To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)  
EXPERT IMPORT BANK OR US

2. MAJOR SUB DIVISION  
Chief Information Office

3. MINOR SUBDIVISION  
Records Management

4. NAME OF PERSON WITH WHOM TO CONFERR  
Sharon A. Whit

5. TELEPHONE  
202 565 3323

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,

☐ is not required  ☐ is attached; or  ☐ has been requested.

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
Application Processing System (APS)

See attached sheets

9. GRS OR SUPERSEDED JOB CITATION  

10. ACTION TAKEN (NARA USE ONLY)  

LEAVE BLANK (NARA use only)

JOB NUMBER N1-275-09-8

Date Received  
9/10/09

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
ARCHIVIST OF THE UNITED STATES

9/3/09  
Sharon A. Whit

DATE  
SIGNATURE OF AGENCY REPRESENTATIVE  
TITLE  
Director

STANDARD FORM 115 (REV. 3-91)  
PREScribed BY NARA 36 CFR 1228

115-109  
PREVIOUS EDITION NOT USABLE
System Title:
Application Processing System (APS)

System Description:

The Application Processing System (APS) enables Export Import Bank to process case-related information from initial customer contact through application receipt, case evaluation, credit analysis, and authorization. The APS application combines application processing workflow procedures and a set of online screens and reports to facilitate the execution of these procedures.

The APS application contains two sub-systems: Case Maintenance and Participant Information.

Case Maintenance captures application information and integrates this data with case assignment and evaluation information entered throughout the case life cycle. This area provides the ability to identify transaction type, program type, evaluation criteria, financing amounts and structure, risk factors, and financial performance for specific case files.

Participant Information identified all parties related to a specific case. The participant in one case could be identified as a borrower but in another case that participant could be the exporter. This area provided consistency in naming conventions.

1. Master Files:

System contains case evaluations, credit analysis and authorizations for transportation, structured finance, credit guarantee facilities and working capitals. The participant information contains company name, address, principal parties, and information on their goods and/or services.

Disposition: Temporary – delete 12 years after case has been closed or terminated (finalized or cancelled).

2. Outputs:

The APS has reports that provide the user with summary information on the status of applications, financing amounts and structures, and performance of cases.

Disposition: Temporary – delete 12 years after case has been closed or terminated (finalized or cancelled).