

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	NI-275-09-7
1 FROM (Agency or establishment) EXPORT IMPORT BANK of US		Date Received	9/10/09
2 MAJOR SUB DIVISION Chief Information Office		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Sharon A Whitt	5 TELEPHONE 202-565-3325	DATE Sept 10	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached, or      <input type="checkbox"/> has been requested</p>			
DATE 9-3-09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon A Whitt</i>		TITLE Director
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets  Ex Im Docs - Document Management System		

**System Title:**

ExIm Docs Document Management System

**System 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.

ExIm Docs is a document management system providing the ability to search for insurance and guarantee transaction data. ExIm Docs contains documents dealing with the following business functions: Working Capital, Long Term Loans or Guarantees, Structured Finance or Transportation transactions, and Single Buyer and Medium Term Insurance and Guarantees issued prior to January 1, 2007. Ex-Im Docs contains documents from 1999 to the present.

**Master Files**

This system contains scanned images of insurance and guarantee transaction records. Transactions may include applications and all supporting documentation, such as financial statements; internal analyses of financial, political, and economic risks, as well as environmental issues; internal memoranda; legal and engineering documents; correspondence; and credit review and compliance documents.

Documents contain metadata for policy name/number, insured name/number, buyer name/number, broker name/number, document number, application control system number, and dates of transaction. The system also includes ExIm Docs Fiche, which are scanned images of insurance transaction microfiche records.

Currently there are approximately 265,000 documents in the system, which equates to approximately 2,500,000 pages.

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

## **Appendix A**

### **Documents Scanned In EXIMDocs**

Documents scanned into EXIMDocs system will have an OCR PDF rendition of the documents. These new documents will be searchable by the following data items:

- Single-buyer
- Multi-buyer
- Multi-buyer Policy Renewals
- Multi-buyer & Single-buyer Policy Assignment
- Withdrawal of Multi-buyer Policy and Single-buyer Commitment or Policy Applications
- Multi-buyer Policy Amendment & Umbrella Exporters
- Cancellation
- Underwriter worksheet
- Overdue Reports
- Shipment Reports
- Claims
- Application
- Correspondence
- Financial Statements
- Credit Reports
- Assignment

This will give the underwriter ability to review and update records.

### **Advanced Search**

This Advanced Search provides the users the ability to search for documents based on a profile. This is user primary search screen and consists of the groupings of textboxes, drop down boxes, name textboxes, and other fields. This document is a form which will enable you to enter selective search criteria.

From the form, user can search by:

Object Type:

- Docs
- EDT
- Fiche
- PFMS

Properties:

- Bar code
- Box Number
- Broker
- Buyer
- Claim
- Effective date
- Endorsement
- File type
- Insured
- Policy
- Scanned by and date