

**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  
 (202) 205 - 7053

LEAVE BLANK (NARA use only)

JOB NUMBER: *NI-309-05-5*

DATE RECEIVED: *11/12/04*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: *8/19/04* ARCHIVIST OF THE UNITED STATES: *Alan 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 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: *J. G. White*

TITLE: *Acting* 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 GRS OR SUPERSEDED JOB CITATION	10.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 records disposition schedule (General Ledger Reconciliation System (GLREC) is a new electronic application to be added to SBA's present records management program.		

Draft 12/14/04

**System Name:** General Ledger Reconciliation System (GLREC)**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 and reconcile the Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) to the General Ledger. The system interfaces with the Cash Reconciliation (CashRec) System.


<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	Input. Cash Reconciliation (CashRec) System.	N/A. System to system transfer.
2.	Master File. The maser file is a dBase IV database. It contains the Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) and the supporting General ledger hits. Such information includes funds, doc ID's, and amounts.	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
3.	Output. N/A	No Disposition. The system has no output.
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 General Ledger Reconciliation System (GLREC)	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 the General Ledger Reconciliation System (GLREC) is to warehouse the transactions involved in the reconciliation of the 224 (reconciliation statement of cash activity) to the General Ledger.	
5B.SOURCE(S) OF DATA (Include inputs from other systems) Cash Reconciliation (CashRec) System.	
5C.INFORMATION CONTENT Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) and the supporting General ledger hits. Such information includes funds, doc IDs, and amounts.	
5D.SYSTEM OUTPUTS (Include outputs to other systems) None.	
6.NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room number) Ray Baca OCFO/DFC Denver 721 19 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> St Room 361 Denver, CO 80202
9C.PHONE NUMBER (303) 844-5706	
SIGNATURE 	DATE 9-23-04