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REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)			
(See Instructions on reverse)				JOB NUMBER N1309-04-8			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 8-17-05			
1. FROM (Agency or establishment)				NOTIFICATION TO AGENCY			
Small Business Administration				In accordance with the provisions of 44			
2. MAJOR SUBDIVISION				U.S.C. 3303a the disposition request, including amendments, is approved except for			
Government Contracting & Business Development 3. MINOR SUBDIVISION					may be marked "d		
Office of Government Contracting					or "withdrawn" in		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				DATE	ARCHIVIST OF THE	EUNITED STATES	
	Helga Taylor	(202) 205 - 7053	1	3/3/06	Alla Charmets	_	
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 attached8 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE 08-05-2005 July White Chief, ATB officer						Junes Junes	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROF	POSED DISPOSITION		SUP	GRS OR ERSEDED CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	The attached electronic records disposition scheda new electronic application to be added to SBA's management manual.						
	See attached.				ž ž	P. Control of the con	

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NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

System Name: SUB-Net

Program: Office of Government Contracting

Legal Authority: Section 8(d) of the Small Business Act

Applicability: Agencywide

Restrictions:

Purpose: Prime contractors use SUB-Net to post subcontracting opportunities. These may or may not be reserved for small business, and they may include either solicitations or other notices -- for example, notices of sources sought for teaming partners and subcontractors on future contracts. Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, it is also used by Federal agencies, state and local Governments, non-profit organizations, colleges and universities, and even foreign Governments for the same purpose.

Item No.	Description of Records	Disposition			
1.	Input. Registration and solicitation information is manually entered by the large businesses offering subcontracting opportunities	No disposition. SBA has no records.			
2.	Master File. Information includes name/address of large business, contact information for business representative, solicitation description, solicitation number, NAICS code, bid closing time, and whether the bid is reserved for a small business. Name and phone number of large business employee who is posting the announcement, fax number, solicitation description, solicitation number, NAICS code, bid closing date, bid closing time, and whether the bid is reserved for a small business.	Temporary. Cut off data in ten- year blocks. Destroy when most recent record in block is 11 years old.			
3.	Output. a. Screen displays for the public.	Temporary. Delete when no longer needed.			
	 Internal reports for the program manager showing number of companies registering and posting solicitations weekly, monthly, and yearly. 	Temporary. Destroy when obsolete or replaced by an up-to-date report.			
4.	Documentation. System specifications, user	Temporary. Destroy or delete			

when superseded or obsolete.

guides, record layouts, or other related

materials the acilitate the operation, maintenance and use of the system.

5. 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 other items covered in this schedule.

Temporary. Delete after the recordkeeping copy has been produced.