

**REQUEST FOR RECORDS DISPOSITION AUTHORITY.**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 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 | 5. TELEPHONE  
 Cleo Verbillis, Records Officer | 202-205-7048

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-309-95-1

DATE RECEIVED  
 3-10-95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES  
 10-5-95 | *John W. Paul*

**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 \_\_\_ 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE  
 2/27/95 | *Cleo Verbillis* | Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached disposition schedule reflects <del>changes to SBA's present disposition schedule 55:01, 55:03, and a new item 55:06.</del> 55:06.		

OCT 11 1995 *MHV*  
*copy to: Agency*

\*55:06 Former and Current Disaster  
Employees, SBA Form 145

Includes employees who have  
been previously employed  
within the Office of  
Disaster Assistance and  
some current employees.

File alphabetically by the  
individual's last name  
in card file or computer  
database.

TEMPORARY

Destroy when no  
longer needed.

Privacy Act Systems of  
Record 145.

EFFECTIVE DATE:

PAGE