

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-309-05-12

DATE RECEIVED
5/11/05

NOTIFICATION TO AGENCY

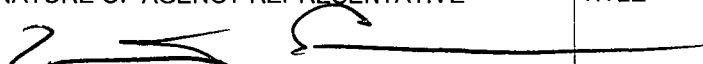
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE _____ ARCHIVE OF THE UNITED STATES

WITHDRAWN

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 3 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 12-02-2003	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 is a new electronic application (SBA Loan Experience System) to be added to SBA's present records management manual		

System Name: SBA Loan Experience

Program: Office of Financial Assistance/Portfolio Management Division

Legal Authority:

Applicability: Agencywide

Restrictions:

Purpose: The SBA Loan Experience (PME) System contains loan data summarized by Franchise Code and also by SIC (Standardized Industrial Code). It provides on-line maintenance of the current list of Franchise Codes plus loan performance reports summarized by either franchise code or SIC in both demand and batch.

Item No.	Description of Records	Disposition
1	Input a Loan Accounting Database b Franchise code list data from web site entered in real time through desktop monitors	a Permanent. Approved as NI-309-87-2, Item 1 A b Temporary. Cut off when system is superseded or obsolete Delete two years after cutoff.
2	Master File Loan performance data extracted from the main Loan Accounting data base and summarized by Franchise Code and also by Standard Industrial Classification It also contains the master list of franchise codes Information includes Disbursement Count, Disbursement Amount, Charge Off Count, Charge Off Amount added to appropriate place in an array determined by Originating Office Code and Approval Fiscal Year	Temporary Replace file by semi-annual batch run in April and October.
3	Output a Standard Industrial Classification (SIC) and Franchise reports printed semiannually in batch b Standard Industrial Classification (SIC) and Franchise reports requested electronically through desktop monitors at any time c Standard Industrial Classification (SIC) and Franchise reports requested in hard	a Temporary. Cut off at end of calendar year Destroy one year after cutoff. b Temporary Delete when obsolete or superseded by an up-to-date report c Temporary. Destroy when obsolete or superseded by an

	copy through desktop monitors at any time	up-to-date report.
d	Full and selected Franchise Lists requested electronically through desktop monitors	d. Temporary. Delete when obsolete or superseded by an up-to-date report.
c	Full and selected Franchise Lists requested in hard copy through desktop monitors	e. Temporary. Destroy when obsolete or superseded by an up-to-date report
4	Documentation	Temporary. Destroy or delete at end of 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:

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Telephone No 202-205-7543

Program Office of Financial Assistance/Portfolio Management Division