

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
71-309-04-6

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6-29-04

ARCHIVIST OF THE UNITED STATES
John W. Paul

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: *[Signature]*

TITLE: 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 GRS OR SUPERSEDED JOB CITATION	10.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 is a new electronic application (Risk Lender) to be added to SBA's present records management manual.		

Agency NWML, NW etc

This form was electronically produced by Elite Federal Forms, Inc.

System Name: Risk Lender

Program: Office of Financial Assistance, Office of Lender Oversight

Legal Authority:

Applicability: Office of Financial Assistance, Office of Lender Oversight

Restrictions: This system contains confidential commercial or financial information the disclosure of which may be restricted under the Freedom of Information Act. This system contains information restricted under the Privacy Act.

Purpose: Risk Lender provides a means for users to do a quick query of a wide variety of loan and lender data in order to monitor lender performance in loan servicing.

Item No.	Description of Records	Disposition
1.	Input. a. Flat file downloaded from the Loan Accounting Database at month-end.	a. Temporary. Delete at end of next month, when replaced by subsequent file.
	b. Two files with data from the Financial Information Reporting System (FIRS) database.	b. Temporary. Delete after monthly run.
2.	Master File. Sybase relational database including Borrower Name, Borrower street address, city, state, ZIP, Borrower social security number, Borrower telephone, Loan Approval Date, Loan Approval fiscal year, Subprogram Code, Lender ID, Lender name, Lender City, Lender state, Loan status, Ethnic code, Veteran code, Standard Industrial Classification code, NAICS code, Effective Charge Off Date, Loan number, Maturity term, Transfer to Liquidation date, and Principal Gross to Liquidation amount.	Temporary. Delete at end of month.

3. Output.
 - a. PowerBuilder screen displays.
 - a. Temporary. Delete when replaced by a subsequent screen display, or when user exits PowerBuilder.
 - b. Temporary. Delete at month-end when replaced by up-to-date reports.
 - c. Destroy or delete when obsolete or when replaced by an up-to-date spreadsheet.
 - b. Cognos reports
 - c. EXCEL Spreadsheets.
4. Documentation.

Temporary. Destroy or delete at end of each major version change.
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 other items covered in this schedule.

Temporary. Delete after the recordkeeping copy has been produced.

Contact Information:

Name: John Wade

Telephone No: 202-205-3647

Program: Office of Financial Assistance

Name: John White

Telephone No: 202-205-6345

Program: Office of Lender Oversight