

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

NI-309-10-1

1 From (Agency or establishment)

U.S. Small Business Administration

Date Received

2 Major Subdivision

Office of the Chief Information Officer

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4 Name of Person with whom to confer

Helga Taylor

5 Telephone (include area code)

202-205-7053

Date

2/9/11

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WITHDRAWN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 has been requested

Signature of Agency Representative

[Handwritten Signature]

Title

Records Officer

Date (mm/dd/yyyy)

1-26-2010

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>The attached electronic records disposition schedule (Business.gov) is a new web based application to be added to SBA's present records management manual.</p>		

Business.gov Records Schedule

Background: Business.gov is sponsored by the U.S. Small Business Administration to provide innovative information services to the small business community that save time and money, engage citizens to participate, and enable collaboration across all key levels of government. Originally launched in 2004, Business.gov provides a single access point to government services and information to help the nation's businesses with their operations.

Project Records

a. eGov Official Managing Partner Records

Records that are created by SBA while serving the role of Managing Partner for the Business.gov website. Files may include, but are not limited to, policy and procedures files, planning files, final business case, final meeting/briefing agendas, external comments, correspondence, and any final reports or evaluations that are submitted to OMB.

DISPOSITION **PERMANENT** Cut off when OMB deliverable has been met or no longer needed to conduct agency business, whichever is later. Transfer to records center 5 years after cut-off. Transfer to National Archives 10 years after cut off.

b. Other Project Management and Administrative Records

Project materials and working files that relate to oversight and management of the Business.gov initiative. Files include background materials, revisions, copies of meeting agendas and notes, training and workshop materials, internal comments and revisions, project plans and status, monthly statistics, correspondence, copies of status reports, performance matrix, and other materials that relate to project management and administration such as copies of budgetary materials, schedules, agency issuances, (routine press releases, news articles, or instructions posted on Business.gov) or proposals for other related initiatives. These materials may also include those of an ongoing nature in the maintenance of the Business.gov website.

DISPOSITION **TEMPORARY** Cut off at the end of the FY. Destroy/delete 5 years after cut off.

2 Web Site Technical Operations Records

a Change Request, Migration, and Usage Reports

Records that document the requirements, design, implementation, change management, testing, validation, and continuing maintenance of website components, including any tasks conducted by Agency contractors

DISPOSITION **TEMPORARY** Cut off at the end of the FY Destroy/delete 1 year after cut off

b Master Data Files

Master data files that contain the information to produce the dynamic content of the Business gov website at any given point in time

DISPOSITION **TEMPORARY** Code is superseded on ongoing basis when new pages are posted, updated, or removed

3. Web Site Content Records

a Content Database

Dynamic records accumulated in a database, as part of a web content management application, and associated documentation in relation to the posting and submission of web content

DISPOSITION **TEMPORARY.** Cut off at the end of the FY Destroy/delete 1 year after cut off

b Business gov Registrations

Records that are created during the online registration process These records do not contain personal information The fields collected are Login Name, Password, and Email Address

DISPOSITION **TEMPORARY.** Delete records when superseded, obsolete, or no longer needed for agency business

GRS 20, item 1(c).