

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <i>NI-309-84-9</i>	
<b>1. FROM (Agency or establishment)</b> <div style="text-align: center;"><i>Small Business Administration</i></div>		<b>DATE RECEIVED</b> <i>06/29/04</i>	
<b>2. MAJOR SUBDIVISION</b> <div style="text-align: center;"><i>Office of Administrative Services</i></div>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
<b>3. MINOR SUBDIVISION</b> <div style="text-align: center;"><i>Administrative Information Branch</i></div>			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <b>5. TELEPHONE</b>  <div style="text-align: center;"><i>Helga Taylor</i></div>			
<b>6. AGENCY CERTIFICATION</b> 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 _____ 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, <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested.</span> </div>		<b>DATE</b> <b>ARCHIVIST OF THE UNITED STATES</b>  <i>5/17/06</i> <i>Althea Warrington</i>	
<b>DATE</b>  <i>06-04-2004</i>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <div style="text-align: center;"><i>Jacqueline White</i></div>	<b>TITLE</b>  <div style="text-align: center;"><i>Acting</i> Records Officer</div>	
<b>7. ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>  The attached disposition schedule is a revision to Records Group 50, "Finance" of SBA's "Records Management Program"  The following items are being revised: 50:04; 50:09; and 50:13	<b>9. GRS OR SUPERSEDED JOB CITATION</b>  <div style="text-align: center;"><i>NI-309-86-1</i></div>	<b>10. ACTION TAKEN (NARA USE ONLY)</b>

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION INSTRUCTIONS</u>
50:04	<p><u>Liquidation – Charged-Off Loans Disbursed by SBA</u></p> <p>Includes all liquidation cases on loans made by SBA that have been classified as charged-off by SBA Form 327 action.</p> <p>File alphabetically by borrower name, separate from paid loans. File custodian will mark the outside of the loan file of such cases "Charged-Off" with the date of the action (taken from file copy of Form 327).</p>	<p>Temporary. Cutoff charged-off loans at the end of calendar year, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file). Send to FRC 2 years after cutoff.</p> <p>Charged-off files will be retained at SBA for 2 years after cutoff, and 8 years at FRC. Files will be destroyed by FRC after 8 years (10 years following cutoff).</p>
50:09	<p><u>Certified Development Company and State Development Company Loan Files (Section 501-502-503-504 Loans)</u></p> <p>Includes all information pertaining to loans to Certified Development Companies, including applications, authorizations and amendments, loan documentation, credit information, forms and reports, correspondence, loan servicing documents and collateral information. File alphabetically by name of applicant or borrower.</p> <p>(a) Notification of withdrawal, decline or cancellation of application, or</p> <p>(b) Payment in full, or</p> <p>(c) Charge-off, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file).</p>	<p>Temporary: Cutoff at end of calendar year then:</p> <p>(a) On withdrawn, declined or cancelled application, destroy 2 years after cutoff.</p> <p>(b) On paid loan, hold for 1 year after cutoff and then send to FRC, which will hold for 8 years and then destroy (9 years after cutoff).</p> <p>(c) On charged-off loans, hold for 2 years after cutoff and then send to FRC, which will hold for 8 years and then destroy (10 years after cutoff).</p>

*(Note: Prior to 5/27/04, Apply 6 yrs 3 mos retention fm superseded schedule)*

50:13	<p><u>7(a) Business Loans</u></p> <p>All business loan files on which applications for financing are received, including:  Direct  Immediate Participation  Guaranty</p> <p>(File numerically by loan number or alphabetically by borrower or business name.)</p> <p>(a) Notification of withdrawal, decline or cancellation of application, or</p> <p>(b) Payment in full, or</p> <p>(c) Charge-off, or at the end of calendar year of any post charge-off collection action by SBA (or Treasury collection action that required use of loan file).</p>	<p>Temporary  Cutoff at end of calendar year, then:</p> <p>(a) On withdrawn, declined or cancelled application, destroy 2 years after cutoff.</p> <p>(b) On paid loans, hold for 1 year after cutoff and send to FRC, which will hold for 8 years and then destroy (9 years after cutoff).</p> <p>(c) On charged-off loans, hold for 2 years after cutoff and then send to FRC, which will hold for 8 years and then destroy (10 years after cutoff).</p>
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*Prior to 5/27/06, apply 4 yr 3 mos retention specified in previous (superseded) schedule*