

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
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-309-05-22*

DATE RECEIVED *6/6/05*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *4/13/07* ARCHIVIST OF THE UNITED STATES  
*Allen 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 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 03-09-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Regina White</i>	TITLE <i>Acting</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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 (Electronic Lending System) to be added to SBA's present records management manual.		

*Handwritten note:* copies sent to Agency & NWME, NR

**System Name:** Electronic Lending System

**Program:** Office of Financial Assistance

**Legal Authority:** The Small Business Act

**Applicability:** Office of Financial Assistance

**Restrictions:** The system contains information restricted under the Privacy Act. This system contains confidential business information restricted under the Freedom of Information Act.

**Purpose:** The Electronic Lending System provides a streamlined method for lenders to obtain SBA loan guarantees for qualified loans under the Preferred Lenders Program and the SBA Express Program.

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	Input.	No disposition. Lender retains hard copy of loan application.
	a. Loan applications submitted by the lender to the SBA electronically over the Internet; entry is via Web pages or XML file transfer.	
	b. Partner Identification and Management System (PIMS) to verify that the lender is authorized to originate loans under the SBS Express or Preferred Lender programs.	No disposition. System to system interface.
	c. SBA Reference Code Tables which provide data validation criteria	No disposition. System to system interface.
	d. Funds Control System which performs the following functions: Loan Funding, Track funds availability, Loan number generation, Guaranty fee generation, Lender notification of loan number and fees, and submitting the approved applications and account balances to the mainframe for process	Scheduled in N1-309-05-23 as Loan Automated
2.	Master File. The master file is an Sybase database containing loan application information.	Temporary. Cut off at end of fiscal year in which loan is paid or charged off-final. Delete six years and three months after cutoff.

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| 3. | Output.  | Temporary. Destroy or delete when obsolete or superseded by an up-to-date user manual. |
|    | a. User manuals.   |  |
|    | b. XML data extracts.  | No disposition. EML data extracts belong to the lender.                                |
|    | c. Input file to the Loan Accounting Daily Update Cycle (LADUC). | Temporary. Delete after nightly update.  |
| 4. | Documentation.   | Temporary. Destroy or delete at each major version change.                             |

**Contact Information:**

Name: Stephen Kucharski

Telephone No: 202-205-7551

Program: Office of Financial Assistance