

## Request for Records Disposition Authority

Records Schedule Number      DAA-0275-2014-0001

Schedule Status      Modified Approved Version

  

Agency or Establishment      Export-Import Bank of the United States

Record Group / Scheduling Group      Records of the Export-Import Bank of the United States

Records Schedule applies to      Agency-wide

Schedule Subject      Comprehensive Records Schedule of the Export-Import Bank of the United States

  

Internal agency concurrences will be provided      No

Background Information      

Export-Import Bank of the United States (Ex-Im Bank) is an independent agency of the United States incorporated by Congress under the Export Import Bank Act of 1945 as amended (12 USC 635, et seq.)

The Bank is the official export credit agency of the United States. Ex-Im Bank's mission is to assist in financing the export of U.S. goods and services to international markets. The Bank provides insurance, loans, and loan guarantees to U.S. exporters, buyers of U.S. exports, and lenders financing U.S. exports.

This records schedule covers the records of the agency other than those covered by the General Records Schedules. This schedule covers the records regardless of media - electronic and paper.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	5	8	1

### GAO Approval

## Outline of Records Schedule Items for DAA-0275-2014-0001

Sequence Number	
1	Governing Entities and Advisory Boards and Committees of the Bank
1.1	CHAIRMAN/PRESIDENT AND MEMBERS OF THE BANK BOARD - Communication Disposition Authority Number: DAA-0275-2014-0001-0001
1.2	CHAIRMAN/PRESIDENT AND MEMBERS OF THE BANK BOARD - Working papers Disposition Authority Number: DAA-0275-2014-0001-0002
1.3	BANK BOARDS AND COMMITTEES - Communication Disposition Authority Number: DAA-0275-2014-0001-0003
1.4	BANK BOARDS AND COMMITTEES - Working Papers. Disposition Authority Number: DAA-0275-2014-0001-0004
1.5	POLICY, PROCEDURES, LEGAL OPINIONS, FEDERAL GOVERNMENT COMMUNICATIONS Disposition Authority Number: DAA-0275-2014-0001-0005
1.6	INTERGOVERNMENTAL FILES Disposition Authority Number: DAA-0275-2014-0001-0006
1.7	INTERNATIONAL AND DOMESTIC FINANCIAL INSTITUTION FILES Disposition Authority Number: DAA-0275-2014-0001-0007
1.8	PUBLIC COMMUNICATION Disposition Authority Number: DAA-0275-2014-0001-0008
1.9	LITIGATION CASE FILES Disposition Authority Number: DAA-0275-2014-0001-0009
2	EX-IM BANK MISSION
2.1	TRANSACTIONS Disposition Authority Number: DAA-0275-2014-0001-0010
2.2	CLAIMS Disposition Authority Number: DAA-0275-2014-0001-0011
2.3	LETTER OF INTEREST (LI) Disposition Authority Number: DAA-0275-2014-0001-0012
2.4	MASTER AGREEMENTS AND AGREEMENTS WITH PRIVATE PARTIES Disposition Authority Number: DAA-0275-2014-0001-0013
2.5	REVIEWS AND INSPECTIONS /INVESTIGATIONS/DUE DILIGENCE Disposition Authority Number: DAA-0275-2014-0001-0014

## Records Schedule Items

Sequence Number	
1	<p><b>Governing Entities and Advisory Boards and Committees of the Bank</b> This section covers original documents, created and/or received by the Chairman/ President, Board Members, the Bank's Advisory Boards, Committees of the Board of Directors or Advisory Boards and Committees of the Bank. The term "Boards and/or Committees" shall include the Board of Directors of the Bank, any Advisory Board of the Bank, any Committee of the Board of the Directors or any Advisory Board, and any Committee of the Bank.</p>
1.1	<p><b>CHAIRMAN/PRESIDENT AND MEMBERS OF THE BANK BOARD - Communication</b></p> <p>Disposition Authority Number      <b>DAA-0275-2014-0001-0001</b></p> <p>Documents created and/or received by the Chairman or President of the Bank and any member of the Bank's Boards, which document the Bank's policies, procedures, and/or activities. This includes documents received from or sent to Congress, the White House, Federal agencies, foreign governments, U.S. businesses, and State and Local Governments, as well as policies set by the Chairman.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-275-02-001, A.2.b.i; A.7.a</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off files at the end of FY</b></p> <p>Transfer to Inactive Storage          <b>Transfer to Records Storage Facility as needed</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to NARA fifteen (15) years after the end of official's tenure in office.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1934</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2000 To 2004</b></p>

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer to NARA at end of official's tenure in office, or four (4) years after cutoff, whichever is later.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

## CHAIRMAN/PRESIDENT AND MEMBERS OF THE BANK BOARD - Working papers

Disposition Authority Number DAA-0275-2014-0001-0002

Briefing books prepared by staff, drafts of reports for the Chairman or President of the Bank or Board members of the Bank, duplicates of documents, as well as routine correspondence, memoranda, and other records documenting day-to-day operations and routine administrative matters.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-275-02-001, a.2.b.ii

## Disposition Instruction

Cutoff Instruction Cut off files at the end of Fiscal Year (FY).

Retention Period Destroy three (3) years after end of term of service or when no longer required for business, whichever is longer.

## Additional Information

GAO Approval Not Required

1.3

## BANK BOARDS AND COMMITTEES - Communication

Disposition Authority Number      DAA-0275-2014-0001-0003

Documents created and/or received by the Boards and/or Committees which document the Bank's policies, procedures, and/or activities. These documents include meeting agendas, meeting minutes, memoranda, correspondence, and/or policy decision documents.

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

GRS or Superseded Authority Citation      N1-275-02-001, items A.2.a; -A.3; -A.4

### Disposition Instruction

Cutoff Instruction      Cut off files at the end of FY

Transfer to Inactive Storage      Transfer to Records Storage Facility as needed.

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 4 year blocks 30 year(s) after cutoff for the most recent record

### Additional Information

First year of records accumulation      1934

What will be the date span of the initial transfer of records to the National Archives?      From 2000 To 2004

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		4 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.4

## BANK BOARDS AND COMMITTEES - Working Papers.

Disposition Authority Number DAA-0275-2014-0001-0004

Briefing books prepared by staff for the Board or Committee, drafts of reports for the Board or Committee, duplicates of documents created for the benefit of the Board or Committee, including background materials and routine administrative matters.

Final Disposition	Temporary
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Item Status **Active**

Is this item media neutral?	Yes
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Do any of the records covered	No
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation	N1-275-02-001, A.2.b.ii
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## Disposition Instruction

Cutoff Instruction	Cut off files at the end of the FY
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Retention Period	Destroy three (3) years after cutoff end of term of service or when no longer required for business, whichever is longer.
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## Additional Information

GAO Approval	Not Required
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1.5

POLICY, PROCEDURES, LEGAL OPINIONS, FEDERAL GOVERNMENT COMMUNICATIONS

Disposition Authority Number DAA-0275-2014-0001-0005

Documents created and/or received which document the Bank's policies, procedures, and/or activities, and legal opinions. This includes documents received from or sent to Congress, the White House, Federal agencies, U.S. businesses, and state and local governments

Final Disposition	Permanent
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Item Status	Active
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Is this item media neutral?	Yes
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-275-02-001, A.5.a; A.5.b; A.9

### Disposition Instruction

Cutoff Instruction

Cut off at the end of the FY

Transfer to Inactive Storage

Transfer to Records Storage Facility as needed.

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning

Transfer to the National Archives 10 year(s) after cutoff

### Additional Information

First year of records accumulation 1933

What will be the date span of the initial transfer of records to the National Archives?

From 2000 To 2004

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

### INTERGOVERNMENTAL FILES

Disposition Authority Number

DAA-0275-2014-0001-0006

Documents and/or correspondence between Ex-Im Bank and any foreign government, this includes files, correspondence, memoranda, letters, and/or memoranda of understanding.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-275-02-001, A.6.a

**Disposition Instruction**

Cutoff Instruction Cut off files at the end of FY

Transfer to Inactive Storage Transfer to Records Storage as needed.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after cutoff

**Additional Information**

First year of records accumulation 1933

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**INTERNATIONAL AND DOMESTIC FINANCIAL INSTITUTION FILES**

Disposition Authority Number DAA-0275-2014-0001-0007

1.7



Documents and/or correspondence relating to the Bank's participation in international financial institutions, such as Organization for Economic Co-operation and Development (OECD), the Paris Club and the Berne Union (International Union of Credit and Investments Insurers), and documents and/or correspondence between Ex-Im Bank and export credits agencies of other countries, multilateral agencies and multilateral development banks, and other United States and non-United States banks and financial institutions, other than those that relate to specific transactions or Master Guarantee Agreements or other agreements that include an expiration date or termination provision. This includes files, correspondence, memoranda, letters, and/or memoranda of understanding.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-275-02-001, A.6.b

#### Disposition Instruction

Cutoff Instruction Cut off at the end of FY

Transfer to Inactive Storage Transfer to Records Storage Facility as needed.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after Cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

#### Additional Information

First year of records accumulation 1933

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		1 Cubic feet

Microform		
Hardcopy or Analog Special Media		

1.8

## PUBLIC COMMUNICATION

Disposition Authority Number **DAA-0275-2014-0001-0008**

Communications by officers and employees of the Bank, including speeches, correspondence, public informational documents, press releases, marketing documents, and/or documents used in the Bank's public seminars.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-275-02-001, A.7.b**

## Disposition Instruction

Cutoff Instruction **Cutoff files at the end of FY**

Retention Period **Destroy five (5) years after cutoff or when no longer required for business, whichever is later.**

## Additional Information

GAO Approval **Not Required**

1.9

## LITIGATION CASE FILES

Disposition Authority Number **DAA-0275-2014-0001-0009**

Documents and/or correspondence pertaining to any case in which the Bank or any officer, Director, or employee of the Bank is a party. This includes summons, complaint, evidentiary documents, administrative record, motions, interlocutory orders, appeals, final court decisions, other pleadings, and correspondence

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-275-02-001, A.2.b.i
	Disposition Instruction	
	Cutoff Instruction	Cutoff a Case File when the final judgment has been issued and all appeals have been exhausted.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2	<b>EX-IM BANK MISSION</b>	
	This section covers records created and/or received in reference to direct loans, credit guarantees, export credit insurance, working capital agreements, term financing, supply chain financing, finance leasing guarantees, rescheduled loans, and other financing products offered in support of the Bank's mission.	
2.1	<b>TRANSACTIONS</b>	
	Disposition Authority Number	DAA-0275-2014-0001-0010
	Documents: including but not limited to application, supporting documentation, financial statements, analysis of financial risks, environmental issues, engineering documents, correspondence files, credit reviews, compliance documents, agreements, promissory notes, guarantees, insurance policies and endorsements, federal register notices and comments received, economic risk analysis, internal analysis, internal memorandum, legal documents, certificates, invoices, and other materials required to support the financing.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-275-02-001, A.1.(a,b,c); A.8.b
	Withdrawn Status Explanation	Records schedule does not reflect current business process. Item withdrawn to be resubmitted on a future schedule.
	Disposition Instruction	

2.2	Cutoff Instruction	Cutoff at transaction closure.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<b>CLAIMS</b>	
	Disposition Authority Number	DAA-0275-2014-0001-0011
	Documents: including but not limited to claim application, supporting documentation, investigation reports, analysis of loss, certifications, and other material required to support the claim	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
2.3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-275-02-001, A.8.b
	Disposition Instruction	
	Cutoff Instruction	Cutoff at claim closure.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<b>LETTER OF INTEREST (LI)</b>	
	Disposition Authority Number	DAA-0275-2014-0001-0012
	Documents: including Letter of Interest (LI) application, supporting documents, analysis, acceptance notice, withdrawn/cancelled notice, denied notice, and any other material used to support a decision.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

2.4	GRS or Superseded Authority Citation	N1-275-02-001, A.8.b
	Disposition Instruction	
	Cutoff Instruction	Cutoff when LI is withdrawn, cancelled, accepted, or expired.
	Retention Period	Destroy 3 year(s) after CUTOFF
	Additional Information	
	GAO Approval	Not Required
	<b>MASTER AGREEMENTS AND AGREEMENTS WITH PRIVATE PARTIES</b>	
	Disposition Authority Number	DAA-0275-2014-0001-0013
	Documents: including but not limited to Master Guarantee Agreements, Master Reimbursement Agreements, and/or Master Referral Agreements supplements, and/or correspondence required to support the Master Agreements, and the agreements between the Bank and private parties, that include an expiration date or other termination provision. Such agreements may include but are not limited to agreements relating to marketing arrangements, co-sponsorship, and commissioned broker arrangements.	
	Final Disposition	Temporary
2.5	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-275-02-001, A.8.b
	Disposition Instruction	
	Cutoff Instruction	Cutoff when agreement is terminated or expires.
	Retention Period	Destroy 10 year(s) after CUTOFF
	Additional Information	
	GAO Approval	Not Required
	<b>REVIEWS AND INSPECTIONS /INVESTIGATIONS/DUE DILIGENCE</b>	
	Disposition Authority Number	DAA-0275-2014-0001-0014
	Documents: created in the performance of or responding to: program reviews such as Individual Delegated Authority, program compliance, program review; Office of the Inspector General inspections and audits; outside audits; law enforcement	

investigations and investigations by other agencies; and due diligence; and/or documents provided to Third Party Litigants (Touhy). Reviews performed in reference to specific transactions numbers and/or claim numbers will be covered under section B1, Transactions/Claims, of this schedule.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-275-02-001, A.8.b

Disposition Instruction

Cutoff Instruction

Cutoff at close of investigation

Retention Period

Destroy 5 year(s) after CUTOFF

Additional Information

GAO Approval

Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
01/14/2014	Return to Submitter	Andy Chang	Records Manager	OCIO - Information and Records Management
01/15/2014	Certify	Andy Chang	Records Manager	OCIO - Information and Records Management
05/01/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/06/2014	Submit For Certification	Andy Chang	Records Manager	OCIO - Information and Records Management
05/06/2014	Return to Submitter	Andy Chang	Records Manager	OCIO - Information and Records Management
05/06/2014	Submit For Certification	Alla Lake	IT Consultant	OCIO - OMT
05/06/2014	Return to Submitter	Andy Chang	Records Manager	OCIO - Information and Records Management
05/06/2014	Submit For Certification	Andy Chang	Records Manager	OCIO - Information and Records Management
05/06/2014	Certify	Andy Chang	Records Manager	OCIO - Information and Records Management
07/15/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/24/2014	Submit For Certification	Alla Lake	IT Consultant	OCIO - OMT
09/24/2014	Certify	Andy Chang	Records Manager	OCIO - Information and Records Management
10/14/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

10/16/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/17/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist



New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
P	N	CHAIRMAN/ PRESIDENT AND MEMBERS OF THE BANK BOARD - Communication	0001	Documents created and/or received by the Chairman or President of the Bank and any member of the Bank's Boards and/or Committees, which document the Bank's policies, procedures, and/or activities. This includes documents received from or sent to Congress, the White House, Federal agencies, foreign governments, U.S. businesses, and State and Local Governments, as well as policies set by the Chairman.	<b>CUTOFF:</b> End of FY  Transfer to Records Storage Facility as needed. Transfer to NARA at end of official's tenure in office, or four (4) years after cutoff, whichever is later.	A.2.b.i  A.7.a	P	N1-275-02-001.A.2.b.i Retain until the Board member leaves the agency, then transfer to Central Files. Transfer to NARA when 10 years old.  N1-275-02-001.A.7.a Transfer to Central Files after 1 year. Transfer to NARA when 5 years old.	1934	Historically, paper: 3.75 box/yr
T	N	CHAIRMAN/ PRESIDENT AND MEMBERS OF THE BANK BOARD - Working Papers	0002	Briefing books prepared by staff, drafts of reports for the Chairman or President or Board members of the Bank, duplicates of documents, as well as routine correspondence, memorandums, and other records documenting day-to-day operations and routine administrative matters.	<b>CUTOFF:</b> End of FY  Destroy three (3) years after end of term of service or when no longer required for business, whichever is longer.	A.2.b.ii	T	Destroy when no longer needed for current agency business	N/A	
P	N	BANK BOARDS AND COMMITTEES - Communication	0003	Documents created and/or received by the Boards and/or Committees which document the Bank's policies, procedures, and/or activities. These documents include meeting agendas, meeting minutes, memoranda, correspondence, and/or policy decision documents.	<b>CUTOFF:</b> End of FY Transfer to Records Storage Facility as needed.  Transfer to NARA in 4 year blocks 30 years after cut-off for the most recent record.	A.2.a; A.3; A.4	P	N1-275-02-001.A.2.a, Records of the Full Board - Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.  N1-275-02-001.A.3, Advisory Committees - Transfer to Central Files after 2 years. Transfer to NARA when 5 years old.  N1-275-02-001.A.4, Credit and Risk Committees - Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.	1934	Historically, paper: 3.75 box/yr
P	N/A	BANK BOARDS AND COMMITTEES - Communication	0003	Board of Directors meeting transcripts.		N/A; new item	N/A; new item	DAA-GRS-2017-0003-0002, Intermediary records - Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	N/A	Historically paper: .5 box/yr; changed to electronic in 2010

New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
T	N	BANK BOARDS AND COMMITTEES - Working Papers	0004	Briefing books prepared by staff for the Board or Committee, drafts of reports for the Board or Committee, duplicates of documents created for the benefit of the Board or Committee including background materials and routine administrative matters.	<b>CUTOFF:</b> End of FY  <b>Destroy</b> three (3) years after cutoff or when no longer required for business, whichever is longer.	A.2.b.ii	T	Destroy when no longer needed for current agency business	N/A	
P	Y +5yrs Y -5to -10yrs Y +5yrs N	POLICY, PROCEDURES, LEGAL OPINIONS, FEDERAL GOVERNMENT COMMUNICATIONS	0005	Documents created and/or received which document the Bank's policies, procedures, and/or activities, and legal opinions. This includes documents received from or sent to Congress, the White House, Federal agencies, U.S. businesses, and state and local governments.	<b>CUTOFF:</b> End of FY  Transfer to Records Storage as needed.  Transfer to NARA ten (10) years after cutoff.	A.5.a  A.5.b  A.8.a  A.9	P	N1-275-02-001.A.5.a Transfer to Central Files after current General Counsel leaves the agency. Transfer to NARA when 10 years old.  N1-275-02-001.A.5.b Transfer to Central Files after 20 years. Transfer to NARA when 25 years old.  <del>N1-275-02-001.A.8.a</del> <del>Transfer to Central Files after 2 years.</del> <del>transfer to NARA when 10 years old.</del> See DAA-0275-2017-0002-0001 for ICRAS Reports legal disposition authority. Darryl Byrd, Appraisal Archivist, 17July2017  N1-275-02-001.A.9 Transfer to Central Files after 2 years. Transfer to NARA when 15 years old.	1933	Historically Paper, Estimated: 0.65 box/yr
P	Y +5yrs	INTERGOVERNMENTAL FILES	0006	Documents and/or correspondence between Ex-Im Bank and any foreign government, this includes files, correspondence, memoranda, letters, and/or memoranda of understanding.	<b>CUTOFF:</b> End of FY  Transfer to Records Storage as needed.  Transfer to NARA ten (10) years after cutoff.	A.6.a	P	Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.	1933	Historically, paper: Estimated: 0.65 box/yr

New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
P	Y +5yrs	INTERNATIONAL AND DOMESTIC FINANCIAL INSTITUTION FILES	0007	Documents and/or correspondence relating to the Bank's participation in international financial institutions, such as Organization for Economic Co-operation and Development (OECD), the Paris Club and the Berne Union (International Union of Credit and Investments Insurers), and documents and/or correspondence between Ex-Im Bank and export credits agencies of other countries, multilateral agencies and multilateral development banks, and other United States and non-United States banks and financial institutions, other than those that relate to specific transactions or Master Guarantee Agreements or other agreements that include an expiration date or termination provision. This includes files, correspondence, memoranda, letters, and/or memoranda of understanding.	<b>CUTOFF:</b> End of FY  Transfer to Records Storage Facility as needed.  Transfer to NARA ten (30) years after cutoff.	A.6.b	P	Transfer to Central Files after 2 years. Transfer to NARA when 10 years old.	1933	Historically, paper: Estimated 1 box/yr
T	N	PUBLIC COMMUNICATION	0008	Communications by officers and employees of the Bank, including speeches, correspondence, public informational documents, press releases, marketing documents, and/or documents used in the Bank's public seminars.	<b>CUTOFF:</b> End of FY  Destroy five (5) years after cutoff or when no longer required for business use, whichever is later.	A.7.b	T	Destroy/delete when dissemination, revision or updating is completed, or when materials are no longer being used.	N/A	
T	new category	LITIGATION CASE FILES	0009	Documents and/or correspondence pertaining to any case in which the Bank or any officer, Director, or employee of the Bank is a party. This includes summons, complaint, evidentiary documents, administrative record, motions, interlocutory orders, appeals, final court decisions, other pleadings, and correspondence.	<b>CUTOFF:</b> Cutoff a Case File when the final judgment has been issued and all appeals have been exhausted.  <b>Destroy</b> ten (10) years after cutoff.	A.2.b.i	N/A	N/A	N/A	

New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
T	Y - 5yrs	EX-IM BANK MISSION. TRANSACTIONS	0010	Including but not limited to application, supporting documentation, financial statements, analysis of financial risks, environmental issues, engineering documents, correspondence files, credit reviews, compliance documents, agreements, promissory notes, guarantees, insurance policies and endorsements, federal register notices and comments received, economic risk analysis, internal analysis, internal memorandum, legal documents, certificates, invoices, and other materials required to support the financing.	<b>CUTOFF:</b> Transaction closure. <b>Destroy</b> seven (7) years cutoff	<b>A.1.(a.b.c)</b> <b>A.8.b</b>	T	a. Originals - Maintain in the OCFO until the credit is fully repaid or othwise terminated. Transfer to the FRC 2 years later. Destroy 10 yrs. after transfer to FRC. b. Drafts - Attys in the OGC are to maintain these until a full set of closing documents is received, at which time the drafts are to be destroyed. c. Transfer to Central Files after the transaction becomes operative and retain in Central Files until credit is fully repaid or otherwise terminated. Transfer to the FRC 2 years later. Destroy 10 years after transfer to FRC.	N/A	
T	Y +2yrs	EX-IM BANK MISSION. CLAIMS	0011	Including but not limited to claim application, supporting documentation, investigation reports, analysis of loss, certifications, and other material required to support the claim.	<b>CUTOFF:</b> Claim closure. <b>Destroy</b> seven (7) years after cutoff	<b>A.8.b</b>	T	Destroy when 5 years old or when no longer needed	N/A	
T	Y -2yrs	EX-IM BANK MISSION. LETTER OF INTEREST (LI)	0012	Documents, including Letter of Interest (LI) application, supporting documents, analysis, acceptance notice, withdrawn/cancelled notice, denied notice, and any other material used to support a decision.	<b>CUTOFF:</b> when LI is withdrawn, cancelled, accepted or expired. <b>Destroy</b> three (3) years after cutoff.	<b>A.8.b</b>	T	Destroy when 5 years old or when no longer needed	N/A	
T	Y +5yrs	EX-IM BANK MISSION. MASTER AGREEMENTS AND AGREEMENTS WITH PRIVATE PARTIES	0013	Documents, including but not limited to Master Guarantee Agreements, Master Reimbursement Agreements, and/or Master Referral Agreements supplements, and/or correspondence required to support the Master Agreements, and the agreements between the Bank and private parties, that include an expiration date or other termination provision. Such agreements may include but are not limited to agreements relating to marketing arrangements, co-sponsorship, and commissioned broker arrangements.	<b>CUTOFF:</b> when agreement is terminated or expires. <b>Destroy</b> ten (10) years after cutoff.	<b>A.8.b</b>	T	Destroy when 5 years old or when no longer needed	N/A	

New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
T	N	EX-IM BANK MISSION. REVIEWS AND INSPECTIONS / INVESTIGATIONS / DUE DILIGENCE	0014	Documents created in the performance of or responding to: program reviews such as Individual Delegated Authority, program compliance, program review; Office of the Inspector General inspections and audits; outside audits; law enforcement investigations and investigations by other agencies; and due diligence; and/or documents provided to Third Party Litigants (Touhy). Reviews performed in reference to specific transactions numbers and/or claim numbers will be covered under Section B1, Transactions/Claims, of this schedule.	<b>CUTOFF:</b> at close of investigation.  <b>Destroy</b> five (5) years after cutoff.	<b>A.8.b</b>	T	Destroy when 5 years old or when no longer needed	N/A	

New Retention (P/T)	Retention Changing? (Y, N, +/- # yrs)	New Bucket/ Heading/ Item Title	New Item #	New Item Description	Proposed New Cutoff and Retention	Previously Approved NARA Disposition Authority and item # N1-275-02-001	Previously Approved NARA Retention (P/T)	Old Cutoff and Disposition Instructions	Series Start	Vol./Yr
Video Records										
Avg. Record Size (MB)	Format	Avg.Volume/Year (MB)	Start	Subject						
3.5	mp4	175	2008	Chairman Hochberg Communication						
E-mail Records Bank Chairman Lmbright (example)										
0.151	pst	126	2003	email						