

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		AVE BLANK (NARA use only)	
		JOB NUMBER	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 6/30/09	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Community Development Financial Institution		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Jones		202-622-7754	DATE 6/25/09
			ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 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 <u>2</u> 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,  <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/26/2009		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	
		TITLE DO Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>Community Investment Intelligence System (CIIS)</b></p> <p><b>Background:</b> The CDFI Fund was created for the purpose of promoting economic revitalization and community development through investment in and assistance to community development financial institutions (CDFIs). The CDFI Fund was established by the Riegle Community Development and Regulatory Improvement Act of 1994, as a bipartisan initiative.</p> <p>The Community Investment Impact System (CIIS) developed by the CDFI Fund is the nation's first system to collect standardized institution and transaction level data from CDFI Program awardees and New Market Tax Credit (NMTC) Program allocates. The New Markets Tax Credit (NMTC) Program permits taxpayers to receive a credit against Federal income taxes for making qualified equity investments in designated Community Development Entities (CDEs). Substantially all of the qualified equity investment must in turn be used by the CDE to provide investments in low-income communities. The CIIS database currently contains data from several hundred organizations.</p> <p>Fully implemented in FY 2004, CIIS collects data such as awardee and allocatee financial position, number of staff, and number of development services clients. It also collects transaction level data providing details on each</p>		

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

L.  
JOB NUMBER

**E BLANK (NARA use only)**

loan or investment made, such as the purpose of the loan or investment, borrower socio-economic characteristics, loan and investment terms, repayment status, and community development impacts. These data allow the CDFI Fund to measure impact at the census tract level and to map CDFI and Community Development Entity (CDE) activity in specific geographic locations.

**Description:**

The CIIS system is a collection of automated and manual processes that allow trading partners of the CDFI Fund to report institution and transaction level data. The reports submitted by these organizations provide the CDFI Fund a resource for determining the level of community investment being executed by the organizations and ensures that the organizations remain in compliance with agreements that they have executed with the Fund. CIIS also enables the CDFI fund to map the precise location of each loan and investment that a CDFI or CDE makes.

**A. Inputs:**

End User Awardees/Allocatees enter information using a series of forms in the web-based application. Users are also able to upload data into the system using excel and XML templates. A separate web interface is provided for the CIIS Help Desk staff to review and modify reported data. Organization and award data is also provided directly from the CDFI Fund through a daily data feed.

**Disposition:** TEMPORARY Destroy after successful entry and verification

**B. System Data:**

CDFI awardee annual reports are required under award agreements to report on organizational information, populations and geography served by target markets, financial position, current assets and liabilities, summary income and expenses, financing, community impacts, development services, depository offerings, award compliance and summary ratios used for compliance monitoring. The CDE CIIS data collected includes the organization's profile, Qualified Equity Investment distribution, portfolio, loan purchases, and financial counseling and other services. Organizational contact and award information for these organizations is provided directly by the Fund to the CIIS database.

Institution level data include the CDFI Financial Assistance and Technical Assistance Awardees or NMTC allocatee's financial position, number of staff, and number of development services clients. Transaction level data include details on each loan or investment a CDFI or NMTC allocatee makes. Data include the purpose of the

ERS 20, item 2

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

L  
JOB NUMBER

**E BLANK (NARA use only)**

loan or investment, borrower and project address, borrower socio-economic characteristics, loan and investment terms, repayment status, and community development impacts. The date for all of the fields range from 2003 - present

**Disposition** TEMPORARY Destroy 10 years upon close of award

**C. Outputs:**

The principle output of CIIS is a reporting database which is used to monitor compliance by the awardees and allocatees of their agreements, as well as to analyze and report on the overall trends and financial health and viability of the participating members of the industry. In addition, the outputs are used as inputs to the Reports Monitoring System (RMS) and New Market Tax Credit (NMTTC) Compliance Monitoring System (NCMS).

At the End User level the principal output is one PDF report and one excel report summarizing the information reported for each organization. The Help Desk portion of the application provides real time Institution and Transaction Level Summary reports (TLR), a detail report listing all user information and report status, TLR comparison report, as well as a report listing all Organization's that have been completed but not certified. The Help Desk Reports are available to the CDFI Fund and to the Help Desk to monitor the status of submitted reports

**Disposition:** TEMPORARY Destroy when 6 years old or no longer needed for operational purposes, whichever is later

**D. System Documentation:**

Codebooks, records layout, user guide, and other related materials.

**Disposition:** TEMPORARY Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner

*exception to  
GRS 20, item 11*