

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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 71-309-04-1	
DATE RECEIVED 10-28-2003	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 2-7-05	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 _____ 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 <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 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		

SA 718105 copies sent to agency, NWML, NWCT

System Name: Investment Division Windows Information System (ID Info System) Funding

Program: Office of Capital Access, Investment Division

Legal Authority: Small Business Act of 1958, 15 USC 661 et seq, as amended, and 13 CFR Part 107 for the SBIC interim funding process The New Markets Venture Capital Program Act of 2000, 15 USC 689, and 13 CFR Part 108 for the New Markets Venture Capital Program

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.

Item No	Description of Records	Disposition
1.	Input: Semi-monthly draw applications sent by Federal Express by Small Business Investment Companies. Commitment applications	Temporary. Cut off at end of fiscal year. Destroy six years and three months after cutoff.
2	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.	Temporary. Cut off at end of fiscal year in which the security or debenture matures. Delete six years and three months after cutoff
3.	Output: a Reports available online to all system users. b. Paper copies of online reports. c. Funding documents: Payment vouchers (Approval Notices), Interim partial assignments, Debenture documents, Commitment approval and 1% leverage fee document	a Temporary. Delete when obsolete or superseded by an up-to-date version. b. Temporary Destroy when no longer needed c Temporary. Cut off at end of fiscal year. Destroy six years and three months after cutoff.
4.	Documentation	Temporary. Destroy or delete at end of each major version change
5.	Backups	Temporary Delete 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 other items in this schedule.

Office Investment Division

Name. John Wilmeth

Telephone number 202-205-6528