REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
_NI-275-10-3_

To   NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
10|25|09

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Export Import Bank of the United States 811 Vermont Ave , N W Washington, D C 20571	
2 MAJOR SUBDIVISION Information Quality and Records Management	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	

4 NAME OF PERSON WITH WHOM TO CONFER Sharon A Whitt	5 TELEPHONE NUMBER 202-565-3325	DATE 5 Jan 11	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 for 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 10 -15 -09	SIGNATURE OF AGENCY REPRESENTATIVE Sharon A Whitt	TITLE Director Information Quality & Records Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Claim Filing System (ECFS)		

System Title:

Electronic Claim Filing System (ECFS)

System Description:

The ECFS is a data entry system for Ex-Im Bank's customers to submit claim applications for Multi-Buyer Insurance, Guarantees, and Working Capital policies over the Internet The information is transferred to the Claims and Recovered Debt (CARDS) application for processing

ECFS will remain active until it is superseded or becomes obsolete

Master Files

The ECFS System contains data on the insurance claims for Multi-Buyer Insurance, Guarantees, and Working Capital Transactions   The public submits their claim request by completing the Claim application form(s) and submitting them thru ECFS
The ECFS application is the front end for the Claims and Recovered Debt (CARDS) application. Data from ECFS is transferred to CARDS for further processing
Data contained in ECFS includes name, address, policy information, type of claim, amount of claim, and reason for claim

The claimant has the ability to view all claim applications he has submitted to the Bank

Disposition: Temporary – Destroy 12 years after transaction close date