

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Export-Import Bank of the United States

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Helene H. Wall

5. TEL. EXT.

582-1820

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>JULY 2, 1976</u>	JOB NO. <u>NCI-275-76-1</u>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>10-17-77</u> (Date)	<u>James E. O'Neil</u> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/27/77

Date

[Signature]

(Signature of Agency Representative)

First  
~~Executive~~ Vice President

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Export-Import Bank of the U.S. was originally organized as a District of Columbia banking corporation pursuant to Executive Order 6581 dated February 2, 1934 and was continued as an agency of the United States by an act approved January 31, 1935, as amended. It is an independent agency of the United States incorporated by Congress under the Export-Import Bank Act of 1945 as amended (59 Stat. 526).</p> <p>The purpose of the Bank is to aid in financing and to facilitate exports and imports and the exchange of commodities between the United States or any of its Territories or insular possessions and any foreign country or the agencies or nationals thereof.</p> <p>The records of the agency other than those covered by General Records Schedules are described in the following items. Unless otherwise specified the retention periods in this schedule set forth the number of years the records must be retained following close of file or date of document.</p>		

Sent to agency, NNR, NNF, NCW 34 items 10/18/77

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Records of the Board and Loan Committee Meetings</u></p> <p>a. Board minutes and resolutions and loan committee minutes.</p> <p>ACTION: PERMANENT. Official set to be retained in the Secretary's Office. Offer to NARS when 10 years old.</p> <p>b. Board agenda.</p> <p>ACTION: Official set to be retained in the Secretary's Office. Destroy when 5 years old.</p>		
2.	<p><u>Records of the Advisory Committee</u></p> <p>The Advisory Committee of the Export-Import Bank of the United States is composed of nine members appointed by the Board of Directors on the recommendation of the President of the Bank, who are broadly representative of production, commerce, finance, agriculture, and labor. The Advisory Committee meets one or more times a year on the call of the President of the Bank to advise the Bank on its program.</p> <p>Charter, lists of members, minutes of meetings, reports, and general correspondence.</p> <p>ACTION: PERMANENT. Retain in the Secretary's Office. Transfer to Central Files when 2 years old. Offer to NARS when 10 years old.</p>		
3.	<p><u>Administrative Subject Files</u></p> <p>a. Correspondence, internal memoranda, telegrams, organization charts, semi-annual export financing competitiveness reports, EXIMBank annual reports, and press releases concerning all phases of the operations of the Bank. Subjects include but are not limited to budget matters, legislative history, general program policy, use of consultants, and special projects.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 15 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

3 of 12

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Personnel records concerning travel, training, and overtime, lists of approved prequalified foreign buyers, cables sent by staff members during trips, and other housekeeping or facilitative documentation.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p>		
4.	<p><u>General Subject Files</u></p> <p>Reports, correspondence, internal memoranda, printed material, and cables concerning general topics not treated separately in more formal EXIMBank files. Many topics are related to specific commodities such as aluminum, cattle, copper, cotton, and iron ore. Other subject areas include aircraft, sales to communist bloc countries, defense articles and services, nuclear power, Pan American highway, and the Organization of American States.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p>		
5.	<p><u>General Reference Files</u></p> <p>a. Government Files.</p> <p>Correspondence with the White House, Executive Branch agencies, and Congress concerning all phases of the work of EXIMBank. The most voluminous correspondence is with the Departments of Commerce and Treasury, the Office of Management and Budget and its predecessor the Bureau of the Budget, and the Federal Reserve System. Included are copies of published reports prepared by various Federal agencies.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 15 years old.</p> <p>b. Country Files.</p> <p>Correspondence, reports, economic studies, trip summaries, telegrams, internal memoranda, and bulky printed materials used for general reference on individual countries.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p>		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

4 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. Corporation Files.</p> <p>Correspondence, feasibility reports, pamphlets on manufactured goods, financial statements, and corporate annual reports used for general reference on domestic and foreign business corporations.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p> <p>d. International Financial Institution Files.</p> <p>(1) General reference files.</p> <p>Reports, financial statements, and miscellaneous correspondence concerning the exchange of information between EXIMBank and the following institutions: Asian Development Bank (ADB), Berne Union (International Union of Credit and Investment Insurers), International American Development Bank (IADB), International Bank for Reconstruction Development (IBRD), International Development Association (IDA), International Finance Corporation (IFC), International Monetary Fund (IMF), and Organization for Economic Cooperation and Development (OECD). These records are used for general reference and include information which is quickly outdated.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p> <p>(2) General Correspondence Files.</p> <p>Official correspondence, internal memoranda, and cables concerning the institutions identified in (1) above documenting their relationship with EXIMBank. In addition to correspondence between the Bank and the institution, these records also include communications with Congress and various Executive Branch agencies.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p> <p>e. Records of the National Advisory Council on International Monetary and Financial policy.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

5 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(1) NAC minutes, agenda, actions, documents, and reports.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p> <p>(2) General correspondence with members of the Council documenting EXIMBank's role as a member.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p> <p>f. Agency for International Development (AID) Files.</p> <p>(1) Reference Files.</p> <p>Applications made by AID to EXIMBank for specific international loans, agenda, and minutes of the Joint EXIMBank/AID Coordinating Committee, printed reports, financial statements, and miscellaneous correspondence concerning routine transactions between EXIMBank and AID.</p> <p>ACTION: Retain in Central Files. Destroy when 5 years old.</p> <p>(2) General Correspondence.</p> <p>Official correspondence and internal memoranda documenting the relationship between EXIMBank and AID. This series of records also includes correspondence with Congress and various Executive Branch agencies.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p> <p>(3) Memoranda to the EXIMBank from the AID/EXIMBank Liaison Group.</p> <p>Memoranda containing the substantive recommendations made by the Liaison Group to the Bank Board concerning specific loans.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p>		

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
**6** of **12**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>(4) Internal EXIMBank Memoranda concerning AID Loans.</p> <p>Internal memoranda prepared by EXIMBank staff summarizing background information on specific loans recommended by AID.</p> <p>ACTION: PERMANENT. Retain in Central Files. Offer to NARS when 10 years old.</p> <p><u>Direct Loans and Financial Guarantee Case Files</u></p> <p>Direct Loans are dollar credits extended by EXIMBank directly to borrowers outside of the United States for purchase of U.S. goods and services. EXIMBank also guarantees the repayment of credit extended by private lenders to purchasers outside of the United States of U.S. goods and services. Documentation in these case files is divided into three categories for retention/disposal purposes.</p> <p>a. Basic commitment and repayment records: The Master Loan and Guarantee Agreement with amendments, original letter of application, resolution, letter of advice of authorization, receipt of final payment, copy of promissory note.</p> <p>ACTION: Retain in Central Files until loan is fully repaid. Transfer to FRC when 3 years old. Destroy when 25 years old.</p>		

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF

7 of 17

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Contract and Disbursement Documentation: Divided into two retention categories, the documentation includes:</p> <p>(1) Supporting data accompanying Letter of Application, press releases, telex/telegram to Berne Union and U. S. Embassy and responses, Board memorandum, specimen signatures, final progress report, correspondence and operational memos, Maritime Administration Waiver Material, contracts, purchase orders, pro forma invoices, requests for guarantees of Letters of Credit, requests for approvals of amendments to Letters of Credit, Letters of Credit and amendments, disbursements.</p> <p>ACTION: Retain in Central Files until loan is fully repaid. Transfer to FRC when 3 years old. Destroy when 8 years old.</p> <p>(2) Invoices, Supplier's Certificates, itemized statements, bills of lading, bills of sale, FAA Export Certificates of Airworthiness, Certificate of Acceptance, insurance certificates, freight forwarder certificates.</p> <p>ACTION: Retain in Central Files. Transfer to FRC when 1 year old. Destroy when 7 years old.</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
8 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. Servicing and administration records: Borrower's request for Amendment of credit terms, Board or file memo recommending action on request (both approvals and denials), letter or telex to borrower informing of action on request, borrower's financial reports and related correspondence, financial evaluation, EXIMBank letter concerning financial reports and borrower's compliance with financial covenants, borrower's request for EXIMBank's consent as required by covenants of credit agreement, Board or file memorandum recommending action on request for consent, correspondence and memoranda related to administration of credit, feasibility studies, projected acquisition programs, quarterly progress report (except final progress report), semiannual operating reports, billings, receipt advices (except final receipt advice), promissory note schedules, various accounting control sheets.</p> <p>ACTION: Retain in Central Files until loan is fully repaid. Destroy when 3 years old.</p> <p>Retain denied applications in Central Files for 2 years, then destroy.</p>		
7.	<p><u>Preliminary Commitments Case Files (PC)</u></p> <p>A formal agency commitment to financially support an export sale, usually contingent upon certain conditions. A fulfilled PB becomes part of a Direct Loan Case file.</p> <p>ACTION: Retain expired PCs in Central Files 2 years after expiry date, then destroy.</p> <p>Retain denied PCs in Central Files 2 years after denial action, then destroy.</p>		
8.	<p><u>Cooperative Financing Facility (CFF) Case Files</u></p> <p>CFF makes credit available to small and medium-sized purchasers of U.S. goods and services by joint financing with selected non-U.S. financial institutions. CFF documentation is divided into two types of files.</p>		

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
9 of 12

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. CFF Bank Files.</p> <p>(1) Commitment and Applications Sections of each file includes: All Board memoranda (Authorizations and Amendments), NAC documents, Authorization Letters and Amendatory Letters, Agency Agreements, Participating Financial Institution Agreements, Application for the credit line and supporting data.</p> <p>ACTION: Retain in Central Files for active life of file. Transfer to FRC when 3 years old. Destroy when 25 years old.</p> <p>(2) Correspondence and Memoranda Sections include: memo to files, financial memoranda, memoranda to T/C transmitting agreement, notes, documents, operative memos, economic memos, all correspondence, withdrawn applications.</p> <p>ACTION: Retain in Central Files for active life of file. Transfer to FRC when 3 years old. Destroy when 8 years old.</p> <p>b. CFF Export Loan Files includes Export Loan Agreement (Exhibit A), Loan Committee or Administrative Authorization, and evidence of payment.</p> <p>ACTION: Retain in Central Files for active life of file. Transfer to FRC when 4 years old. Destroy when 25 years old.</p>		
9.	<p><u>Discount Loan Case Files</u></p> <p>Discount Loans are made to commercial banks for their financing of exports of U.S. goods and services. Case files contain application and telex communication, notification of approval, amendments, miscellaneous correspondence and general information on individual transactions.</p> <p>ACTION: Retain in Central Files 6 months after designated loan availability date, then destroy.</p>		

## Request for Records Disposition Authority--Continuation

JOB NO.

PAGE OF

10 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
10.	<p><u>Bank Guarantee Case Files.</u></p> <p>EXIMBank guarantees repayment of export debt obligations acquired by U.S. banking institutions from U.S. exporters. Case files are divided into two categories for retention/disposal purposes.</p> <p>a. Master Bank Guarantee Agreement files contain file copies of Master Agreements with U.S. commercial banks. Original agreements are retained in Treasurer-Controller's Office.</p> <p>ACTION: Retain in Central Files. Transfer to FRC when 3 years old. Destroy when 6 years old.</p> <p>b. Exporters Guarantee Case Files including Supplementary Agreements with U.S. banks having Master Agreements, commercial bank request, Certificate of Guarantee, Exporters Certificate of Eligibility, Certificate of Product Use, and correspondence.</p> <p>ACTION: Retain in Central Files. Transfer to FRC when 1 year old. Destroy when 4 years old.</p>		
11.	<p><u>FCIA Case Files</u></p> <p>The Foreign Credit Insurance Association, and association of private companies which, under an agency and reinsurance agreement with EXIMBank, offers U.S. exporters a variety of insurance policies covering the risks of non-payment of their short-term and medium-term export receivables</p> <p>FCIA Insurance Case Files: operational program files containing supporting insurance document, i.e., Board or Loan Committee medium term, master policy, combined short term - medium term and special buyers credit limits memo along with supporting documents -FCIA commitments, FCIA endorsements, memos to files, Master Policy quota work sheets.</p> <p>ACTION: Retain in Central Files. Transfer to FRC when 3 years old. Destroy when 6 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

11 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p><u>Magnetic Tape Direct Credit Applications Master File</u></p> <p>This file maintains information on buyers/sellers of American Products for export and the current status for all applications for sales agreements which have been completed. The file generates monthly reports, summaries, and fact sheets on applications, approvals/denials, and countries involved. The file represents approximately one-half of the Bank's activities.</p> <p>ACTION: PERMANENT. Offer quarterly updates to NARS.</p>		
13.	<p><u>Magnetic Tape Chile Rescheduling File</u></p> <p>This file documents the Bank's first rescheduling of defaulted' loans. In 1974 Chile requested the Bank to re-schedule four million dollars in loans. The file contains a summary of the Paris Agreement of 1974 on rescheduling by dates of installments due (1974-1983), by individual transactions (exporters, buyers, and guarantors), and the Exporter share computation pursuant to the Agreement. The file generates reports as demanded.</p> <p>ACTION: PERMANENT. Offer quarterly updates to NARS.</p>		
14.	<p><u>Magnetic Tape Loan/Guarantee Master File</u></p> <p>This file contains information and financial data relating to all Direct Loans, Cooperative Financing Facilities, Discount loans, Insurance, and Guarantees made by the Bank to support and stimulate the sale and export of American manufactured goods. The Bank's direct participation varies between 39% and 73% of the total export loan. The file also generates monthly, quarterly, and semi-annual internal working reports; reports to Congress, the Department of Commerce, and involved foreign embassies; and portions of the annual report which is available to the public.</p> <p>ACTION: PERMANENT. Offer quarterly updates to NARS.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

12 of 12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
15.	<p><u>Magnetic Tape Preliminary Commitment File</u></p> <p>This file contains information on all applications for loans made prior to sale, Board decisions (if any), and other information necessary to make a preliminary commitment so the sale of export goods can be consummated. The file also generates monthly internal working reports on PC's by country, product, or potential Bank assistance.</p> <p>ACTION: PERMANENT. Offer quarterly updates to NARS.</p>		
16.	<p>The following Magnetic Tape files are "Disposable" since the information contained therein is duplicated in the Loan/Guarantee Master File.</p> <p>PMU015      Unapplied Collections  PQ001      Prequalified Buyer File  MC015      PM History  Ya030      Terminated Loan Master File  Ba010      Billings Activity File  MA035      Monthly Authorizations File  GIM030      Guarantees Maturities  MC010      General Ledger File  BRS010      Billing Payment Schedule  BNA020      Billing Name and Address File  MM060      Maturities Master File</p>		