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

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

TITLE


7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

The attached electronic records disposition schedule (Cash Reconciliation System) is a new electronic application to be added to SBA's present records management manual

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-309-05-15

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
1/1/04

ARCHIVIST OF THE UNITED STATES

This form was electronically produced by Elite Federal Forms, Inc.
**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.

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