REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER _N/- 275-09-9_
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received _9/10/09_

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Export Import Bank of US	
2 MAJOR SUB DIVISION	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
Chief Information Office	
3 MINOR SUBDIVISION	
Records Management	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Sharon A Whitt	_202-565-3325_		

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_____page(s) are not needed now 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
_9-3-09_	_Sharon A Whitt_	_Director_

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets _EXIM. GOV Public Web Site_		

System Title:

Export Import Bank Website (WWW.EXIM.GOV)

System Description:

The Export Import Bank website provides a facility to promote the export of American goods and services. This web site was created in 1996 and designed to allow external clients accessibility to the financing resources that the Bank provides. These resources are used to facility the export of American goods.

1. Content on EXIM.GOV

The Export Import Bank uses EXIM.GOV to provide the Public with information about upcoming events, current financial trends, seminars, Board of Directors and Credit Committee meeting minutes, memoranda, statistical reports, press releases, and career opportunities. Documents published on the web site are covered by the records schedule of the business organization that created the content.

The web site promotes the following Export Import Bank programs:

Working Capital
Loan Guarantees
Insurance
Structures and Project Finance
Transportation – medium and long term financing
Short, Medium, and Long term financing
Special Initiative
Export Credit Insurance

These programs provide clients a variety of financing programs that have been developed to assist United States companies in exporting their goods. Each program has an informational area and instructions and forms to complete requesting specific financing assistance in the export of goods. Each program provides the ability to complete and submit these forms through the web site.

Disposition: Temporary - destroy when no longer needed or when superseded.

2. Technical Files:

a. <u>Server configuration files</u>, change management files, server policies, operational instructions, and usage files provide information on the usage and operation of the web site. These files can be used for site restoration in the event of a failure or other requirement to restore the site.

Disposition: Temporary – destroy when no longer needed or when superseded.

b. <u>Software Files</u> provide information on the products used to create and maintain the web site and presentations. These files contain information on the version and licenses for all software products.

Disposition: Temporary – destroy when no longer needed or when superseded.

c. <u>Traffic Logs</u> collect information about the use of the website by visitors. These logs do not track any information about individual visitors. This information is captured continuously.

Disposition: Temporary - destroy when no longer needed or when superseded.

d. <u>Server Maintenance files</u> and system log files records events performed on the servers such as monthly maintenance of files, login attempts, and error reports.

Disposition: Temporary – destroy when no longer needed or when superseded.