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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-275-10-1</i> | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>10/25/09</i> | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Information Quality and Records Management | | | |
| 3 MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Sharon A. Whitt | 5 TELEPHONE NUMBER 202-565-3325 | DATE <i>21 Sept 10</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 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 10-20-09 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon A Whitt</i> | | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | CARDS Application | | |

CLAIMS & RECOVERED DEBT SERVICING SYSTEM(CARDS) Financial & Administrative

Description:

The Export Import Bank of the United States (EXIM) is an independent Federal Government Agency that helps finance the overseas sales of United States goods and services. The Loan Guarantee Accounting System (LG/A), Claims and Recovered Debt Servicing System (CARDS) applications all generate financial transaction when a financial amount field is first entered or updated.

CARDS are comprised of automated routines, which are designed to record, process, and report Eximbank claims and recoveries activity. Designated users enter information into a centralized database. The system's automated validations and manual procedures are designed to provide the Bank with consistent, accurate claims and recoveries information. The system tracks a claim from the time that it is received to the point that it is ultimately closed.

The flow of claim and recoveries activities involves the processing of five basic business functions: record claim filings, assign, review, and evaluate claims, make claim payments, allocate claim recoveries and expenses and perform inquiries and other functions.

The system's automated validations and manual procedures are designed to provide the Bank with consistent, accurate claims and recoveries information. The system tracks a claim from the time that is received to the point that it is ultimately closed

Case Maintenance Menu

The Case Maintenance menu provides the users with the ability to search by participant ID number, guarantees and insurances transaction and policy number.

Claim and Recoveries

Allows the users to evaluate and determine its liability for claims, collect money to reduce losses, and take action to mitigate potential losses.

Unique Features: - These features are available on all prompt screens to help the user determine the valid directory combinations

- ADD mode available:
 - Claim Entry and Update
- Update or Display mode only:
 - Claim/Installment Inquiry
 - Claim Activity Inquiry
 - Claim Directory
 - Claim Decision
 - Claim Evaluation
 - Recovery Activity Entry/Update

1. Input

~~Input controls verify that information entered into the system is correct and is submitted for processing. Input controls are important because inaccurate or incomplete data causes processing errors and unreliable information on reports and online inquiries.~~

~~**Disposition:** Temporary—General Records Schedule 20, item 2(b)~~

2. Output

~~Users have specific searching capability based upon the life cycle of the Direct Loan and Guarantee Program. Each section of the life cycle has specific search criteria such as; Case Maintenance provides the ability to search by status codes, the Claim & 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.~~

~~**Disposition**—Temporary—General Records Schedule 20, item 16~~

3. Master File

The CARDS system contains data transferred from the Electronic Claims Filing System (ECFS) such as name, address, policy information, type of claim and adds additional information to assist in evaluation of the insurance claim. This additional information consists of the evaluation criteria, decision, payment record, and recovery activities.

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