

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-309-87-3

DATE RECEIVED

8-31-87

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

SMALL BUSINESS ADMINISTRATION

2 MAJOR SUBDIVISION

Office of Administrative Services

3 MINOR SUBDIVISION

Records and Micrographics Management Section

4 NAME OF PERSON WITH WHOM TO CONFER

Cleo Verbillis

5 TELEPHONE EXT

653-6446

DATE

8/28/87

2/5/87

ARCHIVIST OF THE UNITED STATES


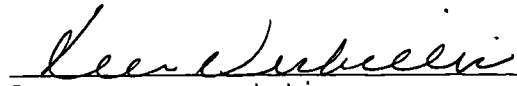


6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 8/28/87	C SIGNATURE OF AGENCY REPRESENTATIVE  Cleo Verbillis	D TITLE Records Officer, Chief, Records and Micrographics Management Section
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The attached disposition schedule reflects a change to two items in SBA's present disposition schedule.</p> <p>All changes to this proposed schedule have been approved by:</p> <p> <u>2/17/88</u> NARA representative date</p> <p> <u>2/19/87</u> Agency representative date</p>		

APPENDIX 17

ADMINISTRATION
RECORDS GROUP 00

<u>Item No.</u>	<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
1.	00:01	<u>General Subject Correspondence Files.</u> Program correspondence maintained at the office level or above in all SBA central offices, regional administrators, district directors, branch managers, and disaster area directors, including correspondence, memoranda, reports, forms and other communications pertaining to the administration and operation of SBA activities but excluding files described elsewhere in this directive. File alphabetically by subject, each calendar year with color coded labels identifying each year. See paragraph 44.	<u>PERMANENT</u> Cutoff each calendar year. Transfer to FRC 2 years after cutoff. Offer to NARA in 5-year blocks 20 years after cutoff.
2.	00:13	<u>Notices</u> Temporary agency communication, procedures, and information concerning agency programs. (a) Central Office maintains master set. (b) Field Offices maintain desk reference set. File by notice number.	Cutoff after expired or canceled. (a) <u>Central Office PERMANENT</u> retain as part of directive system. Offer expired Notices to NARA in 5-year blocks 20 years after cutoff (e.g., offer 1970-74 block in 1995). (b) Field Offices destroy 6-months after cutoff.

See attached.

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1.	00:01	<p><u>General Subject Correspondence Files.</u></p> <p>Program correspondence maintained at the office level or above in all SBA central offices and in all field offices (regional offices, district offices, branch offices, posts of duty, and disaster area offices), including correspondence, memoranda, reports, forms, and other communications pertaining to the administration and implementation of SBA activities but excluding files described elsewhere in this directive.</p> <p>File alphabetically by subject each calendar year with color coded labels identifying each year. See paragraph 44.</p>	<p>Cutoff each calendar year.</p> <p>(a) <u>Central Office.</u> <u>PERMANENT.</u> Transfer to FRC 2 years after cutoff.</p> <p>Offer to NARA in 5-year blocks 20 years after cutoff.</p> <p>(b) <u>Field Offices.</u> Destroy 2 years after cutoff.</p>