

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
Government Contracting & Business Development

3. MINOR SUBDIVISION
Office of Government Contracting

4. NAME OF PERSON WITH WHOM TO CONFER
Helga Taylor

5. TELEPHONE
(202) 205 - 7053

LEAVE BLANK (NARA use only)

JOB NUMBER
N1309-04-8

DATE RECEIVED
8-17-05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
3/31/06

ARCHIVIST OF THE UNITED STATES
Hilma W. ...

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 8 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: 08-05-2005

SIGNATURE OF AGENCY REPRESENTATIVE: *Gregorio White*

TITLE: *Chief, ATB Records Officer*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The attached electronic records disposition schedule (SubNet) is a new electronic application to be added to SBA's present records management manual.</p> <p>See attached.</p>		

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System Name: SUB-Net

Program: Office of Government Contracting

Legal Authority: Section 8(d) of the Small Business Act

Applicability: Agencywide

Restrictions:

Purpose: Prime contractors use SUB-Net to post subcontracting opportunities. These may or may not be reserved for small business, and they may include either solicitations or other notices -- for example, notices of sources sought for teaming partners and subcontractors on future contracts. Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, it is also used by Federal agencies, state and local Governments, non-profit organizations, colleges and universities, and even foreign Governments for the same purpose.

Item No.	Description of Records	Disposition
1.	Input. Registration and solicitation information is manually entered by the large businesses offering subcontracting opportunities	No disposition. SBA has no records.
2.	Master File. Information includes name/address of large business, contact information for business representative, solicitation description, solicitation number, NAICS code, bid closing time, and whether the bid is reserved for a small business. Name and phone number of large business employee who is posting the announcement, fax number, solicitation description, solicitation number, NAICS code, bid closing date, bid closing time, and whether the bid is reserved for a small business.	Temporary. Cut off data in ten-year blocks. Destroy when most recent record in block is 11 years old.
3.	Output. a. Screen displays for the public. b. Internal reports for the program manager showing number of companies registering and posting solicitations weekly, monthly, and yearly.	Temporary. Delete when no longer needed. Temporary. Destroy when obsolete or replaced by an up-to-date report.
4.	Documentation. System specifications, user guides, record layouts, or other related	Temporary. Destroy or delete when superseded or obsolete.

materials that facilitate the operation, maintenance and use of the system.

5. **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.**