

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-275-02-1</i>	DATE RECEIVED <i>3/21/02</i>
1 - FROM (Agency or establishment) Export-Import Bank of the United States		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition" not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Information Management & Technology			
4. NAME OF PERSON WITH WHOM TO CONFER Gloria Crews / Solomon Bush	5. TELEPHONE 202-565-3354	DATE <i>9-27-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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>5</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 Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 03/15/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carlita D. Robinson</i> Carlita D. Robinson	TITLE Records Management Analyst	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Export-Import Bank of the U.S. was originally organized as a District of Columbia banking corporation pursuant to Executive Order 6581 dated February 2, 1934, and was continued as an agency of the United States by an act approved January 31, 1935, as amended. It is an independent agency of the United States incorporated by Congress under the Export-Import Bank Act of 1945 as amended (12 U.S.C. 635-635i-7).</p> <p>The purpose of the Bank is to aid in financing and to facilitate exports and imports and the exchange of commodities between the United States or any of its territories or insular possessions and any foreign country or the agencies or nationals thereof.</p> <p>The records of the agency other than those covered by the General Records Schedule are described in the following items. Unless otherwise specified the retention periods must be retained following close of file or date of document.</p> <p style="text-align: center;"><i>cc Agency NR NWM D NWMW</i></p>	NCI 275-76-1, Dated 10-17-77	

EXPORT-IMPORT BANK
RETENTION OF RECORDS SCHEDULE
With Description of Items and Retention Periods

A. Paper Records

1. TRANSACTION FILES

Specific direct loan, credit guarantee, and export insurance transaction files, including claims administration. Includes: applications and all supporting documentation such as financial statements; internal analysis of financial, country/political, and economic risk and environmental issues; internal memoranda; legal documents; engineering documents; correspondence files; and credit review and compliance documents.

a. Originals of signed, legally binding documents.

DISPOSITION: Temporary. Maintain in the Office of the Chief Financial Officer until the credit is fully repaid or otherwise terminated. Transfer to the Federal Records Center (FRC) 2 years later. Destroy 10 years after transfer to FRC.

b. Draft transaction agreements.

DISPOSITION: Temporary. Attorneys in the Office of General Counsel are to maintain these until a full set of closing documents is received, at which time the draft documents are to be destroyed.

c. All other such records.

DISPOSITION: Temporary. Transfer to Central Files after the transaction becomes operative and retain in Central Files until credit is fully repaid or otherwise terminated. Transfer to the Federal Records Center (FRC) 2 years later. Destroy 10 years after transfer to FRC.

2. BOARD OF DIRECTORS FILES

a. Records of the Full Board. Board documents include Minutes of Board meetings, meeting agendas, transaction memoranda for Board approval, trip reports, Board schedules, correspondence, speeches by Board members, briefing books, organization charts, reorganization studies, delegations of authority, and agency histories.

DISPOSITION: Permanent. Retain for 2 years, then transfer to Central Files. Transfer to NARA when 10 years old.

b. **Records of Individual Board Members.** The documents of individual Board members.

i. **Reports, Speeches and Correspondence.** Reports such as trip reports or reports on individual topics, such as the environment or information technology, to the Board or the Chairman; speeches made by the Board member; and the member's correspondence files.

DISPOSITION: Permanent. Retain until the Board member leaves the agency, then transfer to Central Files. Transfer to NARA when 10 years old.

ii. **Working Papers.** Briefing books prepared by staff for that member, drafts of reports for the Board or the Chairman, duplicates of documents for the full Board.

DISPOSITION: Temporary. Destroy when no longer needed for current agency business.

3. RECORDS OF ADVISORY COMMITTEES

Advisory Committees' charters, membership lists, meeting agendas, Minutes of Meetings, Federal Register notices, policy statements, and materials required to be available to members of the public.

DISPOSITION: Permanent. Transfer to Central Files after two years. Transfer to NARA when 5 years old.

4. CREDIT COMMITTEE AND RISK COMMITTEE FILES

Minutes and other decision documents of the Credit Committee and Risk Committee regarding proposed transactions, acting under delegated authority from the Board of Directors.

DISPOSITION: Permanent. Retain for 2 years, then transfer to Central Files. Transfer to NARA when 10 years old.

5. GENERAL COUNSEL FILES

a. **Chronological Files of the General Counsel.** Internal memoranda and external correspondence signed by the General Counsel.

DISPOSITION: Permanent. Transfer to Central Files after current General Counsel leaves the agency. Transfer to NARA when 10 years old.

b. **Legal Opinion Files.** Office of General Counsel legal opinions on significant issues.

DISPOSITION: Permanent. Transfer to Central Files after 20 years. Transfer to NARA when 25 years old.

6. Administrative Law Group Reference Files.

DISPOSITION: Temporary. Update or destroy when no longer current.

6. INTERGOVERNMENTAL AND INTERNATIONAL FINANCIAL INSTITUTION FILES

a. Intergovernmental Files. Files, correspondence, Budget documents, annual audits, cables, electronic mail, and Memoranda of Understanding (MOU's), between Ex-Im Bank and other government agencies and Congress.

DISPOSITION: Permanent. Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.

b. International Financial Institutions Files. Files and correspondence relating to the Bank's participation in international financial institutions, such as: the Paris Club and the Berne Union (International Union of Credit and Investments Insurers).

DISPOSITION: Permanent. Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.

7. PUBLIC COMMUNICATION FILES

a. Press Releases, Transcripts of the Chairman's Interviews, and the Export-Import Bank Annual Report.

DISPOSITION: Permanent. Transfer to Central Files after one year. Transfer to NARA when five years old.

b. Copies of Other Speeches (non-Board members), Correspondence with the Public, Informational Documents Prepared for the Public, and Documents Used in the Bank's Public Seminars.

DISPOSITION: Temporary. Destroy/delete when dissemination, revision or updating is completed, or when the materials are no longer being used.

8. COUNTRY RISK ANALYSIS FILES

These files contain economic data and information, reports, and analysis of the economic and political risks in individual countries. Includes trip reports, internal memoranda, interagency memoranda and materials, reference materials related to individual countries,

and documents related to the Bank's participation in the Interagency Credit Risk Analysis System (ICRAS).

a. **Reports and Analyses.**

DISPOSITION: Permanent. Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.

b. **All Other Records.**

DISPOSITION: Temporary. Destroy when 5 years old or when no longer needed, whichever is the longest.

9. INTERNAL BANK POLICY FILES

Export-Import Bank policies, reports, and related documents approved by the Chairman or Vice Chair or the Board, and those developed by Bank staff, including internal committees. The files include the Annual Performance Plan, the Strategic Plan, the Performance Report, and all formal comments received on those reports.

DISPOSITION: Permanent. Transfer to Central Files after 2 years. Transfer to NARA when 15 years old.

B. Electronic Records

ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. COPIES THAT HAVE NO FURTHER ADMINISTRATIVE VALUE AFTER THE RECORDKEEPING COPY IS MADE

Includes copies maintained by employees in individual files, individual electronic mail directories, or other individual directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

DISPOSITION: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. COPIES USED ONLY FOR DISSEMINATION, REVISION, OR UPDATING THAT ARE MAINTAINED IN ADDITION TO THE RECORDKEEPING COPY

DISPOSITION: Temporary. Destroy/delete when dissemination, revision, or updating is completed.