

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-420-00-1
1. FROM (Agency or establishment) OVERSEAS PRIVATE INVESTMENT CORPORATION		DATE RECEIVED	6/9/2000
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE <i>for</i> ARCHIVIST OF THE UNITED STATES	
CAROL BROCK	202/336-8563	6/23/00 <i>Marked Minutes</i>	
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
6-6-00	<i>Carol Brock, CRM</i>	RECORDS MANAGER	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED. THE CHANGES SUPERCEDE N1-420-99-1, ITEMS 1 & 2, OFFICIAL FILE RETENTIONS.  <i>Agency, number</i>		

**Attachment for SF 115 to NARA on 6/00 for Insurance & Finance Case File Retentions.**

**1. Investment Insurance Case Files, 1948 to present.**

**a. Official File.**

Arranged alphabetically by the name of the investor (individual or corporate), then by country, and then by contract number. These records are the case files concerning insurance on investments in the event of losses suffered from political violence, expropriation, and currency inconvertibility. Included are registrations, applications and project documents, contracts, amendments, action memorandum, embassy communications, foreign government approvals, and correspondence and project clearances.

When the contract is executed, it is transferred to Central Files. Subsequent documentation relating to the case, such as monitoring, financial, and other reports on the project for which the insurance has been granted, are also filed in the official case file in Central Files. The case is considered closed when the period specified in the contract for the filing of claims is reached.

Original documents considered vital records (the contract, all amendments, and Foreign Government Approvals), are stored off-site. Photocopies of these vital records are in the Central Files case files.

**TEMPORARY:** Transfer to WNRC. Cut off the files when case is closed. Transfer to WNRC 1 year after cut off. **Destroy 7 years after cutoff. (Supercedes N1-420-99-1, Item 1).**

**NOTE:** A limited number of case files may warrant permanent retention if the project had significant economic, political, environmental, or social impact upon individual countries or regions, or if it drew Congressional or media attention, or if the case file documents the historical development of the agency and its programs. If one or more of these criteria are met, notify the National Archives and Records Administration so that an appraisal of these case files can be conducted to determine if the file(s) warrant permanent preservation.

~~b. Electronic version of records created by electronic mail and word processing applications.~~

~~**TEMPORARY:** Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

## **2. Finance Loan Case Files, 1971 to present.**

### **a. Official File.**

Arranged alphabetically by the project's name, then by country, and then by project number. These records consist of a copy of each application, investor consulting report, pre-disbursement project review and analysis, finance/loan agreements, amendments and extensions, loan monitoring reports, agreements with related memoranda, correspondence, legal documents, and other records. When the loan is disbursed (first payment made to investor), the case file is sent to Central Files for maintenance. Subsequent documentation such as monitoring, financial, and other reports related to the case are interfiled in the official case file in Central Files. An official case file is closed when the loan is repaid or cancelled.

The original vital records are removed from the case files, and replaced with photocopies. The original vital records are sent to off-site vault storage, as part of OPIC's Vital Records Protection Program.

**TEMPORARY:** Transfer to WNRC. Cut off the files when case is closed. Transfer to WNRC 1 year after cut off. **Destroy 7 years after cutoff. (Supercedes N1-420-99-1, Item 2).**

**NOTE:** A limited number of case files may warrant permanent retention if the project had significant economic, political, environmental, or social impact upon individual countries or regions, or if it drew Congressional or media attention, or if the case file documents the historical development of the agency and its programs. If one or more of these criteria are met, notify the National Archives and Records Administration so that an appraisal of these case files can be conducted to determine if the file(s) warrant permanent preservation.

~~b. Electronic version of records created by electronic mail and word processing applications.~~

~~TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.~~