

Rec'd NCD 24 Aug 79

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-309-79-1
DATE RECEIVED	Aug. 24, 1979
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	9-4-79 James E. O'Neill Acting Archivist of the United States

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 6/13/79

5. TEL EXT
653-6446

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
-------------------	---	--

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

cc: NAF

6 items

sent to Agency 9-6-79 MRS

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p><u>Fiscal Loan Case Files.</u> Schedule of payments and other documents required by Office of Budget and Finance for fiscal and accounting purposes on SBA loans and SBIC-MESBICs.</p> <p>a. Original paper records. Destroy immediately after microfilm proves an acceptable substitute.</p> <p>b. Microfilm copies. Apply disposition instructions of GRS 6, 1a. (REV.1, MAR. 1978).</p>		