Schedule Number: NC1-309-79-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
This schedule was superseded by the GRS:

Items 1 and 3 were superseded by GRS 1.1 item 010 (DAA-GRS-2013-0003-0001).
Item 2 was superseded by GRS 2.4 item 030 (DAA-GRS-2019-0004-0002).

Date Reported: 09/16/2020
REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT) 
Small Business Administration

2 MAJOR SUBDIVISION 
Administrative Services Division

3 MINOR SUBDIVISION 
Records Management & Emergency Planning, Br.

4 NAME OF PERSON WITH WHOM TO CONFER 
George E. Elliott

5 TEL. EXT. 
613179 653-6114

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.
☒ B Request for disposal after a specified period of time or request for permanent retention.

C DATE 
8/24/79

D SIGNATURE OF AGENCY REPRESENTATIVE 
George E. Elliott

E TITLE 
Chief Records Management and Emergency Planning Branch

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9 SAMPLE OR JOB NO</th>
<th>10 ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Standard Form 1166, Voucher and Schedule of Payments. (GRS 6, item 1a).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Original paper records. Destroy immediately after microfilm proves an acceptable substitute.</td>
<td></td>
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<tr>
<td></td>
<td>b. Microfilm copies. Apply disposition instructions of GRS 6, 1a. (REV. 1, MAR. 1978).</td>
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<td>2.</td>
<td>Time and Attendance Report Files. (GRS 2, item 3a).</td>
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<td></td>
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<tr>
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<td>a. Original paper records. Destroy immediately after microfilm proves an acceptable substitute.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Microfilm copies. Destroy after GAO audit or when 3 years old, whichever is sooner.</td>
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</tr>
</tbody>
</table>

STANDARD FORM 115 
Revised April, 1975 
Prescribed by General Services Administration 
FPMR (41 CFR) 101-11-4

sent to Agency G-6-79 MS
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<td>3.</td>
<td>Fiscal Loan Case Files. Schedule of payments and other documents required by Office of Budget and Finance for fiscal and accounting purposes on SBA loans and SBIC-MESBICs.</td>
</tr>
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