

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
EXPORT-IMPORT BANK OF THE UNITED STATES

2. MAJOR SUBDIVISION
OFFICE OF THE CHIEF INFORMATION OFFICER

3. MINOR SUBDIVISION
IM/T - CENTRAL RECORDS BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
CARLISTA D. ROBINSON

5. TELEPHONE
(202) 565-3351

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-275-98-1

DATE RECEIVED
8-18-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
7-6-99

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 now needed for the business of 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
04/21/98

SIGNATURE OF AGENCY REPRESENTATIVE
CANDELARIO TRUJILLO *C. Trujillo*

TITLE
VICE PRESIDENT, IM/T

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Export-Import Bank of the U.S. was originally organized as a District of Columbia banking corporation pursuant to Executive Order 6581 dated February 2, 1934 and was continued as an agency of the United States by an act approved January 31, 1935, as amended. It is an independent agency of the United States incorporated by Congress under the Export-Import Bank Act of 1945 as amended (59 Stat. 526).</p> <p>The purpose of the Bank is to aid in financing and to facilitate exports and imports and the exchange of commodities between the United States or any of its Territories or insular possessions and any foreign country or the agencies or nationals thereof.</p> <p>The records of the agency other than those covered by General Records Schedules are described in the following items. Unless otherwise specified the retention periods in this schedule set forth the number of years the records must be retained following close of file or date of document.</p>		

1. Draft Transaction Agreements - Maintained by attorneys in Ex-Im Bank's Office of the General Counsel.

DISPOSITION: Temporary. Destroy drafts upon receipt of full set of closing documents.

2. Electronic copies of Draft Transaction Agreements created using electronic mail and word processing.

DISPOSITION: Delete after recordkeeping copy has been produced.