

System Name: Guaranty Purchase Tracking System (GPTS)

Program: Office of Field Operations

Legal Authority:

Applicability: Agencywide

Restrictions: This system contains information restricted under the Privacy Act. This system contains confidential business or proprietary information which may be restricted under the Freedom of Information Act (FOIA)

Purpose: The Guaranty Purchase Tracking System is an on-line system which keeps track of the information about Guaranty loans that are purchased by the SBA.

Item No.	Description of Records	Disposition
1.	Input. a. Loan Master Data extracted from the Electronic Loan Information Processing System (ELIPS)	a No Disposition. System to system transfer.
	b. Data from the purchase package from the lender keyed in by SBA personnel via input screens Purchase package is part of the loan file	b. Temporary. Approved as N1-309-86-1, Item 50:13.
2	Master File The master file is a Sybase database containing information about guaranteed loans purchased from lenders by the SBA. This information includes loan number, loan purchase status, demand date, servicing information, interest purchase transcripts, repair/recovery amounts and reasons, disbursement and billed amounts, lender contact information and chron comments.	Temporary. Cut off at end of fiscal year in which loan is paid or charged-off. Delete six years and three months after cutoff
3.	Output. a Online reports and queries available to assist in tracking the loan throughout the purchase process. b. Data sent to the Loan Accounting Daily Update System (LADUC) to update the Loan Master files and the General Ledger once a purchase has been approved.	a Temporary. Delete screen display when no longer needed. b. Temporary. Delete transaction record after update.
4.	Documentation	Temporary Delete at each major version change.

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: Temporary. Delete after the recordkeeping copy has been produced.
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

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