

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-309-96-1
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED	8-9-96
2. MAJOR SUBDIVISION Office of Administrative Services		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Administrative Information Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE 202-205-7053	DATE 3-3-97	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 1 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 7/31/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director/OAS
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
5:07	The attached disposition schedule reflects a new item to SBA's present disposition schedule, 55:07.		

55:07 DECLINE OF DISASTER DECLARATIONS**DESCRIPTION OF RECORDS****Decline of Disaster Declarations**

Issued by SBA when Governor's request to the Administrator for a disaster declaration for physical damage and/or for economic damage is turned down.

DISPOSITION INSTRUCTIONS

- A. Headquarters. Destroy when 20 years old.
- B. All other copies destroy when 5 years old.

Records files alphabetically by State and thereunder by calendar year.