

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-309-05-2</i>	DATE RECEIVED <i>11/12/04</i>
1. FROM (Agency or establishment) Small Business Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Information Branch		DATE <i>8/10/05</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE (202) 205 - 7053	ARCHIVIST OF THE UNITED STATES <i>Allen Wainster</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10-19-2004	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached electronic disposition schedule (Online Payments and Collections, Internet Payments and Collections (OPAC/IPAC) is a new electronic application to be added to SBA's present records management program.		

System Name: Online Payments and Collections, Internet Payments and Collections (OPAC/IPAC)

Program: Office of the Chief Information Officer, Denver Finance Center

Legal Authority:

Applicability: Office of the Chief Information Officer, Denver Finance Center

Restrictions:

Purpose: The purpose of this system is to warehouse summary information on inter-agency transfers of funds.

Item No.	Description of Records	Disposition
1.	Input. File downloaded from the Treasury IPAC System	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
2.	Master File. Summary information related to interagency payments and collections, including Document Number, Amount, Date, Schedule, etc.	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
3.	Output. Data is used by the Cash Reconciliation (CashRec) System.	No Disposition. System to system transfer.
4.	Documentation.	Temporary. Destroy or delete at 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: Ray Baca

Telephone No: (303) 844-3499

Program: Office of the Chief Financial Officer, Denver Financial Center