

**APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. 86-127

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<u>Small Business Development Center Program</u>	
5.	<p><b>Small Business Development Center Program Files</b></p> <p>Dates: 1984 - Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>This record series contains forms submitted to the Department of Commerce and Community Affairs by the lead centers and subcenters of the Small Business Development Center (SBDC) Program. This file includes U.S. Small Business Administration (SBA) forms 1062 and 888. SBA Form 1062 is the "Management Assistance Counseling Record", reporting the topic of the counseling session provided to a small business owner such as business start-up, government procurement or personnel among others as well as the number of contact hours, preparation hours, travel hours and any problems or comments noted by the counselor. SBA Form 1062 contains confidential client information. SBA Form 888 is the "Management Training Report", summarizing information about training seminars conducted by the lead centers and subcenters.</p> <p>Recommendation: Retain two (2) years in office, then transfer to the State Records Center for four (4) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
6.	<p><b>SBDC Contract Files</b></p> <p>Dates: 1984 - Volume: 32 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Numerical by 5 digit code assigned to the lead and subcenters</p> <p>This record series contains the grant files of the Small Business Development Center (SBDC) Program, including the contractual and other grant agreements between the Department of Commerce and Community Affairs and the SBDC lead centers and subcenters and correspondence with each grantee.</p> <p>Recommendation: Retain three (3) years in office, then transfer to the State Records Center for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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(CONTINUATION SHEET)

APPLICATION NO. 86-1

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
7.	<p><b>SBDC Administrative Correspondence and Reference File</b></p> <p>Dates: 1984 - Volume: 8 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series contains the administrative correspondence and reference file of the Small Business Development Center (SBDC) Program, including the Program's contract with the U.S. Small Business Administration, quarterly reports, personnel files and correspondence with individuals and organizations such as the National Federation of Independent Businesses (NFIB).</p> <p>Recommendation: Retain three (3) years in office, then weed files disposing of any material which no longer has administrative value and provided all audits have been completed under the supervision of the Auditor General, if necessary, and provided no litigation is pending or anticipated.</p> <p align="center"><u>Energy Management Program</u></p>	<p><i>Disposition Approved</i></p>
8.	<p><b>Loan Files</b></p> <p>Dates: 1983 - Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by firm/project</p> <p>This record series includes energy information of firms applying for business energy loans, correspondence between DCCA and the firms. Actual loan forms are maintained by the Finance Division.</p> <p>Recommendation: Retain four (4) years in office, then transfer to the State Records Center for two (2) years, then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	
9.	<p><b>Contract Files</b></p> <p>Dates: 1983 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	