REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

J O B N U M B E R  
N1-275-10-3

1 FROM (Agency or establishment)  
Export Import Bank of the United States  
811 Vermont Ave, N W Washington, D C  20571

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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,

☒ is not required ☐ is attached, or ☐ has been requested

DATE  
10-15-09

SIGNATURE OF AGENCY REPRESENTATIVE  
Sharon A Whitt

TITLE  
Director Information Quality & Records Management

7 ITEM NO  

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
Electronic Claim Filing System (ECFS)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN  
(NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
System Title:

Electronic Claim Filing System (ECFS)

System Description:

The ECFS is a data entry system for Ex-Im Bank’s customers to submit claim applications for Multi-Buyer Insurance, Guarantees, and Working Capital policies over the Internet. The information is transferred to the Claims and Recovered Debt (CARDS) application for processing.

ECFS will remain active until it is superseded or becomes obsolete.

Master Files

The ECFS System contains data on the insurance claims for Multi-Buyer Insurance, Guarantees, and Working Capital Transactions. The public submits their claim request by completing the Claim application form(s) and submitting them thru ECFS. The ECFS application is the front end for the Claims and Recovered Debt (CARDS) application. Data from ECFS is transferred to CARDS for further processing. Data contained in ECFS includes name, address, policy information, type of claim, amount of claim, and reason for claim.

The claimant has the ability to view all claim applications he has submitted to the Bank.

Disposition: Temporary – Destroy 12 years after transaction close date.