

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0420-2022-0005

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	U.S. International Development Finance Corporation
Record/Scheduling Group	0420 - Records of the United States International Development Finance Corporation
Records Schedule Applies To	Agency-wide
Schedule Subject	Comprehensive Schedule of Records of the Overseas Private Investment Corporation
Additional Schedule Information	<p>The Overseas Private Investment Corporation (OPIC) helps US businesses invest overseas through medium to long term financing using direct loans and loan guaranties to eligible ventures. OPIC also provides insurance to cover political risks. Finally, OPIC mobilizes private capital for direct equity investment by qualified fund managers in private companies located in developing countries and emerging markets.</p> <p>OPIC was authorized as an independent agency in the executive branch pursuant to the act of December 30, 1969 (PL-91-175). The authorities were formally transferred to the Corporation by Executive Order 11579 of January 19, 1971. Prior to this the functions of OPIC were under the United States Agency for International Development (“USAID”). OPIC was then transferred to the International Development Cooperation Agency (“IDCA”) on October 1, 1979. It became an independent agency again on April 1, 1999 (112 Stat. 2681-790) when IDCA was abolished.</p> <p>On October 5, 2018, Congress passed the Better Utilization of Investments Leading to Development (BUILD) Act (Public Law No: 115-254). This act created the United States International Development Finance Corporation (“DFC”), consolidating OPIC with USAID’s Development Credit Authority, while introducing new and innovative financial products to better bring private capital to the developing world. The agency officially stood up on December 20, 2019 when Congress passed the FY20 appropriations bill (Public Law 116-93).</p> <p>This schedule will cover all records of OPIC. Records of DFC will be scheduled separately.</p>
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 31

Number of Temporary disposition items: 11

Number of Permanent disposition items: 20

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0420-2022-0005

Item #	Title	Disposition
	Mission Records	
0001	Mission Records : Board of Directors Records : Board of Directors Meeting Minutes/Ballots	Permanent
0002	Mission Records : Board of Directors Records : Board Meeting: Sunshine Act Documentation	Temporary
0003	Mission Records : Board of Directors Records : Board of Directors Meeting Resolutions	Permanent
0004	Mission Records : Board of Directors Records : Board Briefings	Permanent
0005	Mission Records : Office of the President's Records : Office of the President Program Files	Permanent
0006	Mission Records : Office of the President's Records : Policy and Procedure Records	Permanent
0007	Mission Records : Office of the President's Records : Organizational Charts and Directories Files	Permanent
0008	Mission Records : Office of the President's Records : Organizational Charts and Directories- all other org charts	Temporary
0009	Mission Records : Office of the President's Records : Investment Committee Files	Permanent
0010	Mission Records : Department of Legal Affairs Records : Legal Opinions	Permanent
0011	Mission Records : Department of Legal Affairs Records : Country Records	Permanent
0012	Mission Records : Department of Legal Affairs Records : Claims Case Records	Permanent
0013	Mission Records : Department of Legal Affairs Records : Special Studies	Permanent
	Financial Transactions Records	
0014	Financial Transactions Records : Financial Transaction Records : Finance Project Records	Temporary
0015	Financial Transactions Records : Financial Transaction Records : Insurance Project Records	Temporary
0016	Financial Transactions Records : Financial Transaction Records : Investment Fund Records	Temporary

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0017	Financial Transactions Records : Financial Transaction Records : Canceled, Withdrawn, or Rejected Finance Project, Insurance Project, and Investment Funds Application Files	Temporary
0018	Program Office Records : Berne Union Records : Berne Union Records: Subject and Country Files	Temporary
0019	Program Office Records : Berne Union Records : Berne Union Records: Meeting Files	Permanent
0020	Program Office Records : Risk Sharing & Retention Agreement Files	Permanent
0021	Program Office Records : Feasibility Studies	Temporary
0022	Program Office Records : Briefing Reports for Investment Missions	Temporary
0023	External Affairs Records : Budget Hearing Files - prior to FY 2017	Permanent
0024	External Affairs Records : Congressional Correspondence	Temporary
0025	External Affairs Records : Press Releases and Media Fact Sheets	Permanent
0026	External Affairs Records : Press Conference Files	Permanent
0027	External Affairs Records : Publications	Permanent
0028	External Affairs Records : Speeches	Permanent
0029	External Affairs Records : Senate and House Committee Files	Temporary
0030	External Affairs Records : Biographical Sketch Files	Permanent
0031	External Affairs Records : Congressional Confirmation Hearing Files	Permanent

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Records Schedule Items

Group Title	Mission Records : Board of Directors Records	
Group Description	<p>Organized as a corporation with a corporate structure, OPIC has a Board of Directors consists of fifteen Directors, Including the Chair, eight of whom are appointed by the President of the United States with the remaining seven Directors are Cabinet level members of the Government of the United States whose duties relate to the programs of OPIC. The Chair and the Vice Chair of the Board of Directors are designated by the President of the United States.</p> <p>The Board of Directors provides policy direction and general oversight to the agency, provides oversight regarding OPIC's internal audit function and OPIC's independent accountants, and determines if OPIC has adequate administrative and financial controls, requests compliance reviews, and approves and authorizes for transmission to Congress a complete and detailed report of OPIC's operations during the fiscal year as required by legislation from Section 102 of the Government Corporation Control Act.</p>	
DAA-0420-2022-0005-0001 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Board of Directors Meeting Minutes/Ballots	
Item Description	<p>Arranged chronologically. Minutes of Full Meeting; Audio files of meetings; Summary of Closed Portion of Board Meeting; Minutes of the Open Part of the Meeting, and Ballots for board meeting with board member votes.</p> <p>Meeting minutes include but are not limited to reports by management, budget updates, project approvals presented by the Investment Committee, and items for administrative approval such as corporate by-laws.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation

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N1-420-93-001 / 1/A	No
N1-420-93-001 / 1B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5GB
Date span of the initial transfer	From: --/--/1991 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0420-2022-0005-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Board Meeting: Sunshine Act Documentation
Item Description	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 (such as the Annual Public hearing, public hearings in conjunction with each Board Meeting, cancel notices, and Board Meetings); and the Federal Register publication of Intent to Hold meeting.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

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Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0420-2022-0005-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Board of Directors Meeting Resolutions	
Item Description	Resolutions approved and not approved by the Board of Directors are arranged chronologically by date of meeting with an assigned number. These files consist of resolutions of the Board on matters presented for their consideration and can include but are not limited to approved financing for projects, contracts for political risk insurance, tributes to departing board members, and the establishment of committees that report to the Board of Directors. Resolutions that have been modified, revoked, or cancelled by subsequent Board actions are so marked on the index of meetings, included in this item, separated annually, with a notation of the nature and the date of the later change. Resolutions approved by the Board are published on the OPIC website with a statement that the Board approves the resolution and the signature of the Corporate Secretary.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 3	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually, 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:12GB
Date span of the initial transfer	From: --/--/1991 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0420-2022-0005-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Board Briefings
Item Description	These records contain agendas 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. Arranged chronologically by meeting date.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-420-93-001 / 4	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:12GB
Date span of the initial transfer	From: --/--/1991 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

Group Title	Mission Records : Office of the President's Records
Group Description	The chief executive officer of OPIC is given the title of President and is responsible for the operations and management of the agency. The President has general supervision, direction, and control of the business and officers of OPIC and exercises all powers and abilities of OPIC by delegation from the Board of Directors, subject to the Bylaws and policies established by the Board. The President represents OPIC in its relations with Congress, with agencies and departments of the Government, and with all others having business with OPIC. The President serves on the OPIC Board of Directors.
DAA-0420-2022-0005-0005 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Office of the President Program Files

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Item Description	Correspondence files of all Executive Office Staff. These files document OPIC decisions in daily operations, as well as Executive Chronology and subject files. Correspondence can be print and file or paper mail that has been scanned. Types of correspondence can include but are not limited to letters from members of Congress, foreign dignitaries, and NGOs. Arranged chronologically or by subject.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 6	No	
NC1-420-77-01 / 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually, 15 years after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5GB	
Date span of the initial transfer	From: --/--/1997 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law	
DAA-0420-2022-0005-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Policy and Procedure Records	

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Item Description	Records related to formal policies and procedures internal to the agency that require the approval of the President. These include, but are not limited to Programmatic Directives, Administrative Directives, and Office Function Directives.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-77-001 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10GB	
Date span of the initial transfer	From: --/--/1971 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law	
DAA-0420-2022-0005-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Organizational Charts and Directories Files	
Item Description	Organizational charts and directories that show structural changes in the organization of OPIC.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
NC1-420-77-01 / 7A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10GB	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0420-2022-0005-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Organizational Charts and Directories- all other org charts	
Item Description	All org charts that do not reflect structural changes to OPIC.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
NC1-420-77-01/7B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
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ITEM GENERAL INFORMATION	
Item Title	Investment Committee Files
Item Description	These records consist of agendas and papers presented to the Investment 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). Reports to the committee can include but are not limited to a report on the development impact of the project, a report on the creditworthiness of the project, and a report on any external affairs issues of the project. Investment projects include but are not limited to equity investment, insurance support, and local currency loans. Arranged chronologically by year, and after by project.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-420-93-001 / 5	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:12GB
Date span of the initial transfer	From: --/--/1991 To: --/--/2007
Frequency of transfer	1

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

Group Title	Mission Records : Department of Legal Affairs Records	
Group Description	The Department of Legal Affairs provides legal counsel to the Board of Directors and senior management, legal support for all financial transactions, interpretation and advice on legal issues affecting OPIC, interpretation and advice on all general administration and management laws, assistance with Freedom of Information Act requests, and the negotiation of bilateral agreements.	
DAA-0420-2022-0005-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legal Opinions	
Item Description	These files consist of legal opinions and interpretations on all matters relating to the administration and operation of OPIC. These can include by are not limited to contract actions, legislative interpretation and support, negotiation of bilateral agreements, and interpretation and advice on all general administration and management laws. Arranged chronologically.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 7	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Date span of the initial transfer	From: --/--/1971 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0420-2022-0005-0011 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Country Records
Item Description	Records of bilateral international agreements under which OPIC operates in other countries together with related papers showing negotiations, implementing arrangements, and other bilateral issues. Agreements are filed by region of the world such as Asia and the Pacific, Africa and the Middle East, and Latin America and the Caribbean.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-420-93-001 / 9	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff when the agreement is terminated or superseded.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff
ADDITIONAL INFORMATION	

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Current Records Format	Textual data:2GB
Date span of the initial transfer	From: --/--/1971 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0420-2022-0005-0012 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Claims Case Records
Item Description	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, amounts requested and paid or settled. Arranged by case.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-420-93-001 / 10	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the fiscal year when the case is adjudicated or dismissed.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Date span of the initial transfer	From: --/--/2002 To: --/--/2007

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Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law	
DAA-0420-2022-0005-0013		
STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Special Studies	
Item Description	These records include correspondence, reports, OPIC review documentation and reports on topics of special interest to OPIC, such as worker rights or a biodiversity study. Arranged by subject.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-420-77-01/27	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of each fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10MB	
Date span of the initial transfer	From: --/--/1976 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	

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FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
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Group Title	Financial Transactions Records : Financial Transaction Records
Group Description	OPIC provides financing and political risk insurance to help American businesses gain footholds in emerging and post-conflict markets and address critical development challenges; loans and loan guarantees to overseas business ventures in the form of long-term financing., and political risk insurance protects investors and contractors against political risk that their assets may face when deployed overseas. All financial transactions are evaluated to ensure compliance with international environmental standards; international human rights and worker rights regulations; and no adverse impact on the U.S. economy.

DAA-0420-2022-0005-0014

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Finance Project Records
Item Description	OPIC financing provides medium-to long-term funding through direct loans and loan guaranties. Each finance project is divided into five main categories: origination documents, budget documents, portfolio services, monitoring, and legal documents. Feasibility studies for committed loans are added to the project record file. Origination documents include the loan application, financial statements, the business plan, background checks, screening documents, and the commitment letter approval package for the loan. Budget documents include the final risk assessment matrix (pre-FY2016), approved risk rating scorecard, the subsidy model and subsidy term sheet, and subsidy modifications. Portfolio services documents are administration and billing documents and include the debt service schedule and invoices. Monitoring documents involve reporting requirements for the loan duration, project completion documents, and any amendments and waivers. Legal documents include loan documents, a commitment letter, funding documents, and the first disbursement documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

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Status: APPROVED
Date Approved: 08/20/2025

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-420-00-001 / 2A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0420-2022-0005-0015 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Insurance Project Records
Item Description	Case files related to insurance on investments in the event of losses suffered restrictions on the conversion and transfer of local-currency earnings and proceeds of divestiture, liquidation and other distributions constituting a return of the investments; expropriation including confiscation, abrogation, repudiation, and/or impairment of contract and other improper host government interference that deprives the investor of its fundamental rights in the investment; and war, civil disturbance, insurrection, and other acts of politically-motivated violence, including terrorism and sabotage. Each insurance project contains origination documents, monitoring documents, and legal documents. Records 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, correspondence, and project clearances.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-420-00-001 / 1/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0420-2022-0005-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Investment Fund Records
Item Description	Case files of the support and investment capital through direct equity and equity-related investments in new, expanding or privatizing emerging market companies. The fund files include origination, monitoring, and legal documents. The origination documents include application files, and evaluation committee files, geographical background information, and trip reports. Legal documents include correspondence, loan documents and funding documents. Monitoring documents include supervising all credit, market, and liquidity risk, as well as administrative and reporting aspects of the investment funds.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff

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ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0420-2022-0005-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Canceled, Withdrawn, or Rejected Finance Project, Insurance Project, and Investment Funds Application Files	
Item Description	Arranged alphabetically, by Investor's Name. These files include but are not limited to the original registrations and applications together with correspondence and reports for which no formal contract is signed. A file is closed when the project is canceled, withdrawn by the investor, or it is decided the project is rejected.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 12	No	
NC1-420-77-01 /41	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Program Office Records : Berne Union Records
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Group Description	Berne Union is a group of several countries' export credit agencies that guarantee insurance coverage to companies doing business in undeveloped countries. Records include meeting minutes, agendas, correspondence, reports, and subject correspondence maintained by OPIC's representative to the Berne Union.	
DAA-0420-2022-0005-0018		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Berne Union Records: Subject and Country Files	
Item Description	Additional supporting documentation and reference material related countries involved in the Berne Union meetings as well as subject correspondence. Subjects can include credit risk mitigation, consultation papers supporting trade, and industry surveys. Country files include the countries involved in the Berne Union such as North Macedonia and Ghana.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 13/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0420-2022-0005-0019		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Berne Union Records: Meeting Files	
Item Description	Agendas, minutes of meetings, documents, reports, and additional documentation relating to Berne Union Meetings.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-420-93-001 item 13A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:2GB
Date span of the initial transfer	From: --/--/1971 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Program Office Records
Group Description	Records of the offices of OPIC.
DAA-0420-2022-0005-0020	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Risk Sharing & Retention Agreement Files
Item Description	Arranged alphabetically by the name of the company or client, then by country. These files consist of but are not limited to, memoranda, correspondence, reports, and other related records concerning OPIC's involvement in reinsurance (insurance for insurers or stop-loss insurance), coinsurance, and cooperative insurance arrangements with insurance clients and private insurance companies, designed to spread the risk of large insurance payments.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-420-93-001 / 14	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1GB
Date span of the initial transfer	From: --/--/1984 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0420-2022-0005-0021	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Feasibility Studies
Item Description	Support for the analysis of a potential OPIC financial project as well as other special studies for OPIC project opportunities. These documents include but are not limited to reports and supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 17/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0420-2022-0005-0022		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Briefing Reports for Investment Missions	
Item Description	These reports 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 reports 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. Arranged by year and thereunder by region.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 18	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 1 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	External Affairs Records
Group Description	The Office of External Affairs (OEA) is OPIC's lead communicator to all external audiences, including media, Congress, stakeholders, and the American public. OEA is tasked with raising the profile of the Corporation to the various audiences and to meet OPIC's obligations to its committees of jurisdiction in the United States Congress.

DAA-0420-2022-0005-0023

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Budget Hearing Files - prior to FY 2017
Item Description	Files relating to the presentation of the OPIC budget to Congress. Arranged by fiscal year.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
NC1-420-77-01 /17	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff

ADDITIONAL INFORMATION

Current Records Format	Textual data:2GB
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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0420-2022-0005-0024 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Congressional Correspondence
Item Description	Correspondence with members of Congress concerning OPIC's programs as well as statements of OPIC's policy in various countries and concerning various industries. Arranged chronologically.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-420-93-001 / 8	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0420-2022-0005-0025 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Press Releases and Media Fact Sheets
Item Description	Press or news releases, prepared statements, or announcements issued for distribution to the news media covering such topics as policy announcements, changes to senior personnel, and new initiatives. Arranged chronologically.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-420-93-001 / 25	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of each fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Date span of the initial transfer	From: --/--/1985 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0420-2022-0005-0026 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Press Conference Files
Item Description	Official transcripts or recordings of OPIC press conferences.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-420-77-01/22	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.

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Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10GB	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0420-2022-0005-0027		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Publications	
Item Description	Newsletters, pamphlets, annual reports, brochures, and other publications issued to disseminate information on the agency and its programs. Arranged chronologically and by topic.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-1/26	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5GB	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Status: APPROVED
Date Approved: 08/20/2025

DAA-0420-2022-0005-0028		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Speeches	
Item Description	Public speeches including stump speeches made by Senior Officials of OPIC concerning policies and programs. Arranged chronologically and by topic.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-420-93-001 / 24	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format		
Date span of the initial transfer	From: --/--/1973 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0420-2022-0005-0029		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Senate and House Committee Files	
Item Description	Background reference materials used in preparing materials for Congressional committees where OPIC members testify.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-420-77-01/18	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0420-2022-0005-0030 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Biographical Sketch Files
Item Description	Biographical sketches and photographs of OPIC executives.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-420-77-01/23A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 years after cutoff
ADDITIONAL INFORMATION	

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Current Records Format	Textual data:10GB
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0420-2022-0005-0031 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Congressional Confirmation Hearing Files
Item Description	Documents used to prepare the confirmation hearings for the President and the private citizens of the Board of Directors.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives annually 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:15GB
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Date Approved: 08/20/2025

Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.