

Request for Records Disposition Authority

Records Schedule Number DAA-0275-2022-0001

Schedule Status Approved

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 Major Subdivision

Major Subdivision Office of the Chief Risk Officer

Schedule Subject Enterprise Risk Management Records of the Export-Import Bank of the U.S.

Internal agency concurrences will be provided No

Background Information Export-Import Bank of the United States (EXIM) Office of Risk Management is responsible for all matters related to managing and mitigating all risk to which EXIM is exposed, including the programs and operations of EXIM. The appointment and responsibilities of the Chief Risk Officer (CRO) are set forth in Section 3(l) of the EXIM Charter.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0275-2022-0001

Sequence Number	
1	ENTERPRISE RISK REGISTER Disposition Authority Number: DAA-0275-2022-0001-0001
2	ENTERPRISE RISK ANALYSIS Disposition Authority Number: DAA-0275-2022-0001-0002

Records Schedule Items

Sequence Number	
1	<p>ENTERPRISE RISK REGISTER</p> <p>Disposition Authority Number DAA-0275-2022-0001-0001</p> <p>Risk Management related data collection underlying formal Enterprise Risk reports, such as Risk Profile Report and Risk Register Report. These report on EXIM's top risks and provide the summaries of risk identification, risk assessment, control identification, control assessment, risk response, and monitoring for risks and controls across all EXIM offices.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Digital only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of FY</p> <p>Retention Period Destroy between 7 year(s) and 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>ENTERPRISE RISK ANALYSIS</p> <p>Disposition Authority Number DAA-0275-2022-0001-0002</p> <p>All documents created and/or received to express the EXIM Enterprise Risk Analysis. These encompass the description of risk appetite, establish risk appetite & risk tolerance levels for EXIM, establish consistent scoring for risk and control assessment, and consistent risk identification and categorization. Examples of such documents are Risk Appetite Framework and Risk Appetite Statement, Risk Scoring, Risk Taxonomy, Risk Profile, Risk Assessment by Office, and High Risk Report.</p> <p>Final Disposition Temporary</p>

Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Digital only
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at end of FY
Retention Period	Destroy between 7 year(s) and 10 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
04/29/2022	Certify	Alla Lake	RM SME	EXIM - EXIM
07/05/2022	Return for Revision	Jennifer Namsiriwan-Crabb	Archives Specialist	AC - AC
07/25/2022	Submit For Certification	Alla Lake	RM SME	EXIM - EXIM
07/25/2022	Certify	Alla Lake	RM SME	EXIM - EXIM
09/28/2022	Submit for Concurrence	Jennifer Namsiriwan-Crabb	Archives Specialist	AC - AC
09/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office