

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

LEAVE BLANK	
JOB NO  NC1-309-84-3	
DATE RECEIVED  9-17-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 <i>09/17/84</i>	Archivist of the United States <i>Robert M. ...</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Small Business Administration

2. MAJOR SUBDIVISION  
Office of Administrative Services

3. MINOR SUBDIVISION  
Information Resources Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
William Cline

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 1 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 <i>5/29/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Information Resources Management Br.
---------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Surety Bond Guarantee Folder</u> - Financial documents supporting percentage of guarantee by SBA, for contracts exceeding an average of \$10,000.00. Includes Statement of Personal History, Applications, Guarantee Agreements, Underwriters Review, and General Indemnity Agreement.</p> <p>Breakfile - At the end of the Fiscal Year after last contract is completed or last application received.</p> <p>Retention - A. Regional Offices - 1) Hardcopy files - retire to the FRC 2 years after breakfile. * 2) Microforms - destroy hardcopy after verification of microfilm, destroy 6 years 3 months after breakfile.</p> <p>B. Central Office - 1) Hardcopy files - destroy upon verification of microfilm. 2) Microform - when actions are pending bring cases forward to next fiscal year. Destroy 6 years and 3 months after action is completed.</p> <p><del>FRC Transfer</del> FRC will destroy 6 years and 3 months after breakfile. *</p>	SOP 00 41 FAD 10-5-1	

*per telecon w/ Bill Cline 9/17/84 RWC*

*4 items*

*SENT AGENCY COPY 10/29/84 SENT COPIES TO ALL FIRS 10/30/84*