

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-309-05-3	
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED 11/12/04	
2. MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Administrative Information Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE (202) 205 - 7053	DATE 7/19/04	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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>2</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 10-19-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>[Signature]</i> Records Officer	
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 GRS OR SUPERSEDED JOB CITATION	10.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 disposition schedule (Cash Link System) is a new electronic application to be added to SBA's present records management program.		

System Name: CashLink System

Program: Office of the Chief Financial Officer, Denver Finance Center

Legal Authority:

Applicability: Office of the Chief Financial Officer, Denver Finance Center

Restrictions:

Purpose: The purpose of this system is to warehouse summary collections information. Data is used by the Cash Reconciliation (CashRec) system.


Item No.	Description of Records	Disposition
1.	Input. Download file from the Treasury CashLink System.	Temporary. Cut off input file at end of fiscal year. Delete six years and three months after cutoff.
2.	Master File. Summary collections information, including Deposit Ticket, date, and amount.	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
3.	Output. The data is used by the Cash Reconciliation (CashRec) System.	No disposition. System to system transfer.
4.	Documentation.	Temporary. Destroy or delete at 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 other items covered in this schedule.	Temporary. Delete after the recordkeeping copy has been produced.

Contact Information:

Name: Ray Baca

Telephone No: (303) 844-3499

Program: Office of the Chief Financial Officer, Denver Finance Office

ELECTRONIC INFORMATION SYSTEM DESCRIPTION	
1.SYSTEM TITLE CashLink System	2.SYSTEM CONTROL NUMBER
3.AGENCY PROGRAM SUPPORTED BY SYSTEM Office of the Chief Financial Officer, Denver Finance Center	4.PROGRAM AUTHORITY
5.SYSTEM DESCRIPTION	
5A.PURPOSE/FUNCTION OF SYSTEM The purpose of this system is to warehouse summary collections information. Data is used by the Cash Reconciliation (CashRec) system.	
5B.SOURCE(S) OF DATA (Include inputs from other systems) Download file from the Treasury CashLink System.	
5C.INFORMATION CONTENT Summary collections information, including Deposit Ticket, date, and amount.	
5D.SYSTEM OUTPUTS (Include outputs to other systems) None. Data used by the Cash Reconciliation (CashRec) system.	
6.NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room number) Ray Baca, OCFO/DFC Denver 721 19 th St Room 361 Denver, CO 80202	
7.AGENCY CONTACTS (Names, addresses and phone numbers of the system and program personnel who can provide additional information about the system and the program it supports.) Blake E. Hoing, OCFO/OFS Denver 721 19 th St room 361 Denver, CO 80202	
8.PREVIOUS DISPOSITION JOBS	
9A.PREPARER'S NAME Blake E. Hoing	9B.OFFICE NAME AND ADDRESS OCFO/OFS Denver 721 19 th St Room 361 Denver, CO 80202
C.PHONE NUMBER (303) 844-5706	
SIGNATURE 	DATE 9-23-04