

### Request for Records Disposition Authority

Records Schedule Number DAA-0275-2013-0003

Schedule Status Returned Without Action

Agency or Establishment Export-Import Bank of the United States

Record Group / Scheduling Group Records of the Export-Import Bank of the United States

Records Scheduled Applies to Major Subdivision

Major Subdivision Chief Information Officer

Minor Subdivision Information Management & Technology

Schedule Subject Chairman/President of the Bank Records

Internal agency concurrences will be provided

Background Information Export-Import Bank of the United States (Ex-Im Bank is an independent agency of the United States Incorporated by Congress under the Export-Import Bank Act of 1945 as amended (12 USC635, ET seq.)

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

**Returned Without Action**

Outline of Records Schedule Items for DAA-0275-2013-0003

Sequence Number

1

CHAIRMAN/PRESIDENT OF THE BANK

Disposition Authority Number DAA-0275-2013-0003-0001

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Records Schedule Items

Sequence Number		
1	<b>CHAIRMAN/PRESIDENT OF THE BANK</b>	
	Disposition Authority Number	DAA-0275-2013-0003-0001
	<b>Communication</b> All documents created and/or received by the Chairman or President of the Bank, which document the Bank's policies, procedures, and/or activities. This includes documents received from or sent to Congress, the White House, Federal agencies, foreign governments, U.S. businesses, and state and local governments.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media archival?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	N
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff individual files at the end of calendar year
	Transfer to Inactive Storage	Transfer closed files to inactive storage six months after the end of office holder's tenure
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 4 year(s) after cutoff
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 12 year(s) after cutoff
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
	Estimated Current Volume	Annual Accumulation

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Electronic/Digital	10 GB	20 GB
Paper	15 Cubic feet	4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

### Signatory Information

Date	Action	By	Title	Organization
05/23/2013	Certify	Fernanda Young	Chief Information Officer	Records Management Office of the CIO - na
10/28/2013	Returned Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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