

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Minority & Women's Business Enterpris - Office# 100	<p align="center">Administrative Closure Files</p> <p>Files of individual applicants who applied for certification but failed to provide, when requested, sufficient information on which a determination could be made</p>	88-02-41726 Rev.0	Calendar Year	12 Months	60 Months	6 Years	Non-Archival OPR
Minority & Women's Business Enterpris - Office# 100	<p align="center">Decertification Files</p> <p>Files of individual certified businesses that the agency determined are not eligible for continued certification. NOTE: Combined with 88-02-41726 and 81-02-41727 under record series 93-05-51879</p>	88-02-41728 Rev.0	Calendar Year	18 Months	54 Months	6 Years	Non-Archival OPR
Minority & Women's Business Enterpris - Office# 100	<p align="center">Denial Files</p> <p>Files of individual businesses denied certification by the agency</p>	88-02-41727 Rev.0	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OPR
Minority & Women's Business Enterpris - Office# 100	<p align="center">Inactive Files</p> <p>Files of individual applicants who applied for certification but failed to provide sufficient info (ADMC) or files of applicants who were denied certification (DENY) or files of applicants that the agency determined are not eligible for continued certification (DCRT). NOTE: Combines 88-02-41728, 88-02-41726 and 81-02-41727)</p>	93-05-51879 Rev.0	Calendar Year	12 Months	60 Months	6 Years	Non-Archival OPR
Minority & Women's Business Enterpris - Office# 100/460	<p align="center">Minority Business Enterprise Questionnaire, DOT 272-045 Original</p> <p>Provides a record of the legitimacy of minority Business Enterprise/Women's Business Enterprise. This is a questionnaire regarding financial status, principles of the firm and construction capabilities. It is a request for certification and when completed it is notarized and is considered a confidential record. REV 1: Transferred from the 405 DOT to Minority and Women's Business Enterprise in July 1989 as per schedule 9/3/91</p>	81-02-26919 Rev.1	Calendar Year	24 Months	60 Months	7 Years	Non-Archival OFM