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 *N1-309-05-5*

DATE RECEIVED *11/12/04*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
8/19/05	*Allen Weinstein*

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 _____2_____ 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10-19-2004	*Jacqueline White*	Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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 records disposition schedule (General Ledger Reconciliation System (GLREC) is a new electronic application to be added to SBA's present records management program.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

This form was electronically produced by Elite Federal Forms, Inc.

System Name: General Ledger Reconciliation System (GLREC)

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

Legal Authority:

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

Restrictions:

Purpose: The purpose of this system is to warehouse and reconcile the Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) to the General Ledger. The system interfaces with the Cash Reconciliation (CashRec) System.

Item No.	Description of Records	Disposition
1.	Input. Cash Reconciliation (CashRec) System.	N/A. System to system transfer.
2.	Master File. The maser file is a dBase IV database. It contains the Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) and the supporting General ledger hits. Such information includes funds, doc ID's, and amounts.	Temporary. Cut off at end of fiscal year. Delete six years and three months after cutoff.
3.	Output. N/A	No Disposition. The system has no output.
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 Center

ELECTRONIC INFORMATION SYSTEM DECSRIPTION

1.SYSTEM TITLE General Ledger Reconciliation System (GLREC)	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 the General Ledger Reconciliation System (GLREC) is to warehouse the transactions involved in the reconciliation of the 224 (reconciliation statement of cash activity) to the General Ledger.

5B.SOURCE(S) OF DATA (Include inputs from other systems)
Cash Reconciliation (CashRec) System.

5C.INFORMATION CONTENT
Cash Reconciliation (CashRec) 224 submission (reconciliation of cash activity) and the supporting General ledger hits. Such information includes funds, doc IDs, and amounts.

5D.SYSTEM OUTPUTS (Include outputs to other systems)
None.

6.NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room number)
Ray Baca
OCFO/DFC Denver
721 19th 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 19th 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 19th St Room 361 Denver, CO 80202
9C.PHONE NUMBER (303) 844-5706	
SIGNATURE	DATE 9-23-04