


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-275-83-1
DATE RECEIVED	2-1-83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-2-83 <i>Date</i>	 <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Export-Import Bank of the United States

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Helene H. Wall


5. TEL EXT
566-8815

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>1-18-83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <u>Manager, Analysis, Records & Communications</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Direct Loans and Financial Guarantee Case Files</u></p> <p>Direct Loans are dollar credits extended by EXIMbank directly to borrowers outside of the United States for purchase of U.S. goods and services. EXIMbank also guarantees the repayment of credit extended by private lenders to purchasers outside of the United States of U.S. goods and services. Documentation in these case files is divided into three categories for retention/disposal purposes.</p> <p>b. Contract and Disbursement Documentation: Divided into two retention categories, the documentation includes:</p> <p>2. Invoices, Supplier's Certificates, itemized statements, bills of lading, bills of sale, FAA Export Certificates of Airworthiness, Certificate of Acceptance, insurance certificates, freight forwarder certificates.</p> <p>ACTION: Retain in Central Files. Transfer to FRC when 1 year old. Destroy when 15 years old.</p>	NCI-275 76-1- 6b2	<i>1 item</i>



115-14
Handwritten
3/2/83

*MASS DATA CHANGE SHEET ATTACHED
NCW Copy to agency, 3-11-83; 88*