

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-275-09-4</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>7/27/2009.</b>	
1. FROM (Agency or establishment) Export Import Bank of the United States 811 Vermont Ave., N.W. Washington, D.C. 20571		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon A. Whitt	5. TELEPHONE NUMBER 202-565-3325	DATE <b>7/27/09</b>	ARCHIVIST OF THE UNITED STATES 
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 2 page(s) are not needed now for the business for 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 <b>7-20-09</b>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director Information Quality & Records Management
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<sup>line</sup> On Letter Of Interest Application		

**Agency:** The Export- Import Bank of the U.S. (EX-IM Bank)

**Record Schedule:** Information System

**Title:** Online Letter of Interest Application (LI)

**EIB Form:** EIB 95-9/ OMB# 3048-0005

The Export-Import Bank of United States (Ex-Im Bank) is the official export credit agency of the United States. Our mission is to assist in financing the exports of U.S. goods and services to international markets. Ex-Im Bank enables U.S. companies' access foreign trade opportunities by providing working capital guarantees (pre-export financing); export credit insurance; and loan guarantees and direct loans (buyer financing).

**Description:** This system is EX-IM Bank official Online Application for applicants to apply for a Letter of Interest (LI). The LI serves as the pre-export tool that tracks potential exporters looking to obtain financing and it is the mechanism to determine preliminary commitment to access the Bank's Loan and Guarantee Program. The LI is an indication of EX-IM Bank's willingness to consider financing for a given export transaction. Ex-Im Bank's web server holds all the data of manually entered and online LI Applications since 2004. The Office of Export Finance division of Strategic Initiative & Operations supports the Online LI Application System. The Bank's IT Programmer maintains the system.

**LI Online Application System performs the following functions:**

- a. Compiles Data from potential Exporters
- b. Provides Terms of support from Ex-Bank
- c. Financing Consideration
- d. Exposure Fee Determination
- e. Interest Rates
- f. Repayment Terms
- g. LI Expiry Date

The LI Application System (LI) interfaces with the Financial/ Administrative System (F/A) Loans & Guarantee Accounting System (LG/A), which are scheduled separately.

**a. Inputs** – Letter of Interest Applicant Information (LI) Form EIB 95-9

**Disposition: Temporary**

Approved letter destroy three (3) years after expiration date.

Incomplete letter destroy in 60 days.

Denied letter destroy three (3) years after denied date.

GRS 20, item 2b.

- b. Master Files – contains** Eligibility Screening, LI Questionnaire, Applicant Information, Supplier Information, Borrower Information, Export Information, Requested Financing, and Certification.

The master file contains the following data elements:

- a. Applicant Information
- b. Exporter Information
- c. Supplier Information
- d. Borrower Information
- e. Buyer and End-User
- f. Export Item
- g. Aircraft or Military Use
- h. Financing Type Requested
- i. Contract Price
- j. Foreign Competition
- k. Other Government Agencies involvement
- l. Environmental Effects
- m. Tied Aid Capital Projects Funds
- n. Certifications
- o. Payment Method

**Disposition: Temporary**

Approved letter destroy three (3) years after expiration date.

Incomplete letter destroy in 60 days.

Denied letter destroy three (3) years after denied date.