

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Small Business Administration

2. MAJOR SUBDIVISION

Office of Administrative Services

3. MINOR SUBDIVISION

Administrative Information Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Helga Taylor

5. TELEPHONE

(202) 205 - 7053

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-309-03-2

DATE RECEIVED

1-23-2003

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

6-19-03

John W. Pal

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 2 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

01-17-2003

SIGNATURE OF AGENCY REPRESENTATIVE

Regina White

TITLE

(Acting)

Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

The attached disposition schedule is a new electronic application to be added to SBA's present records management manual.

System Name: Certificate of Competency Automated Computer System (COCACS)

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

Legal Authority: 15 U.S.C. 634 (b)(6), 637 and 644; 31 U.S.C. 9701, 9702

Applicability: Agency-wide

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 was designed to replace the manual data collection procedures used to gather and process information related to the Certificate of Competency Program (COC). The primary objective of the system is to collect and maintain data on COC case processing. The system also establishes regional data bases which will allow greater accuracy in tracking and processing COC cases. The information in the regional databases is uploaded to the SBA LAN via discs for consolidation of the data and for use in developing national statistics. GC Headquarters, Area Office, and Post of Duty staffs use it in management of the Certificate of Competency Program (COC).

Item No.	Description of Records	Disposition
1.	Input: The sources of information input into the system include documents contained in manual case files, such as: (a) Applications; (b) Approval/Denial of COCs; (c) Contract information; (d) Contract completion/termination dates; (e) Contract award data.	Temporary. Cut off at end of calendar year when notice of final action is taken. Destroy two years after cutoff. (Refer to N1-309-87-6, Item 60:03)
2.	Master File: Electronic records contain the following information: business name, address, NAICS codes, business type, ownership, gender, and other supporting profile information.	Temporary. Cut off at end of calendar year when system is superseded or obsolete. Delete six years after cutoff.
3.	Outputs: a. Online inquiries on a number of specific fields.	a. Temporary. Delete when obsolete or superseded by subsequent online query.
	b. Management and operational reports for ad-hoc, weekly, monthly and yearly distribution.	b. Temporary. Cut off at end of calendar year. Destroy hard copy reports three years after cutoff.

4. Documentation

Temporary. Cut off at end of calendar year when superseded or obsolete. Destroy or delete six years after cutoff.

5. Backups

Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

6. Electronic Mail and Word processing
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 Government Contracting

Name: Robert Max

Telephone number: 202-205-7321