

**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

N1-309-03-5

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1-2-03

ARCHIVIST OF THE UNITED STATES

*John W. Cal*

## 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SUPERSEDED  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.

**Draft 03/26/03**

**System Name:** Procurement Marketing and Access Network (PRO-Net)

**Program:** Office of Operations and Program Support, Office of Government Contracting and Business Development

**Legal Authority:** Sections 8(a) and 8(d) of the Small Business Act, 15 U.S.C. 637(a) and 637(d)

**Applicability:** Worldwide

**Restrictions:** The system contains confidential personal, commercial, or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA).

**Purpose:** The purpose of this system is to collect, maintain, and make available on the Internet small business demographic information that will assist firms in accessing contracting opportunities. PRO-Net serves as the SBA's official database of firms certified under 8(a) and historically underutilized business zones (HUBZone) Empowerment Contracting Programs, and as small disadvantaged businesses (SDBs). This Web-based application enables small businesses to register information about their firms and their capabilities, and large businesses 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:	
	a. Data is captured over the Internet through online registration in DOD's Central Contractor Registration (CCR) by small business firms. Data is imported into PRO-Net from CCR.	a. Delete or destroy once verification of data has been verified.
	b. Certification data is entered into the system via electronic transfer from other Agency systems, or manually by Agency personnel or contractors.	b. Delete or destroy once verification of data has been verified.
	c. File containing appropriate data for approved firms. Output of CTS.	c. Delete daily after overnight transfer process has been verified.
	d. File containing appropriate data upon a firm's termination from the 8(a) program. Output of SACS/MEDCOR.	d. Delete daily after overnight transfer process has been verified
2.	Master File: Registration records the business name, address, NAICS codes, business type, ownership, and other supporting profile information.	Permanent. Transfer to National Archives the ASCII or EBCDIC flat file annually at the end of fiscal year as specified in 36 CFR 1228.270.

3. Outputs:

a. Online inquiries on a number of specific fields providing small business profiles.

a. Temporary. Delete when obsolete or superseded by subsequent online query.

b. Electronic operational reports developed for ad hoc, weekly, monthly and yearly distribution.

b. Temporary. Cut off at end of calendar year. Delete reports three years after cutoff.

c. Monthly database dump, except for EIN field.

c. Temporary. Delete when obsolete or superseded by subsequent database dump.

4. System Documentation

Permanent. Transfer to the National Archives annually as specified in 36 CFR 1228.270 those records necessary to document how the system captures, manipulates, and outputs data. Transfer this documentation with the transfer of the electronic data file (Item 2).

5. Backups

Temporary. Delete after the records have been transferred to the National Archives. (Item 2).

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 Operations and Program Support

Name: Tina Johnson

Telephone number: 202-205-7338

Previously approved under: N1-309-87-2, Item 60:05