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 _______ 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  
10-24-2003

SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

TITLE  
Records Officer

7 ITEM NO  

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
The attached electronic disposition schedule (Investment Division Windows Information System (ID Information System) is a new electronic application to be added to SBA's present records management manual

9 GRS OR SUPERSEDED JOB CITATION  

10 ACTION TAKEN (NARA USE ONLY)  

STANDARD FORM 115 (REV 3-91)  
PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4064

36 CFR 1228

Prescribed by NARA

This form was electronically produced by Elite Federal Forms Inc.
**System Name:** Investment Division Windows Information System (ID Info System) Funding

**Program:** Office of Capital Access, Investment Division


**Applicability:** Office of Capital Access, Investment Division

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

**Purpose:** The purpose of this system is to capture and track information on Small Business Investment Company (SBIC) interim funding process and New Markets Venture Capital Program Information includes (i) commitments, (ii) draw requests and approvals, (iii) disbursements, and (iv) pooling of debentures and participating securities.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Master File. Current information about SBIC “Just in Time” Funding program including application date, loan amount, loan type (equity or debt), outstanding leverage, and name of contact.</td>
<td>Temporary. Cut off at end of fiscal year in which the security or debenture matures. Delete six years and three months after cutoff</td>
</tr>
<tr>
<td>4.</td>
<td>Documentation</td>
<td>Temporary. Destroy or delete at end of each major version change</td>
</tr>
<tr>
<td>5.</td>
<td>Backups</td>
<td>Temporary. Delete when replaced by a subsequent backup file</td>
</tr>
</tbody>
</table>
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.

Office: Investment Division
Name: John Wilmeth
Telephone number: 202-205-6528