

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>71-309-03-11</u>	
1 FROM (Agency or establishment) <div style="text-align: center;">U S Small Business Administration</div>		DATE RECEIVED <u>9-16-2003</u>	
2 MAJOR SUBDIVISION <div style="text-align: center;">Office of Administration</div>		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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <div style="text-align: center;">Administrative Information Branch</div>			
4 NAME OF PERSON WITH WHOM TO CONFER <div style="text-align: center;">Helga Taylor</div>	5 TELEPHONE <div style="text-align: center;">(202) 205 - 7053</div>	DATE <u>12-22-03</u>	ARCHIVIST OF THE UNITED STATES
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <div style="text-align: center;">09-10-2003</div>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <div style="text-align: center;">Records Officer</div>	
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION The attached electronic records disposition describes the records created by a recent SBA application	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

System Name: Size Case Log Reporting System.

Program: Office of Government Contracting and Business Development, Office of Government Contracting (GC)

Legal Authority: Sections 8 (b)(6), (b)(7) and 15(a) of the Small Business Act, 15 U S C 634(b)(6), 634(b)(7), 637, and 644(a)

Applicability: Headquarters, six Government Contracting area offices, and Headquarters Post of Duty staff.

Restrictions: The system contains confidential 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 capture information on processing requests for size determinations and to manage SBA's size standards program.

Item No.	Description of Records	Disposition
1	Input: Sources of information input into the system include proposals/bids, loan or other SBA program applications (e.g , 8(a), HubZone, SDB) size determination findings, Office of Hearings & Appeals decisions, protest letters, and/or referral letters.	Temporary. Cut off at end of fiscal year in which SBA makes final size determination. Retire to Federal Records Center two years after cutoff. Destroy six years and three months after cutoff. (Refer to N1-309-86-1, Item 60:14)
2	Master File: Electronic records contain the following information: business name, address, SIC/NAICS codes, business type, ownership, and other supporting profile information.	Temporary. Cut off at end of calendar year in which SBA makes final size determination. Delete 10 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 developed for ad-hoc, weekly, monthly and yearly distribution.	b. Temporary. Cut off at end of fiscal year. Destroy or delete reports six years and three months after cutoff.
4	Documentation	Temporary. Destroy or delete at end of each major version change.
5	Backups	Temporary. Delete after the primary 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.

Contact Information:

Name: Linda Waters

Office: Office of Government Contracting and Business Development

Telephone Number: 202-205-7315

Name: Sherrie Rose

Office: Office of Government Contracting Area Office – Philadelphia

Telephone Number: 215-580-2769