

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
N/309-05-10

DATE RECEIVED
3/27/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
7/25/06

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WITHDRAWN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 _____ 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: 2/10/05

SIGNATURE OF AGENCY REPRESENTATIVE: *Reginald 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached electronic records schedule (Electronic Capital Planning and Investment Control (eCPIC) is a new electronic application to be added to SBA's current records management program</p>		

System Name: Electronic Capital Planning and Investment Control (eCPIC)

Program: Office of the Chief Information Officer

Legal Authority: The Information Technology (IT) Management Reform Act of 1996 (i.e., ITMRA or the Clinger-Cohen Act), which took effect August 8, 1996, and the Small Business Act (Public Law 85-536, as amended)

Applicability: Agency-wide

Restrictions: The system contains “pre-decisional” governmental information, and its release is restricted by OMB guidance. The most recent OMB guidance was issued in a memorandum dated April 16, 2003 from Dan Chenok to the CIO Council.

Purpose: The Electronic Capital Planning and Investment Control (eCPIC) System is a web-based, government-owned technology system (GOTS) application created in 2003. It is designed to help agencies with the management and control of their initiatives, portfolios, and investment priorities, as well as in the preparation and submission of budget data to the Office of Management and Budget (OMB). eCPIC replaced the legacy Information Technology Investment Portfolio System (I-TIPS) GOTS application that was used from 1998 to 2003. The Department of Transportation currently hosts the eCPIC Domain. The system is used by fourteen Federal agencies to help them determine the most efficient allocation of information technology spending to meet agency missions. Federal agencies that use the system consider it best practice for government portfolio management. Decisions on operations, maintenance, functionality, and enhancements are implemented through the eCPIC Service Level Agreement (SLA). Through the eCPIC Change Management Committee (CMC), agency SLA members participate in monthly meetings to share lessons learned, review the status of the project, and prioritize change requests associated with the operation, maintenance, and enhancement of the application.

Item No.	Description of Records	Disposition
1	Input. Programmatic, financial and technological data are entered into eCPIC by IT investment owners and project managers	N/A SBA has no source documents.
2.	Master File Full Business Case for each information technology (IT) initiative including initiative definition, descriptive information, financial information, investment description, justification, performance goals and measures, project management, alternative analysis, risk inventory and assessment, acquisition strategy, project and funding plan, enterprise architecture, security and privacy, and Government Paperwork Elimination Act (GPEA) (See attachment)	Temporary. Cut off at end of each fiscal year. Delete seven years after cutoff.
3.	Output. Office of Management and Budget (OMB) Exhibits 53 and 300, plus ad hoc reports	Temporary Cut off at end of each fiscal year. Delete or destroy seven years after cutoff.

4. Documentation. Temporary. Destroy or 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

Contact Information:

Name: John Bebris

Telephone No: 202-205-7424

Program: Office of the Chief Information Officer