

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-275-09-1</i>	
1. FROM (Agency or establishment) <i>EXPORT IMPORT BANK OF THE UNITED STATES</i>		Date Received <i>6/29/09</i>	
2. MAJOR SUB DIVISION <i>Chief Information Office</i>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <i>INFORMATION QUALITY & Records Management</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Sharon A White</i>	5. TELEPHONE <i>202-565-3325</i>	DATE <i>6/29/09</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 _____ page(s) 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6-24-09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon A White</i>		TITLE <i>Director</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>See attached sheets MINI applications</i>		

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).