REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

MAJOR SUBDIVISION
Office of Information Quality & Records Management

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Sharon A Whitt

TELEPHONE NUMBER
202-565-3325

DATE RECEIVED
3/19/10

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, the
disposition request, including amendments, is approved
except for items that may be marked "disposition not
approved" or "withdrawn" in column 10

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
3-1-2010

SIGNATURE OF AGENCY REPRESENTATIVE
Sharon A Whitt

TITLE
Director Information Quality & Records Management

ITEM NO
7

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
ERS – Electronic Reporting System

9 GRGS OR SUPERSEDED JOB CITATION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 1226
System Title:
ERS – Electronic Reporting System

System Description:

The ERS system provides access to an integrated data warehouse for analysis and reporting. Users have the ability to generate per-defined reports or customize reports to meet their specific needs. These reports provide users with an easy user-friendly model of the enterprise information and metrics for analysis and review. The Bank’s financial staff uses this information to assist in the analysis and review of loan applications. The data in ERS provides insight as to the status of the requestor in reference to whether he/she has or is a current customer, the status of any outstanding loans, any claims etc.

ERS provides monthly update reports to the ExIm Bank’s intranet site for review by all staff. These monthly reports provide the Bank’s financial staff with information on who, what country, and how much financial assistance the Bank is providing to small businesses.

The ERS is not the source system for any data. The master file for the ERS consists of two database schemas in an Oracle database – a staging schema and a data warehouse schema. The staging schema collects data from other databases and is used to build the data warehouse schema. Data in the staging schema is not visible to end users. The systems that ERS currently collects data form are:

- ExIm Online
- Loan & Guarantee Accounting System
- Integrated Information System
- Application Processing System
- Claims & Recovery Debt Servicing System
- Restructure Loans System
- Online Letter of Interest
- Asset Monitoring System
- Electronic Compliance Program
- AS 400 (static data on insurance that preceded the implementation of ExIm Online)

After the data is collected into the staging schema, data from the various systems is merged into a common set of tables that reflect the fact and dimension tables used in a standard warehouse. These tables are used by our business intelligence tools for presentation of a wide variety of management reports.

The data in ERA is updated once a day. The load process is as follows:
- Data is pulled from the source systems
- Data is moved into a staging area
- Data is filtered
- Data is moved to the ERS tables

Master File

The ERS is not the source system for any data. The master file for the ERS consists of two database schemas in an Oracle database – a staging schema and a data warehouse schema. The staging schema collects data from other databases and is used to build the data warehouse schema. Data in the staging schema is not visible to end users.
2. History file

This file contains statistical information concerning a point in time as to the status of the Bank’s metrics that are used for analysis and review. This history file may be used to support decisions made.

3. System Reports

The ERS system has the ability to generate reports that are used for review by the Export Import Bank Staff. These reports provide statistical information on the number and dollar amount of transactions approved for a given time period. The major of these reports are pre-programmed and the users provide generation criteria. A few “power users” have the ability to generate ad-hoc reports. Some of these ad-hoc reports are used to create new pre-programmed reports and made available to all.

The Bank’s financial staff uses these reports to assist in their review of potential customers. These reports provide the financial staff with information on who, how much, when, and a listing of claims and/or bad debts and their status.

The system also provides reports that are uploaded to the Export Import Bank internet site. These reports provide the public with statistical information on the transactions approved by the Bank for a given time frame. This statistical information includes geographical, product or service, and amount of transactions approved.

Disposition:
Temporary delete when superseded.