

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

N1-309-05-15

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

3/3/06

ARCHIVIST OF THE UNITED STATES

M. L. Carpenter

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 _____ 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

05-18-2004

SIGNATURE OF AGENCY REPRESENTATIVE

Reginald White

TITLE

White

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SUPERSEDED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 (Cash Reconciliation System) is a new electronic application to be added to SBA's present records management manual

System Name: Cash Reconciliation System

Program: Office of the Chief Financial Officer

Legal Authority:

Applicability: The system performs an Agency-wide function, but only used within the Denver Finance Center, Office of the Chief Financial Officer

Restrictions:

Purpose: The purpose of this system is to reconcile and report cash activity with the Department of Treasury.

Item No.	Description of Records	Disposition
1.	Input.	No disposition. System to system transfer
	a. Treasury disbursement data from the Government Online Agency Link System (GOALS).	No disposition. System to system transfer
	b. Treasury agency transfers from the Online Payments and Collections/ Internet Payments and Collections System (OPAC/IPAC)	No disposition. System to system transfer
	c. Treasury collections from Treasury CashLink System.	No disposition. System to system transfer.
	d. Online General Ledger cash transactions from the Loan Accounting Reports Sybsystem (MARS 328 – Statement of Cash Transactions Processed Worksheet).	No disposition. System to system transfer
	e. Online General Ledger cash transactions from the Oracle Administrative Accounting System.	No disposition. System to system transfer.
	f. Online General Ledger cash transactions from the Consolidated General Ledger (CGL) System.	No disposition. System to system transfer
	g. SBA adjustments to Treasury data from the Treasury Tracking System (TTS).	Temporary. Cut off at end of fiscal year. Delete input file two years after cutoff.

- | | | |
|----|---|---|
| 2. | Master File. Current cash hits of the Agency as seen by the Agency and the Department of Treasury including Schedule Number, Block Number, Dollar Amount, etc | Temporary. Delete record after data has been reconciled. |
| 3. | Output. Reconciled Statement of Cash Activity (SF 224 Statement of Transactions submission) sent to the Department of Treasury and passed to the GLREC system which reconciles the SF 224 submission to SBA's General Ledger. | Temporary. Delete SBA copy of Reconciled Statement of Cash Activity (SF 224 Statement of Transactions submission) when data is obsolete or superseded |
| 4. | Documentation | Temporary. Destroy or delete at each major version change. |