

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 N1-309-05-15	
DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 3/3/06	ARCHIVIST OF THE UNITED STATES M. G. [Signature]

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 05-18-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 (Cash Reconciliation System) is a new electronic application to be added to SBA's present records management manual		

This form was electronically produced by Elite Federal Forms, Inc  
*2/2 3/2/06* *copies sent to Agency, NIR*

**System Name:** Cash Reconciliation System

**Program:** Office of the Chief Financial Officer

**Legal Authority:**

**Applicability:** The system performs an Agency-wide function, but only used within the Denver Finance Center, Office of the Chief Financial Officer

**Restrictions:**

**Purpose:** The purpose of this system is to reconcile and report cash activity with the Department of Treasury.

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	Input.	No disposition. System to system transfer
	a. Treasury disbursement data from the Government Online Agency Link System (GOALS).	No disposition. System to system transfer
	b. Treasury agency transfers from the Online Payments and Collections/ Internet Payments and Collections System (OPAC/IPAC)	No disposition. System to system transfer
	c. Treasury collections from Treasury CashLink System.	No disposition. System to system transfer.
	d. Online General Ledger cash transactions from the Loan Accounting Reports Sybssystem (MARS 328 – Statement of Cash Transactions Processed Worksheet).	No disposition. System to system transfer
	e. Online General Ledger cash transactions from the Oracle Administrative Accounting System.	No disposition. System to system transfer.
	f. Online General Ledger cash transactions from the Consolidated General Ledger (CGL) System.	No disposition. System to system transfer
	g. SBA adjustments to Treasury data from the Treasury Tracking System (TTS).	Temporary. Cut off at end of fiscal year. Delete input file two years after cutoff.

2. Master File. Current cash hits of the Agency as seen by the Agency and the Department of Treasury including Schedule Number, Block Number, Dollar Amount, etc Temporary. Delete record after data has been reconciled.
3. Output. Reconciled Statement of Cash Activity (SF 224 Statement of Transactions submission) sent to the Department of Treasury and passed to the GLREC system which reconciles the SF 224 submission to SBA's General Ledger. Temporary. Delete SBA copy of Reconciled Statement of Cash Activity (SF 224 Statement of Transactions submission) when data is obsolete or superseded
4. Documentation Temporary. Destroy or delete at each major version change.