

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-309-05-4</i>
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED	<i>11/2/04</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>11/16/04</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Warrick</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 2 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 10-19-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacqueline White</i>	TITLE <i>Acting</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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 (Treasury Tracking System (TTS) is a new electronic application to be added to SBA's present records management program.		

Draft 12/14/04

System Name: Treasury Transaction System (TTS)**Program:** Office of the Chief Financial Officer, Denver Finance Center**Legal Authority:****Applicability:** Office of the Chief Financial Officer, Denver Finance Center**Restrictions:****Purpose:** The purpose of the system is to allow for manual adjustment of the 224 submission (reconciled statement of cash activity) via the hand entry of TTS transactions.


Item No.	Description of Records	Disposition
1.	Input. Data hand-entered by Financial Reporting Division staff.	No Disposition. SBA has no source records.
2.	Master File. Transactions for modifying the 224 report submission (reconciled statement of cash activity) including fund, schedule, and amount.	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
3.	Output. Transaction file containing current month adjustments submitted to the Cash Reconciliation (CashRec) process.	Temporary. Cut off at end of fiscal year. Delete two years after cutoff.
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 Finance Center

ELECTRONIC INFORMATION SYSTEM DESCRIPTION	
1.SYSTEM TITLE Treasury Transaction System (TTS)	2.SYSTEM CONTROL NUMBER
3.AGENCY PROGRAM SUPPORTED BY SYSTEM Office of the Chief Financial Officer, Denver Finance Center	4.PROGRAM AUTHORITY
5.SYSTEM DESCRIPTION	
5A.PURPOSE/FUNCTION OF SYSTEM The purpose of this system is to allow manual adjustments to the 224 (reconciled statement of cash activity) process.	
5B.SOURCE(S) OF DATA (Include inputs from other systems) Hand Entered transactions.	
5C.INFORMATION CONTENT Transactions for modifying the 224 report submission (reconciled statement of cash activity) including fund, schedule, and amount.	
5D.SYSTEM OUTPUTS (Include outputs to other systems) Transaction file containing current month adjustments submitted to Cash Reconciliation (CashRec) Processing.	
6.NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room number) Ray Baca OCFO/DFC Denver 721 19 th St Room 361 Denver, CO 80202	
7.AGENCY CONTACTS (Names, addresses and phone numbers of the system and program personnel who can provide additional information about the system and the program it supports.) Blake E. Hoing OCFO/OFS Denver 721 19 th St Room 361 Denver, CO 80202	
8.PREVIOUS DISPOSITION JOBS	
9A.PREPARER'S NAME Blake E. Hoing	9B.OFFICE NAME AND ADDRESS OCFO/OFS Denver 721 19 th St Room 361 Denver, CO 80202
9C.PHONE NUMBER (303) 844-5706	
SIGNATURE 	DATE 9-23-04