

Request for Records Disposition Authority

Records Schedule Number: DAA-0275-2013-0004
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 Schedule Applies to: Department-wide
Schedule Subject: Board of Director Files
Internal agency concurrences will be provided: No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0275-2013-0004

Sequence Number

1

Board of Directors Files

Disposition Authority Number DAA-0275-2013-0004-0001

Returned Without Action

Records Schedule Items

Sequence Number		
1	Board of Directors Files	
	Disposition Authority Number	DAA-0275-2013-0004-0001
	Records of the Full Board Board documents include Minutes of Board meetings, meeting agendas, transaction memorandum for Board approval, trip reports, Board schedules, correspondence, speeches by Board members, briefing books, organization charts, reorganization studies, delegations of authority, and agency histories	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff individual files end of calendar year
	Transfer to Inactive Storage	Transfer to inactive storage six months after the end of Board Members tenure ends
	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
	Additional Information	
	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

Returned Without Action

Electronic/Digital	10 GB	20 GB
Paper	15 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Returned Without Action

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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