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
Records and Micrographics Management Section

4. NAME OF PERSON WITH WHOM TO CONFER
Cleo Verbillis

5. TELEPHONE
202 205-7048

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-309-90-3

DATE RECEIVED
4-2-90

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 1-25-95

ARCHIVIST OF THE UNITED STATES

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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
5/27/94

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Records Officer

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached disposition schedule reflects the addition of three items to be added to SBA's electronic records schedule.		

Copies Sent to Agency NNTNSY 2/1/95

115-109   NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE   STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SBA ELECTRONIC RECORDS SCHEDULE

1. **Liquidation/Litigation Tracking System (LLTS).** See attached description number 1.

   a. **Inputs or sources of data:** Received from Loan Accounting System, Portfolio Names and Address System and SBA field and offices via screen data terminal input.

   b. **Information Content:** LLTS subject matter is a record of events which transpire during liquidation and/or litigation proceedings. The information is not removed from the system until corresponding loan is removed from Loan Accounting's data base. All updates are performed by online transactions.

   c. **Outputs:** Provides online inquiries and batch reports on a monthly, quarterly, and annual basis.

   Disposition:

   1. Cutoff after annual update.

   2. Destroy 3 years after cutoff.

2. **Prime Contracts Regional Information System (PCRIS).** See attached description number 2.

   a. **Inputs or sources of data:** The selected Federal procurement offices furnish data on their procurements to SBA on a quarterly basis. The data is furnished to the Procurement Center Representatives (PRC's). Other data is generated internally by the PCR's.

   b. **Information Content:** Name and location of the selected Federal procurement offices. Procurement dollar amounts by category such as total dollars, dollars to small business. A variety of data concerned with the performance of the Procurement Center Representatives such as number of breakout reviews performed, number of sources furnished, etc.

   c. **Outputs:** Printed reports showing detail and summary data by procurement office and region. Floppy disks containing detail and summary data needed to update the Central Program Office information system.

   Disposition:

   1. Cutoff after annual update.

   2. Destroy 3 years after cutoff.

3   Procurement Career Management Program Data System (PCMPDS). See
     attached description number 3.

     a.   Inputs or sources of data: The data for this system is
           hand-keyed by agency procurement personnel, either at the host
           or, using PCs to emulate terminal, via remote dialup.

     b.   Information Content: The principal subject matter is career
           development information for agency procurement personnel.

     c.   Outputs: The outputs of this system are reports, prepared as
           needed.   The information is not transferred to any system other
           than PCs used as terminals for dialup access to the host.

Disposition:

1.   Cutoff at the end of the calendar year.

2.   Destroy 1 year after cutoff.