REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)		
(See Instructions on reverse)				B NUMBER - 309-03-		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)				DATE RECEIVED		
WASHINGTON, DC 20408				1-23-2003		
FROM (Agency or establishment) Small Business Administration				NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION				In accordance with t USC 3303a the d		
Office of Administrative Services				including amendments,	is approved except for	
MINOR SUBDIVISION Administrative Information Branch				items that may be main approved or "withdra		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DA		OF THE UNITED STATES	
Helga Taylor		(202) 205 - 7053	7-2-03 Oof W. Cal			
6 AGENCY CERTIFICATION				11		
I hereby certify that I am						
and that the records propo	sed for disposal on the	ne attached 2 p	age(s) are not now need	ded for the business	
of this agency or will not						
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				en requested.		
DATE SIGNATURI	E OF AGENCY REPRESE		4-)		
01-17-2003 XKC	Julin Wh	ito Chi	ing.	Records Office	er	
7 / /				9. GRS OR	10. ACTION	
ITEM 8. DESCRÍPT	TION OF ITEM AND PROI	POSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	TAKEN (NARA	
The attached disposition schedule is a new electronic application						
	esent records manageme					
			1			
ce: nume	- Avence					

115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE System Name: Technology Marketing and Access Network (TECH-Net)

Program: Office of Technology, Office of Government Contracting and Business Development

Legal Authority: Small Business Act 15 U S C 638, P L 106-554

Applicability: Agencywide

Restrictions: This system contains information restricted under the Privacy Act This system contains confidential commercial or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA)

Purpose: This system resides in the Office of Government Contracting, Office of Planning, Policy, and Liaison, Office of Technology (GC & BD, PPL, TEC) The purpose of the TECH-Net system is to collect, maintain, and make available on the Internet, demographic and contract information on firms that have received awards under Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Programs The system is intended to assist firms in accessing capital and further research and development opportunities. It is used by small high technology firms in marketing themselves, and by the acquisition community and prime contractors in identifying potential small business sources. It is also used by the venture capital community in identifying investment opportunities, and by researchers in assessing trends in the small high technology business sector. This Web-based application enables small businesses to register information about their firms and their capabilities, and large businesses, venture capitalists and government agencies to search the database for a small business that can meet their contracting needs

Item No.	Description of Records	Disposition
1	Input Data is substantially captured over the Internet from federal agencies The few hard copy source documents include general correspondence and miscellaneous firm-specific material	Temporary Cut off at end of calendar year Destroy one year after cutoff
2	Master File The master file is a Sybase database TECH-Net registration records the business name, address, NAICS codes, business type, ownership, gender, and other supporting profile information It also captures contract information for awards made under SBIR and STTR Programs	Permanent Transfer copy of master file to NARA every five years

Outputs

- a A number of management and operational reports are developed for ad-hoc, weekly, monthly, and yearly distribution
- a Temporary Cut off at end of calendar year Destroy hard copy reports three years after cutoff
- b Online search results from PRO-Net
- b Temporary Delete when obsolete or superseded by subsequent search Permanent Permanent Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually as specified in 36 CFR 1228 270 This documentation would be transferred with the transfer of the electronic data file (item 2)

4 Documentation

5 Backups

- Temporary Delete when the identical records have been deleted, or when replaced by a subsequent backup file
- 6 Electronic Mail and Wordprocessing
 Copies Electronic copies of records
 created on electronic mail and word
 processing systems and used solely to
 generate a recordkeeping copy of records
 covered by other items in this schedule

Temporary Delete after the recordkeeping copy has been produced

System Contact Information:

Office Office of Technology Name Maurice Swinton Telephone number 202-401-6365