

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)

U.S. Small Business Administration

2. Major Subdivision

Office of the Executive Secretariat

3. Minor Subdivision

4. Name of Person with whom to confer

Helga Taylor

5. Telephone (include area code)

202-205-7053

Leave Blank (NARA Use Only)

Job Number

N1-309-07-1

Date Received

10/02/06

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7/17/07

Archivist of the United States

Blk West

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:



is not required



is attached



has been requested

Signature of Agency Representative

Title

Records Officer - SBA

Date (mm/dd/yyyy)

9-26-2006

7.

Item
Number

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Superseded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 (SBA's Controlled Correspondence Tracking System) is a new electronic application that replaces a former paper based disposition schedule. This item will be added to SBA's present records management manual.

N1-309-86-
1 Item
00:01

System Name: Controlled Correspondence Tracking System 6.2/Business Process Management

Program: Executive Secretariat

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: The purpose of this system is to record, route and track all Agency incoming and outgoing correspondence to the Administrator, Deputy Administrator, Chief of Staff and other SBA program and field offices, and other documents requiring the Administrator's signature. A limited number of documents stored are Senior Official signed letters, memoranda and decision documents.

Item No.	Description of Records	Disposition
1.	Input. ES staff enters details pertaining to incoming correspondence to SBA, including the scanned image of the correspondence.	
	a. Paper through 2005.	a. Disposition for this item covered under job number N1-309-86-1 item 00:01.
	b. Electronic and paper inputs from 2006 forward.	b. Temporary. Dispose/delete upon verification of scanned image or image capture in item 2.
2.	Master File. The database contains incoming and outgoing correspondence to SBA, including the scanned image of the correspondence, a program/field office assigned to respond to the correspondence, and their data and response file(s) for tracking and closure.	Permanent. Transfer to National Archives a copy of the master file every three years at the end of fiscal year starting with 2005, as specified in 36 CFR 1228.270.
3.	Output. Reports to the administrator and to Congress. Reports provide a comprehensive content report of records contained in the system, their input date, subject matter, and signature level.	Permanent. Cut off at Fiscal Year after the copies of reports have been distributed. Transfer to the National Archives 3 years after COFF.

4. Documentation.

Permanent. Transfer to the National Archives with the initial transfer of item 2, and then subsequently with every change made to the documentation.