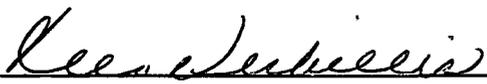


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-309-88-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	6/21/88
1 FROM <i>(Agency or establishment)</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>SMALL BUSINESS ADMINISTRATION</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <u>Office of Administrative Services</u>			
4 NAME OF PERSON WITH WHOM TO CONFER Cleo Verbillis		5 TELEPHONE EXT 653-6446	DATE 6/23/88
		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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
6/23/88		Records Officer, Chief, Records & Micrographics Management Section

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	The attached disposition schedule reflects an addition of three (3) items to SBA's present disposition schedule.		

GENERAL COUNSEL
RECORDS GROUP 70

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition Instructions</u>
70:13	<p><u>Applicant Representative Files</u></p> <p>Includes final court decisions and files dealing with the revocation of the privilege of representatives of applicants for financial assistance to appear before the Small Business Administration.</p> <p>Files are maintained numerically.</p>	<p>Cutoff when proceedings are completed.</p> <p>Transfer to FRC 2 years after cutoff.</p> <p>Destroy 20 years after cutoff.</p>
70:14	<p><u>SBIC Receivership Files</u></p> <p>Receiver files during the liquidation of Small Business Investment Corporations (SBIC'S).</p> <p>Files are maintained numerically.</p>	<p>Cutoff when receivership is completed.</p> <p>Transfer to FRC 2 years after cutoff.</p> <p>Destroy 20 years after cutoff.</p>
70:15	<p><u>Administrative Proceedings Before The Office of Hearings And Appeals Involving SBIC's, 8(a) Companies, and Civil Fraud Respondents</u></p> <p>Includes transcripts of hearings exhibits, and decisions pertaining to these administrative proceedings.</p> <p>Files are maintained alphabetically.</p>	<p>Cutoff when hearing is closed.</p> <p>Transfer to FRC 2 years after cutoff.</p> <p>Destroy 10 years after cutoff.</p>