

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 Administration	
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-309-05-13	
DATE RECEIVED 5/11/05	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 8/24/06	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 02-05-2004	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 schedule is a new electronic application (Oracle Administrative Accounting System) to be added to SBA's present records management manual		

System Name: Oracle Administrative Accounting System

Program: Office of the Chief Financial Officer

Legal Authority:

Applicability: Agency-wide

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

Purpose: This is a financial management system; it is used for SBA's administrative accounting system only, and not for loan accounting. The system is a place of financial record for the funding and expenditure of SBA's administrative funds. It includes payroll records, travel obligations, credit card transactions, etc.

Item No.	Description of Records	Disposition
1	Input. a. Data entered by SBA employees from SBA Form 2s, vendor invoices, travel orders, travel authorizations, contracts and grants/form 272. b. Data from external interfaces such as National Finance Center Payroll and Personnel, Bank of America, FedEx, etc.	Temporary. SBA Form 2s are approved as GRS 23, Item 1. Vendor invoices are approved as GRS 23, Item 1. Travel orders and travel authorizations vouchers are approved as GRS 6, Item 1.a Contracts are approved as GRS 3, Item 3.a., and N1-309-94-1, Item 00:18. Grants are approved as N1-309-94-1, Item 00:19. a. No disposition. System to system interface.
2.	Master File. The master file includes payroll records, travel obligations, credit card transactions, etc.	Temporary. Cut off at end of fiscal year in which record is entered into the system. Delete six years and three months after cutoff.
3	Output a. Output file to the Consolidated General Ledger (CGL) system b. Budget Flash reports issued monthly for management review.	a. Temporary. Delete after CGL System has been updated b. Temporary Delete electronic copy after paper copies of the reports have been distributed. Destroy paper copies after an up-to-date report has been distributed

c. Standard reports produced on-demand by users on their desktops.

c. Temporary. Delete or destroy when obsolete or after an up-to-date report has been produced.

4. Documentation.

Temporary. Destroy or delete at end of 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: Susan Abraham

Telephone No: 202-205-7115

Program: Office of the Chief Financial Officer