REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

2 MAJOR SUBDIVISION
Office of Information Quality & Records Management

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Sharon A Whitt

5 TELEPHONE NUMBER
202-565-3325

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 3-24-10 SIGNATURE OF AGENCY REPRESENTATIVE

Title
Director Information Quality & Records Management

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Electronic Compliance Program (ECP)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
NARA USE ONLY
Electronic Compliance Program (ECP)

Master File Description:

The ECP is a web-based certification system for Ex-Im Bank approval of disbursements under the medium-term guarantee program. The Lender is responsible for collecting and reviewing all required disbursement documentation and inputting key information obtained from its review on a secure web-site checklist. The checklist is transmitted via Internet to Ex-Im Bank where it will be reviewed for completeness and compliance by the Credit Administration unit staff of the Operations and Data Quality (ODQ) division. Once the request has been approved, Ex-Im Bank issues an approval electronically on a secure website.

ECP covers all medium-term guarantees. The Lender must have an approved medium-term guarantee before he/she can use the system. The Lender completes a form containing information such as company name, address, contract person, transaction number, phone number, Exporter’s disbursement information (invoice number, date, amount, description), and disbursed amount, date, location.

ECP is used to record the amount, date, and client who have received the disbursements. Before data entry the data is validated by searching data contained in LGA, CARDS, and APS.

Users include Lenders, PEFCO, Credit Review and Compliance, Policy & Planning, Asset Management and Credit Administration staff.

Disposition: Temporary – delete 12 years after case has been closed or terminated (finalized or cancelled).