

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 N1-309-05-19	
1. FROM (Agency or establishment) Small Business Administration		DATE RECEIVED 5/11/05	
2. MAJOR SUBDIVISION Office of Administrative Services		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Administrative Information Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Helga Taylor	5. TELEPHONE (202) 205 - 7053	DATE 11/2/07	ARCHIVIST OF THE UNITED STATES Alma Warron
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 11-09-2004	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 GRS OR SUPERSEDED JOB CITATION	10.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 records schedule (Success Stories) is a new electronic application to be added to SBA's present records management program.		

System Name: Success Stories

Program: Office of the Administrator

Legal Authority:

Applicability: Agencywide

Restrictions:

Purpose: This system serves as a repository of success stories based on SBA assistance.

Item No.	Description of Records	Disposition
1.	Input. Manual input by Public Information Officers (PIO) from SBA district offices. Information includes business profiles and success stories for businesses which have received SBA assistance. Success stories are written by PIOs.	Temporary. Cut off at end of fiscal year. Destroy three years after cutoff.
2.	Master File. The master file is an Oracle database containing success stories and business profiles of companies which have received SBA assistance.	Temporary. Cut off when system is superseded or obsolete. Delete three years after cutoff.
3.	Output. HTML files of company information and success stories after search by SBA employees.	Temporary. Delete or destroy when obsolete or superseded.
4.	Documentation.	Temporary. Cut off when system is superseded or obsolete. Delete three years after cutoff.