

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
 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  
 Helga Taylor

5. TELEPHONE  
 202 205-7053

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-309-95-2

DATE RECEIVED  
 5-1-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *for* ARCHIVIST OF THE UNITED STATES  
 7/10/95 *James W. Moore*

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: 5/1/95

SIGNATURE OF AGENCY REPRESENTATIVE: *Bridget Bean*

TITLE: Bridget Bean, Director, OAS

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20:06	<p><b>Collateral Files</b></p> <p>These files are maintained separately from the loan binders. They are set up by the collateral clerk in each loan office for retention of original non-negotiable collateral and related documents and copies of certain other collateral type instruments.</p> <p>Cutoff files when loan is paid or charged off final.</p> <p>1) Files that pre-date 1984 and cannot be filed with an existing charged off loan filed under SOP 00 41 50:04.</p> <p>Destroy immediately.</p> <p>2) All other files are to be merged with the docket file, i.e., the charged off loan file (SOP 00 41 50:04) at the time a loan is charged off. These records will be retired to the FRC's in accordance with the approved disposition for SOP 00 41 50:04.</p> <p><i>Copies sent to agency, NCF, NIT 7/19/95</i></p>		

## 20:06 Collateral Files

These files are maintained separately from the loan binders. They are set up by the collateral clerk in each loan office for retention of original non-negotiable collateral and related documents and copies of certain other collateral type instruments. Cutoff files when loan is paid or charged off final.

a) Files that pre-date 1984 and cannot be filed with an existing charged off loan filed under SOP 00 41 50:04.

Destroy immediately.

b) Files dated 1985 to 1990 and cannot be filed with an existing charged off loan file.

Retire to the FRC when no longer needed. Destroy in 2000.

c) Files dated 1991 to 1994 and cannot be filed with an existing charged off loan file.

Retire to the FRC when no longer needed. Destroy in 2004.

d) Files dated 1995 and continuing.

Files are to be merged with the docket file, i.e., the charged off loan file (SOP 00 41 50:04) at the time a loan is charged off. These records will be retired to the FRC's in accordance with the approved disposition for SOP 00 41 50:04.

CJS 6/26/95

**50:04 Liquidation - SBA Loans (charged off).**

Includes all liquidation cases on SBA loans that have been classified in this category by SBA Form 327 action, or otherwise. Filed alphabetically by name of borrower, apart and separate from SBA paid loans. File custodian will mark the outside folder of such cases "charged off closed" and date of action. Date information to be taken from file copy of SBA Form 327.

Cutoff closed files at end of each calendar year. Loan Specialists will assist files custodians in screening these cases at end of each calendar year to remove those for forwarding to the FRC on which no recovery action has been taken within 3 years. Retire closed files to FRC when 3 years old. Destroy 10 years after closing. (Closed files will be retained in agency space for 3 years, and retained in the FRC a total of 7 years.)

APPENDIX 24DISASTER  
RECORDS GROUP 55

This schedule outlines filing and disposition of records pertaining to activities concerning SBA disaster loans to individuals, business firms, and nonprofit organizations.

<u>Item No.</u>	<u>Destruction of Records</u>	<u>Disposition Instructions</u>
55:01	<u>Disaster Loans (General)</u>	FAD-3 NN-171-144
*	Includes general correspondence and miscellaneous material on SBA Section 7(b) disaster loan programs, that does not pertain to a specific loan or application, maintained in Disaster Area Offices. *	Cutoff each calendar year.  Destroy 1 year after cutoff.
	File alphabetically by name of inquirer, or by subject as appropriate.	

Item Destruction of Records  
No.  
CLARIFIED RETENTION PROCEDURES  
55:03 Disaster Declarations

- \* Issued by SBA for disaster relief which includes physical damage and economic injury as a result of Major, Administrative, Secretary of Agriculture or other declarations.

Filed either numerically by disaster declaration, or alphabetically by state.

55:04 Deleted

Disposition Instructions

NI-309-86-1 / 55:03  
~~FAD-8-3 NN 171-144~~

PERMANENT

Cutoff when area or location is no longer classified as a disaster area.

Transfer to FRC 5 years after cutoff.

Transfer to NARA in 5-year blocks 20 years after cutoff. \*

Volume on hand: 594

Annual Accumulation: 100

Restrictions: Do not release any financial information on specific individuals or businesses.\*