

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-309-94-1	DATE RECEIVED 8-11-94
1. FROM (Agency or establishment) SMALL BUSINESS ADMINISTRATION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Administrative Services			
3. MINOR SUBDIVISION Administrative Information Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Cleo Verbilllis	5. TELEPHONE 202-205-7048	DATE 5-1-95	ARCHIVIST OF THE UNITED STATES <i>Andy Hubbard Peters</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 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 8/1/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cleo Verbilllis</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The attached disposition schedules reflects changes to SBA's present disposition schedule, 00:13 and 00:17.</p> <p>This certifies that records in this schedule that have been approved for conversion to a filmed medium, will be microfilmed, stored, and inspected in accordance with the standards set forth in 36 CFR, Part 1230.</p> <p><i>Copies sent to agency, NNT N/A 5/5/95</i></p>		

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
00:12	ADP Standards	Cutoff when standard is superseded or obsolete. Retain 2 years after cutoff, then destroy.
	Includes Data Processing Procedures, studies relative to Federal Standardization Program, Federal Information Processing Standards.	
	File by standard or publication.	
00:13	<u>Notices</u>	<i>Supersedes NI-309-87-3.</i>
	Temporary agency communication, procedures, and information concerning agency programs.	Cutoff after expired or canceled.
	(a) AIB in Central Office and Regional Offices issuing Notices maintain master set.	(a) <u>Central Office and Regional Offices issuing Notices PERMANENT</u> retain as part of directives system.
	*	<u>Paper Records.</u> Destroy after microfilm has been verified by SBA staff that an accurate and correct copy has been made.
		<u>Volume on hand:</u> Approx. 8 cubic feet. <u>Annual Accumulation:</u> less than 2 cubic feet. <u>Restrictions:</u> None.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
		<p><u>Microfiche. PERMANENT.</u> After verification process store offsite. Transfer silver-based microfiche and one silver copy to NARA in 5-year blocks.</p> <p>Other diazo copies destroy when no longer needed.</p> <p><u>Volume on hand:</u> Approx. 2 cubic feet.</p> <p><u>Annual Accumulation:</u> Less than 1 cubic foot.</p> <p><u>Restrictions:</u> None. *</p>
	(b) Central Office program offices maintain desk reference set of Notices.	(b) <u>Program Offices</u> destroy Notices 6-months after cutoff.
	(c) All Field Offices maintain desk reference set of Notices issued from Central Office.	(c) <u>Field Offices</u> destroy Central Office and Regional Office Notices 6-months after cutoff.
	File by Notice number.	
00:14	<u>Facsimile Files</u>	
	Copies of incoming messages and original outgoing messages, and miscellaneous correspondence.	Cutoff each calendar year.
	File Chronologically.	(a) <u>Central Office</u> destroy 1 year after cutoff.
		(b) <u>Field Offices</u> destroy 6 months after cutoff.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
*00:17	<p><u>Checklists</u></p> <p>Weekly compilation of SBA's issuances and cancellations of Standard Operating Procedures (SOP's), Notices, forms, and publications.</p> <p>File chronologically by number.</p>	<p><i>Supersedes NI-309-86-1</i></p> <p>Cutoff each calendar year.</p> <p>(a) <u>Central Office.</u> PERMANENT.</p> <p><u>Paper Records.</u> Destroy after microfilm has been verified by SBA staff that an accurate and correct copy has been made.</p> <p><u>Volume on hand:</u> Approx. 2 cubic feet. <u>Annual Accumulation:</u> less than 1 cubic foot. <u>Restrictions:</u> None.</p> <p><u>Microfiche.</u> PERMANENT. After verification process store offsite. Transfer silver-based microfiche and one silver copy to NARA in 5-year blocks.</p> <p>Other diazo copies destroy when no longer needed.</p> <p><u>Volume on hand:</u> Less than 1 cubic foot. <u>Annual Accumulation:</u> Less than 1 cubic foot.</p> <p><u>Restrictions:</u> None.</p> <p>(b) <u>Field Offices</u> destroy 1 year after cutoff. *</p>