

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-309-90-1

DATE RECEIVED

3-25-90

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

1. FROM (Agency or establishment)

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

3/31/90

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 3/23/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Officer, Chief, Records and Micrographics Management Section
--------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	The attached disposition schedule reflects a change to item 70:14. We are changing our destruction period from 20 years to 6 years after the cutoff.		

Copies sent to agency, NN-NN-W, CF 95190

00 41 1L

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition Instructions</u>
70:14	<u>SBIC Receivership Files</u> Receiver files during the liquidation of Small Business Investment Corporations (SBIC'S). Files are maintained by name and SBIC license number.	NI-309-88-1 Cutoff when receivership is completed. Transfer to FRC 2 years after cutoff. Destroy 6 years after cutoff.
70:15	<u>Administrative Proceedings Before The Office of Hearings And Appeals Involving SBIC's, S(a) Companies, and Civil Fraud Respondents</u> Includes transcripts of hearings exhibits, and decisions pertaining to these administrative proceedings. Files are maintained alphabetically.	NI-309-88-1 Cutoff when hearing is closed. Transfer to FRC 2 years after cutoff. Destroy 10 years after cutoff.