

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-309-04-7</i>	
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED <i>3/8/04</i>	
2. MAJOR SUBDIVISION Office of Administrative Services		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Administrative Information Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE (202) 205 - 7053	DATE <i>10/22/03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 12-03-2003	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 GRS OR SUPERSEDED JOB CITATION	10.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 schedule is a new electronic application (Surety Bond Guarantee/Preferred Surety Bond Guarantee (SBG/PSB) System to be added to SBA's present records management manual.	<i>NI-309-87-2 item 5</i>	

System Name: Surety Bond Guarantee/Preferred Surety Bond Guarantee (SBG/PSB) System

Program: Office of Surety Guarantees

Legal Authority: 15 USC 694 (a) and (b); 44 USC §3504 note

Applicability: Agencywide

Restrictions: The system is 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: The SBG/PSB System(s) is designed to be responsive to the Agency's needs in reporting the Surety and Preferred Bond Guarantee program and financial information. The system uses a centralized database to furnish timely and accurate reporting of contingent liabilities, fee receivables, claim payables, and various income and expenses in connection with the program.

Item No.	Description of Records	Disposition
1.	<p>Input.</p> <p>a. Cash collection data from the Office of Financial Operations in Denver (SBA's Collection Facility)</p> <p>b. Budget information (appropriations and allotments) is entered by Headquarters Chief Financial Officer and Office of Surety Guarantees users. Source document is approved SF 132, Apportionment and Reapportionment Schedule, from OMB.</p>	<p>a. No Disposition. SBA has no records.</p> <p>b. Temporary. Approved as General Records Schedule 5, Item 4.</p>
2.	<p>Master File. The Master File is a Sybase database. The database contains client, underwriting, bond, claim, and recovery information on the Surety Bond and Preferred Surety Bond Companies.</p>	<p>Permanent. Transfer to National Archives a copy of the file every five years at the end of calendar year beginning with CY 2004 as specified in 36 CFR 1228.270.</p>
3.	<p>Output:</p> <p>a. The system provides screen displays/inquires via PC and Internet.</p> <p>b. Management and operational hard copy reports via PC and Internet.</p> <p>c. Disbursement information for 1166 disbursements of funds – input to Oracle Administrative Accounting System.</p>	<p>a. Temporary. Delete when obsolete or superseded by subsequent online inquiry.</p> <p>b. Temporary. Cut off at end of calendar year. Destroy three years after cutoff.</p> <p>c. No Disposition. System to system transfer.</p>

4. Documentation

Permanent. Break file at the end of each major version change. Transfer those records necessary to document how the system captures, manipulates, and output data to the National Archives every five years as specified in 36 CFR 1228. 270. This documentation would be transferred with the electronic data flat file (item 2).
5. Backups.

Temporary. Delete after the primary records have been transferred to the National Archives (item 2) 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.