

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 <i>N1-309-95-1</i>	
1. FROM (Agency or establishment) SMALL BUSINESS ADMINISTRATION		DATE RECEIVED <i>3-10-95</i>	
2. MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Information Branch			
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Cleo Verbillis, Records Officer 202-205-7048			
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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/27/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION The attached disposition schedule reflects changes to SBA's present disposition schedule 55:01, 55:03, and a new item 55:06.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

 OCT 11 1995 *MHV*
cc to: Agency

*55:06 Former and Current Disaster
Employees, SBA Form 145

Includes employees who have
been previously employed
within the Office of
Disaster Assistance and
some current employees.

File alphabetically by the
individual's last name
in card file or computer
database.

TEMPORARY

Destroy when no
longer needed.

Privacy Act Systems of
Record 145.

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EFFECTIVE DATE:

PAGE