

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

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-309-84-9*

DATE RECEIVED *06/29/04*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *5/17/06* ARCHIVIST OF THE UNITED STATES
Allen Wainstam

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 06-04-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacqueline White</i>	TITLE <i>acting</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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 disposition schedule is a revision to Records Group 50, "Finance" of SBA's "Records Management Program"</p> <p>The following items are being revised: 50:04; 50:09; and 50:13</p>	NI-309-86-1	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION INSTRUCTIONS</u>
50:04	<p><u>Liquidation – Charged-Off Loans Disbursed by SBA</u></p> <p>Includes all liquidation cases on loans made by SBA that have been classified as charged-off by SBA Form 327 action.</p> <p>File alphabetically by borrower name, separate from paid loans. File custodian will mark the outside of the loan file of such cases "Charged-Off" with the date of the action (taken from file copy of Form 327).</p>	<p>Temporary. Cutoff charged-off loans at the end of calendar year, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file). Send to FRC 2 years after cutoff.</p> <p>Charged-off files will be retained at SBA for 2 years after cutoff, and 8 years at FRC. Files will be destroyed by FRC after 8 years (10 years following cutoff).</p>
50:09	<p><u>Certified Development Company and State Development Company Loan Files (Section 501-502-503-504 Loans)</u></p> <p>Includes all information pertaining to loans to Certified Development Companies, including applications, authorizations and amendments, loan documentation, credit information, forms and reports, correspondence, loan servicing documents and collateral information. File alphabetically by name of applicant or borrower.</p> <p>(a) Notification of withdrawal, decline or cancellation of application, or</p> <p>(b) Payment in full, or</p> <p>(c) Charge-off, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file).</p>	<p>Temporary: Cutoff at end of calendar year then:</p> <p>(a) On withdrawn, declined or cancelled application, destroy 2 years after cutoff.</p> <p>(b) On paid loan, hold for 1 year after cutoff and then send to FRC, which will hold for 8 years and then destroy (9 years after cutoff).</p> <p>(c) On charged-off loans, hold for 2 years after cutoff and then send to FRC, which will hold for 8 years and then destroy (10 years after cutoff).</p>

(Note: Prior to 5/27/04, Apply 6 yrs 3 mos retention fm superseded schedule)

50:13	<p><u>7(a) Business Loans</u></p> <p>All business loan files on which applications for financing are received, including: Direct Immediate Participation Guaranty</p> <p>(File numerically by loan number or alphabetically by borrower or business name.)</p> <p>(a) Notification of withdrawal, decline or cancellation of application, or</p> <p>(b) Payment in full, or</p> <p>(c) Charge-off, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file).</p>	<p>Temporary Cutoff at end of calendar year, then:</p> <p>(a) On withdrawn, declined or cancelled application, destroy 2 years after cutoff.</p> <p>(b) On paid loans, hold for 1 year after cutoff and send to FRC, which will hold for 8 years and then destroy (9 years after cutoff).</p> <p>(c) On charged-off loans, hold for 2 years after cutoff and then send to FRC, which will hold for 8 years and then destroy (10 years after cutoff).</p>
-------	--	---

Prior to 5/27/06, apply 4 yr 3 mos retention specified in previous (superseded) schedule