Schedule Number: N1-275-98-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
This schedule was superseded in full by N1-275-02-001/A/1. This item was superseded in full by DAA-0275-2015-0001. Please see DAA-0275-2015-0001 for the most current records disposition item.

Date Reported: 05/01/2020
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).

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.

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.
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.