



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NT 275-10-2</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		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>9 NOV 10</i>	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 _____ 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 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Reschedule Debt application		

System Title **Rescheduled Debt Servicing**

System Description

Reschedule Debt Servicing is one of the application systems that is a sub-system of Claims & Recovery Debt Servicing System (CARDS) within the Export Import Bank's Financial and Administrative System

Reschedule Debt provides the tools necessary to establish and service rescheduled debts. The system captures and reports information related to negotiated debt terms of billing, payments, and the distribution of recovered amounts. The system provides a central and flexible, reliable and comprehensive support to all stages of the rescheduling process. This system also simplifies the setup and servicing of debt entity and provides a more accurate and timely information in support of the allocation of repayments of rescheduled debt.

The reschedule load activity processes involves five (5) basic business functions

*Installment Eligibility* that allows the user to capture rescheduled debt terms included in the agreed document. These terms are applied against claims and load defaults to produce an inventory of debt that qualifies for rescheduling.

*R-load Billing* provided the Treasurer-Controller's Office with a vehicle for reviewing bills prior to mailing, incorporating the necessary adjustments and producing standardized bills.

*Payment Application* supports the entry of payments received against rescheduled debts and the selection of the appropriate method of payment application. Several payment application formulas are available to spread payments received. Supervisory review and approval is required before the final processing of payments occur.

*Participant Distribution* automates the distribution of funds recovered against rescheduled debt to third party participants. Payment vouchers are produced to facilitate the disbursement of funds.

*Inquiries and Other Functions* allow users to examine load activity information and generate reports for online menus.

~~1. System Inputs provide information on terms of rescheduling, apportionment of rescheduled debt, transfer of rescheduled debt portions, installment of eligibility report parameters, and any sub-loans associated with the rescheduled debt.~~

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

~~2. **System Outputs** provide reporting and searching capabilities based upon name, type of rescheduled debt, status of repayments, and sub-loans~~

~~**Disposition: Temporary** – General Records Schedule 20, item 16~~

**3. Master File** contains data to identify and maintain rescheduled debts. This data includes name, address, amount of debt, repayment schedule, apportionment of debt, distribution of payments received, current amount of debt, and final payment date.

**Disposition: Temporary** – Destroy 12 years after debt has been closed or cancelled