(3)(C) of Section 8 of the Small Business Act (15 U.S.C. 637). (13 CFR §124 Subpart B)

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

**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 tracks the various stages of a Small Disadvantaged Business certification process through approval or disapproval. SDBs are certified to make them eligible for special Federal bidding benefits. Only pertinent information concerning a company is taken from the paper application and entered into this tracking system.

Item No.	Description of Records	Disposition
1.	Input. Pertinent information from paper applications received from firms seeking certification is keyed into the SDB Tracking System by SDB staff.	Temporary. 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.
2.	Master File. The Master File is a SQL Anywhere database. The file contains firm information on Small Disadvantaged Businesses (SDB), 8(a)'s and Disadvantaged Business Enterprises (DBE). It also contains certification, protest, and appeal information.	Temporary. Cut off at end of calendar year in which system is superseded or obsolete. Delete six years after cutoff.
3.	Outputs. Weekly management and operational reports. Reports contain year to date information.	Temporary. Cut off at end of calendar year. Destroy hard copy reports three years after cutoff.
4.	Documentation	Temporary. Cut off at end of calendar year in which system is superseded or obsolete. Delete six years after cutoff.

5.

Backups

Temporary. Delete after the primary 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.

**Contact Information:**

Office: Office of Operations

Name: Terrance Proctor

Telephone Number: (202) 619-1654