

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 <i>NI-309-05-18</i>	
DATE RECEIVED <i>5/11/05</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>10/2/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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>Margaret White</i>	TITLE <i>Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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 (Request System) is a new electronic application to be added to SBA's present records management program.		

System Name: Request System

Program: Office of the Chief Information Officer

Legal Authority:

Applicability: Office of the Chief Information Officer

Restrictions:

Purpose: The purpose of this system is to assist with the workflow associated with migrating system changes. It tracks the request and approvals and sends notification to the necessary staff.

Item No.	Description of Records	Disposition
1.	Input. Data entry of migration requests from OCIO project managers by OCIO employees. The source document may be an e-mail message.	Temporary. Delete e-mail message when verified in the system.
2.	Master File. The master file is a SQL Server database. Information includes requests and approvals of web-based system migrations from development to test, and from test to production.	Temporary. Cut off at end of fiscal year in which status is complete. Delete three years after cutoff.
3.	Output. Automatically generated e-mail messages to OCIO staff.	No disposition.
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.

Contact Information:

Name: Jonathan Jones

Telephone No: 202-205-7365

Program: Office of the Chief Information Officer