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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |   | JOB NUMBER<br><i>NI-275-10-3</i>  |  |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   | Date received<br><i>10/25/09</i>  |  |
| 1 FROM (Agency or establishment)<br>Export Import Bank of the United States<br>811 Vermont Ave., N W Washington, D C 20571  |   | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br>Information Quality and Records Management   |   |   |  |
| 3 MINOR SUBDIVISION   |   |   |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Sharon A Whitt  | 5 TELEPHONE NUMBER<br>202-565-3325                          | DATE<br><i>5 Jan 11</i>   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i>       |
| 6 AGENCY CERTIFICATION<br>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.<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |   |   |  |
| DATE<br><i>10-15-09</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Sharon A Whitt</i> |   | TITLE<br>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| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION              | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)                            |
|   | Electronic Claim Filing System (ECFS)                       |   |  |

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ECFS will remain active until it is superseded or becomes obsolete.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