

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
NI-309-04-3

DATE RECEIVED
11/14/03

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
5-24-04 *John W. Paul*

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 3 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE

11-07-2003 *[Signature]* 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 GRS OR SUPERSEDED JOB CITATION	10.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 is a new electronic application to be added to SBA's present records management manual.	N/A	

Draft 2/27/04

System Name: Microloan ID Reporting System

Program: Microloan Program

Legal Authority: Section 7(m) of the Small Business Act, 15 USC 636(m)

Restrictions: This System contains personal information restricted under the Privacy Act. This System contains confidential, commercial or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA).

Purpose: Intermediaries that participate in the Microloan Program are required to report to the Agency required information on each microloan approved. The Microloan System captures statistical data on the microloans issued by the Intermediary Lenders.

Item No.	Description of Records	Disposition
1.	Input. Data for the system is entered on-line via the Internet and represents data obtained from the following sources: Intermediary lenders (non-profit organizations such as women, minority and business owners with experience in lending and technical assistance).	Temporary. For 1992-1998 data Use disposition authority N1-309-86-1, item 50:13. [After 1998, data is entered by the Intermediary Lenders via the Internet]
2.	Master File. The Master File is a Sybase database. The database contains demographic information such as the Lender's name and address, Lender ID, Lender and SBA loan numbers, Borrowers name and address, SIC and NAICS codes, business status.	Temporary. Cutoff data in 10 years blocks. Destroy when most recent record in block is 11 years old.
3.	Outputs: <ul style="list-style-type: none">a. The system provides screen displays/inquiries on a number of specific fields. The system provides screen displays/inquires on a number of specific fields.b. Statistical reports on lender and borrower information can be obtained through the PC based Microloan Report system.	<ul style="list-style-type: none">a. Temporary. Delete when obsolete or superseded by subsequent online query.b. Temporary. Delete or destroy when obsolete or superseded by subsequent statistical report.
4.	Documentation	Temporary. Destroy or delete

when superseded or obsolete

5. Backups

Temporary. Delete after the primary records have been deleted, or when replaced by a subsequent backup file.

6. Electronic mail and word processing copies:
Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by other items in this schedule

Temporary. Delete after the recordkeeping copy has been produced.

Contact Information:

Office: Office of Financial Assistance

Name: Jody Raskind

Telephone Number: 202-205-6497