

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

N1-309-04-5

DATE RECEIVED

11-25-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8/26/04

ARCHIVIST OF THE UNITED STATES

Lain Bellardo

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

11-20-2003

SIGNATURE OF AGENCY REPRESENTATIVE

Gregg White

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 GRS OR SUPERSEDED JOB CITATION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)

The attached electronic records disposition schedule (Field Cashiering System) is a new electronic application to be added to SBA's present records management manual.

cc Agency AR NWMW NWCT

System Name: Field Cashiering System (FCS)

Program: Office of the Chief Financial Officer

Legal Authority:

Applicability: SBA field offices and Denver Financial Center

Restrictions: The system contains confidential business or proprietary information the disclosure of which may be restricted by the Freedom of Information Act. The system contains information restricted by the Privacy Act.

Purpose: The Field Cashiering System was developed to automate the reporting of the Cash Collateral and Abeyance Items Register (SBA Form 573) from field offices to the Denver Finance Center (DFC). The system is used to track and process funds from SBA's cash collection activities.

Item No.	Description of Records	Disposition
1.	Input: Supporting documentation for checks and cash received and bad checks returned to senders. Documents include cash receipts, SBA forms, copies of checks, payment billing coupons, and letters from lenders.	Temporary. Approved as N1-309-86-1, Item 20:22.
2.	Master File: Information pertaining to checks and other payments received, allocation of payments, items returned to the payer, follow-ups, deposits by field offices, and a history of entries and modifications	Temporary. Cut off at end of fiscal year in which payment is received. Delete 6 years and 3 months after cutoff.
3.	Output:	
	a. Online reports	a. Temporary. Delete when obsolete or superseded by subsequent online report.
	b. Export file to Loan Accounting	b. Temporary. Delete after processing through the Loan Accounting Daily Update Cycle (LADUC).

4. Documentation Temporary. Destroy or delete when superseded or obsolete.
5. Backups Temporary. Delete after the primary records have been deleted, or when replaced by a subsequent backup file.
6. Electronic Mail and Wordprocessing Copies: Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records previously covered in this schedule. Temporary. Delete after the recordkeeping copy has been produced.

System Contact Information:

Office: Office of the Chief Information Officer

Name: Gene Holson

Telephone Number: 202-205-6350