

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-309-84-1
DATE RECEIVED	11-2-83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-15-83 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
SMALL BUSINESS ADMINISTRATION

2. MAJOR SUBDIVISION  
Office of Administrative Services

3. MINOR SUBDIVISION  
Records Management & Emergency Planning Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Elizabeth M. Zaic

5. TEL EXT  
653-8538

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10/26/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Elizabeth M. Zaic	E. TITLE Acting Chief, Records Mgt. & Emer. Pl. Br.
---------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>RECORDS OF THE SMALL BUSINESS ADMINISTRATION AND PREDECESSOR AGENCY, 1951-1975</p> <p>This schedule applies to records in the physical custody of the Washington National Records Center and regional Federal Records Centers.</p> <p>ADMINISTRATIVE SUBJECT FILE (Central File). Aug. 1953-Dec. 1972 (with gaps). 369 ft./no additional accumulation</p> <p>Arranged by subject-numeric, then later alpha-numeric classification. The agency central file for all correspondence, memoranda, narrative and statistical reports, publications, press releases, surveys, studies, operations manuals, organization charts and other records documenting the policies, procedures, and programs of the SBA. Also included are housekeeping records relating to office services, personnel, vehicles, personnel security, and other similar functions.</p> <p>a. Selected Program files, documenting the policies, procedures, and programs of the SBA.</p> <p>PERMANENT. Offer to the National Archives when 20 years old, or in Jan. 1986, whichever is later.</p>	IINNA1285 item 1	23 Items

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN														
	<p>b. Housekeeping files. Records documenting routine administrative services, i.e., personnel, office services, facilities management, etc.</p> <p>Destroy in accordance with applicable provisions of the General Records Schedules. This is to be done during the processing of the permanent records among which these files are interspersed.</p> <p>c. Program files determined by the Office of the National Archives to lack sufficient evidential or informational value to merit continued retention.</p> <p>Destroy after evaluation by National Archives custodial unit.</p> <p>This item includes the following accessions and boxes (all RG 309) located at the WNRC:</p> <table border="0"> <tr> <td>58A361, boxes 1-26</td> <td>67B4178, boxes 21-38</td> </tr> <tr> <td>60A920, boxes 1-21</td> <td>68A1884, boxes 1-24</td> </tr> <tr> <td>62A835, boxes 1-39</td> <td>70A1601, boxes 17-37</td> </tr> <tr> <td>63A839, boxes 1-38</td> <td>71A4857, boxes 7-22</td> </tr> <tr> <td>64A1022, boxes 1-41</td> <td>74-0006, boxes 1-19</td> </tr> <tr> <td>65A1575, boxes 1-51</td> <td>75-0005, boxes 1-10 (boxes 11-16 missing)</td> </tr> <tr> <td>66A1593, boxes 1-32</td> <td>76-0011, boxes 1-16</td> </tr> </table> <p>Also missing and presumed destroyed: 67A3178, boxes 1-54 71A4860, boxes 66-83</p> <p><del>Previously destroyed without proper authority. 76-0011, boxes 1-16</del></p>	58A361, boxes 1-26	67B4178, boxes 21-38	60A920, boxes 1-21	68A1884, boxes 1-24	62A835, boxes 1-39	70A1601, boxes 17-37	63A839, boxes 1-38	71A4857, boxes 7-22	64A1022, boxes 1-41	74-0006, boxes 1-19	65A1575, boxes 1-51	75-0005, boxes 1-10 (boxes 11-16 missing)	66A1593, boxes 1-32	76-0011, boxes 1-16		
58A361, boxes 1-26	67B4178, boxes 21-38																
60A920, boxes 1-21	68A1884, boxes 1-24																
62A835, boxes 1-39	70A1601, boxes 17-37																
63A839, boxes 1-38	71A4857, boxes 7-22																
64A1022, boxes 1-41	74-0006, boxes 1-19																
65A1575, boxes 1-51	75-0005, boxes 1-10 (boxes 11-16 missing)																
66A1593, boxes 1-32	76-0011, boxes 1-16																
2	<p>"GREEN" CORRESPONDENCE FILE. 1953-58, 1968. 29 ft.</p> <p>Reference copies of outgoing correspondence and memoranda maintained as a name index to item 1.</p> <p>Destroy immediately.</p> <p>Includes the following accessions and boxes (all RG 309): 59A40, boxes 67-79 63A839, boxes 39-48 71A4857, boxes 1-6</p>	NN171-144/ REF 2															
3	CENTRAL SUBJECT FILE OF THE SMALL DEFENSE PLANTS ADMINISTRATION. 1951-July 1953. 6 ft./no accumulation	IINNA652 item 1															

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Arranged by subject-numeric files classification system. These records are an accretion to records already in the custody of the National Archives.</p> <p>PERMANENT. Offer to the National Archives in Jan. 1986.</p> <p>Includes accessions (RG 309): 56A56, boxes 14-15 58A361, boxes 27-30.</p>		
4	<p>FIELD OFFICE SUBJECT FILES.</p> <p>Correspondence and other records maintained by regional and district office directors, usually arranged by the agency subject-numeric files classification system. Includes records of the Charleston and Clarksburg, WV and Richmond, VA offices that are stored at the WNRC but also applies to similar records maintained in other regions.</p> <p>Destroy immediately or when 5 years old, whichever is later.</p> <p>Includes accessions (RG 309) at the WNRC: 58A171, boxes 1-4 58A866, boxes 1-5 59A2555, boxes 1-3 60A847, boxes 1-3 61A953, box 1 61A1200, boxes 1-4 62A949, boxes 1-4 63A919, boxes 1-4 63A1247, boxes 1-12 64A1061, boxes 1-5 65A57, boxes 1-5 66A1540, boxes 1-4 67A3054, box 1</p>	IINNA1284 item 1	
5	<p>SAMPLES OF FINANCIAL ASSISTANCE CASE FILES AND OTHER FINANCIAL ASSISTANCE RECORDS, AND OTHER RECORDS CURRENTLY BEING RETAINED AS SAMPLES OR FOR FUTURE SAMPLING.</p> <p>Includes 10% sample of paid-in-full loans (1958, -60, -62); 10% sample of cancelled, withdrawn, and denied loan applications (1957-58 and 1961-62); 2% sample of certification of competency case files (1962-65) and unsampled certification of competency case files (1968); area redevelopment loan case files (1965-67); Development Loan Corporation case</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>files (1965-66); unsampled paid-in-full loan case files and cancelled, withdrawn, and denied loan applications (1972-74); unsampled case files on investigations of small business investment companies (1970 and 1975); unsampled Size Appeals Board case files (1968); sample of joint set-aside program loan case files (1956-59); Reconstruction Finance Corporation business and disaster loans paid off in 1961 and RFC minery loans paid off in 1962. Also includes any similar records in regional records centers which have been retired as samples or have been retained to be sampled. Regional FRCs applying this item are cautioned to verify that retention periods specified for records in NN171-144 (SOP 00 41) have been met.</p> <p>Destroy in accordance with retention period specified for each series in SOP 00 41 or immediately, whichever is later. In nearly all instances, the records will be eligible for immediate destruction.</p> <p>Included are the following accession and boxes (RG 309) at the WIRC:</p> <ul style="list-style-type: none"> <li>60A61, boxes 77-82</li> <li>61A992, boxes 31-32</li> <li>62B thru E756, boxes 114-135, 218-227</li> <li>62A810, boxes 92-94</li> <li>62A835, boxes 106-109</li> <li>62A1010, boxes 85-88</li> <li>63A4100, boxes 45, 163-174</li> <li>64A1461, boxes 167-174</li> <li>65A1500, box 27</li> <li>66A1593, box 84</li> <li>67B3178, box 149</li> <li>67A3857, boxes 113-124</li> <li>67A thru B4097, boxes 1, 2, 6</li> <li>70A4731, boxes 1-5</li> <li>71A991, boxes 9-12</li> <li>73-0002, boxes 82-103</li> <li>73-0004, boxes 1-7</li> <li>74-0025, boxes 1-13</li> <li>74-0031, box 1</li> <li>75-0052, boxes 1-13</li> <li>75-0055, boxes 1-17</li> <li>75-0074, boxes 1-12</li> <li>75-0102, boxes 1-77</li> <li>76-0103, boxes 1-14</li> <li>77-0026, boxes 1-48</li> <li>77-0052, boxes 1-23</li> <li>77-0101, boxes 1-8</li> <li>79-0007, boxes 1-10</li> </ul>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6	MACHINE TOOL CATALOGUES. 1953-56.  Accession: 309-58A805.  Destroy immediately.	IINNA1285 item 22	
7	MEMBERSHIP FILES OF STATE AND NATIONAL ADVISORY COMMITTEES. 1966-70.  Appointment and termination letters, FBI name check forms, and travel vouchers on individual members of these committees.  Accessions (all RG 309): 70A1598, boxes 1-17 70A4860, boxes 37-52 71A991, boxes 31-37  Destroy immediately.	NN171-144 PMC 4	
8	BUDGET FILES. 1952-66.  Copies of budget justifications, estimates, allotment advices, budget requests from regional and headquarters offices, working papers.  Accessions (all RG 309): 67A4178, boxes 1-20 70A1601, boxes 1-16  Destroy immediately.	NN171-144 BUD1,2,3	
9	LEGISLATIVE HISTORY FILES. 1966-68.  Copies of proposed bills of potential interest to the SBA submitted to the houses of Congress, 89th and 90th Congresses, transmittals indicating SBA's support or objections, and drafts of other legislative proposals maintained by the Office of General Counsel.  Accession: 309-74-0010 Destroy immediately.	NN171-144 LEG3-2	
10.	ADMINISTRATOR'S CHRON FILE. 1967-68.  Accession: 309-71A4860, boxes 53-58. Destroy immediately.	NN171-144 REF 1	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

6

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p>SUBMISSIONS OF PROGRAM MISSIONS BY REGIONAL OFFICES. 1965-66.</p> <p>Accession: 309-67A4097, boxes 28-29</p> <p>Destroy immediately.</p>	<p>NN171-144 PEAR1-1</p>	
12	<p>RECORDS RELATING TO THE VIRGIN ISLAND CORPORATION (VICORP). 1952-69.</p> <p>Files maintained by Robert A. Maxwell, an assistant to the Director, Office of Financial Assistance. Maxwell served on the board of this quasigovernmental corporation when he worked for the RFC and the Department of Treasury. Records include his copies of minutes of the VICORP board, the originals of which were kept by the Office of Territories, Department of the Interior. Also contains a small amount of Maxwell's own correspondence.</p> <p>Accession: 309-71A991, boxes 1-3</p> <p>Destroy immediately.</p>		
13	<p>RECORDS RELATING TO FEDERAL EXECUTIVE BOARD ACTIVITIES. 1962-68.</p> <p>Copies of minutes of regional Federal Executive Board meetings sent by SBA regional officials to headquarters to report on their local committee's activities. SBA regional officials served as representatives to these boards; these copies are not the official records of the FEB.</p> <p>Accession: 309-71A991, boxes 4-7</p> <p>Destroy immediately.</p>		
14	<p>RECORDS RELATING TO DEFENSE PRODUCTION POOLS. 1953-55 and 1961-69.</p> <p>Includes case files on individual pools and correspondence and other background information on other applicant companies.</p> <p>Accessions(all RG 309): 59A40, boxes 62-66 71A991, boxes 13-14 and 17-18</p>	<p>NN171-144 PMA11</p>	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
15	<p>Destroy immediately.</p> <p>PUBLICATIONS FILES. 1965-67.</p> <p>Editorial working papers, annotated copies of publications revised during this period, uncompleted publications, rejected manuscripts and related correspondence.</p> <p>Accession: 309-71A991, boxes 19-22, 22A, 23-28.</p> <p>Destroy immediately.</p>	NN171-144 PMA7-2	
16	<p>CONTRACTOR'S STUDIES. 1961-62.</p> <p>Multiple copies of printed reports prepared by consultants on small business opportunities and economic issues effecting small businesses. Unarranged.</p> <p><i>Accession: 309-67A4097, boxes 30-36</i></p> <p>a. One copy of each report. (less than 1 ft/no accumulation)</p> <p>PERMANENT. Offer to the National Archives in Jan. 1986.</p> <p>b. All other copies.</p> <p>Destroy as duplicates after permanent set has been accessioned.</p>		
17	<p>MINUTES OF THE LOAN REVIEW BOARD. NOV. 1953-SEPT. 1956. 10 vol. (3 ft/annual accumulation, if any, undetermined) Arranged chronologically. Official Minutes of the Office of Financial Assistance.</p> <p>Accession: 309-67A4099, boxes 1-3</p> <p>PERMANENT. Offer to the National Archives in Jan. 1986.</p>	IINNA1285 item 20	
18	<p>MINUTES OF THE CERTIFICATE OF COMPETENCY REVIEW COMMITTEE, AUG. 1956-June 1957, and OFFICIAL REGISTER OF ACTIONS TAKEN BY THE OFFICE OF LOAN PROCESSING, 1961-65.</p> <p>Accession: 309-67A4099, box 4</p> <p>Destroy immediately.</p>		
19	<p>WORKING PAPERS RELATING TO PROGRAM PLANNING, EVALUATION, AND RESEARCH. 1966-67.</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF 8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
20	<p>Accession: 309-71A991, boxes 29-30.</p> <p>Destroy immediately.</p> <p>RECONSTRUCTION FINANCE CORPORATION ORIGINAL LOAN LEDGER CARDS. c. 1949-1957.</p> <p>Loan payment histories for RFC loans transferred to SBA.</p> <p>Accession: 309-67A3857, boxes 113-124.</p> <p>Destroy immediately.</p>		