**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th><strong>1. FROM (Agency or establishment)</strong></th>
<th><strong>BANK OF THE UNITED STATES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. MAJOR SUB DIVISION</strong></td>
<td><strong>Chief Information Office</strong></td>
</tr>
<tr>
<td><strong>3. MINOR SUBDIVISION</strong></td>
<td><strong>Records Management</strong></td>
</tr>
<tr>
<td><strong>4. NAME OF PERSON WITH WHOM TO CONFER</strong></td>
<td><strong>Sharon A Whitl</strong></td>
</tr>
<tr>
<td><strong>5. TELEPHONE</strong></td>
<td><strong>202-565-3325</strong></td>
</tr>
</tbody>
</table>

**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,

- [ ] is not required
- [ ] is attached, or
- [ ] has been requested.

**DATE** | **SIGNATURE OF AGENCY REPRESENTATIVE** | **TITLE**
---|---|---
1-29-09 | Sharon A Whitl | Director

**7. ITEM NO** | **8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
---|---
See attached sheets

**9. GRS OR SUPERSEDED JOB CITATION**

**10. ACTION TAKEN**

---

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91) PRESCRIBED BY NARA 36 CFR 1228
Financial & Administrative System

Loan & Guarantee Accounting System and Standard General Ledger (LG/A)

Description:

The Export Import Bank of the United States (Ex-Im) is an independent Federal Government Agency that helps finance the overseas sales of United States goods and services. To accomplish its mission of creating and sustaining jobs through exports, Ex-Im offers four (4) financial products: direct loans, guarantees, working capital guarantees, and export credit insurance.

The Direct Loan Program is a foreign buyer credit program in which Ex-Im Bank makes a loan to a foreign buyer to purchase US exports. Ex-Im Bank’s loan disbursements are made directly to the US exporter as the export products are shipped to a foreign buyer.

The Loan Guarantee Accounting System and Standard General Ledger (LG/A) supports the Direct Loan Program. LG/A is the automated support system for managing the life cycle of Ex-Im’s Direct Loan Program. It tracks loans from authorization through final disbursement/payment, write-off, or claim/Rescheduled Debt Servicing System application creation.

1. The Master Files

The Master files consist of metadata related to the following functions: Case Maintenance, Claims and Recoveries, Periodic updates on Claims, Participant Information, Rescheduled Debt Servicing, Working Capital Maintenance, and Loan/Guarantee Servicing.

The major data fields in the LG/A system are: Participant Name, Type of transaction, Amount of transaction, Country Code, NAIC/SIC Codes Products Exported, Non-payment Claims information, and Debt Reschedule information.

Disposition

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

2. Output

Users have specific searching capability based upon the life cycle of the Direct Loan Program. Each section of the life cycle has specific search criteria such as: Case Maintenance provides the ability to search by status codes; the Claims & Recoveries function provides the ability to search by claim number; and the Participant information provided the ability to search by Participant ID, County Code, or Name. This limited
search and reporting capability is accomplished using program SQL scripts. (GRS 20, item 16).