

**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  
 NI-309-05-9

DATE RECEIVED  
 2/25/05

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
 WITHDRAWN

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 3 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: 03-16-2004

SIGNATURE OF AGENCY REPRESENTATIVE: *Gregory White*

TITLE: *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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 is a new electronic application (Mainframe Microloan System) to be added to SBA's present records management manual		

**System Name:** Mainframe Microloan System

**Program:** Office of Financial Assistance

**Legal Authority:** Section 7(m) of the Small Business Act, 15 USC 636(m)

**Applicability:** Office of Financial Assistance, Office of Program Development, Microenterprise Development Branch

**Restrictions:** This system contains confidential business or proprietary information which may be restricted under the Freedom of Information Act.

**Purpose:** The purpose of the Mainframe Microloan System is to maintain a file of Intermediary Lenders (IL) and the loans that SBA makes to them. The system supports establishment, maintenance, and deactivation of Microloan Intermediary Lenders (IL) as well as making and servicing SBA loans to these lenders. The IL is a community or regional organization that approves and services micro loans to borrowers. This activity is financed by loans from SBA to the IL.

Item No.	Description of Records	Disposition
1.	Input. Intermediary Lender Application data entered via user desktops in the Microenterprise Development Branch.	Temporary. Cut off at end of fiscal year in which loan is paid off. Destroy three years after cutoff.
2.	Master File. Microloan area of the Loan Accounting Data Base. IL data includes IL Number, IL Name, IL Address, IL Official, IL Telephone, IL POC. Loan data includes loan number, borrower name, borrower address, borrower social security number, current loan balance, loan approval date.	Permanent. At the end of every fifth fiscal year starting with 2004, transfer ASCII or EBCDIC flat file of data to NARA as specified in 36 CFR 1228.270.
3.	Output. Hardcopy reports requested online including List of Allotment Report, Summary of Loan Approvals/Funding, Detail List of Loan Approvals/Mods, and Delinquency Report on Microloans.	Temporary. Destroy when obsolete or superseded by an up-to-date report.
4.	Documentation.	Permanent. Transfer to the National Archives annually as specified in 36 CFR 1228.270 those records necessary to document how the system captures, manipulates, and outputs data. Transfer this documentation with the transfer of the electronic data file (Item 2).

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 Jody Raskind

Telephone No: 202-205-6497

Program: Office of Financial Assistance