

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-275-10-5</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/19/10</i>	
1 FROM (Agency or establishment) Export Import Bank of the United States 811 Vermont Ave, N W Washington, D C 20571		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Information Quality & Records Management			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon A Whitt	5 TELEPHONE NUMBER 202-565-3325	DATE <i>02/10/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3-1-2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon A Whitt</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ERS – Electronic Reporting System		

System Title:

ERS – Electronic Reporting System

System Description:

The ERS system provides access to an integrated data warehouse for analysis and reporting. Users have the ability to generate per-defined reports or customize reports to meet their specific needs. These reports provide users with an easy user-friendly model of the enterprise information and metrics for analysis and review. The Bank's financial staff uses this information to assist in the analysis and review of loan applications. The data in ERS provides insight as to the status of the requestor in reference to whether he/she has or is a current customer, the status of any outstanding loans, any claims etc.

ERS provides monthly update reports to the ExIm Bank's intranet site for review by all staff. These monthly reports provide the Bank's financial staff with information on who, what country, and how much financial assistance the Bank is providing to small businesses.

The ERS is not the source system for any data. The master file for the ERS consists of two database schemas in an Oracle database – a staging schema and a data warehouse schema. The staging schema collects data from other databases and is used to build the data warehouse schema. Data in the staging schema is not visible to end users. The systems that ERS currently collects data from are

ExIm Online

Loan & Guarantee Accounting System

Integrated Information System

Application Processing System

Claims & Recovery Debt Servicing System

Restructure Loans System

Online Letter of Interest

Asset Monitoring System

Electronic Compliance Program

AS 400 (static data on insurance that preceded the implementation of ExIm Online)

After the data is collected into the staging schema, data from the various systems is merged into a common set of tables that reflect the fact and dimension tables used in a standard warehouse. These tables are used by our business intelligence tools for presentation of a wide variety of management reports.

The data in ERA is updated once a day. The load process is as follows:

Data is pulled from the source systems

Data is moved into a staging area

Data is filtered

Data is moved to the ERS tables

Master File

The ERS is not the source system for any data. The master file for the ERS consists of two database schemas in an Oracle database – a staging schema and a data warehouse schema. The staging schema collects data from other databases and is used to build the data warehouse schema. Data in the staging schema is not visible to end users.

1. **Disposition:**
Temporary destroy when superseded

2. History file

This file contains statistical information concerning a point in time as to the status of the Bank's metrics that are used for analysis and review. This history file may be used to support decisions made.

Disposition:
Temporary destroy 12 years after the end of the fiscal year

Statistical File

GAS This file is extracted from the ERS history files and is used to provide information on the usage of the ERS system.

Disposition – GSR 20, item 5
Temporary Delete when no longer needed

3. System Reports

The ERS system has the ability to generate reports that are used for review by the Export Import Bank Staff. These reports provide statistical information on the number and dollar amount of transactions approved for a given time period. The major of these reports are pre-programmed and the users provide generation criteria. A few "power users" have the ability to generate ad-hoc reports. Some of these ad-hoc reports are used to create new pre-programmed reports and made available to all.

The Bank's financial staff uses these reports to assist in their review of potential customers. These reports provide the financial staff with information on who, how much, when, and a listing of claims and/or bad debts and their status.

The system also provides reports that are uploaded to the Export Import Bank internet site. These reports provide the public with statistical information on the transactions approved by the Bank for a given time frame. This statistical information includes geographical, product or service, and amount of transactions approved.

Disposition
Temporary delete when superseded