REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER _N1-275-9-10_
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received _9/10/09_

1 FROM (Agency or establishment) _Export Import Bank of US_	NOTIFICATION TO AGENCY
2 MAJOR SUB DIVISION _Chief Information Office_	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION _Records Management_	

4 NAME OF PERSON WITH WHOM TO CONFER _Sharon A. White_	5 TELEPHONE _9-3-09_	DATE	ARCHIVIST OF THE UNITED STATES

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,

[X] is not required   [ ] is attached, or   [ ] has been requested

DATE _9-3-09_	SIGNATURE OF AGENCY REPRESENTATIVE _Sharon A White_	TITLE _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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 ONLINE WEB APPLICATION		

System Title:

ExIm Online Web Application

System Description:

The ExIm Online Web application provides the following capabilities:
a. On-line application and case processing
b. Automated credit scoring and decision making
c. Risk management
d. Generate standard policy & endorsement documentation
e. Process of renewals and amendments
f. Process of shipment reports
g. Searching and reporting

Master Files

This system contains scanned images of insurance and guarantee transaction records. Transactions may include applications and all supporting documentation, such as financial statements; internal analyses of financial, political, and economic risks, as well as environmental issues; internal memoranda; legal and engineering documents; correspondence; and credit review and compliance documents.
Documents contain metadata for policy name/number, insured name/number, buyer name/number, broker name/number, document number, application control system number, and dates of transaction.

A centralized database stores the data and documents entered into ExIm Online. Documents placed into ExIm Online are OCR PDF format.

ExIm Online provides the users with the ability to search metadata and individual documents based upon specific metadata and/or keyword text search. Search results are display in a web format for downloading and/or printing. Searches can be performed on specific functions such as shipments, transactions, and/or applications. Search results are provided in a screen view for printing and/or downloading.

Disposition: Temporary. Destroy 12 years after transaction has been closed or terminated (finalized or cancelled).

Appendix A

Documents Scanned In EXIMDocs

Documents scanned into EXIMDocs system will have an OCR PDF rendition of the documents. These new documents will be searchable by the following data items:

- ➢ Single-buyer
- ➢ Multi-buyer
- ➢ Multi-buyer Policy Renewals
- ➢ Multi-buyer & Single-buyer Policy Assignment
- ➢ Withdrawal of Multi-buyer Policy and Single-buyer Commitment or Policy Applications
- ➢ Multi-buyer Policy Amendment & Umbrella Exporters
- ➢ Cancelation
- ➢ Underwriter worksheet
- ➢ Overdue Reports
- ➢ Shipment Reports
- ➢ Claims
- ➢ Application
- ➢ Correspondence
- ➢ Financial Statements
- ➢ Credit Reports
- ➢ Assignment

This will give the underwriter ability to review and update records.

Advanced Search

This Advanced Search provides the users the ability to search for documents based on a profile. This is user primary search screen and consists of the groupings of textboxes, drop down boxes, name textboxes, and other fields. This document is a form which will enable you to enter selective search criteria.

From the form, user can search by:

Object Type:

- Docs
- EDT
- Fiche
- PFMS

Properties:
- Bar code
- Box Number
- Broker
- Buyer
- Claim
- Effective date
- Endorsement
- File type
- Insured
- Policy
- Scanned by and date