**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION | LEAVE BLANK (NARA use only) |
| 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | JOB NUMBER N1-275-09-1 |
| | Date Received 6/29/09 |

1. **FROM (Agency or establishment)** 
   - **Export Import** 
   - **Bank of the United States** 

2. **MAJOR SUBDIVISION** 
   - Chief Information Office 

3. **MINOR SUBDIVISION** 
   - Management Records 

4. **NAME OF PERSON WITH WHOM TO CONFER** 
   - Sharon A. White 

5. **TELEPHONE** 
   - 202-565-3325 

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 pages are not needed now 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, 
   - **X** is not required
   - **☐** is attached; or
   - **☐** has been requested.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>6-24-09</td>
<td>Sharon A. White</td>
<td>Director</td>
</tr>
</tbody>
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7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
   - See attached sheets
   - MINI application

9. **GRS OR SUPERSEDED JOB CITATION**

10. **ACTION TAKEN** (NARA USE ONLY)

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115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) 
PRESCRIBED BY NARA 36 CFR 1228
MINI Application

Description

The MINI application contains scanned versions of Bank documents from the Office of the Treasurer and Office of the Controller. These documents are related to all Bank functions; Guarantees, Loans, and Insurance. These documents consists of agreements, promissory notes, closing documents, acknowledgement letters, ExIm Bank consent letters, amendments, schedules, memorandums of understanding, and operative documents. The time frame for these documents is from 1980 to 2009. Scanning is an on-going process and documents are added to the system every month.

1. Search and Reporting

The MINI application utilizes a Google search engine to provide users with the ability to search for documents based upon one of two criteria: Transaction Number and/or Country. Once the user has selected the information he/she requested he/she can review a copy of the document on their PC and/or print the document.

The data is read only and available to all Bank employees. There are no specific reports generated and there is no ad-hoc reporting capability.

The IT Office keeps two logs, one Event Log which is an audit trail of all system activity and the Search Log which lists all search queries for a specific timeframe.

Disposition

Temporary – Destroy twelve (12) years after transaction has been terminated (finalized or cancelled).