

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment) OVERSEAS PRIVATE INVESTMENT CORPORATION	
2. MAJOR SUBDIVISION	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-420-93-1
DATE RECEIVED	9/13/94
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	10-26-94
	<i>Acting</i> ARCHIVIST OF THE UNITED STATES <i>Andy Hudson Peters</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 14 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/12/94	<i>Jana Paulsen</i>	RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached for revisions to OPIC's approved records schedules.		

Copies sent to Agency, NNT, NNW, NCF, NIA @ 11/1/94

EXECUTIVE DIRECTION RECORDS

1. Minutes of Meetings of the Board of Directors.

Arranged chronologically. These records consist of minutes of regular and all special meetings with comments of members on subjects before the Board for decision. Records contain information on OPIC policy and procedures, discussions of proposed projects, and their relationship to United States foreign policy, on United States' and host country economic and fiscal policies, and on the environment, on human rights, on the effect on employment in the U.S. and on the status of worker rights in the host country, and on administrative procedures for Board and OPIC personnel. The records indicate the votes on measures before the Board.

DATES: 1971 to date.

VOLUME: 10.5' linear + 60 audio tapes.

ANNUAL ACCUMULATION: Paper - 4"/yr; Audio Tapes - 8/yr.

- (a) Minutes of Full Meeting (contains proprietary information); Summary of Closed Portion of Board Meeting; and, Minutes of the Open Part of the Meeting.

PERMANENT. The Corporate Secretary delivers two copies of each type of the Minutes to Central Files upon certification of the Minutes. Transfer to the National Archives when 20 years old in 5 year blocks.

- (b) Audio tapes. Recordings of complete meeting (Usually 2 tapes per meeting--ranging from 60-90-120 minutes, each.) These tapes record the entire Board meeting and contain proprietary information. The tapes are not transcribed.

Destroy when 10 years old.

2. Board Meeting: Sunshine Act Documentation.

Arranged chronologically, by Board Meeting date. These are the materials for each meeting which document compliance with the Government in the Sunshine Act (Title 5 U.S.C. 552b). The materials include the Memorandum to the Board Members Seeking Closure (contains closure statement and General Counsel's Certification); the record of the vote on closure with the votes; the Federal Register Notification of Intent to Hold Meeting; and the Federal Register publication of Intent to Hold Meeting.

Dates: 1977 to present.

VOLUME: 3' linear

ANNUAL ACCUMULATION: .5' linear

Destroy when 5 years old.

3. Resolutions of the Board of Directors.

Arranged chronologically with an assigned number. These files consist of resolutions of the Board on matters presented for their consideration. These resolutions give, in a condensed format, the decisions of the Board on matters coming before the Board for decision. Resolutions that have been modified, revoked, or canceled by subsequent Board actions are so marked on the index, with a notation of the nature and the date of the later change. Resolutions become part of the official file upon codification.

Dates: 1971 to present.

VOLUME: 16" linear; Subject Index 1" linear.

ANNUAL ACCUMULATION: 1" linear.

PERMANENT. The Corporate Secretary delivers two copies to Central Files within thirty days of codification, with revised index. Hold in Central Files until 5 years old. Transfer to the Washington National Records Center, in 5 year blocks. Transfer to the National Archives when 20 years old in 5 year blocks.

4. Board Briefing Books.

Arranged chronologically by meeting date. These records contain agenda and reports submitted to the Board from OPIC staff on such matters as proposed changes to OPIC policies relating to insurance and finance projects; requests for Board approval on projects that exceed management's authority; and on similar matters that require Board consideration. Also contain draft minutes of last Board Meeting for the Board's approval or modification.

Dates: 1987 to present.

VOLUME: 4' linear.

ANNUAL ACCUMULATION: About 8" linear.

PERMANENT. The Corporate Secretary delivers 2 copies to Central Files upon distribution to Board Members (prior to scheduled Board Meeting). Hold one copy in Central Files

until 5 years old. Transfer to the Washington National Records Center, in 5 year blocks. Transfer to the National Archives when 20 years old in 5 year blocks.

5. Investment Committee Files.

Arranged chronologically by year, and thereunder by type of record. These records consist of agenda, papers presented to the Committee, summary discussion notes (attendance, summary of issues discussed), records of votes and approvals of the Committee that consists of the Executive Staff (as designated by the President of the Corporation). The Committee recommends approval or disapproval of projects to the President of the Corporation. Records reflect Investment Committee deliberations.

Dates: 1970 to present.

VOLUME: 12' linear.

ANNUAL ACCUMULATION: .5' linear.

PERMANENT. Cut-off at the end of the fiscal year. Send to Central Files 30 days after cut-off. Hold in Central Files until 5 years old. Transfer to the Washington National Records Center, in 5 year blocks. Transfer to the National Archives when 20 years old in 5 year blocks.

6. Executive Office Chronological and Subject & Correspondence Files.

Arranged chronologically or by subject. Correspondence files of all Executive Office Staff. These files document OPIC decisions, policies, procedures, and activities.

Dates: 1964 to present.

Volume: 27' linear

Annual accumulation: 1'

PERMANENT. Cut off at the end of presidential appointees service (usually every 4 years) and transfer to Central Files. Hold in Central Files for 4 years and then transfer to WNRC. Transfer to the National Archives when 20 years old.

LEGAL AFFAIRS RECORDS

7. Legal Opinions.

Arranged chronologically. These files consist of legal opinions and interpretations on all matters relating to the administration and operations of OPIC programs.

Dates: 1966 to present.

VOLUME: 5' linear.

ANNUAL ACCUMULATION: 1" linear.

PERMANENT. Review annually. Retain in office until no longer needed and then transfer to WNRC (with a copy of the index). Transfer to the National Archives 10 years after transfer to the Washington National Records Center or when 20 years old, whichever is sooner.

8. Congressional Correspondence.

Arranged by House and Senate and thereunder alphabetically by name. These files consist of correspondence with members of Congress concerning OPIC's programs as well as statements of OPIC's policy in various countries and concerning various industries.

Dates: 1976 to present.

VOLUME: 13' linear.

ANNUAL ACCUMULATION: About 8" linear.

Hold in OPIC for 5 years and then transfer to WNRC. Destroy when 20 years old.

9. Country Files.

Arranged alphabetically by name of country and thereunder by date of agreement. These files consist of copies of bilateral international agreements under which OPIC operates in other countries together with related papers showing negotiations, implementing arrangements, and other bilateral issues.

Dates: 1945 to present.

VOLUME: 33' cubic

ANNUAL ACCUMULATION: .5' cubic.

PERMANENT. Transfer file of the negotiated agreement and all of the diplomatic correspondence which constitutes the implementing agreements to WNRC 10 years after the agreement is terminated or superseded. Transfer to the National Archives 20 years after the agreement is terminated.

10. Claims Case Files.

Arranged by case. These files consist of records relating to investment insurance claims paid, settled, or rejected together with related arbitration or litigation records. Contains correspondence, motions, hearings, court proceedings, reports from various consultants concerning the values of the projects, the amounts requested, and paid or settled. Cut-off file when the final decision is reached in the case.

DATES: 1968 to date.

VOLUME: 40' cubic.

ANNUAL ACCUMULATION: About 8".

PERMANENT. Transfer to WNRC 3 years after final disposition of case. Transfer to the National Archives 20 years after final disposition of the case.

INSURANCE PROGRAM RECORDS

11. Investment Insurance Case Files.

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 approval(s), 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 has expired, the investor terminates the contract, or the expiration of 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.

DATES: 1948 to date.

VOLUME: 150' cubic.

ANNUAL ACCUMULATION: 3' cubic.

A) Cases Referred to the Investment Committee: PERMANENT. Transfer to WNRC one year after the case is closed. Transfer to the National archives when 20 years old in 5 year blocks.

B) All Other Case Files: Transfer to WNRC 1 year after case is closed. Destroy 15 years after transfer.

12. Canceled, Withdrawn, or Rejected Insurance Registration Application Files.

Arranged alphabetically, by Investor's Name. These files include the original registrations and applications together with correspondence and reports on projects for which no formal contract has been signed.

When a project is registered, the registration period is for 2 years. Extensions of the registration period for two year increments are routinely granted.

A file is closed when the project is canceled, withdrawn by the investor, or the Insurance Officer decides that the project is dead or rejected. A file is also closed when the investor fails to extend the expired registration on a project.

DATES: Cancelled & Withdrawn, 1990 to date; Rejected, 1976 to date.

VOLUME: 24' linear.

ANNUAL ACCUMULATION: 12' linear.

Hold on-site at OPIC for three years after the closing of the file, then destroy.

13. Berne Union Records.

Arranged by year, then by type of record: meeting minutes, agenda, final reports, correspondence, subject files. These files include minutes of meetings, agendas, correspondence, reports, and subject correspondence maintained by OPIC's representative to the Berne Union which is a group of several countries' export credit agencies that guarantee insurance coverage to companies doing business in undeveloped countries.

DATES: 1980 to date.

VOLUME: 5' linear.

ANNUAL ACCUMULATION: 1' linear.

A) Meeting Files. Agendas, minutes of meetings, documents, reports, and other documentation relating to Berne Union meetings.

PERMANENT. Cut off when 5 years old and transfer to WNRC. Transfer to the National Archives when 20 years old.

B) Subject and Country Files.

Cut-off at the end of each fiscal year. Hold on-site in the Insurance Department for 15 years, then destroy.

14. Risk Sharing & Retention Agreement Files.

Arranged alphabetically by the name of the company or client, then by country. These files consist of memoranda, correspondence, reports, and other related records concerning OPIC's involvement in reinsurance, coinsurance, and cooperative insurance arrangements with insurance clients and private insurance companies, such as Lloyds of London, designed to spread the risk of large insurance payments.

DATES: 1976 to date.

VOLUME: 5' linear.

ANNUAL ACCUMULATION: .5' linear.

PERMANENT. Transfer to WNRC 3 years after completion or termination of insurance. Transfer to the National Archives when 20 years old, in 5 year blocks.

FINANCE PROGRAM RECORDS

15. Finance Loan Case Files.

Arranged alphabetically by the investor's name (individual or corporate), 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 formally agreed upon ("Committed"), all pertinent documents are sent to Central Files for filing in the official Finance Loan Case File. Subsequent documentation such as monitoring, financial, and other reports relating 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 canceled.

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.

DATES: 1971 to date.

VOLUME: 150' linear.

ANNUAL ACCUMULATION: 3' linear.

A) Cases Referred to the Investment Committee: PERMANENT. Transfer to WNRC one year after case is closed. Transfer to the National Archives 20 years after closing, in 5 year blocks.

B) Other Committed Cases: Transfer to WNRC when case is closed. Destroy 6 years after the case is closed.

C) Rejected and Canceled Finance Loan Case Files: Transfer to WNRC when case is closed. The case is closed as of the date of the rejection or cancellation. Destroy six years after case is closed.

16. Finance "Private-Funds" Case Files.

Arranged alphabetically, by fund name and country. These files consist of correspondence, reports, and other records generated by the investigation, selection, and management of funds tailored to specific geographic areas or to specific industries. OPIC solicits fund proposals, selects the principals, provides some financing, and participates in its

management but the funds are private (not government) owned and managed.

As of 5/1993: We only have 3 special funds: African Growth Fund, Asia-Pacific Growth Fund, & Poland Partners. East-European Growth Fund should be coming in the next few months.

DATES: 1987 to date.

VOLUME: 1' linear.

ANNUAL ACCUMULATION: Negligible.

Disposition not approved.

INVESTMENT DEVELOPMENT PROGRAM RECORDS

17. Project Development Program--Feasibility Studies.

Arranged by subject. These files consist of studies to examine investment opportunities suitable for OPIC programs.

DATES: 1982 to date.

VOLUME: 5' linear.

ANNUAL ACCUMULATION: .5' linear.

A. Feasibility Studies for "Committed" Loans: Add to the loan case file in Central Files. Disposition will be the same as that loan case file.

B. All Other Studies: Transfer to the WNRC 5 years after the fund has terminated. Destroy 20 years after termination of the fund.

18. Briefing Books for Investment Missions.

Arranged by year and thereunder by region. These books are prepared for the information of investment mission participants and, secondarily, for the OPIC staff involved in the mission. They are designed to acquaint the U.S. participants with the investment climate and other information concerning the country. OPIC investment missions usually last one week and there are several missions each year. The books contain general information on U.S. and OPIC involvement in a particular country; on other financial aid programs within that country; press releases on the mission; biographical information on the OPIC and U.S. participants; and any specific information about the country that would be pertinent to the success of the mission.

DATES: 1983 to date.

VOLUME: 9' linear.

ANNUAL ACCUMULATION: 1' linear.

Cut-off at the end of each fiscal year. Destroy in OPIC when 5 years old.

19. Mission Correspondence.

These files consist of correspondence, reports, memoranda, and other material relating to the recruitment of potential American investors, requests from U.S. investors to join the mission, information from the State Department concerning the investment climate and political situation in the country; and travel and housing arrangements.

DATES: 1983 to date.

VOLUME: 30' linear.

ANNUAL ACCUMULATION: 5.5' linear.

Cut-off at the end of each fiscal year. Transfer to WNRC in 5 year blocks. Destroy when 10 years old.

20. Mission Trip Reports.

Arranged chronologically by date of the mission. These files consist of reports prepared at the end of each mission headed by an OPIC Vice-President narrating the investment climate and the business activity within the country, and giving impressions of the economic life of the country useful to the United States in developing foreign policy matters. A copy of this report is sent to the National Security Council.

DATES: 1983 to date.

VOLUME: .5' linear.

ANNUAL ACCUMULATION: Negligible.

PERMANENT. Cut-off at the end of the fiscal year. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 20 years old in 5 year blocks.

21. Investor Services Records.

These files consist of correspondence, reports, memoranda, and other records concerning the development and maintenance of services for potential U.S. investors in developing countries. OPIC encourages new investors in overseas business ventures by furnishing information concerning the business potential of the country and by furnishing information on OPIC's finance, insurance, and preinvestment services.

DATES: 1983 to 1994.

VOLUME: 17' linear.

ANNUAL ACCUMULATION: 3' linear.

Destroy when 3 years old.

22. Opportunity Bank Investor Information Service Records.

The files consist of information developed and sold to potential U.S. investors and sponsors of investment projects in developing countries. U.S. company and foreign project registrations are entered in a database and updated regularly. Records include information on sales of investment profiles, sales records, correspondence, and memoranda for the Investor Information Service.

DATES: 1983 to 1994.

VOLUME: 18' linear.

ANNUAL ACCUMULATION: 3' linear.

Destroy in OPIC when 3 years old, except for VISA/MASTERCARD receipts. Retain these receipts for 7 years.

23. Research Records.

Arranged by subject. The records include correspondence, reports, contracts, OPIC review documentation and final study reports and other records concerning the preparation of in-depth reports on topics of special interest to OPIC, such as worker rights in China.

DATES: 1976 to date.

VOLUME: 3' linear.

ANNUAL ACCUMULATION: Negligible.

PERMANENT. Maintain on-site at OPIC until 20 years old and then transfer to the National Archives.

24. Speeches.

Arranged chronologically. These files consist of speeches made by top officials of OPIC concerning agency policies and programs.

DATES: 1973 to date.

VOLUME: 1' linear.

ANNUAL ACCUMULATION: 2" linear.

PERMANENT. Cut-off at the close of each fiscal year. Transfer to WNRC 2 years after cut-off. Transfer to the National Archives when 20 years old in 5 year blocks.

25. Press Releases.

Arranged chronologically. These files consist of press or news releases or prepared statements or announcements issued for distribution to the news media covering such events as adoption of new or termination of old agency programs, major shifts in policy, and changes in senior agency personnel.

DATES: 1977 to date.

VOLUME: 5' linear.

ANNUAL ACCUMULATION: .5' linear.

PERMANENT. Cut-off at the end of each fiscal year. Transfer to WNRC when 5 years old, in 5 year blocks. Transfer to the National Archives when 20 years old in 5 year blocks.

26. Publication Files.

Arranged by type of publication and thereunder chronologically. These files consist of a copy of each booklet, pamphlet, poster, monograph, annual report, agency newsletter, or other issuance of an informational nature designed for internal OPIC use and for promotional or external use.

DATES: 1974 to date.

VOLUME: 6' linear.

ANNUAL ACCUMULATION: .5' linear.

PERMANENT. Cut-off at the close of each fiscal year and transfer one copy of each publication to Central Files. Hold in Central Files for 5 years and then transfer to WNRC. Transfer to the National Archives when 20 years old in 5 year blocks.