

**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-309-05-6

DATE RECEIVED  
 11/12/04

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 3/27/06

ARCHIVIST OF THE UNITED STATES  
 WITHDRAWN

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 4 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  
 10-19-2004

SIGNATURE OF AGENCY REPRESENTATIVE  
*Gregoria White*

TITLE  
 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 GRS OR SUPERSEDED JOB CITATION	10.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 disposition schedule (Consolidated General Ledger/Financial Reporting Information System (CGL/FRIS) is a new electronic application to be added to SBA's present records management program.		

Draft 12/14/04

**System Name:** Consolidated General Ledger/Financial Reporting Information System (CGL/FRIS)

**Program:** Office of the Chief Information Officer, Denver Finance Center

**Legal Authority:**

**Applicability:** Agencywide

**Restrictions:**

**Purpose:** The purpose of this system is to maintain the General Ledger of the Agency and support the creation of Financial Statements and reports for submission to Treasury, OMB, Congress, and the public.

Item No.	Description of Records	Disposition
1.	Input.	
	a. Electronic Loan Information Processing System (ELIPS)	a. Temporary. Cut off input file at end of fiscal year. Delete six years and three months after cutoff.
	b. MARS 324 – Month end summary of transactions by program, loan type and ledger amount	b. Temporary. Cut off at end of quarter. Delete or destroy three months after cutoff. (See schedule for Loan Accounting Reports.)
	c. General Ledger Only (GLO) System	c. Temporary. Cut off input file at end of fiscal year. Delete six years and three months after cutoff.
	d. Loan Automated Allotment System – allotment amounts	d. Temporary. Cut off input file at end of fiscal year. Delete six years and three months after cutoff.
	e. MARS 322 – Monthly summary of accrued interest on outstanding loans receivable funds	e. Temporary. Cut off at end of quarter. Delete or destroy three months after cutoff. (See schedule for Loan Accounting Reports.)
	f. MARS 322B – Monthly summary of accrued interest on outstanding loans receivable – credit reform funds	f. Temporary. Cut off at end of quarter. Delete or destroy three months after cutoff. (See schedule for Loan Accounting Reports.)

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|---|---|
| <p>g. MARS 407A – Summary of aging of SBA receivables (by cohort) funds</p>   | <p>g. Temporary. Cut off at end of fiscal year. Delete or destroy one year after cutoff. (See schedule for Loan Accounting Reports.)</p>  |
| <p>h. MARS 407D – Direct summary aging of SBA receivables fund</p>  | <p>h. Temporary. Cut off at end of fiscal year. Delete or destroy one year after cutoff. (See schedule for Loan Accounting Reports.)</p>  |
| <p>i. MARS 407G – Guaranty summary aging of SBA receivables fund</p>  | <p>i. Temporary. Cut off at end of fiscal year. Delete or destroy one year after cutoff. (See schedule for Loan Accounting Reports.)</p>  |
| <p>j. Oracle Administrative Accounting System</p>   | <p>j. Temporary. Cut off input file at end of fiscal year. Delete six years and three months after cutoff.</p>  |
| <p>k. Journal voucher transactions keyed in by Financial Reporting Division and Financial Assurance Division</p>  | <p>k. No disposition. SBA has no source documents.</p>  |
| <p>2. Master File. The master file is a Sybase database. The information includes General Ledger Balances by General Ledger Fiscal Year, General Ledger Source (Oracle, Loan Accounting System, offline), Cohort, Fund, General Ledger Account, Appropriation Purpose, PointBreak (loan program), Loan Type, Agency Location Code, Organization, Program, Budget Object Class, Activity, and Project.</p> | <p>Permanent. Transfer to National Archives a copy of the master file (ASCII or EBCDIC flat file) every five years at the end of fiscal year as specified in 36 CFR 1228.270.</p> |
| <p>3. Output.</p>   |   |
| <p>a. Financial Statements, Funds Availability Reports, Apportionment Reports, etc.</p>   | <p>a. Temporary. Cut off at end of fiscal year. Destroy or delete six years and three months after cutoff.</p>  |
| <p>b. Online General Ledger cash transactions input to the Cash Reconciliation System.</p>  | <p>b. Temporary. Cut off at end of fiscal year. Delete two years after cutoff.</p>  |

4. Documentation. Permanent. Transfer to the National Archives annually as specified in 36 CFR 1228.270 those records necessary to document how the system captures, manipulates, and outputs data. Transfer this documentation with the transfer of the electronic data file (Item 2).
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 other items covered in this schedule. Temporary. Delete after the recordkeeping copy has been produced.

Contact Information:

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Program: Office of the Chief Financial Officer, Denver Finance Center