

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
721-309-03-8

DATE RECEIVED
6-30-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-18-03 ARCHIVIST OF THE UNITED STATES
WITHDRAWN

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 3 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 06-25-2003	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached electronic records disposition schedule is a new electronic application to be added to SBA's present records management manual.	N/A	WITHDRAWN

System Name: Case Tracking System

Program: Office of Hearings and Appeals

Legal Authority: 13 CFR 134

Applicability: Office of Hearings and Appeals

Restrictions:

Purpose: The purpose of this system is to track appeals of decisions made by Agency program offices. The Office of Hearings and Appeals handles Size Appeals, NAICS (formerly SIC) Code Appeals, 8(a) BD Eligibility Appeals, 8(a) BD Early Graduation or Termination Appeals, 8(a) BD Suspension Appeals, SDB Appeals, and Development Company Appeals.

Item No.	Description of Records	Disposition
1.	Input. Paper appeals of decisions from the Agency's program offices.	Temporary. Scheduled as N1-309-87-1, Item 45:02.
2.	Master File. The file contains the following information: litigant name, case description, date filed, date assigned, judge, agency, and agency contact information.	Temporary. Cut off at end of fiscal year in which final decision was rendered. Delete six years after cutoff.
3.	Output. a. Various online reports available within the system, including time/sensitive reports. b. Interoffice weekly reports are printed, copied, and distributed to office staff for status purposes.	Temporary. a. Temporary. Delete when obsolete or superseded by subsequent online query. b. Temporary. Cut off at end of fiscal year. Destroy hard copy report one year after cutoff.
4.	Documentation.	Temporary. Destroy or delete when obsolete or superseded.
5.	Backups.	Temporary. Delete after the primary 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.

Contact Information:

Name: Gloria Blazsik

Office: Office of Hearings and Appeals

Telephone Number: (202) 401-8200