

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-309-89-1	DATE RECEIVED 12/15/88
1 FROM (Agency or establishment) SMALL BUSINESS ADMINISTRATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administrative Services		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records and Micrographics Management Section		DATE 2-24-89	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER Cleo Verbillis	5 TELEPHONE EXT 653-6446		
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 10/12/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Cleo Verbillis</i>	D TITLE Records Officer, Chief, Records and Micrographics Management Section
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Fiscal Accounting File</u> - contains convenience copies of loan disbursement documents, loan note, and some memorandums.</p> <p><u>Central Office</u> - <u>Washington</u> destroy immediately. <u>Denver</u> - retain for 12 months then destroy.</p> <p><u>Field Offices</u> - maintain as part of original loan case file.</p> <p>a. Cutoff file at the end of fiscal year that loan is paid-in-full.</p> <p>b. Retain in field office for 2 years, transfer to FRC for 4 years and 3 months. Cite loan case file.</p>	ACC-2-3 NN-172-191	WITHDRAWN
2.	<p><u>Payee File</u> - contains convenience copies of notice to financial institutions regarding percentage of loan amount paid to the institution by SBA, for immediate and guaranteed loans.</p> <p>a. Destroy all paper copies of SBA 347's.</p> <p>b. Retain payment history from LACCS as part of Annual Borrow History Roll microfilm file as a permanent record.</p>	FAD-2-1 NN-171-144	WITHDRAWN
		ACC-9 NN-171-144 N1-309-87-2	